



Supporting Transgender Students: College Admissions & Financial Aid

Resource Guide for College Access Professionals



Introduction

This resource guide is designed to assist college access professionals who work with high school students who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ). The information provided has an emphasis on supporting transgender youth who plan to continue their education at a postsecondary institution. This guide is not intended as legal advice and has been compiled from a variety of sources (see page ten). Students should contact their prospective postsecondary institutions or Federal Student Aid for specific guidance.

Table of Contents

Applying to College as an LGBTQ Student	2
Assessing the LGBTQ Friendliness of a Campus	2
LGBTQ Resources on Campus	2
Understanding the Campus Climate	3
The Application Process	3
Completing the FAFSA	5
Frequently Asked Questions	5
Glossary	9
Sources	10

RESOURCE: Glossary

Find some common terminology in the *Glossary* section on page nine of this guide. To learn more, see *Teaching Tolerance*: www.tolerance.org/LGBT-best-practices-terms

Applying to College as an LGBTQ Student

The college application process is complicated for all students, regardless of their sexual orientation or gender identity. For LGBTQ applicants, however, their sexual orientation or gender can bring added challenges during the admissions process. For transgender students who are early in their process of transitioning, there may be many different reasons for wanting to use (or not use) their legal name. Students should be aware that procedures and policies vary from institution to institution, so it is important to know the requirements.

The college process also represents a good opportunity for students to find a campus that is friendly and welcoming of their LGBTQ identity. This guide is designed to help college access staff assist students who wish to be out during their application process and help guide students through the process of assessing the level of LGBTQ friendliness on a campus.

Assessing the LGBTQ Friendliness of a Campus

Figuring out how warmly a campus welcomes LGBTQ students involves weighing a number of factors, including policies in place and less concrete cultural forces.

LGBTQ-Inclusive Policies

An LGBTQ-friendly campus will have policies in place to ensure that LGBTQ students are comfortable and protected during their college years.

- Look to see if a campus non-discrimination policy includes sexual orientation and gender identity.
- For transgender and gender non-conforming students, it is often crucial that the school offers an easy process for changing gender markers on official school records. Some schools also cover transition-related care coverage in their campus insurance plans.
- Other LGBTQ-friendly policies include providing gender-neutral housing (in which students of different genders may live together in the same room) and gender-neutral bathrooms.
- The way that a campus treats its LGBTQ employees is an important indicator of how welcoming a campus will be to LGBTQ students – it reflects how the institution feels about the rights and protections afforded to LGBTQ individuals. Do they offer domestic partner benefits? Is there an employee resource group?

LGBTQ Resources on Campus

One way that colleges and universities can provide support is through LGBTQ student groups and resource centers. Help students assess LGBTQ resources at an institution by having students research these questions:

- Does the school have an employee to provide resources and services to LGBTQ students?
- Is there an LGBTQ center on the campus?
- Is there one or more LGBTQ student groups or organizations that acknowledge the diversity of the LGBTQ community? For example, some schools have groups dedicated to transgender students or LGBTQ students of color, while others have one group broadly dedicated to the LGBTQ population.
- Does the school offer health and counseling services designed for LGBTQ students?
- What kind of events does the campus LGBTQ group or center sponsor? Groups may be aimed towards activism and advocacy, while some organizations tend to be more interested in providing social opportunities for the LGBTQ community.

RESOURCE: Campus Pride Index

The FREE online tool allows prospective students, families/parents and those interested in higher education to search a database of LGBTQ-friendly campuses who have come out to improve the academic experience and quality of campus life.

See Campus Pride Index:

<http://www.campusprideindex.org>

- How many events did the campus LGBTQ group or center hold last year? How many people attended? With student-run groups especially, it is usually good to check to see if they are an active organization.

RESOURCE: Campus Pride Trans Policy Clearinghouse

Are you a prospective student wondering what campuses have gender-inclusive housing? An administrator researching trans-inclusive health insurance models to implement on your campus? A parent looking for trans-friendly colleges and universities for your child? The Campus Pride Trans Policy Clearinghouse is a resource for transgender policies at colleges and universities. The clearinghouse is updated regularly by Dr. Genny Beemyn, a noted scholar on trans issues in higher education and the Director of the University of Massachusetts Amherst's Stonewall Center.

You can search trans policies at colleges and universities across the United States (last modified 4/27/16):

- [Colleges and Universities with Nondiscrimination Policies that Include Gender Identity/Expression](#)
- [Colleges and Universities that Cover Transition-Related Medical Expenses Under Student Health Insurance](#)
- [Colleges and Universities that Cover Transition-Related Medical Expenses Under Employee Health Insurance](#)
- [Colleges and Universities that Provide Gender-Inclusive Housing](#)
- [Colleges and Universities that Allow Students to Change the Name and Gender on Campus Records](#)
- [Colleges and Universities with a Trans-Inclusive Intramural Athletic Policy](#)
- [Colleges and Universities with LGBTQ Identity Questions as an Option on Admission Applications & Enrollment Forms](#)
- [Women's Colleges with Trans-Inclusive Admissions Policies](#)

Source: Campus Pride- <https://www.campuspride.org/tpc/>

Understanding the Campus Climate

While policies and services that protect and nurture the LGBTQ community are crucial considerations for LGBTQ applicants, it is also vital that students and their families try to understand the cultural climate on campus with regards to LGBTQ students. Encourage students to:

- Look up bias crime statistics for the campus to see if there have been any recent incidents that targeted LGBTQ students or employees (or any other marginalized group, for that matter).
- Read the campus newspaper, which will often be available online, to see what potential future peers are saying about LGBTQ issues.
- Visit campuses (some schools offer travel scholarships), talk to students who don't work for the admissions office about the campus climate. Reach out to students through the campus LGBTQ center or a dean of multicultural affairs.

Students deserve to be on a campus where they feel safe and free to be who they are in every context – whether in the classroom, in their social life, or while competing for their school. Students' experiences will be impacted by the culture of their school as much as its stated policies. Students should keep this in mind throughout the application process.

Being Out During the Application Process

There is no hard-and-fast rule with regards to being out during the application process. Ultimately, the choice to disclose an LGBTQ identity to schools depends on the individual. Many schools appreciate having the fullest possible sense of all of their applicants – including the fact that they are LGBTQ. Ultimately, it is up to the individual to decide what they are most comfortable with disclosing, and the decision should be carefully considered in consultation with counselors and family members as

appropriate. It is important to research all prospective institutions as part of this decision making process.

In 2013, Washington State's community colleges added voluntary questions about sexual orientation and gender identity to all student registration forms. Students may share information about their sexual orientation and gender identity at the time of registration. The data collected helps two-year schools promote a welcoming campus, enhance programs and services, better track students' progress and success and assist in promoting a safe and inclusive learning environment for LGBTQ students enrolled in the Community and Technical College (CTC) system.

RESOURCE: Scholarship Databases

Human Rights Campaign's LGBT Student Scholarship Database:

www.hrc.org/resources/scholarship-database

Campus Pride National Scholarship Database:

www.campuspride.org/national-scholarship-database/

You Can, But Don't Need To, Come Out In Your Essay

While some LGBTQ students write their application essay on a topic related to their sexual orientation or gender identity, there are other ways to come out to admissions staff in an application. For example, there may be a small "Personal Statement" section on the application where students can write about their LGBTQ-identity, or they can use the "Additional Information" section to note their orientation or identity. Some schools will also allow students to disclose LGBTQ identity in their supplement. Again, this is a choice made best by the individual. It is not required that students disclose if they are not comfortable doing so.

It Is Possible To Be Out To Admissions Staff Members But Not Your Family

Not everyone comes out before leaving high school for a variety of reasons. LGBTQ students not currently out to their family may want to consider whether or not they want to come out in their written application materials. If students chose not to disclose information to admissions through the written application, they may opt to call admissions officers at a school or come out during an interview with a staff member.

Conclusion

As you help students go through the college process, remind students to look for a school where they will feel comfortable academically and socially. It is also important for students to consider how the college that they select will accept their LGBTQ identity, and the support services that will be available to them.

Content adapted from the Human Rights Campaign: <http://www.hrc.org/resources/applying-to-college-as-an-LGBTQ-student>

Completing the FAFSA

The FAFSA is an official government form. According to Federal Student Aid, applicants must enter their information as it appears on official government documents (e.g., birth certificate and social security card). If the student has not changed their legal name and gender marker on Identity Documents (e.g., birth certificate, license, passport, Social Security Card), they must use the original information. If students do not use their legal name and official gender designation, their application will not be processed successfully and their financial aid may be in jeopardy

Unsure of what to do? Contact The Federal Student Aid Information Center by email, chat or phone. See: <https://studentaidhelp.ed.gov/app/home/site/studentaid>.

Students can find out how to get a legal name change where they live and update their name/gender on state and federal IDs and records at the National Center for Transgender Equality ID Document Center for Washington State: www.transequality.org/documents/state/washington .

Frequently Asked Questions:

Q: What laws protect LGBTQ students?

A: The following state and federal civil rights laws prohibit discrimination in public schools.

Protected Class (Discrimination Prohibited)	Federal Law	Washington State Law
Sex	<p>Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106)</p> <p>Title IV of the Civil Rights Act of 1964 (42 U.S.C. §2000c, et seq.)</p> <p>Employment Discrimination: Title VII of the Civil Rights Act of 1964 (34 C.F.R. Part 106)</p>	<p>Chapter 28A.640 RCW - Sexual equality</p> <p>Chapter 28A.642 RCW - Common school provisions - Discrimination prohibition</p> <p>Chapter 392-190 WAC - Equal educational opportunity - Unlawful discrimination prohibited</p> <p>Chapter 49.60 RCW Washington Law Against Discrimination*</p> <p>OSPI Guidelines: Prohibiting Discrimination in Washington Public Schools</p>
Sexual Orientation	<p>Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106)</p> <p>Title IX prohibits discrimination based on sex and sex-stereotyping, such as discrimination based on a person's failure to conform to stereotypical notions of masculinity and femininity.</p>	<p>Chapter 28A.642 RCW - Common school provisions - Discrimination prohibition</p> <p>Chapter 392-190 WAC - Equal educational opportunity - Unlawful discrimination prohibited</p> <p>Chapter 49.60 RCW Washington Law Against Discrimination*</p> <p>OSPI Guidelines: Prohibiting Discrimination in Washington Public Schools</p>
Gender Identity and Expression	<p>Title IX of the Education Amendments of 1972 (34 C.F.R. Part 106)</p> <p>Title IX prohibits discrimination based on sex and sex-stereotyping, such as discrimination based on a person's failure to conform to stereotypical notions of masculinity and femininity.</p>	<p>Chapter 28A.642 RCW - Common school provisions - Discrimination prohibition</p> <p>Chapter 392-190 WAC - Equal educational opportunity - Unlawful discrimination prohibited</p> <p>Chapter 49.60 RCW Washington Law Against Discrimination*</p> <p>OSPI Guidelines: Prohibiting Discrimination in Washington Public Schools</p>

Source: OSPI Equity and Civil Rights: <http://www.k12.wa.us/equity/CivilRights/default.aspx>

- **Title IX of the 1964 Civil Rights Act:** Title IX prohibits discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX applies to institutions that receive federal financial assistance from U.S. Department of Education (ED), including state and local educational agencies. These agencies include approximately 16,500 local school districts and 7,000 postsecondary institutions.

ED has stated that Title IX's prohibition of sex discrimination encompasses **gender identity**. The U.S. Department of Justice (DOJ) and the ED affirmed that transgender students should not be singled out to use a separate, designated restroom or made to room separately (see "[The Federal Government Protects Trans Students](#)"). They must be treated in accordance with the student's gender identity for all purposes. That means transgender women should be treated like *cisgender* women (or person whose gender identity corresponds with the sex the person had or was identified as having at birth), and transgender men must be treated like cisgender men. This applies to transgender students in K-12 as well as at colleges and universities.

See also: [Dear Colleague letter](#) from U.S. Department of Education (ED) and the U.S. Department of Justice (DOJ), which summarizes a school's Title IX obligations regarding transgender students and explains how the ED and DOJ evaluate a school's compliance with these obligations. Accompanying this letter is a separate document from ED called [Examples of Policies and Emerging Practices for Supporting Transgender Students](#), which outlines policy suggestions.

- **The Family Educational Rights and Privacy Act (FERPA):** This federal law that protects the privacy of student educational records and gives current and former students the right to amend those records to match their legal documents if they are "inaccurate, misleading, or in violation of the student's rights of privacy." **Once a student reaches 18, their parents do not have access to these records unless the student grants permission.** (For more information, see "[A Transgender Advocate's Guide To Updating and Amending School Records](#)".)
- **Washington Law Against Discrimination (WLAD):** WLAD protects people from discrimination based on sexual orientation,** which is inclusive of gender expression or actual or perceived gender identity in these areas:
 - Places of public accommodation (i.e., places that serve the public), including restaurants, hotels, and public schools;
 - Housing, including the renting, buying, and selling of homes;
 - Employment, specifically in state, municipal, and private workplaces with eight or more employees;
 - The extension of credit; and
 - Insurance transactions.
- **HB 3026 / Chapter 28A.642 RCW:** State law that prohibits discrimination in Washington public schools, includes sexual orientation and gender expression or identity as protected classes. This law is similar to the sexual equality law already in the school code, [chapter 28A.640 RCW](#), which prohibits discrimination based on sex.

Q: How should K-12 school districts address a student's name and sex on official records?

A: School districts maintain permanent student records that include a student's legal name and legal gender. To the extent that the school district is not legally required to use a student's legal name and gender on school records or documents, the district should use the name and gender by which the student identifies. School IDs, for example, are not legal documents and should use the student's preferred name. The school district should change a student's official record to reflect a change in the student's legal name or gender upon receipt of documentation that such change has been made pursuant to a court order or through amendment of state- or federally-issued identification. In

situations where school staff or administrators are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff should adopt practices to avoid the inadvertent disclosure of such confidential information.

Q: Should K-12 schools inform staff, students, or parents about a student's transgender status?

A: Information about a student's transgender status, legal name, or gender assigned at birth may constitute confidential medical or education information. Disclosing this information to other students, their parents, or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA) ([20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#)). School staff should not disclose information that may reveal a student's transgender status to others, including parents and other school staff, unless legally required to do so or unless the student has authorized such disclosure.

RESOURCE: The Rights of Transgender People in Washington State

This guidebook is designed to help transgender individuals understand their legal rights in Washington State. It is not meant to provide legal advice.

View Guide: <https://aclu-wa.org/sites/default/files/attachments/Transgender%20Guide%202015.pdf>

Source: ACLU-WA. Updated March 2015. The 2016 guide will be updated shortly. Check back at <https://aclu-wa.org>

Q: Can a religious institution discriminate against a transgender student?

A: Educational institutions that receive federal funding are prohibited by Title IX from discriminating on the basis of sex, which includes gender identity. The law does allow religious-based schools to claim exemption. In 2014, the ED granted such exemptions to three colleges: George Fox University in Oregon, Spring Arbor University in Michigan and Simpson University in California.

Q: Can a single-sex college reject an application based on the fact a student is transgender?

A: Title IX allows certain kinds of educational institutions to admit students of only one "sex," including all-women's colleges. In December 2014, the ED issued its third official guidance on this issue, this time affirming that "All students, including transgender students and students who do not conform to sex stereotypes, are protected from sex-based discrimination under Title IX. Under Title IX, a recipient generally must treat transgender students consistent with their gender identity in all aspects of the planning, implementation, enrollment, operation, and evaluation of single-sex classes." This applies to single-sex institutions, as well.

Q: Do transgender students have the right to be placed in campus housing according to their gender identity?

A: Yes, trans students have that right as long as their college or university is subject to Title IX and hasn't specifically exempted itself from this requirement. Institutions frequently use the gender marker on the application to inform campus records and practices. Encourage students to find out if their prospective college or university offers gender-inclusive housing as an option; this is particularly important for gender-nonconforming (GNC) students.

Q: Do transgender students have the right to use restrooms and locker rooms on campus in accordance with their gender identity?

A: Yes, restroom and locker-room rights are much like housing rights: Students are protected if their college or university is subject to Title IX and hasn't specifically exempted itself. Students might also

be protected under state or local nondiscrimination laws. Have students find out if their prospective institution has gender-inclusive (not single-sex) restrooms; these can be particularly important for GNC students. For more information, see the **Trans Policy Clearinghouse** at www.campuspride.org/tpc/.

Q: What should college students do to change the name or gender marker on a student ID, transcript or diploma?

A: First, encourage students to check to see if their prospective college or university already has a procedure in place for allowing name and gender marker changes on student records. More than a hundred institutions now allow students to indicate their chosen name on school records regardless of whether they have legally changed their name. Others require students to legally change their name and gender marker on other documents, such as a state ID, passport or birth certificate, before they will amend certain educational records. For more information, see the **Trans Policy Clearinghouse** at www.campuspride.org/tpc/.

If the campus does not have a stated procedure for allowing name and gender marker changes, or if students do not or cannot meet the requirements of existing policy, the Registrar's Office may be willing to work with those students to change your educational records. In approaching the Registrar, students may want to enlist the support of an ally such as a staff member, faculty or an LGBTQ resource professional. You may also want to bring some helpful materials, including [Lambda Legal's Transgender Rights Toolkit](#), in order to help your school understand how important it is to be able to update your educational records.

Source: *Lambda Legal*- <http://www.lambdalegal.org/know-your-rights/transgender/in-college-faq#5>

Glossary

Cisgender: Of, relating to, or being a person whose gender identity corresponds with the sex the person had or was identified as having at birth.

Gender Identity: One's internal, personal sense of his or her own gender. Many people believe in a more fluid gender identity than simply "male" and "female."

Gender Transition: The period of time in which a person begins to live in a gender role that is in accordance with his or her internal gender identity. Transition is not a one-step procedure; it is a complex process that occurs over a long period of time. Transition may include some or all of the following cultural, legal and medical adjustments: informing one's family, friends and/or co-workers; changing one's name and/or sex on legal documents; undergoing hormone therapy; and/or seeking surgical alteration (see Sex Reassignment Surgery).

LGBT: An acronym, which stands for "Lesbian, Gay, Bisexual and Transgender." Other versions may add "Q" for Queer or Questioning, "I" for Intersex and "A" for Allied. Some may prefer to list the acronym as TBLG to place trans people in a position of importance and to rectify the way trans has historically been omitted, devalued or excluded.

Queer: Queer is a term that has been reclaimed by members of the gay, lesbian, bisexual and transgender communities to describe people who transgress culturally imposed norms of heterosexuality and gender traditionalism. Although still a derogatory term in many cases, many queer-identified people have taken back the word to use it as a symbol of pride and affirmation of difference and diversity.

Transgender: An umbrella term that describes people whose gender identity and/or gender expression differs from the sex they were assigned at birth. This group includes, but is not limited to, transsexuals, cross-dressers and other gender-variant people. Transgender people may or may not choose to alter their bodies hormonally and/or surgically.

Adapted from Teaching Tolerance, find more terms at: www.tolerance.org/LGBT-best-practices-terms

Sources

[ACLU-WA](#)- The ACLU of Washington is a non-partisan organization dedicated to protecting, fostering, and extending the civil liberties principles embodied in the Bill of Rights and the Washington State Constitution.

[Campus Pride Index](#)- Campus Pride is the leading national educational organization for LGBTQ and ally college students and campus groups building future leaders and safer, more LGBTQ-friendly learning environments at colleges and universities.

[Federal Student Aid](#)- Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation.

[GLSEN \(Gay, Lesbian, Straight Education Network\)](#)- A national organization for educators and students who want to create schools where differences are respected. They support Safe Space training, a Day of Silence event, Gay Straight Alliance clubs, and other resources for educators.

[Human Rights Campaign](#)- National lesbian, gay, bisexual and transgender civil rights organization,

[Lambda Legal Defense Fund](#)- The organization's goal is to create equality for lesbians and gays. They have developed publications on LGBTQ students' rights.

[National Center for Transgender Equality](#)- A national social justice advocacy organization. Offers guidance around transgender rights.

[Office of Superintendent of Public Instruction](#)- The primary agency charged with overseeing K-12 public education in Washington.

[Safe Schools Coalition](#)- A pioneer in assessing the safety of LGBTQ youth and provides student panels and mediation for schools in Washington.

[Teaching Tolerance](#)- A place for educators to find thought-provoking news, conversation and support for those who care about diversity, equal opportunity and respect for differences in schools.

[U.S. Department of Education\(ED\)](#)- ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

[Washington State Legislature](#)- Find information on Washington State bills, laws, rules and regulations.