



Gender affirmation/ transition checklist

FOR STAFF AND STUDENTS

Support for self

I have...

- Informed my supervisor/student support contact of decision to gender transition
- Met with my supervisor/student support contact to discuss transition needs and any impacts on employment/studies
- Contacted Human Resources or Student Wellbeing for additional guidance and support

Leave of absence

I have...

- Discussed needs for any extended absences or work/study adjustments
- Discussed work/study deadlines or extensions
- Discussed returned to work/return to study arrangements
- Applied for deferral/leave of absence

Communication

I have...

- Decided on who needs to know
- Decided whether any education needs to be provided to the team
- Decided on a communication approach
- Informed colleagues/students of my decision to gender transition
- Informed colleagues/students of my preferred name, title, and pronouns

Gender affirmation planning (formal and informal)

I have...

- Decided **to make** / Decided **not to make** a formal Gender affirmation/transition plan
- Discussed details of my transition plan with my supervisor/student support contact:
 - transition date
 - timeframe for any hormones/medical treatment/surgeries/other wellbeing needs
 - facilities usage arrangement (if needed)
 - change of University records
 - advice to colleagues/team members
- Identified records that need to be changed:
 - HR employment/Student enrolment record
 - Payroll (and banking details)
 - Personal files
 - Staff/Student car
 - University website pages
 - Staff/Student login
 - Email address
 - Finance system records
 - Research systems records
- Identified evidence required for name, title, gender change
- Submitted request and supporting evidence for name, title, gender change