



WJCS Center Lane  
30 South Broadway – 6<sup>th</sup> Floor  
Yonkers, NY 10701  
(914) 423-0610  
centerlane@wjcs.com

Center Lane is where  
LGBTQ+ youth (ages 13-21)  
create community,  
connect with culture, and  
contribute to the world!

Dear [insert teacher name],

I am the [parent/mother/father] of [child's name] in your [insert class name] class during [insert period/hour of class] period. I wanted to share a few important things about my child [Insert fun fact unrelated to being LGBTQ+], [insert another fun fact], and they identify as [insert identity/word that they use].

Your official paperwork might show [his/her/their] name as [insert legal name] but [his/her/their] name is actually [insert chosen name]. When referring to [name] please use [insert pronouns] pronouns [all of the time] [only in class] [here, but not there]. Safety is important to me and my child, and using this name and these pronouns are an important part of [his/her/their] feeling safe in school because [give reason(s) here].

This information is going to be [easy. Other kids, adults and my parents all know.] [easy. My child is new in school, so as long as adults don't use the name on paper, I hope [he/she/they is/are] going to be safe here.] [new for some people. Here's who knows and doesn't (if you feel comfortable sharing)] [new to everybody]. Please help with this transition.]

The principal [knows this information and I'm sending this email out to all of my child's teachers at their request.] [doesn't know yet, please help me tell them.] [doesn't know yet, please tell them.]

**Choose what works for you:**

- [Please let the class know my child's name and pronouns]
- [Please give my child a moment to explain [his/her/their] name and pronouns to the class]
- [Please just start using my child's name and pronouns and let the class figure it out]
- [Please use my child's name and pronouns and correct students in the class when they use the wrong name and pronouns.]

I understand that this may be new, and might be hard for you. If you make a mistake and use the wrong name or pronouns, please simply apologize and correct yourself, but do not make a big deal out of it. [I have attached some resources to help you better understand how you can support my child in your class] [If you want them, I can send you resources to help you better understand how you can support me in your class]. If you need more help and support, contact WJCS Center Lane at 914-423-0610, [centerlane@wjcs.com](mailto:centerlane@wjcs.com), or go to [www.centerlaneny.org](http://www.centerlaneny.org).

Having support from [child's name]'s teachers makes [him/her/them] feel safe at school, which is something we are all invested in ensuring. Please let me know if I can assist you in any way. I look forward to a great year!

Best,  
[Your name]

add videos you like that might help teachers understand your identity or pronouns. If you need ideas, check out [\[Link Resources that you like\]](#)

