



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Student Non-Legal Name Change Appeal Form
Policy Number:	ACA - NSCA - E2
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 Appeal Form

This form is to be used to appeal the decision made by the Executive Director or Principal regarding a request made to change a student's non-legal first name and/or middle name.

Should a request for a non-legal name change be denied, the principal will advise the parent/guardian that he/she may appeal the denial by completing the ACA-NSCA-E2 (Non-legal Name Change Appeal Form) and submitting it to the NSCA Principal.

The receiving principal shall submit the reason for the request's denial and the parent/guardian's request to the Executive Director considering the appeal. The Executive Director will have ten school days to review the appeal and the principal's decision and then decide. The Executive Director's decision shall be final.

Rationale for Appeal: To be completed by the requesting student

Approved _____ Denied _____

Student signature _____ Date _____

Printed name _____

Parent/Guardian signature _____ Date _____

Principal Signature _____ Date _____

Executive Director Signature _____ Date _____

Please submit completed form to the NSCA Principal

Revision History

Date	Revision Details	Revised By
08/07/2024	Creation	Compliance Officer, Executive Director

Approved