



Monument Academy

Board of Directors Governance and Policy

Policy Name:	Non-Legal Name Changes for Students Procedures
Policy Number:	JRN-R-MA
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Reviewed:	
Approved	
Category:	Students
Author:	Governance Committee
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Definitions:

Employee – means any employee of Monument Academy, 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 Monument Academy

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 who wants to request a non-legal name change shall comply with the following request procedure.

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

1. Must submit a written request to the principal [using the non-legal name change form].
 1. The written request must be signed by both student and the parents/guardians of the student, or just the parents/guardians if the student is too young to sign for him/herself.

2. The written request must clearly identify the student’s chosen name and any permitted variations of the chosen name.
3. The written request must be sincere and in good faith.
2. Must not have requested a non-legal name change within the current semester.
3. Must be approved by the principal of the school.
4. Must be for indefinite duration or until the student submits a subsequent non-legal name change written request.
 1. A student may not submit a subsequent non-legal name change written request until the following semester.
5. Must have the mental capacity and intent to forgo their legal name and be referred to only by their chosen name by public school employee, educator, and contractors.

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 chosen name is inappropriate, indecent, threatening, violent, or crude.
2. The student failed to file a written request.
3. The student failed to comply with the requirements for a valid written request.
4. The written request is not signed by a parent/guardian or the student forged the signature of their parent/guardian.
6. 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 employee, educator, and contractors.

Appeal procedure

Should a request for a non-legal name change be denied, the parent/guardian will be advised by the principal that he/she may appeal the denial by contacting the Executive Director.

The receiving principal shall submit the reason for denial of the request, and the parent/guardian's request, to the Executive Director considering the appeal. The Executive Director considering the appeal will review the parent/guardian request and the principal's decision and then make a determination. 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)