



Policy Name: Non-Legal Name Changes for Students
 Policy Number: ACA-NSCA-E1
 Original Date: Aug 8, 2024
 Last Reviewed:
 Category: Student Policies
 Author: Compliance Officer
 Approval: NSCA Board of Directors

7899 Lexington Dr.
 Colorado Springs, CO 80920

Student Non-Legal, First Name and/or Middle Name Change Request Form

This form is to be used in the absence of legal documentation when gender, first name and/or middle name 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 that

Student’s Legal Name/Gender:

| | | | | |
|------------|-------------|-----------|--------|--------|
| First Name | Middle Name | Last Name | Suffix | Gender |
|------------|-------------|-----------|--------|--------|

be changed in the Academy School District 20 Student Information System to:

Student’s Assumed Name/Gender:

| | | |
|------------|-------------|--------|
| First Name | Middle Name | Gender |
|------------|-------------|--------|

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 _____

Printed name _____

Parent/Guardian signature _____ Date _____

Principal Signature _____ Date _____

Please submit completed form to the NSCA Principal