



# Provo City School District

## Policy Series 3000: Students

3228 F1

### Preferred Student Name and/or Gender Identity Change Request Form

The Preferred Student Name and/or Gender Identity Change Form is for an Authorized Party to apply to change a student’s preferred first name and/or gender identity being used and displayed in the District’s Student Information System and all entities within the school district and other documentation that do not otherwise require display of the student’s given legal name and/or gender identity assigned at birth. This form must be completed and signed by an Authorized Party. An Authorized Party is:

- a) a parent or legal guardian of an un-emancipated student 17 years old or younger;
- b) an eligible student, meaning a student 18 years of age or older; or
- c) an emancipated student as provided by Utah Code § 78A-6-801, et seq.

**Concerning name change, only the first and middle names can be changed unless the Authorized Party presents a court order changing the student’s last name consistent with Utah Code § 42-1-1, et seq.**

Once this form is completed and submitted to Provo City School District Student Services Department, the request will be reviewed and notice of decision will be given within 10 business days. In the case of approval, the updated preferred name and/or gender will be displayed within on the school's internal systems and documents that reflect preferred name and/or gender.

#### Important Considerations

- \* The State of Utah will maintain the legal, given name and gender and all State-related programs and documents will reflect the student’s legal, given first name and gender.
- \* Any post-secondary institutions (i.e., UVU, BYU, etc.) will be given the student’s legal given first name and gender assigned at birth.
- \* Transcripts, diplomas, and any other legal document(s) for Provo City School District use will bear the student’s legal given name(s) and/or gender assigned at birth.
- \* A legal name and/or gender identity change through the state courts would mitigate issues of inconsistencies in the student’s records between preferred and legal name and gender identity.

Student’s Legal Given Name: \_\_\_\_\_  
First Middle Last

Student's Date of Birth: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Student’s Preferred First & Middle Name(s): First \_\_\_\_\_ Middle \_\_\_\_\_

Student's Preferred Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Gender X \_\_\_\_\_ Non-binary \_\_\_\_\_

Authorized Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Party Full Name (please print): \_\_\_\_\_

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**Office Use Only – Student Services Department Review:** Approved \_\_\_\_\_ Denied \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_