



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Non-Legal Name Changes Regulation
Policy Number:	ACA-NSCA-R
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Author:	Compliance Officer
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Definitions:

Employee – means any employee of the public school or school district, 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 students pursuant to a contract with a school or local education provider.

Chosen Name – means any name that a student requests to be known as that differs from the student’s legal name, to reflect the student’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 student requesting a non-legal name change shall comply with the following request procedure.

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

1. **Written Request:** Must submit a written request to the NSCA Principal [using the Assumed Name/Gender form]. The principal will have ten school days to review the request.
 - a. The written request must be signed by both the student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself.
 - b. The written request must identify the student’s chosen name and any permitted variations of the selected name.
 - c. The written request must be sincere and in good faith.
 - d. 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.
2. **Principal Meeting:** Must meet with the Principal with their Parents/Guardians to review their request.

3. **Principal Review:** Must be approved by the principal of the school.
4. **Timing:** Must not have requested a non-legal name change within the preceding 90 in person school days.
 - a. The requested name change must be adopted indefinitely or until the student submits a subsequent written request for a non-legal name change. A student may not submit a subsequent written request for a non-legal name change for at least 90 in person school days.
5. **Notification:** After the principal reviews and approves the request, the completed form will be sent back to the parent/guardian, who will then submit it to the district's central registry. This will trigger updates to the school's information system, ensuring accurate and timely changes to the student's records.

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 above requirements weren't met in full, including:
 - a. The chosen name is inappropriate, indecent, threatening, violent, or crude.
 - b. The student failed to file a written request.
 - c. The student failed to comply with the requirements for a valid written request.
 - d. The written request is not signed by a parent/guardian, or the student forged the signature of their parent/guardian.
2. The student 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 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, considering the appeal, will have ten school days to review the parent/guardian appeal and the principal's decision and then decide. The Executive Director's decision shall be final.

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)

Revision History

Date	Revision Details	Revised By
8/6/24	Creation	