



Office of Multicultural Student Affairs
Department of Student Life

(Date)

Dear (Preferred Name),

This email is to inform you of a student in your (Course and Course Number) class 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 [pronoun] legal name, (Legal Name), but goes by (Preferred Name) and uses the pronouns [Preferred Pronouns]. [Student] has requested that we notify you of this, as the utilization of [pronoun] name and pronouns is not only respectful to his identity, but is a matter of safety and security for him. Being addressed by his proper name and pronouns is essential to his 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 preferred gender pronouns (PGPs) of all of your students.
- Do not ask the student 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 are looking for more information on transgender and other gender variant identities please visit www.sa.sc.edu/omsa/trans-at-uofsc/. If you are interested in learning more about the LGBTQ community at the University of South Carolina, please consider registering for an upcoming Safe Zone workshop at www.sa.sc.edu/omsa/safezone/.

If you have any questions, please email the Office of Multicultural Student Affairs at malonesh@mailbox.sc.edu.

Thank you,

Shalon Malone
Director, Office of Multicultural Student Affairs