



Student Representative Permission Slip

Directions: Use this sample as a template for creating your own correspondence to request parental consent for student participation in your Program Team.

[DATE]

Mrs. Sharon Nicolas
21st CCLC Program Coordinator
123 First Street,
Anywhere, CA 09876

Parents/Guardians of Miguel Lopez
456 Second Street,
Anywhere, CA 09876

Dear Mr. & Mrs. Lopez,

Our afterschool program is in the process of building its Program Team. The purpose of this team is to discuss different ways our students’ families can become more involved with our program.

Your son, Miguel Lopez, would make a great addition to the program team as a student representative. Meetings will be held once every two weeks for approximately 1 hour, during our afterschool program time. Additionally, student representatives will need to maintain good school day attendance, behavior and grades to remain a part of the planning team.

While participation is always optional, being part of this team will be a great learning and leadership opportunity for Miguel. To have your child participate as a student representative on our Program Team, please return the bottom portion of this letter signed.

If you have any questions or concerns, please feel free to reach out to me at [email] or [phone number].

Sincerely,

Mrs. Sharon Nicolas
21st CCLC Program Coordinator

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- YES**, my child may participate as a student representative on the Family Engagement Planning Team.
 - NO**, my child may not participate as a student representative on the Family Engagement Planning Team.

Print Name

Signature

Date

