

3506 Preferred Student Name and/or Pronoun Change

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 names (including nicknames, use of middle names, or name changes), and/or pronoun changes 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.
4. Logistical Considerations
 - a. Bathroom, locker room, and private spaces
 - i. Students must use bathrooms, locker rooms, and other private spaces according to the sex that appears on their birth certificate.
 - ii. Students are also able to use the single-occupant bathroom in the main hallway and in the gym.
 - b. Activity participation
 - i. According to school policy (3210 Activities), students may only participate in gender-specific activities that align with the sex on their birth certificate.
5. No enforcement of name or pronoun changes
 - a. Maeser will not force any Maeser staff (staff, faculty, administrator, board member, etc.) or students to use name changes and/or pronoun changes, unless the student's permanent record is changed according to Utah State law.

References:

[R277-419-10](#)

Utah Code 26B-8-111

Utah Code 63G-31-301

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Reviewed & Updated: 06.26.2025

**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 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

Registrar

Date Recorded in PowerSchool