

Division of Student Affairs
Multicultural & Diversity Affairs

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September 21, 2018

Dear [Professor]:

This letter is to inform you of a student in your [course name] class that meets [days/times] who identifies as transgender, which means their gender identity and/or gender expression do not conform to that typically associated with the sex to which they were assigned at birth.

The student will appear on your roster as [legal name], but [pronoun] goes by [chosen name] and uses [pronouns] as [pronoun] gender pronouns. [chosen name] has requested that we notify you of this, as the utilization of the student's name and pronouns is not only respectful to [pronoun] identity, but is a matter of safety and security for the student. Being addressed by [pronoun] proper name and pronouns is essential to [pronoun] academic success and personal well-being.

Below is a short list of helpful tips for being inclusive of all of your students and ensuring that you and your students feel comfortable and safe in the classroom.

- Do not assume the gender identity of your students.
- If asking students to divide into groups, do not ask them to divide based on their gender (not everyone easily fits a male or female binary).
- Ask the gender pronouns of all of your students.
- Do not ask the students to explain their gender identity, if they wish, they will discuss this with you.
- If the student does discuss their gender identity with you, please keep it private. While they may feel comfortable speaking with you, they may not choose to be out to classmates, peers, or other instructors.

If you have any questions, please email the office of LGBTQ Affairs at mcdalgbtq@ufsa.ufl.edu.

Sincerely,

Billy Huff, Ph.D.



Billy Huff

Pronouns: He, Him, His

Director - LGBTQ Affairs | Multicultural & Diversity Affairs

Division of Student Affairs | University of Florida

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