Title: **Name Changes**
Code: ACA
Section: Section A: Foundations and Basic Commitments

This policy outlines the process by which a student, along with his or her parents/guardians, may request to use a chosen name or a nickname that is not an identifiable derivative of the student's given name at school. A student of District 20 and his or her parents/guardians may request that the student be identified in school by the first name that they have designated in accordance with this policy, and may request a change on their official student record through regulation JRA/JRC R.

The District seeks to balance respect for students, parental involvement, record accuracy, student safety, and compliance with state and federal law. Nothing in this policy shall be interpreted to diminish the rights of parents and legal guardians or the District's obligation to maintain accurate educational records. The District will follow applicable court orders, parenting plans, and legal custody documents when determining who has authority to approve a name change request.

Definitions

a. **"Chosen Name"** as defined in Colorado law, is any name a student requests to be known as that differs from the student's legal name, to reflect the student's gender identity.

b. **"Nickname"** is defined as a name that is not an identifiable derivative of a student's given name.

c. **"Legal Name"** is an individual's legal name as it appears on official government documents such as licenses, passports and birth certificate.
d. **"Eligible Student"** means a student who has reached 18 years of age or is attending an institution of postsecondary education.

Use of a Chosen Name or Nickname (defined above)

If an unemancipated student under the age of eighteen (18) requests to use a name at school that is not the name in their official school records or a nickname that is not an identifiable derivative of a student's given name, then all parents or legal guardians on file will be informed and asked for consent for their child to use a chosen name. Parental consent is not required for requests to use derivatives of a student's given name not intended to reflect a change in the student's gender identity. The District recognizes parents and legal guardians as the primary decision makers for their children and will not withhold information regarding approved name changes from parents or legal guardians except as otherwise required by law.

Students must have parental approval for non-legal name changes. If all listed parents or legal guardians consent to the non-legal name change or nickname, then the change will be permitted, and staff will use the name when addressing the student.

If both parents or legal guardians consent to the name change or nickname, then they must complete the "Student Name Change/Nickname Request Form" and submit it to the school registrar. The student's chosen name or nickname will be added to the Academy District 20 student information system (Infinite Campus). The student's chosen name will replace the legal first name in all non-official platforms, including Infinite Campus, Schoology, etc. A student's nickname does not replace the legal first name in any District platforms. A fully signed copy of the name change form will be emailed and mailed to all parents or legal guardians.

Changes to a student's chosen name or nickname may be made only once a quarter. The District reserves the right to deny repeated requests that substantially disrupt educational operations or record keeping. Students will be permitted to return to their legal name at any time.

Once a student and parents/guardians have properly complied with the request procedure, District employees, educators, and contractors, unless protected by an approved exemption, must strive to use the chosen name of all students in school and during extracurricular activities. The District understands that honest mistakes may occur, but the intentional or knowing refusal to use a student's chosen name (for example, intentionally referring to the student by their legal name, another name, or avoiding use of their name) is prohibited under this policy and under Colorado law.

The District reserves the right to deny a chosen first name or nickname if it is vulgar or offensive, obscene, or is used for misrepresentation.

At all times, student safety will be kept in mind. Counselors will confer with their principals and District personnel, when necessary, on a case-by-case basis to determine whether safety concerns related to name change requests warrant mandatory reporting or other protective measures.

Students or parents who request a name change that is different from their legal first name agree that the designated name is, or will be, truly used to identify themselves. A name change cannot be used for any illegal purpose.

Name Changes on Official Student Records

The District is required to maintain a permanent student record ("official record") that includes a student's legal name and gender. Use of a chosen name at school does not alter the student's legal name, legal sex, educational records, state reporting requirements, athletic eligibility determinations, health records, or any other records required by law. Students will not be required to provide proof of a legal name change to select a chosen name for use at school and during extracurricular activities.

Nothing in this policy shall require the District to alter records, reports, or communications where state or federal law requires reporting based upon biological sex or legal sex. Additionally, the District shall maintain accurate legal records for auditing, state reporting, emergency management, student safety, and compliance purposes.

Eligible students or parents who wish to alter the student's legal name or gender on his/her official record must follow the process in JRA/JRC R. The District will not process a name change on a student's official record without a parent/guardian signature or a court order.

Disclosure to Third Parties

Information about a student's gender identity, legal name, or sex assigned at birth may constitute confidential personally identifiable information. Disclosing status to students, staff, or third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA). Accordingly, the District will work with students and their families to keep personally identifiable information related to gender identity confidential in accordance with state and federal privacy laws.

In situations where school staff or administrators are required by law to use or to report the legal name or biological sex of a student, whose official record has not been amended, the school staff and administrators must adopt practices to avoid the inadvertent disclosure of such confidential information.

Notice of Nondiscrimination

D20 is committed to a policy of nondiscrimination in education and employment. D20 prohibits discrimination on the basis of disability, need for special education services (whether actual or perceived), race, creed, color, sex, marital status, sexual orientation, transgender status, gender identity, gender expression (including the use of a student's chosen name), national origin, religion, ancestry, age, genetic information, or protected activity in its programs and activities.

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July 27, 2026

LEGAL REFS.: 34 C.F.R. §99.1 et seq. (Family Educational Rights and Privacy Act regulations)

34 C.F.R. §99.20(a) (if a parent or eligible student believes the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask the educational agency or institution to amend the record)

34 C.F.R. §99.31 (permitted reasons for disclosure of student records)

3 C.C.R. 708-1:81.6(A)(4) (sexual orientation harassment is deliberately misusing an individual's preferred name, form of address, or gender-related pronouns)

C.R.S. 22-1-145 (local education providers are obligated to adopt a policy on the subject)

C.R.S. 22-1-145(b) (gender identity means an individual's innate sense of the individual's own gender, which may or may not correspond with the individual's sex assigned at birth).

CROSS REFS.: AC, Nondiscrimination/Equal Opportunity JRA/JRC, Student Records/Release of Information on Students

JRA/JRC R, Student Records/Release of Information on Students Procedure