



***SEXUAL ORIENTATION, GENDER IDENTITY AND  
PRONOUNS DATA DICTIONARY 2.1***

## Revisions

<b>Change Description</b>	<b>Date</b>	<b>Version</b>
Original Version	01/01/2021	1.0
Added Demisexual as a Sexual Orientation category as approved by the Data Governance Committee Demographic Sub-committee	01/15/2021	1.1
Added Pronouns due to implementation in HCM	03/09/2023	2.0
Updated definitions for Sexual Orientation, Gender Identity and Pronouns. Enhancement Request #27 (5 of 5).	11/01/2025	2.1

# Table of Contents

Revisions.....	2
Table of Contents.....	3
Data Collection Categories.....	4
Sexual Orientation.....	4
Gender Identity.....	6
Pronouns.....	8
Appendix A – Resources.....	9

# Data Collection Categories

Sexual Orientation and Gender Identity (SOGI) are collected from students in both the Legacy and ctcLink systems. The primary purpose for collecting sexual orientation and gender identity information is to ensure inclusivity and success for all students in our system. It is imperative, and a system goal, to provide safe places for all students to be affirmed in their identity and learn in an environment free from harassment and discrimination. In addition, this data will assist local colleges in providing services and creating programs and curriculum designed to support student success within the LGBTQIA+ community.

The categories collected and their definitions are contained in this document.

Sexual Orientation and Gender Identity are categorized as highly sensitive data needing special handling (OCIO Category 4). Access to this information within the ctcLink system is restricted and requires the security role.

For Campus Solutions: ZD\_DS\_QRY\_SOGI\_HIGH\_SENS

For HCM: ZD\_DS\_QRY\_HRCORE\_SOGI\_HI\_SENS

In the winter of 2023, the collection of pronouns was implemented in the ctcLink Human Capital Management (HCM) pillar. This document contains the set of valid values configured in ctcLink. Pronoun collection has not yet been implemented in Campus Solutions.

Table Sources:

<b>CS</b>	<b>OCIO Classification</b>	<b>dataLink Table Name</b>	<b>ctcLink View Name</b>
SOGI	Category 4	SCC_PERS_BIOG	n/a
Pronoun	Category 3	not yet available	not yet available

  

<b>HCM</b>	<b>OCIO Classification</b>	<b>dataLink Table Name</b>	<b>ctcLink View Name</b>
SOGI	Category 4	PERSON_GENDER	VHC_HR_SOGI
Pronoun	Category 3	PERSON_GENDER	VHC_HR_PRONOUNS

## Sexual Orientation

Sexual Orientation is defined as an inherent or immutable enduring emotional, romantic or sexual attraction to other people.

ctcLink Code	Label	Description
ZA	Asexual	A person who is not sexually attracted to anyone or who has low or absent interest in sexual activity. It may be considered the lack of a sexual orientation, or one of the variations thereof, alongside heterosexuality, homosexuality, and bisexuality.
ZB	Bisexual	A person who is emotionally, romantically, and physically attracted to persons of the same and different genders.

ctcLink Code	Label	Description
ZC	Gay	A person who is emotionally, romantically, and physically attracted to someone of the same gender. It is more commonly associated with males or men.
ZD	Lesbian	A person who is emotionally, romantically, and physically attracted to someone of the same gender. It is most commonly associated with females or women.
ZE	Pansexual	A person who is emotionally, romantically, and physically attracted to someone of any gender.
ZF	Queer	A person who is not heterosexual and/or cisgender.
ZG	Questioning	A person who is questioning their gender, sexual identity, sexual orientation or all three. This is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons.
ZH	Two-Spirit	A contemporary and intertribal term chosen by Native/First Nations/Indigenous peoples to describe their spiritual, sexual, gender, cultural and community identity and gender variance.
ZJ	Heterosexual /Straight	A person who is emotionally, romantically, and physically attracted to a different gender, for example, a woman who is attracted to men or a man who is attracted to women.
ZK	A Sexual Orientation not listed here	A Sexual Orientation not listed here.
ZL	Prefer not to answer	Prefer not to answer.
ZM	Demisexual	A demisexual person typically does not feel sexual or romantic attraction unless they also share an emotional bond with the person.

## Gender Identity

Gender Identity is defined as one's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

ctcLink Code	Label	Description
XA	A Gender Identity not listed here	A Gender Identity not listed here.
XB	Woman (Cisgender)	A person who identifies as a woman and was assigned female at birth.
XC	Gender Fluid	A person who does not identify as having a fixed gender; a person whose gender is fluid and fluctuates between two or more genders.
XD	Gender Non-Conforming	A person whose gender expression does not conform to societal norms.
XE	Intersex	A person whose internal or external sexual organs, chromosomes, or other biological features are neither exclusively male or female at birth.
XF	Man (Cisgender)	A person who identifies as a man and was assigned male at birth.
XG	More than one gender identity	A person who has more than one gender identity.
XH	Non-Binary	A person who does not identify as either male or female. Gender identity is not seen as a binary.
XJ	Prefer not to answer	Prefer not to answer.
XK	Questioning	A person who is questioning their gender, sexual identity, sexual orientation or all three. This is a process of exploration by people who may be unsure, still exploring, and concerned about applying a social label to themselves for various reasons.
XL	Transgender Woman	A person who identifies as a woman but was assigned male at the time of birth.
XM	Transgender Man	A person who identifies as a man but was assigned female at the time of birth.
XN	Two-Spirit	A contemporary and intertribal term chosen by Native/First Nations/Indigenous peoples to describe their spiritual, sexual, gender, cultural and community identity and gender variance.

ctcLink Code	Label	Description
XP	Agender	A person who does not identify with any specific gender or rejects the concept of gender altogether.
XQ	GenderQueer	A person who may see themselves as a combination of genders, as having a gender that is fluid and can change over time, or as not having a gender at all. It is also used as an umbrella term for many gender non-conforming or non-binary identities (i.e., agender, genderfluid).

## Pronouns

Pronoun is defined as in the Marriam-Webster dictionary as any of a small set of words (such as *I, she, he, you, it, we, or they*) in a language that are used as substitutes for nouns or noun phrases and whose referents are named or understood in the context; or the third person personal pronouns (such as *he/him, she/her, and they/them*) that a person goes by

The collection of pronouns in the ctcLink system was implemented in March, 2023. The delivered PeopleSoft set of preconfigured values was approved for us by the Data Governance Committee .

ctcLink Code	Label	Description
SH	She/Her/Hers	She/Her/Hers is a set of gender-specific pronouns typically used to refer to women or girls. Some nonbinary folks, as well as genderfluid or genderqueer folks, may also use the She/Her/Hers as pronouns.
TH	They/Them/Theirs	These pronouns are used to identify as gender neutral or gender non-conforming and reflect identity and gender expression, rather than "he/him" or "she/her" pronouns that designate a person as a man or a woman.
XE	Xe/Xem/Xir	These pronouns are used to identify as gender neutral or gender non-conforming and reflect identity and gender expression, rather than "he/him" or "she/her" pronouns that designate a person as a man or a woman.
NM	Address me by name	Address me by my name should be used when an individual do not wish to be referred as any pronoun instead wants their name to be used to address them.
NT	Not in list	Use this value when the chosen pronoun is not in the list.
ZE	Ze/Hir/Hirs	Pronouns used in the trans community. These pronouns offer inclusion and accuracy for someone who does not identify with man/woman gender classifications.
ZR	Ze/Zir/Zirs	Pronouns used in the trans community. These pronouns offer inclusion and accuracy for someone who does not identify with man/woman gender classifications.
PN	Prefer not to share	Individuals should use this value when they do not prefer to disclose the pronouns.
HE	He/Him/His	He/Him/His are gender-specific pronouns that are usually used to refer to men or boys. This is different than gender neutral pronouns, which do not associate the person being referred to with any specific gender.
TA	They/Them/Theirs or She/Her/Hers	This combination of pronouns is used to identify as gender neutral or gender non-conforming or as a woman.

ctcLink Code	Label	Description
TB	They/Them/Theirs or He/Him/His	This combination of pronouns is used to identify as gender neutral or gender non-conforming or as a man.
TC	They/Them or She/Her or He/Him	This combination of pronouns is used to identify as gender neutral or gender non-conforming or as a woman or as a man.

## Appendix A — Resources

- Human Rights Campaign. (2021, January). *Sexual Orientation and Gender Identity Definitions*. Retrieved from Human Rights Campaign: <https://www.hrc.org/resources/sexual-orientation-and-gender-identity-terminology-and-definitions>
- KW Counselling Services. (2021, January). Retrieved from OK2BME: <https://ok2bme.ca/>
- WebMD. (2021, January). *What is Demisexuality?* Retrieved from WebMD: <https://www.webmd.com/sex/what-is-demisexual-demisexuality#1>



[CC BY 4.0](https://creativecommons.org/licenses/by/4.0/), unless otherwise noted.

Washington State Board for Community and Technical Colleges