

Good morning everyone. I hope your day is going well. I talked with (Parent Name), the (Parent/Guardian) of one of our students who previously went by the name of (Student Name). (Parent/Guardian), who is included in this email as well, informed me and gave permission to share with you that this student has come out as (Transgender/Non-Binary) and identifies as a (male, female, other). This student wishes to be known as (New Student Name) and prefers the pronouns of (Preferred Pronoun). (Parent/Guardian) and (New Student Name) understand that, while the change for (New Student Name) has been an ongoing process, it will be a sudden change for many of us and know that honest mistakes can happen in regards to how we address (Preferred Pronoun). They only ask for your sincere effort in respecting (New Student Name) wishes.

This is a great website for more information on gender nonconformity: <https://transequality.org/issues/resources/understanding-transgender-people-the-basics> (this is just one resource, there are others out there for you to consider).

I have also attached the district policy surrounding gender-based discrimination for you so you are aware of what expectations are surrounding how to support (New Student Name) in their wishes.

Per usual, sensitivity and confidentiality are of the utmost importance for all students. I thank you in advance for helping maintain (New Student Name) privacy and dignity throughout this change. If there is someone who I left off of this communication, who you think needs to know and would benefit from doing so, will you please make that suggestion to me directly? Thanks very much!