

School Administration Protocol: Trans students

1. Any correspondence from trans students regarding their record that exposes trans status or change of name should be directed and dealt with by the appropriate School Administration Unit Manager and deleted from any multi-user inboxes.
2. Registers for interview days, attendance monitoring, trips and visits etc. will be drawn from the 'preferred name' or 'known as' field within SITS, whichever is populated.
3. If certificates for applications are submitted in a forename that does not match the applicant, the case should be passed to the admissions manager who will follow up with the applicant directly, not with any schools or referees, so as not to inadvertently 'out' an applicant.
4. When certificates in previous names are confirmed for any student, regardless of gender status, notes should be limited to 'Certificates Verified' with no further commentary that would draw attention. Qualifications can be verified on the Student Qualification Entry screen.
5. Once certificates are uploaded to SITS record the original scans are to be deleted from OneDrive/MS Teams and, if they were sent from a document scanner, must be fully deleted from any email address to which the scanner sent it.
6. If a reference request refers to the student by a name that does not match any name on their student record, this should be passed to the appropriate School Administration Unit Manager to query with the student. The issue should be raised in general terms as 'the name in your reference/query does not match your student record' rather than with any direct or leading queries. Ask if they can confirm any other names by which they have been known and assure them that any information given will be handled confidentially within the School Administration Unit. Do not query this directly with the referee in case a student is inadvertently 'outed.' The applicant is not to be sent a copy of the reference.
7. Students can request in writing that their 'known as' name is changed on their SITS record. This change does not require any legal documentation.
8. Standard Report Letters (SRLs) for email communications to applicants should be addressed with the 'known as' name.
9. School Administration staff will use the term 'student' or 'they' where applicable in written and verbal communications to avoid the use of he/she pronouns. This should help prevent exposure of trans status and be inclusive of non-binary identity.