

## Student Gender, First Name, and/or Middle Name Change Request Form

This form is to be used in the absence of legal documentation when gender, first name, and/or middle name changes are requested. The student's legal first name and gender will be maintained in a protected area along with historical records referring to this information. These historical records will only be updated upon presentation of legal name change documentation. This information will only be shared with staff when requested by the legal guardian.

PLEASE NOTE: When student records are requested the legal name and/or gender may be revealed if they were indicated in previous records and we have not been presented with legal documentation to change them accordingly.

I hereby request that

**Student's Legal Name/Gender:**

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First Name, Middle Name, Last Name	Suffix	Gender
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be changed in the district's Student Information System to:

**Student's Assumed Name/Gender:**

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First Name, Middle Name, Last Name	Suffix	Gender
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If you are requesting use of an assumed first and/or middle name, we advise you to proceed with a legal name change. Information for requesting a legal name change may be found at: [http://www.courts.state.co.us/Forms/Forms\\_List.cfm?Form\\_Type\\_ID=26](http://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=26)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of staff member assisting in Transition Plan \_\_\_\_\_

Plan and form must be submitted to front office to complete the process.

Issued: August 2018  
Revised: September 2020  
Revised: July 2022

Lake County School District R-1, Leadville, Colorado