ACADEMY DISTRICT 20
The Peak of Excellence

1110 Chapel Hills Drive
Colorado Springs, CO 80920

Student Name Change Request Form

This form is to be used in the absence of legal documentation when a student name change is requested. The student's legal first name and gender will be maintained in the student's legal record. A student's preferred name and gender will be viewable by anyone with access to the District's student information system.

Parents/Guardians will see their student's preferred name in the following:

- Infinite Campus parent portal, class schedules, report cards (transcripts show legal name), extended parent portal, and diploma
- SeeSaw, Schoology, and other online learning platforms such as Accelerate and Edgenuity
- ParentSquare, Kuder/District 20 College and Career Navigator, Impact Aid Form, and choice application

If there is a legal name change, please provide the legal documentation to the school administration or registrar. PLEASE NOTE: When student records are requested, the legal name and/or gender may be revealed if they were indicated in previous records and the District has not been presented with legal documentation to change them accordingly.

Student's Legal Name/Gender:

First Name	Middle Name	Last Name	Suffix	Gender

I hereby request that be changed in the Academy School District 20 Student Information System to:

Student's Assumed Name/Gender:

First Name	Middle Name	Gender

Student Signature _____ Date _____

Student ID_____

Parent/Guardian Signature (optional) _____

Parent/Guardian Printed Name (optional) _____