Hello __________________________,

My name is __________________________, the name you have on your class roster for me is __________________________. Please do not use the name you have on your roster but instead the name I have given you above.

The pronouns I would like you to use when referring to me are __________________________.

Thank you!

In an effort to not out students and to foster a less-stressful environment for the student, the Office of LGBTQ+ Affairs asks that you respect this student’s gender identity and/or gender expression and make a conscious effort to use their chosen name and the pronouns you use when referring to them. To assist in these efforts the Office of LGBTQ+ Affairs has provided more information on the back of this sheet.
You may be most familiar with the pronouns she, her, hers and he, him, his. Some people use gender-neutral pronouns or simply request that they be referred to by their first name instead of a pronoun. Some of the most common gender-neutral pronouns and the applications of such are as follows. These may seem grammatically challenging at first, but can be utilized effortlessly with commitment and practice.

- They, them, theirs – Jamie ate their food because they were hungry.
- Ze, hir – Jamie ate hir food because ze was hungry.
  - Ze is pronounced like “zee” can also be spelled zie or xe. It can be used to replace she/he/they
  - Hir is pronounced like “here” and can replace her/hers/him/his/they/theirs.

We understand that pronouns and their usage for a person may be new to you and that is okay! The Office of LGBTQ+ Affairs is available to help answer any questions you may have about student-specific needs or any general questions you may have.

Please contact the Director for the Office of LGBTQ+ Affairs, Petey Peterson for more information. You can reach them by email at petey.petersen@wright.edu or by phone at 937-775-4611.

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