



NORTHERN ILLINOIS UNIVERSITY

Gender & Sexuality Resource Center

Division of Student Affairs & Enrollment Management

Email to Professor Regarding Blackboard Name Change

Sample Email to Instructors

**Please fill in all information in [brackets] with your specific information. Then, copy and paste it into an email to your professors. Please feel free to customize this outline to best suit your personal communication style.

Subject line: [Course Code and ID # (Example: PHHE 469)] Important Student Information

Hello [Professor's Full Name]

My name is [Preferred Name], my ZID is [ZID] and I am a student in your [Course/section] which meets [Days/Times Class meets] in [Location]. I am emailing you to notify you of some important information about myself. I identify as transgender, and the name that is on the roster is not representative of how I identify. The legal name shown is [Legal Name]; however, I wish to go by [Preferred Name] and use [Preferred Gender Pronouns] when using Blackboard for assignments.

To that end, I have had my name in Blackboard permanently changed to my preferred name, [Preferred Name]. The critical assistance I need from you is simple and means that you only need to register my grades under the name [Preferred Name] and not my legal name. I imagine it will be a small adjustment for you; however, I wanted to make sure you are aware of this for my own comfort and full participation in your class. If you would amend my name on the roster as well it would be appreciated.

Please contact me if you have any questions. The Gender and Sexuality Resource Center may also provide further guidance if needed. The Center is located at 105 Normal Road, DeKalb, IL and can be reached at gsrc@niu.edu or via phone at 815-753-4772.

Have a nice day.

Sincerely,

[Preferred name and ZID]