

## Letter A

### Letter A: Student telling the College about intention to transition

*The following letter can be adapted where appropriate. Students should be advised to email or post, marking High Importance and Strictly Confidential to the Campus Services Manager, Michelle O'Callaghan (email: ocallaghanm@src.ac.uk) .*

### Student/Applicant Address

### Date

Dear Michelle,

I have applied to study/am studying at Southern Regional College on *[insert name and level of course]*. The purpose of this letter is to inform you that I am transgender and request that from this point on that I am known in the College as *[insert preferred name]*. I confirm that as far as possible all documents issued by the College in relation to me are in the name of *[insert preferred name]* and should as far as possible reflect my acquired gender.

I can provide one of the following documents as evidence of my change of name *[please tick as appropriate]*:

Deed poll

\_\_\_\_\_

Statutory Declaration \_\_\_\_\_

Parent/Guardian Confirmation (if under 18) \_\_\_\_\_

I do / do not \* have photographic identification in my preferred name. [*\*please delete as appropriate*].

I give my consent for the College to update its electronic and hard copy records to reflect my preferred name and acquired gender in line with statutory requirements (as appropriate), the College's Transgender Equality Statement and all supporting guidance. In order for the College to do this I agree that it will need to notify certain members of staff.

I further understand and agree that in accordance with the College's Transgender Equality Statement and all supporting guidance, the College will nominate a member of staff to meet with me in order to discuss what support I may require while studying at the College. I will keep the College informed on an ongoing basis of any concerns I may have so that the College can discuss and agree with me what further support it may be able to implement to address such concerns.

With regard to exam certificates, I understand that the College will take all reasonable steps to have exam certificates achieved by me during the course of my College studies issued in my preferred name and also, where it is the practice of any particular examination board to state the gender of a student, in my acquired gender. However, I further accept that the College has no control over the policies and practices of any examination board and therefore where a board declines to issue an exam certificate in my preferred name and/or acquired gender, it is a matter between myself and the relevant examination board.

I look forward to hearing from you with details of a meeting - date, time, venue and name of the member of staff – when I can discuss a Support Plan tailored to my particular study needs.

Yours sincerely

<i>Previous name(s):</i>	
<i>Student number:</i>	
<i>Date of Birth:</i>	
<i>Course/Proposed Course</i>	
<i>Contact Address</i>	
<i>Email address</i>	
<i>Phone number</i>	

***For under 18's only***

<i>Parent/Legal Guardian name</i>	
<i>Parent/Legal Guardian signature</i>	
<i>Parent/Legal Guardian contact email address</i>	
<i>Parent/Legal Guardian phone number</i>	
<b><i>NB If parents are unable to provide this information please provide a letter from a doctor, Social Worker or other professional confirming that the student has sought advice on gender</i></b>	

*reassignment accompanied by a brief explanation of the home situation.*