

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601


Mark J. Rendell, Ed.D., Superintendent



August 7, 2023

## MEMORANDUM

**TO:** All Principals

**FROM:** Dr. Jayna Jenkins, Director  
Psychological and Mental Health Services 

**SUBJECT:** Provisions for Deviation from Legal Name

Florida Statute 1000.071 provides the authority for the State Board of Education to adopt rules to implement statutes. In June 2023, the Florida State Board of Education approved changes to Rule 6A-1.0955 stating that school districts will adopt policy and procedures to address *“provisions for parents to specify the use of any deviation from their child’s legal name I school. School districts will develop a form to obtain parental consent along with any required documentation, as appropriate.”*

In addition, Florida Statue 1000.71 states, *“It shall be the policy of every public K-12 education institution that is provided or authorized by the Constitution and laws of Florida that a person’s sex is an immutable biological trait and that it is false to ascribe to a person a pronoun that does not correspond to such person’s sex.”*

**The procedure** for schools to obtain parental permission are:

1. When students or parents request permission to use a name other than the child’s legal name, provide the form *“Parent Consent: Add Nickname to Focus Demographic Screen Request”* (see attached).
2. Principals will identify the staff (clerk) who will collect forms and enter information into FOCUS (Note: Specific information related to FOCUS procedures will be coming soon).

### **Role of the Administrator -**

- Communicate to all staff: Any student who wants to use a name other than their legal name must receive parent/guardian consent. The form *“Parent Consent: Add Nickname to Focus Demographic Screen Request”* is to be used until additional information related to FOCUS is updated for this procedure.
- Inform teachers about where the forms are located and where/who to turn in completed forms for principal approval and data entry into FOCUS.

Jayna Jenkins, Ed.D.

Office of Student Services, Behavioral, Psychological, and Social Work Services  
Phone: (321) 633-1000, ext. 11510 • FAX: (321) 631-3589



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- Communicate to school community/families of the new process. Ensure parents/guardians have access to the form "*Parent Consent: Add Nickname to Focus Demographic Screen Request*" and know where/how to turn the form in for processing.
- Review and approve forms before your Data Entry Clerk processes information in FOCUS and files in the student's cum.

## Role of Teachers –

- When students request to use a name other than their legal name, provide the form to the student informing them of parent permission needed.
- Collect any forms, turn them in to the administrator for review and processing.

## Role of Data Entry Clerks –

- Once parent permission forms are returned to school, principals will review, sign, and send them to data entry clerk to enter information into FOCUS.
- Until specific FOCUS procedures are provided, keep all forms in a secure place for data entry.
- Once the information is entered into FOCUS, sign, and date the form at the bottom, file the signed form in the student's cumulative folder.

Further information regarding specifics related to this process in FOCUS will be provided as soon as possible from Educational Technology.

If you have any questions, please contact Dr. Jayna Jenkins at (321) 633-1000, ext. 11510, or [Jenkins.jayna@Brevardschools.org](mailto:Jenkins.jayna@Brevardschools.org).

Approved by: \_\_\_\_\_

**Pamela Dampier, Assistant Superintendent  
Student Services**

Jayna Jenkins, Ed.D.

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## Parent Consent: Add Nickname to Focus Demographic Screen Request Form

Florida Statute 1000.071 provides the authority for the State Board of Education to adopt rules to implement statutes. In June 2023, the Florida State Board of Education approved changes to Rule 6A-1.0955 stating that school districts will adopt policy and procedures to address *“provisions for parents to specify the use of any deviation from their child’s legal name in school. School districts will develop a form to obtain parental consent along with any required documentation, as appropriate.”*

By submitting this form, I am requesting that an alternate first name be added to my Focus demographic screen in the Nickname field and will be used by school personnel in referring to my child.

Student legal name in Focus: \_\_\_\_\_  
(Please print) Last First

Requested Nickname: \_\_\_\_\_ (Please print).

I understand that adding this name to the Focus demographic screen will **not** impact the way that my name appears on class rosters, report cards, transcripts, or other legal documents.

I understand that adding this name to the Focus demographic screen **will** replace my legal first name that appears on district email and other Office 365 applications and will be used by school personnel in referring to my child.

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Parent/Guardian signature Date

**Parent:** Please return this form to your child’s school administration for review. Once reviewed, a copy will be retained in your child’s cumulative record.

\_\_\_\_\_  
-- For School Office Use Only --

\_\_\_\_\_  
Principal Signature Date

Date Entered into FOCUS \_\_\_\_\_ by \_\_\_\_\_ (name).

Directions: After principal signature and FOCUS data entry, file in student’s cumulative folder.