

**Leman Academy's  
NON-LEGAL NAME REQUEST FORM**

Date you are submitting this request: \_\_\_\_\_

Scholar's **age**: \_\_\_\_\_ and **date of birth**: \_\_\_\_\_

Scholar's **gender** as it is written on the **birth certificate**: \_\_\_\_\_

Scholar's **first** name as it is written on the **birth certificate**: \_\_\_\_\_

Scholar's **middle** name as it is written on the **birth certificate**: \_\_\_\_\_

Non-legal **first** name you are **requesting**: \_\_\_\_\_

Non-legal **middle** name you are **requesting**: \_\_\_\_\_

What are other permitted **variations** to the requested name: \_\_\_\_\_

Please explain whether this request will fit with the school's virtues, values, and focus on learning as specified in Leman Academy's Family Handbook:

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Please explain how this request is in good faith—share your reasons or intention.

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Acknowledgments: I understand the following... (check all that you acknowledge)

- The school must comply with the Federal "Family Educational Rights and Privacy Act of 1974."
- The written request must be signed by both the scholar and the parents/guardians of the scholar, or just the parents/guardians if the scholar is too young to sign for him/herself.
- The written request must clearly identify the scholar's chosen name and any permitted variations of the chosen name.
- The written request must be sincere and in good faith.
- Must not have requested a non-legal name change within the preceding 90 school days.
- Must be approved by the principal of the school.

- Must be for an indefinite duration or until the scholar submits a subsequent non-legal name change written request.
- A scholar may not submit a subsequent written request for a non-legal name change for at least 90 school days.
- Must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employees, educators, and contractors.
- School employees, educators, and contractors, as defined in this same regulation, may also consistently address all scholars by their family or last name.
- I understand the appeal procedure and grounds for denial as outlined in the policy copied below.

**Appeal procedure**

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Head of Schools.

The receiving principal shall submit the reason for the denial of the request and the parent/guardian's request to the Head of Schools considering the appeal. The Head of Schools considering the appeal, will review the parent/guardian request and the principal's decision and then make a determination. The Head of School's decision shall be final.

**Grounds for denying a non-legal name change request**

Reasons used by the principal to accept or reject a non-legal name change request shall be limited to any of the following:

1. The chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The scholar failed to file a written request.
3. The scholar failed to comply with the requirements for a valid written request.
4. The written request is not signed by a parent/guardian or the scholar forged the signature of their parent/guardian.
5. The scholar did not have the requisite mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employees, educators, and contractors.

Scholar signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent name in print: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_