



Policy and Procedures

Student Name Changes

This policy outlines the process by which students may change the name they are referred to at school to align with their gender identity. Students may choose to be identified in school by the first name that they have designated in accordance with this policy, and may request a change to their name or gender on their official student record through regulation JRA/JRC-R.

Definitions

- **“Chosen Name”** as defined in Colorado law, is any name a student requests to be known as that differs from the student’s legal name, to reflect the student’s gender identity.
- **“Legal Name”** is an individual’s legal name as it appears on official government documents such as licenses, passports, and birth certificate.

Use of a Chosen Name or Preferred First Name

The Board directs the superintendent to establish procedures allowing a student to inform the school of their chosen name or a preferred first name, such as a nickname, without altering the student’s legal name in the student’s official record. Students will not be required to provide proof of a legal name change to select a chosen or preferred name for use at school and during extracurricular activities, and nor is parental consent required. However, school personnel will notify a student’s parent/guardian (“parent”) the student’s name change as appropriate and will not conceal or withhold information about a student’s name change from the student’s parent.

Personnel shall use the chosen or preferred first name of all students. Knowingly or intentionally using a name other than the student’s chosen name or the knowing or intentional avoidance or refusal to use a student’s chosen name is discriminatory and prohibited.

Name Changes on Official Student Records

The district is required to maintain a permanent student record (“official record”) that includes a student’s legal name. Students or parents who wish to alter the student’s legal name must follow the process provided in JRA/JRC-R. The district will not process a legal name change on a student’s official record without parental consent—unless the student is 18 years old or older—and a certified copy of a legal name change court order.

Disclosure to Third Parties

Information about a student’s gender identity or legal name, if different from the student’s chosen or preferred name, may constitute confidential personally identifiable information subject to protections under the Family Educational Rights and Privacy Act (FERPA). School personnel shall not disclose information relating to a student’s gender identity or legal name to others, including a school official

with no legitimate educational interest in the information and other community members, unless legally permitted to do so or unless the student or the student's parent has authorized such disclosure. In situations where school personnel may disclose a student's education records or personally identifiable information contained therein without the student's or parent's consent, school personnel shall make a reasonable effort to notify the student or parent prior to disclosing such information.

Adopted: [DATE]

LEGAL REFS.: 34 C.F.R. 99.1 *et seq.* (Family Educational Rights and Privacy Act regulations)
34 C.F.R. 99.20(d) (parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records)
34 C.F.R. 99.31 (permitted reasons for disclosure of student records)
C.R.S. 22-1-145 (knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and adopt a policy on the subject)
3 C.C.R. 708-1:81.6 (A)(4) (sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns)

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity
JRA/JRC, Student Records/Release of Information on Students

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