

## **Student Request to Use a Chosen Name**

This policy outlines the process by which students may change the name they are referred to at school. Students may choose to be identified in school by the chosen name that they have designated in accordance with this policy.

### **Definitions**

- a. **“chosen name,”** 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 or for other reasons.
- b. **“legal name”** is the student’s name as it appears on official government documents such as licenses, passports, and birth certificate.

### **Use of a Chosen Name**

The superintendent will establish procedures allowing a student to request the use of a chosen name that is different from the student’s legal name. 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. School personnel shall notify a student’s parent or guardian of a chosen name request unless doing so will put the student at risk of neglect or abuse. Consistent with the Family Educational Rights and Privacy Act, school personnel shall not conceal or withhold information from a parent/guardian about a student’s request to use a chosen name.

When requested in accordance with this policy, all district employees and contractors shall address the student by the student’s chosen name and use the student’s chosen name in school and during extracurricular activities. Knowingly or intentionally using a name other than a student’s chosen name or the knowing or intentional avoidance or refusal to use a student’s chosen name is discriminatory and prohibited.

### **Name Changes on Education Records**

Requests to amend education records to reflect a student’s chosen name may be submitted in accordance with District Policy JRA/JRC.

### **Disclosure to Third Parties**

Personally identifiable information about a student, including their legal name if different from their chosen name, may constitute confidential personally identifiable information and should only be disclosed in accordance with applicable law, including the Family Educational Rights and Privacy Act, and District Policy JRA/JRC.

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

34 C.F.R. § 99.20(d) (parents and students have the right to request a school change name and gender marker on their record if they feel it is incorrect, misleading, or violates privacy, and schools must provide parents with an opportunity to inspect and review educational records)

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 (knowing or intentional failure to use a chosen name is discriminatory, and schools required to use a student's chosen name and 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

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