

# Legal Authorization Letter for School

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Michael Thompson

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January 27, 2025

Principal Laura Green

Westside Elementary School

456 School Lane

Suburbantown, CA 90210

Subject: Authorization for Educational Decisions and Activities for Samuel Thompson

Dear Principal Green,

I, Michael Thompson, father of Samuel Thompson, who is currently enrolled in the fifth grade at Westside Elementary, hereby grant authorization to my sister, Angela White, to act on my behalf. This authorization pertains to all school-related matters including but not limited to participation in field trips, enrollment in extracurricular activities, decisions regarding educational support services, and responses to medical emergencies.

Given my frequent business travels and the physical distance from the school, it is essential for Ms. White to have the ability to make timely and necessary decisions concerning Samuel's educational and health-related needs. This letter is to confirm

her authority to act in my stead, ensuring Samuel's continuous participation and safety in all school activities.

This authorization is effective immediately and will remain valid through the end of the current academic year, ending on June 27, 2025. Please acknowledge Ms. White's role as my designate and facilitate her interaction with school staff and administration as required.

Should there be any incidents or decisions that necessitate parental notification or approval, please feel free to reach out to me directly at the contacts provided above. I appreciate your cooperation and the nurturing environment your institution provides, which supports my decision to entrust my sister with this responsibility during my absence.

Sincerely,

[Signature, if sending a hard copy]

Michael Thompson

**Enclosures**

1. Copy of Michael Thompson's Driver's License
2. Copy of Angela White's Driver's License