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Dear [TEACHER NAME],

My name is [YOUR NAME] and I am a student attending [SCHOOL NAME].

I am writing to let you know that my pronouns are [YOUR PRONOUNS]. I also want to let you know that you may have my incorrect name, [WRONG NAME], in your records. I go by [YOUR NAME] exclusively. Please update your records to reflect this information.

When my pronouns and name are respected, I am able to better focus in the classroom and make the most of my educational experience. This is true for all of my classmates too!

I want to share some additional ways you can make our classroom a safe, inclusive space:

- Include positive and diverse representations of LGBTQIA+ people in your curriculum.
- Empower all students to share their pronouns and names and update your classroom records to reflect this information. Make sure these records are accessible to substitute teachers.
- Stop using heteronormative & gendered language to address students ("ladies and gentlemen," "boys/girls").
- Make sure all of your students know where gender neutral bathrooms are located. Make sure they are accessible without teacher/administrator assistance.
- Educate yourself and address anti-LGBTQIA+ behavior and bullying.

If you are interested in participating in trainings to learn more, contact Youth OUTright (info@youthoutright.org), a local non-profit cultivating resilience, compassion, and confidence in the youth community of Western North Carolina with a particular focus on gender and racial justice.

I appreciate you spending time learning about me and taking steps to cultivate a classroom culture that allows me to thrive and reach my fullest potential.

Sincerely,

[Your Name]