Trans student support checklist

This checklist is designed for a student and a member of staff to work through together, as a starting point for providing advice, making referrals to other sources of support and information, and taking actions, as appropriate. **Please refer to the guide and the protocols for more detail. For an up-to-date list of named contacts, please visit our website:** [**www.yorksj.ac.uk/gender-identity**](http://www.yorksj.ac.uk/gender-identity)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student’s preferred name** |  | **Student’s preferred pronoun** |  |
| **Name of staff member**  |  |

| Discussion point | Notes | Where can I get more information about this, | Done (date) |
| --- | --- | --- | --- |
| **Change of name, gender and title processes. Including:*** official and ‘known as’ name.
* student ID and email addresses
* photographic ID
* Timing of change
 |  | Registry and Student Services contact |  |
| **Confidentiality issues. Including:** * implications of changing official and known as names at different times.
* What can and can’t be seen on student records.
* Consent to share this checklist.
 |  | Registry and Student Services contact |  |
| **Communication with staff and students*** Who should be told, who would you like to know
* How and when should they be informed?
* Understanding ‘supported self-advocacy’
* Who to speak to if problems arise.
 |  | Student Services contact |  |
| **Signposting to other sources of support. Including:*** Internal – eg. Wellbeing, LGBTQ+ Soc.
* External – local and online.
 |  | Student Services contact  |  |
| **Other course related issues. Including:*** Course-specific name badges / ID.
* Placements or residential trips.
* Study abroad.
* Time off study/exams if medical treatment is being sought.
 |  | Programme Administration and Support Service (PASS), Student Services, Careers, Placements and Student Opportunities team, Registry or academic staff |  |
| **Non-course related issues. Including:*** Accommodation
* What non-academic staff need to know?
* Bullying and harassment
* Student Finance and other non-university records.
 |  | Student Services contact, Student Funding contact, Accommodation contact, or through the Harassment Advisers network. |  |