



EMPLOYEE PREFERRED NAME CHANGE REQUEST FORM

Cerritos College seeks to provide an inclusive and non-discriminatory environment for all community members. The Cerritos College Office of Diversity, Compliance, and Title IX (DCTIX) oversees the accommodations for transgender and non-binary individuals and processes employee preferred name changes for individuals whose chosen name is different from their legal name. Other accommodations may include notification of pronouns, ID card changes, etc.

SECTION I: EMPLOYEE INFORMATION

Please be advised that this request does not change your permanent record with the College unless you legally change your name and submit the required documentation.

Full Legal Name :	_____	Preferred First Name:	_____
Date of Birth:	_____	*Preferred Pronouns:	_____
Phone Number:	_____		
Cerritos E-mail:	_____		

** Preferred pronouns listed on this form are intended internal college communication use only.*

SECTION II: VERIFICATION

Please verify the reason for your name change request by checking the box below.

I am requesting a name change because I identify as transgender/nonbinary.

Note: The District reserves the right to deny requests that are not transgender/non-binary in nature and/or are inappropriate.

SECTION III: EMPLOYEE SIGNATURE

I understand that this request is subject to review by the Office of Diversity, Compliance, and Title IX. I also understand that this process will not change my legal name with the College and that any official documents released from the College (i.e., paychecks) will be issued using my legal name. I understand preferred name must be appropriate and cannot be an attempt at misrepresentation or fraud.

_____	_____
<i>Authorized Signature</i>	<i>Date</i>

This form may be submitted via email to TitleIXCoordinator@cerritos.edu. Upon receipt of this form, a member of the DCTIX team will contact you to provide additional information and resources.

CERRITOS COLLEGE DCTIX OFFICIAL USE

APPROVED NOT-APPROVED

Rationale: _____

_____	_____
<i>Approver Signature</i>	<i>Date</i>

_____	_____
<i>Processer Signature</i>	<i>Date</i>