



Student First Name, Middle Name, and/or Gender Change Request Form

This form is to be used in the absence of legal documentation when first name, middle name and/or gender 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 the
Student's Legal Name/Gender:

First Name	Middle Name	Last Name	Suffix	Gender
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be changed in the Academy School District 20/The Classical Academy (TCA) Student Information System to **Student's Assumed Name/Gender:**

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.

This 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 _____

Student ID # _____

Per Policy ACA-TCA, TCA has informed me of my student's name or gender change request.

I concur with the request. I do not concur with the request.

Parent/Guardian Signature _____

Print Name _____ Date _____

Parent acknowledgement is required for any student 17 years old and younger. Please turn completed forms into the school administration or registrar.