

APS Staff Guidance: Name, Gender, and Pronoun Change Requests

Please contact the AWARE Team (720-948-3347) for more support in talking through options and considerations.

This document outlines the process and considerations for supporting students who request changes to their name, gender marker, and/or pronouns in APS systems.

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1. Name Change Options in APS Systems

Options	Description	Notes
Legal Name Change	Requires official documentation. Reflected in all internal and external systems (IC, transcripts, diplomas, state tests).	Must be initiated by family; may require both parent/guardian signatures and a background check if student is over 14 (per CO law). Documented at Student Records Office at APS.
Infinite Campus	Chosen name/gender/pronouns reflected in all internal APS systems (rosters, messaging, Google Workspace, etc.).	Visible to caregivers through Parent Portal, mail, email, and robocalls.
Google Suite	Changes name in Gmail, Google Classroom, Meet, Drive, Chat, etc.	Confidentiality risk if caregivers access the student's account, though this is much less likely than IC. Resets annually.
Infinite Campus Nickname	Visible only to staff within IC Summary page. Does not appear in communications or documents.	Does not populate to any other system or documentation (i.e. class list for sub). Can be combined with Google Workspace request for broader visibility.

2. System Impacts Per Request

	Legal Name and/or Gender Change	IC Name and/or Gender Change	Name Change in Google Only	Nickname in IC	Pronoun Change
Gmail, Meet, Chat, Drive, G-Classroom	✓	✓	✓	✗	✗
Parent Portal	✓	✓	✗	✗	✓
Attendance Rosters	✓	✓	✗	✗	✓
Transcripts	✓	✗	✗	✗	✗
Diploma	✓	✗	✗	✗	✗
IEPs/504s	✓	✗	✗	✗	✗
Class Rosters	✓	✓	✗	✗	✓
Automated Calls/Emails	✓	✓	✗	✗	✓
State Testing	✓	✗	✗	✗	✗
Duration	Permanent	Until changed	Current school year only	Current school year only	Until changed

Please Note: A change for Google Workspace will only last the remainder of the school year and a new request will need to be made at the beginning of each school year.

3. Key Considerations

a. [Legal & Policy Information](#)

Document	Description	Notes
House Bill 24-1039	Affirms student rights to non-legal name changes in school systems	Applies to all students at all ages
House Bill 21-1108	Updates prohibitions against gender-based discrimination	Clarifies the differences between gender identity, gender expression, and sexual identity and includes all under anti-discrimination law
Colorado Anti-Discrimination Law	Protection from discrimination based on protected class in areas of public accommodation, including education	Complaints related to Gender Identity and Gender Expression are filed with Office of Civil Rights (rather than Title IX)
Aurora Public Schools Non-Discrimination Policy	Protection from discrimination based on protected class	Protections for students, employees, applicants for employment, and members of the public
APS Board of Education Resolution on Inclusion for Our LGBTQIA+ Employees, Students, Families, and Community Members	Board adopted resolution of support for LGBTQ+ community members in APS	Adopted May 2025

b. [Confidentiality](#) - ***NEVER*** disclose a student's identity, name, gender, or pronouns without their explicit consent.

- A name/gender request from a student **DOES NOT** prompt a caregiver contact or disclosure of the information shared with staff. ***No matter the age, the student is the one who decides who is told, when they are told, and how they are told.***

4. [Talking with Students](#)

When a student discloses a desire to change their name, gender, or pronouns:

Principle

Example Statement

Affirm Trust

"Thank you for trusting me with this."

Ensure Privacy

"I'll only share this with people you tell me that I can."

Ask Who Knows

"Have you told anyone else?"

Respect Agency

"What kind of support feels helpful right now?"

Clarify Impacts

"Would it be helpful to talk through how this change would show up in school systems?"

Follow Through

"I'll make sure we take the next steps together."

For more detailed support, [here](#) is a more detailed description.

You can also call the AWARE team at 720-948-3347 for a consult at any time.

5. [Continued Support](#)

Supportive Resource	Description	Note
Gender Support Plan	Detailed plan that can be used with the student, and those the student chooses to be part of the planning, to support creating affirming experiences throughout a	This is NOT a formal document and should NOT be placed in any file that would follow the student or out the student to anyone. This should be used with a team that the <u>student</u> has identified and can be edited at

variety of school systems and contexts.

any time as needs change for that student.

Gender Communication Plan

Detailed plan that can be used when a student is planning to change their name and/or to transition that can help to plan through the communication, privacy, and education preferences of the student, **with** the student and those they choose to be part of the planning.

This is **NOT** a formal document and should **NOT** be placed in any file that would follow the student or out the student to anyone. This should be used with a team that the student has identified and can be edited at any time as needs change for that student.

Infinite Campus

IC Pictures

- outdated pictures that may misgender student
- school staff member responsible for updating pictures can upload the picture, or remove it entirely.

IC Relationship Language

- Household and Non-Household Relationship language on student summary tab can out the student
- Include a request for a change to gender neutral language if the student wants this to change in addition to other changes (e.g. change Father/Daughter to Father/Student)

Additional Considerations for Continued Support

- Research shows that students with affirming caregivers have better mental health and physical health outcomes than their LGBTQ+ peers that do not.
- Research further demonstrates that having ONE trusted adult, even if the family is not affirming, is a significant protective factor for LGBTQ+ youth.

*For additional support bridging support with families and caregivers **if requested by the student**, see resources below.*

- [APS LGBTQ+ Toolkit](#)
- [Conversation Points](#) for N/G/P Change

6. School-Level Considerations

Transcripts

When preparing for graduation, schools typically pull names from IC for diplomas (therefore the student's name showing on the summary page will print on the diploma). Schools can put in an Incident IQ ticket for the IC Team to help pull the Legal Name of all students.

If a non-legal name is used for a diploma, the diploma will often not be valid for post-high school needs. If this happens, the student will need to [request a replacement diploma](#).

If the student would like to have both a diploma with their name and their legal name, they will need to inform the person responsible for pulling the names from IC needs to select "legal first name" instead of "first name" when running an ad-hoc report ***before the school order diplomas (often in January)***.

There can be an extra charge (\$44) for the additional diploma.

If additional support is needed, a help desk ticket can be placed, or you can reach out to your AWARE systems consultant.

Searching IC for Legal Names

If APD or child protective services comes to the school and asks for a student by their legal name. School staff **can search for students using their legal name**. IC has a background demographic for legal name, so the name can be searched for but will not be displayed.

If a staff member searches for a student and a student's profile comes up with a different name, this is likely due to a name change. To further verify that a name change has taken place and the correct student is coming up in the search, the staff member can check the comment section in the "Personal Information" section and just above "Contact Information". The comment will look similar to the following image:

Comments

9/8/2021 - AWARE - iSupport ticket "L98A113886"

- Modified by: MCBRAYER, SHANNON 09/08/2021 09:09

If this comment is present, you can reach out to your AWARE systems consultant to confirm you are identifying the correct student.

Student Badge Names

Students can have their school identification and badges printed with the name that matches their identity (and that which matches any name change that has occurred). If there are any questions please contact an AWARE team member.