

<DATE>

PRIVATE: FERPA PROTECTED INFORMATIONInside Address Name
Address
City, State, Zip

Dear _____:

Title IX Accommodations for Transgender Students

The Title IX office is responsible for enforcing the University of Southern California's nondiscrimination and anti-harassment policy or students in protected classes. Coordinating necessary accommodations for individuals in protected classes and investigating reports of harassment are two of our primary responsibilities. Like race, sex, and religion, gender identity is a protected class recognized at USC.

Federal guidance issued in May 2016 clarified that universities must refer to students by their preferred name and pronouns consistent with their gender identity. Until the Student Information System is updated to reflect these names on class rosters, the Title IX office is coordinating campus accommodations for transgender students. We are working to ensure that students are referred to by "pronouns and names consistent with a transgender student's gender identity."¹

I am writing to you because a student enrolled in your class has requested that you address them by the following name and pronouns:

Course and section if applicable:
10 Digit ID:
Name you should use:
Pronouns you should use:

Please note that in addition to using the name and pronouns above when addressing this student, you are also expected to protect the student's privacy. Taking "reasonable steps to protect the student's privacy related to their transgender status," including legal name or sex assigned at birth is required by the Family Education Rights Privacy Act (FERPA).² Failure to protect this information may also constitute grounds for a discrimination or harassment complaint from the affected student to the Office of Equity and Diversity or Title IX Office as nonconsensual disclosure of personally identifiable information may contribute to the creation of a hostile environment.

If this accommodation letter leaves any questions unanswered, please call the Title IX office (213-740-5086) or email titleix@usc.edu.

Sincerely,

¹ U.S. Department of Education Office for Civil Rights and U.S. Department of Justice Civil Rights Division. May 13, 2016. "Dear Colleague Letter on Transgender Students." Page 3. Available at: <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdf>. Retrieved on August 5, 2016.

² Ibid. Page 4.

<Signature>