Manheim Central School District

Igniting Passion and Purpose to Empower Difference Makers

281 White Oak Road
Manheim, PA 17545
Telephone: 717.664.8540; Fax: 717.664.8539
Manheim Central School District

Individual Authorization Form

This form should be used whenever an individual is authorized by a parent/legal guardian to act on his/her behalf with regards to a student for school purposes. Specifically, this form should be used whenever a parent/legal guardian wants to authorize a person to be able to sign forms, write excuses, or attend conferences about a student. This authorization will remain in effect until withdrawn by the parent/legal guardian. This form is not intended to restrict, in any way, the rights of any other parent or legal guardian of the student. This document does not supersede educational decision making rights outlined through IDEA.

Name of Student: _____ **Date of Birth:** _____

I am the parent/legal guardian of the above named student and certify that the following individual is present in the day-to-day home environment of the student. I hereby authorize the following individual to act on my behalf for obligations relative to my child's education while enrolled in the Manheim Central School District. This would include but not be limited to: signing excuses for school absences, signing permission slips for field trips and other school forms, picking up my child at school, attending school meetings about my child and participating in any required conferences. IEP/504 documents are not subject to these permissions as per IDEA.

Authorized Individuals Name :_____ Phone: _____

Address:_____

Instruction to parent or legal guardian: At least one parent/legal guardian must sign this form below to make this form effective. This form will be placed in the permanent record and shared with building administration, classroom teacher(s), school counselor and attendance personnel.

Parent/Guardian _____ _____
PRINTED NAME SIGNATURE & DATE

Parent/Guardian _____ _____
PRINTED NAME SIGNATURE & DATE

Contact Information for Parent/Guardian Not Signing this form: The District will await one calendar week before granting permission, should the parent/legal guardian not signing this document have objections/desire to address the matter through custody court.

Secondary Parent Name _____ _____
PRINTED NAME PHONE/EMAIL

Equal Opportunity Employer

Form Updated 8/2022