

Creating Inclusive Forms and Questionnaires

This form is intended to suggest questions that are inclusive of lesbian, gay, bisexual, transgender, and (LGBTQ) communities. Please adapt the form to your own uses.

Generally speaking, only ask questions that you actually need to know. Many times, it isn't necessary to ask about legal sex. Only collect this information if you need it for legal or demographic purposes.

Email lgbtq@jhu.edu with questions or comments.

Suggested Basic Form

Legal First Name:
Middle name:
Last name (family name):
Nickname/chosen name (used on email, nametags, and other non-legal documents ¹):

Suggested Demographic Questions

Legal Sex (as listed in Hopkins records²)

- Female
- Male

Gender Identity (choose one or more)

- Woman
- Man
- Transgender
- Non-binary/genderqueer
- Another gender (please specify) _____

¹ Use chosen name wherever possible. Legal names may be required on things like paychecks and postal mail.

² Or as listed on driver's license, birth certificate, passport, or other documents as necessary.

Pronoun (choose one or more)

- She/Her/Hers
- He/Him/His
- They/Them/Theirs
- Other pronouns (please specify) _____

Title

- Ms.
- Mr.
- Mrs.
- Miss
- Mx.
- Dr.
- Another title (please specify) _____

For housing purposes, I prefer to share a room with:

- Someone of the same gender identity as me
- No preference

Sexual Orientation (choose one or more)

- Asexual
- Bisexual
- Gay
- Lesbian
- Pansexual
- Straight/Heterosexual
- Queer
- Questioning
- Another sexual orientation (please specify) _____

Racial Identity (choose one or more³)

- African/African-American/Black
- American Indian or Alaskan Native
- Asian, including South and Eastern Asian
- Hispanic/Latinx/Chicanx
- Middle Eastern/Arabic
- Native Hawaiian or other Pacific Islander
- White
- Another racial identity (please specify) _____

³ For other guidelines on race/ethnicity data, see:
<http://www.census.gov/topics/population/race/about.html>
https://surveys.nces.ed.gov/ipeds/visFaq_re.aspx
<http://www.pewresearch.org/fact-tank/2016/05/11/the-challenges-of-polling-asian-americans/>