



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Student Non-Legal Name Change Request Form
Policy Number:	ACA - NSCA - E1
Original Date:	08/08/2024
Last Reviewed:	
Category:	Student Policies
Author:	Compliance Officer
Approval:	NSCA Board of Directors

## Student Non-Legal First Name and/or Middle Name Change Request Form

This form is to be used in the absence of legal documentation when gender, first name and/or middle name changes are requested. The student’s legal first name and gender will be maintained in a protected area along with historical records referring to this information. These historical records will only be updated upon presentation of legal name change documentation.

PLEASE NOTE: When student records are requested, the legal name and/or gender may be revealed if they were indicated in previous records and we have not been presented with legal documentation to change them accordingly.

I hereby request that:

**Student’s Legal Name/Gender:**

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First Name	Middle Name	Last Name	Suffix Gender
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be changed in the Academy School District 20 Student Information System to:

**Student’s Assumed Name/Gender:**

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First Name	Middle Name	Gender
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If you are requesting use of an assumed first and/or middle name, we advise you to proceed with a legal name change. Information for requesting a legal name change may be found at: [http://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=26](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=26)

The form will be placed in the student’s cumulative file and therefore will be provided in response to a records request unless you inform the school that you do not want this information transferred.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed form to the NSCA Principal

Revision History

Date	Revision Details	Revised By
08/08/2024	Board Approved	Compliance Officer; Executive Director

APPROVED