Policy 216.2 - Legal Name Change Form on the Student's Official Record

Form must be completed in its entirety*

Date of Request: _____

Requested by (select one):

[ ] Parent Guardian [ ] Eligible Student

Student's Prior Legal Name: _____
(First) (Middle) (Last)

Student's New Legal Name: _____
(First) (Middle) (Last)

Legal document reflecting the legal name change *(must produce the original document):*

[ ] Birth Certificate [ ] Passport [ ] Court Order
[ ] State or Federal Issued Identification [ ] Other - please describe: _____

Does this legal name change affect Gender Identity:

[ ] No
[ ] Yes *(if yes please check the requested change to gender identity)*
[ ] Transgender Boy [ ] Transgender Girl [ ] Agender
[ ] Aporagender [ ] Demigender [ ] Pangender
[ ] Other - please describe: _____

Legal documents reflecting changes in gender identity are not required to update gender identity information in school records. However, we do ask that, on a separate sheet of paper, you provide a brief statement describing how the student has consistently, persistently, and insistently expressed their identified gender. Please note that by signing the document below, the undersigned acknowledges and relieves the Board and district employees of liability in connection with supporting the student's social transition process if applicable.

Does this legal name change affect Preferred Pronouns:

[ ] No
[ ] Yes *(if yes please check the requested change to preferred pronouns)*
[ ] He/Him [ ] She/Her [ ] They/Them [ ] Other - please describe: _____

Signature:

Parent/Guardian Name (or Eligible Student Name when applicable): _____

Parent/Guardian Signature (or Eligible Student Signature when applicable): _____

For Admin Use Only:			
Legal Name Change:	[ ] Approved	[ ] Not Approved	
Gender Identity:	[ ] Approved	[ ] Not Approved	[ ] Not Applicable
Preferred Pronouns:	[ ] Approved	[ ] Not Approved	[ ] Not Applicable