



Gegi's Email Primer

*Gegi knows self-advocacy can be complicated and sometimes scary, especially communicating with powerful people at school in a different way. Use this document to help you draft different kinds of emails in Step 4 (see www.gegi.ca). **Whenever you see [square brackets], add your own info.***

Pro Tip #1: For each email you send to someone after the first one, don't start fresh! Find their last reply (in your Inbox) OR the last email you sent them if they haven't replied (in your Sent folder) and reply from there. This helps to create a record of your communication.

Pro Tip #2: If you have been using Gegi's tools, like the **Self-Advocacy Log**, you can attach those to your email so that the receiver knows you mean business.

Pro Tip #3: Adding other people to an email message using the 'CC' button is a power move! To CC someone means that, although they aren't the person you are emailing, they also get the email. You can CC your team (<https://www.gegi.ca/talk-to-someone/>) to show the receiver you have support. If someone replies to you and CCs people you don't know, you can ask who they are OR ask that no one be CC'd to respect your privacy.

1. When you are just getting started

This kind of email is used to request an initial meeting with someone at your school or school board. See the Gegi School Who's Who for help selecting someone.

CC the adult(s) on your team, if you have some on board.

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Dear [title and last name of person you're writing to],

Paragraph 1: [say who you are, what school you go to, and what you think you are experiencing → gender identity and/or gender expression discrimination] [say what the problem is, briefly: washroom access, pronouns and names, school records, school sports, overnight field trips, harassment that is not being addressed by school staff who know it is happening]

Paragraph 2: [add a quote from a school board policy, if there is one, these are set out for you in Step 3 on www.gegi.ca when you select your school board]

Optional Paragraph 3: [visit law.gegi.ca and use the caselaw keywords to find a case from any province where a legal decision was made that applies to your situation.]

This www.gegi.ca tool supports students in meeting expectations in the Gegi Curriculum: **C2**. Write clear and concise emails or letters, and select either a helpful or heavy tone depending on the situation. **D5**. Keep track of what my school is doing and has agreed to do, and follow-up regularly. **E1**. Identify my privacy needs, and explain my school's responsibility for respecting them. The Gegi Curriculum was developed with experts on gender diversity, law, and education. | v2 May 2023 | Gegi.ca contains general legal information and is not intended to be used as legal advice for a specific legal problem.

Paragraph 4: [make your ask – a meeting – and say when you are available in the next few days. You might also say whether you would like your email and your experience to be kept confidential by the person receiving it.]

Sincerely,

[your preferred first and last name], [your pronouns, if you want]
[your email]

2. When someone has not replied after two weeks

*Make sure you aren't starting fresh! Find the last email that you sent them if they haven't replied (in your Sent folder) and **Reply All** from there. This makes your last email appear below the one you are writing now, and show the person that you have written before.*

CC the adult(s) on your team, if you have some on board.

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Dear [title and last name of person you're writing to],

Paragraph 1: [say who you are and remind them of your last email (date and topic)]

Paragraph 2: [remind them of your request for a meeting]

Sincerely,

[your preferred first and last name], [your pronouns, if you want]
[your email]

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**This means that the last one you sent, because you found it in your Sent folder and hit Reply All, will appear right below this new one when they open the message.*

3. When you are following up after a meeting

CC the adult(s) on your team, if you have some on board.

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Dear [title and last name of person you're writing to],

Paragraph 1: [thank them for meeting with you on DATE]

Paragraph 2: [list all action steps that were discussed and agreed on, and ask them to confirm you have written these down correctly]

1. [for each next step, include WHO will take it, WHAT they will do, and A DATE when it will be completed.]
- 2.
- 3.

Paragraph 3: [say when you will follow up to check how the action steps are going (and put a reminder somewhere so that you do!)]

Sincerely,

[your preferred first and last name], [your pronouns, if you want]
[your email]

4. When someone has not replied for a long time (3-4 weeks), or is not taking action

CC the adult(s) on your team, if you have some on board.

Dear [title and last name of person you're writing to],

Paragraph 1: [say who you are, remind them of what has happened so far: your experience, meetings and emails you have sent]

Paragraph 2: [let them know that you are contacting someone else, and say who - see **Gegi's School Who's Who** on our Step 4 – Self-Advocate page for help]

Sincerely,

[your preferred first and last name], [your pronouns, if you want]
[your email]



Hoof-five! This can be hard to do. Now finish up like a pro:
Add an entry in your Self-Advocacy Log for each email you send.