

3506 Preferred Student Name and Gender

1. Maeser's use of legal names in official documents
 - a. Maeser is required to maintain an official permanent record of each Maeser student.
 - i. Examples of official permanent records include, but may not be limited to the following:
 1. Diplomas
 2. Transcripts
 3. State reports
 - ii. This official permanent record includes the legal name and sex as shown on the student's birth certificate.
 - iii. In order to change this official permanent record, a court order or a birth certificate must be presented to the Registrar.
2. When feasible, Maeser will accommodate reasonable preferred name and/or preferred gender requests for use with unofficial documents and systems, with the written permission of the student's parent/guardian.
3. Process for initiating a name change in unofficial documents and systems
 - a. "An "Application for Preferred Name Change" signed by both the student and their parent/guardian must be submitted to the front office.
 - b. Administration will review the application before approval.
 - i. Administration may request a meeting with the student and/or parents to address any concerns.

References:

[R277-419-10](#)

Gender Identity Guidance for Utah Public Education ([Draft](#))

**Application for Preferred Name Change
(Unofficial Documents and Systems Only)**

Given name as it appears on your birth certificate:

First: _____ Middle: _____ Last: _____

Preferred Name: _____

Preferred Gender: _____ Preferred Pronouns: _____

Parents: By signing below, you agree that Maeser has your permission to refer to your student by their preferred name in unofficial school documentation where feasible.

Student Signature

Date

Parent/Guardian Signature

Date

Administrator Signature

Date

For office use only

Recorded in PowerSchool by: _____

School email changed by: _____