



Gender-Related Preferred Name and/or Pronouns Administrator Checklist

Appendix B

AP-436 Use of Gender-Related Preferred First Name and/or Pronouns

AP-436 Use of Gender-Related Preferred First Name and/or Pronouns outlines the process to be followed when a student requests to use a gender-related name and/or pronoun at school that is different from that which they were assigned at birth. This document is designed to provide direction to Administrators in their support of students during this process.

Before Parental Consent is Gained

- Consult with the school's Learning Superintendent
- Consult with the school counsellor to ensure that the student has the appropriate support they need while navigating this process
- Meet with the student to offer support and clarify the school's obligation to obtain parental consent (if the student is younger than sixteen (16))
- Ensure any staff member who is aware of the student's request is clear that they are not to honour the request until parental consent is obtained
- Work with the student and other staff members the student considers safe (i.e., counsellor, teacher, etc.) to create a supportive plan to inform parents and gain their consent for the change
- Discuss the request with the student's parents and have them complete and return Appendix A - Sample Parental Consent Form for Use of Gender-Preferred Name and/or Pronouns if consent has been granted

After Parental Consent is Gained

- Inform the school's Learning Superintendent that parental consent for the student's request has been obtained
- Appropriately document the parental consent for the use of the student's preferred name and/or pronoun
- Meet with the student to determine his/her/their wishes for:
 - How, when, and to whom the name and/or pronoun change will be communicated; and,
 - The contexts for when the preferred name and pronoun will be used (i.e., individual classes, communication home, formal school processes, or all the time, etc.)

- While maintaining the student's wishes as the paramount priority, inform staff members who work with the student of his/her/their preferred name and/or pronoun. This could include:
 - Teachers and Educational Associates
 - Itinerant staff (Learning Support Services, Library Technician, etc.)
 - Bus Driver
 - Applicable Coaches/Extra-Curricular leaders
 - Recess/noon-hour supervisors

- Depending on the wishes of the student, the preferred name and/or pronoun could/should be changed in:
 - MSS
 - Edsby
 - Library identification - bar codes, Destiny, etc.
 - Report card comments
 - Class lists
 - Extra-curricular rosters
 - Name tags, classroom and hallway displays, assignments, etc.
 - Student support documentation
 - Other school-based items that may apply

- Consult with the school counsellor about an ongoing support for the student