

# How to Create A Gender-Affirming Form

## And Why It Matters



### Review Your Existing Forms

The first step to creating a gender-affirming form is to review your existing documentation. How do your forms currently ask about name/gender? Do your forms ask for a legal name or the name someone goes by? Do your forms ask about pronouns?

01



### Identify What Needs to Be Updated

Once you identify how your existing forms ask about name and gender, determine what could be improved about your existing forms using the suggestions below.

02



### Set A New Standard for Inclusivity

Update your forms to reflect gender-affirming practices and language. On an annual basis, review your forms and update them as needed.

03



### How to Create a Gender-Affirming Form

- Forms should ask for the name someone goes by rather than their legal name (when possible).
- All forms should include a space to share pronouns
  - Note: if this is a dropdown menu ensure that there are many options including combination pronouns (they/she) and neo-pronouns (xe, xem). For more information about pronouns see the Pride Center's [Coming Out Support and Resources Website](#)
- Only when it is medically necessary should forms ask about legal sex and/or gender. If the form can only ask about gender identity rather than legal sex, this is the most affirming.



### Why Gender-Affirming Forms Matter

These small changes to your forms will help trans and non-binary people not only feel safer but be safer. Asking for the name someone goes by and the pronouns someone uses, are honoring and validating practices. Though these changes are small the impact is significant in creating an inclusive environment in which LGBTQIA2S+ folks are seen, heard, valued, and respected.