

Good morning everyone. I hope your day is going well. I talked with one of our students who previously went by the name of (Student Name). The student made me aware that (Preferred Pronoun) is a (transgender/nonbinary) person and would now like to be referred to as (New Student Name). The student has requested that we not inform their parents at this time and therefore, according to district policy, the parents have not been contacted on this issue. As stated above this student wishes to be known as (New Student Name) and prefers the pronouns of (Preferred Pronoun). (New Student Name) understands 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). (Preferred Pronoun) only asks 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 one resource, there are others that you can consult).

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!