



Policy Name: Non-Legal Name Changes Appeal Form Students  
Policy Number: ACA-NSCA-E2  
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 Appeal Form**

This form is to be used to appeal the decision made by the Executive Director or Principal regarding a request made to change a student's non-legal first name and/or middle name.

Should a request for a non-legal name change be denied, the principal will advise the parent/guardian that he/she may appeal the denial by completing the ACA-NSCA-E2 (Non-legal Name Change Appeal Form) and submitting it to the NSCA Principal.

The receiving principal shall submit the reason for the request's denial and the parent/guardian's request to the Executive Director considering the appeal. The Executive Director will have ten school days to review the appeal and the principal's decision and then decide. The Executive Director's decision shall be final.

**Rationale for Appeal:** To be completed by the requesting student

Approved

Denied

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed form to the NSCA Principal