

## **Student Requests to Use a Chosen Name (Procedures)**

In accordance with the accompanying policy, the following procedures are established for addressing student non-legal name change requests. Requests to change a student's legal name or gender on their official student record are processed under regulation JRA/JRC-C.

### **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.
- **“Gender Identity”** as defined in Colorado law, means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth.
- **“Legal Name”** is an individual's legal name as it appears on official government documents such as licenses, passports, and birth certificate.

### **Student Chosen Name Request**

A student or their parent/guardian (“parent”) may initiate the student's request to use a chosen name by contacting a school staff member.

Any staff member who receives information about a student's request to use a chosen name directly from the student will promptly inform the building principal who, in consultation with appropriate staff at the principal's discretion, which may include but not limited to the reporting staff member, the student's teacher(s), and/or a school mental health professional or counselor, will arrange to meet with the student to proactively discuss parental involvement, the student's expectation of privacy, and age-appropriate resources for support. Following this meeting, except as provided below, the principal and/or a member of the school team, at the principal's discretion, will contact the student's parents/guardians.

In keeping with the district's overriding duty to ensure that all students, regardless of gender identity or expression, have a safe and supportive learning environment, if the student does not want to inform their parent or guardian based upon the student's fear for their own safety or well-being, the school team will determine if circumstances exist that cause the school team to reasonably believe that notifying the student's parent or guardian will put the student at risk of any form of abuse or neglect. If those circumstances exist, the school team will contact the district's Department of Student Support Services for further guidance and, if appropriate, the Department of Human Services. Otherwise, the school team will work with the student to develop a plan for notifying the student's parent/guardian.

Any staff member who receives information about a student's request to use a chosen name directly from the student's parent or guardian will forward the information to the building principal who, in consultation with appropriate staff at the principal's discretion, which may include but not limited to the

reporting staff member, the student's teacher(s), and/or a school mental health professional or counselor, may arrange to meet with the student and student's parent/guardian to discuss resources for support and the student's expectation of privacy.

After following the procedures above, the student or parent/guardian will complete the Student Request to Use a Chosen Name Form (ACA-E).

### Changes to District Information Systems and Student Records

Following a student's request to use a chosen name and the procedures above, school records will be revised or annotated in accordance with applicable law and as noted below.

A student's chosen name, legal name, and/or gender marker will appear on school and district documents as follows:

Document	Name/Gender to be Used	Exceptions
Official Transcripts	Legal Name/Gender	
Official Diploma	Legal Name	
State Assessments	Legal Name/Gender	
Health Care Plans/Medical Documentation	Legal Name/Gender	The name appearing on the student's health insurance will be listed on any health care plan or medical documentation.
IEPs/504 Plans	Chosen Name	
Report Card	Chosen Name	
Yearbooks	Chosen Name	
Student ID	Chosen Name	
All other informal documents, lists, rosters, classroom materials, email, etc.	Chosen Name	

Adopted: [DATE]

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