

Inclusive Education

From

Guide: [Supporting LGBTIQ+ students](#)

Strategy: [Design inclusive school-wide systems and processes](#)

Suggestion: [Develop inclusive policies and systems, and procedures](#)

Date

22 January 2019

Link

www.inclusive.tki.org.nz/guides/supporting-lgbtiqa-students/develop-inclusive-policies-and-systems-and-procedures

Review ENROL and SMS procedures

Ensure your systems are accurate.

Support students by:

- ▲▲ using “known as” name on the ENROL system
- ▲▲ acknowledging a student's identity – developing systems and protocols for inputting the correct information as expressed by the student
- ▲▲ making changes to the ENROL system and informing NZQA when a student acquires a new birth certificate with a new identity
- ▲▲ having a student's preferred name and gender on attendance rolls, and notifying relieving teachers
- ▲▲ entering the student's name and gender of preference in your school's SMS
- ▲▲ updating all SMS school records when a student's name has been legally changed.

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