



Dear Parents/Carers

Would you please be kind enough to list below the details of **all** persons (other than parents) who are **authorized to collect** your child from school (even if this is not on a regular basis) and return to school as soon as possible.

Kind regards

M. Harrison  
School Administrator

CHILD'S NAME .....

Full Name

Relationship to child

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....
- 6 .....
- 7 .....
- 8 .....

**Other than parents, I herewith authorize the above person(s) to collect my child from school.**

Signed .....(Parent)

Date .....