

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 LGBTQA 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 LGBTQA Affairs has provided more information on the back of this sheet.*

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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 LGBTQA 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 LGBTQA Affairs, Petey Peterson for more information. You can reach them by email at [petey.peterson@wright.edu](mailto:petey.peterson@wright.edu) or by phone at 937-775-4611.

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