# School Letterhead

Date

Dear Parent of (school name) Student,

You are receiving this letter because your student has a stepparent or other person marked as guardian in our student information system that does not match the legal guardianship paperwork we have on file for your child(ren). Washoe County School District procedure states that a person cannot be marked as guardian unless a legal document identifying the stepparent as a guardian such as a birth certificate or court order is on file.

Any person who is not the legal guardian, including stepparents and domestic partners, must have a note from a natural parent stating the name of the person(s) who will be allowed to pick up a student in a non-emergency situation, such as an appointment. All emergency contacts will be allowed to pick up a student in case of a school initiated emergency. This note will be kept on file for the entire school year and the student will be released to that person during the school year without subsequent documentation. After the school year has ended, the natural parent will need to write a new note for the new school year.

For more information about guardianship, please see the Washoe County School website at [www.washoeschools.net](http://www.washoeschools.net). Click on departments, student accounting, procedure manual, and guardianship. For your convenience, we have attached a permission slip that you may fill out and return to the school. Please feel free to contact me with any question you may have regarding this matter, (school phone number).

We appreciate your understanding in this matter, as we all value our children’s safety.

Thank you,

Principal Name

Principal, (school name)

Please detach and return to school

**Approve Release**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, natural parent/legal guardian\* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Natural Parent/Legal Guardian Name (Please Print) Student’s First and Last Name (Please Print)**

Allow my student to be released by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to

**School Name (Please Print)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Responsible Person/Relationship to Student (Please Print) Phone Number**

for the remainder of the \_\_\_\_\_\_\_\_ school year.

**Parent Portal Access**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, natural parent/legal guardian\* of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Natural Parent/Legal Guardian Name (Please Print) Student’s First and Last Name (Please Print)**

Allow \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to give the person below portal rights in Infinite Campus.

**School Name (Please Print)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Responsible Person/Relationship to Student (Please Print) Phone Number**

for the remainder of the \_\_\_\_\_\_\_\_ school year.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Natural Parent/Legal Guardian Date**

\*A legal guardian must have paperwork on file with the school identifying their court ordered guardianship to pick up a student, to provide a release to another person, or to be marked a guardian in Infinite Campus.