



WJCS Center Lane
30 South Broadway – 6th 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],

Hi! I am in your [insert class name] class during [insert period/hour of class] period. I wanted to share a few things about myself. [Insert fun fact unrelated to being LGBTQ+], [insert another fun fact], and I identify as [insert identity/word that feels good to you]. Your official paperwork might show my name as [insert legal name] but my name is actually [insert your chosen name]. When referring to me please use [insert pronouns] pronouns [all of the time] [only in class] [here, but not there]. To keep me safe [always use this name and pronoun] [never use this name and pronoun around (add people, places or times where using your chosen name and pronouns might not feel safe for you)]. It is important to me because [give reason(s) why].

This information is going to be [easy. Other kids, adults and my parents all know.] [easy. I'm new in school, so as long as adults don't use the name on paper, I hope 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 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 name and pronouns] [Please give me a moment to explain my name and pronouns to the class] [Please just start using my name and pronouns and let the class figure it out] [Please use my name and pronouns and correct students in the class when they use the wrong name and pronouns.]

I understand that this might be hard for you. If you mess up and use the wrong name or pronouns, please apologize and correct yourself but do not make it a big deal. [I have attached some resources to help you better understand how you can support me 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, or go to www.centerlaneny.org.

Having support from my teachers makes me feel safe at school. I am looking forward to spending this year with you.

Best,
[Your name]

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

