



Sample Letters

SAMPLE AUTHORIZATION LETTER

(Keep a copy of this letter for your records)

NOTE: Could be sent to Special Education Director, Principal, or regular school contact person. Keep a copy for your records.

(Date)

Dear _____,

This is to authorize my parents,

to represent me, and act on my behalf and with me to make all decisions about my education.

Sincerely,

(Child's name, address and telephone number)

cc: (List of other people to whom you are sending a copy of this letter)