



# Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

## GH # 3 TA #7A

SHIRLEY MARTIN  
*Superintendent*

CYNTHIA SHIEH  
*Chief Business Official*

SHARON DE BIAGIO  
*Director of Curriculum*

SUSAN PALMER  
*Director of Student Services*

August 2009

Dear Parents/Guardians:

The Board of Trustees has recently amended our Pupil Records Board Policy.

The amendment authorizes providing parent/guardian names, addresses, telephone numbers and email addresses to limited organizations. These include school PTAs, the high school PTA for 8<sup>th</sup> grade students at Taylor Middle School and to the Millbrae Education Foundation.

This parent/guardian information may only be given to these organizations based upon written parent/guardian approval.

As you probably know, also with our PTA's we are very pleased to have a Millbrae Education Foundation. Its purpose is to support our children and their schools.

With this in mind, we have enclosed a parent/guardian approval form that authorizes the District to release the above-described information to the authorized organizations.

The Millbrae School District and the Millbrae Education Foundation would very much appreciate it if you would complete the form and return it to your child's\* teacher.

Thank you very much in advance for your anticipated willingness to assist us as we continue to provide the best possible education to your child (children).

Sincerely,

Shirley Martin, Ed.D.  
Superintendent

\*If you have more than one child in our schools, please return it to only one teacher.



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## PARENT/GUARDIAN AUTHORIZATION TO RELEASE PUPIL RECORD INFORMATION

NAME: \_\_\_\_\_

CHILD OR CHILDREN'S NAME(S):

_____	Grade	School
_____	Grade	School
_____	Grade	School
_____	Grade	School

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I give permission to release my name and my child's name, and our address, telephone number and email address to the PTAs, and the Millbrae Education Foundation as authorized by the Millbrae School District Board Policy 5320.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date