



LINDA LUNA
Superintendent

CYNTHIA SHIEH
Chief Business Official

SUSAN PALMER
Director of Student Services

Authorization to Release Pupil Record Information

August 2010

Dear Parents/Guardians:

According to the Board of Trustees Pupil Records Policy, the Millbrae School District is authorized to provide parent/guardian names addresses, telephone numbers and e-mail address limited to organizations. These include school PTAs and to the Millbrae Education Foundation.

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

It is the Millbrae School District's intention to support our school's PTAs as well as the Millbrae Education Foundation so that those organizations can continue to support our children.

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 or school as part of first day information documents that are collected and filed

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,

Linda Luna
Superintendent

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

Please check one box below and write your student's name and your name on the lines provided.

Yes No

Student's Name: _____ Grade level _____
Last, First,

Parent/Guardian's Name: _____
Last, First,

Parent /guardian signature: _____ Date: _____

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