



Example Email Communications for students affirming their gender

Example 1 - Communication from student to teaching staff

Dear [teaching staff member],

I would like to speak to you about some important news that will require your support and understanding as well as some possible changes to my course / class.

You may or may not be aware that I am currently in the process of 'gender affirmation' and am intending to [outline any plans] over the coming months.

At the moment you know me as _____ and have likely assumed that my gender is _____. My gender affirmation means that I am actually _____ [gender] and intend to _____ [indicate actions to take] and to use _____ [name] and _____ as my pronouns from _____ [date].

I am appreciative of your support, in advance.

UNSW's [Gender Affirmation Guideline](#) has been a useful guide for me, and I am hoping we can meet to discuss how to approach my gender affirmation.

Affirming my gender will help me feel more comfortable at university and in my classes. Could you please let me know a suitable time when we could meet? I would prefer this meeting to be held [outline preference].

Regards [insert name]

Example 2 - Communication from student to classmates or study group

Dear [classmates],

I am emailing to let you know about some personal news and I am hoping to receive your support and understanding.

I have been / am / will be taking a very important life step and affirming my gender (or coming out as [gender]).

You may or may not be aware of the concept of 'gender affirmation' and what it means.

At the moment, you know me as _____ and have likely assumed that my gender is _____. My gender affirmation means that I am actually _____ [gender] and intend to _____ [indicate actions to take] and to use _____ [name] and _____ as my pronouns from _____ [date]

I appreciate that many of you may not have had direct experiences with anyone who has affirmed their gender and it may be unfamiliar.

Here is a [language guide](#) on TransHub, an online information platform for trans and gender diverse people, their loved ones, allies and health professionals, that explains key terms and offers examples of language and pronouns.

If you have any questions, please get in touch with Access, Equity and Inclusion for a confidential chat, or visit [TransHub](#) to read about gender affirmation.

Regards,

[insert name]

Example 3 - Communication from Support Person to Teaching Staff

Dear [teacher],

I am emailing to let you know about a student who is in the process of gender affirmation, and they will require your active support and understanding. You may or may not be aware that [name of Student] has been / will be affirming their gender.

At the moment you know the student as _____ and have likely assumed that their gender is _____. Their gender affirmation means that they identify as _____ [gender] and intend to _____ [indicate actions to take] and to use _____ [name] and _____ as their pronouns from _____ [date].

UNSW's has developed a [Gender Affirmation Guideline](#) which you may find useful.

I appreciate that you may have little or no direct experience with anyone who has affirmed their gender, and it may raise questions or concerns. UNSW's [Division of Equity Diversity and Inclusion](#) website offers resources. You can also contact [Access, Equity and Inclusion](#) for assistance. I would also suggest the website [TransHub](#), an online information platform for trans and gender diverse people, their loved ones, allies and health professionals. This website explains key terms and offers examples of language and pronouns.

As a staff member at UNSW, you may also find that you need to address concerns or behaviour of other students in relation to the gender affirmation. It is important to role model supportive behaviour and to use the correct pronouns when addressing the student and expect others to do so. The student is, by law, able to use toilets and facilities which align to their affirmed gender.

[Name of student] has the full support of the University and I am confident that you will be respectful and considerate and encourage others to do the same. Respectful behaviour is of course supported by the [UNSW Student Code of Conduct](#).

If you have any questions, please don't hesitate to contact [Access, Equity and Inclusion](#) for a confidential chat, or our free and confidential [EAP counselling service Benestar](#).

Regards

[insert name]