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)**.**

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| --- | --- | --- | --- |
| **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. |  |