

Policy 216.2 – Unofficial Name Change Request Form

****Form must be completed in its entirety****

Date of Request: _____

Requested by (select one):

Parent Guardian Eligible Student

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

Student's Requested Name: _____
(First) (Middle) (Last)

At the time of graduation, the District will issue a diploma with the student's legal name. If you would like to request a second diploma with the student's unofficial name, please indicate below. Please note that the second diploma will be at the student's expense. Would you like to request a second diploma with the student's unofficial name?

No
 Yes

Does this unofficial name change request 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 insistenty 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 unofficial name change request 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:

Unofficial Name Change:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Not Applicable
Gender Identity:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Not Applicable
Preferred Pronouns:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Not Applicable