



Provo City School District

Policy Series 3000: Students

3228 F1

Preferred Student Name, Pronouns, and/or Gender Identity Change Request Form

The Preferred Student Name, Pronouns, and/or Gender Identity Change Form is for an Authorized Party to apply to change a student’s preferred first and/or middle name(s), pronouns, 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, pronouns, 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 who is 18 years of age or older; or
- c) an emancipated student of any age 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, pronouns, and/or gender will be displayed on the school's internal systems and applicable documents that reflect preferred name, pronouns, 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 _____

Student’s Preferred Pronouns: he/his/him _____ she/her/hers _____ they/them/theirs _____

Authorized Party (as defined above) Signature: _____ Date: _____

Authorized Party Full Name (please print): _____

Office Use Only – Student Services Department Review: Approved _____ Denied _____

Authorized Signature: _____ Date: _____