

Serious tone granting long-term authority to guardian

Subject: Authorization of Guardian for School Matters

Dear Principal,

Due to my [reason: prolonged travel, medical condition, work commitment], I, [Parent/Guardian Full Name], authorize [Guardian's Full Name and Relationship] to act fully on my behalf in all school-related matters concerning my child, [Child's Full Name], for the academic year [Year].

This includes signing documents, attending meetings, making decisions related to academics and extracurricular activities, and handling disciplinary or administrative concerns.

Please extend to them the same recognition as you would to me.

Thank you for your understanding.

Respectfully,

[Parent/Guardian Full Name]

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