

**Leman Academy's
NON-LEGAL NAME CHANGE PROCEDURE FOR SCHOLARS**

Definitions:

Employee – means any public school or school district employee, including teachers, teacher aides, bus drivers, cafeteria workers, custodial staff, athletic staff, administrative and clerical staff, school medical staff and security staff, and contractors.

Contractor – means a person who has direct contact with or supervision over scholars pursuant to a contract with a school or local education provider

Chosen Name – means any name that a scholar requests to be known as that differs from the scholar's legal name to reflect the scholar's gender identity

Gender Identity – pursuant to HB24-1039, means an individual's innate sense of the individual's own gender.

Non-legal name change request procedure

A scholar who wants to request a non-legal name change shall comply with the following request procedure.

To properly request a non-legal name change, scholars:

1. Must submit a written request to their school's principal using the Leman Academy's NON-LEGAL NAME REQUEST FORM.
 - a. 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.
 - b. The written request must clearly identify the scholar's chosen name and any permitted variations of the chosen name.
 - c. The written request must be sincere and in good faith.
2. Must not have requested a non-legal name change within the preceding 90 school days.
3. Must be approved by the principal of the school.
4. Must be for an indefinite duration or until the scholar submits a subsequent non-legal name change written request.
 - a. A scholar may not submit a subsequent written request for a non-legal name change for at least 90 school days.
5. 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.

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.
6. 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.

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.

The school must comply with the Federal "Family Educational Rights and Privacy Act of 1974."

Legal

C.R.S 22-1-143 (Definition of public school employee, educator, and contractors)

C.R.S. 22-1-143(e) (Definition of local education provider)

C.R.S. 22-1-145 (Definitions)