

Authorization Letter Form Sample for School Enrollment

An **authorization letter form** sample for school enrollment is a formal document permitting a designated individual to complete enrollment procedures on behalf of a student. It ensures the school acknowledges the authorized person's right to act in the parent's or guardian's absence. This letter facilitates smooth and secure admission processes without delays.

Sample Authorization Letter

Date: [Insert Date]

To:

The Registrar
[School Name]
[School Address]

Dear Sir/Madam,

I, **[Parent/Guardian Name]**, with ID number **[Your ID Number]**, am the parent/legal guardian of **[Student Name]**, who is seeking enrollment in **[Grade/Level]** at your institution.

Due to [reason for absence, e.g., work commitments, health reasons], I hereby authorize **[Authorized Person's Name]**, holding ID number **[Authorized Person's ID Number]**, to act on my behalf in all matters related to the enrollment process for my child. This includes signing documents, submitting requirements, and receiving instructions as needed.

Please provide them with the necessary assistance and access to complete this process. I take full responsibility for any decisions or actions made by my authorized representative during the enrollment procedure.

Thank you for your understanding and support.

Sincerely,

[Parent/Guardian Name]
[Signature]
[Contact Information]

Accepted and Agreed by:

[Authorized Person's Name]
[Signature]