



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE AUTHORIZATION LETTER

Please note: This letter should demonstrate, or be accompanied by documentation that demonstrates, compliance with Ed 1102.01(c):

Ed 1102.01(c) A parent, as defined in Ed 1102.04(h), or an adult student may authorize an individual to act on their behalf pursuant to a duly executed power of attorney.

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 [or other individual] named below,
[Include the name(s) of the individual(s) whom you are authorizing to act on your behalf] _____

_____ 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]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice. For more information on the special education process, and upcoming workshop opportunities, please visit our website at www.nhspecialled.org. Be sure to read our brochure, "Steps in the NH Special Education Process".