

Student Exit Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to authorize the exit of my child, [Child's Name], a student of [School Name], from school premises on [Date of Exit].

Reason for exit: [Reason for Exit, e.g., medical appointment, family emergency].

I understand that it is essential to sign my child out at the office, and I will ensure the necessary procedures are followed.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student]