



Sample Letter

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

It is generally a best practice to send your letter to more than one person, including an administrator (special education director/coordinator, principal, or superintendent), and your child's case manager or teacher.

SAMPLE AUTHORIZATION LETTER

[Note: Upon reaching the age of 18, unless he/she has been determined to be incompetent by a court (in which case the child would be assigned a legal guardian), a child with a disability is considered to be an "adult student", and is responsible for making his/her own special education decisions. An adult student who wants his/her parent(s) to continue representing him/her in the special education process must make the school district aware, and provide the district with documentation authorizing the parent to act on the adult student's behalf. The same requirement applies to a parent who wishes to authorize another person to act on his/her behalf in the special education process.]

Please note: This letter should be accompanied by documentation that demonstrates, compliance with Ed 1120.01(c), which says, "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".

[Date]

Dear _____,

This is to authorize my parents [or other individual(s)] named below to represent me, and to act on my behalf, and with me, to make all decisions about my education:

[Include the name(s) (and contact information, if available), of the individual(s) whom you are authorizing to act on your behalf.]

I request that invitations to any IEP Team meetings and any accompanying documentation be sent to [the authorized individual], and that any invitations, notices, requests for consent, or other activities or proposals be provided to [the authorized individual] within the same timeframe they would be provided to a parent or adult student for that particular activity.

Please include a copy of this letter in my file.

Sincerely,

[Your (the adult student's) name, address and telephone number]

cc: [List of any 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 (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop/training opportunities, please visit the Parent Information Center's website at www.picnh.org. Be sure to read our brochure, "Steps in the NH Special Education Process."