

[Name of the Child's Parent or Parents or Legal Guardian]
[Address of the Child's Parent or Parents or Legal Guardian]
[City, State, Zip Code]

Re: Temporary Guardianship for School Trip

To Whom It May Concern:

We, [PARENTS OR LEGAL GUARDIAN'S FULL NAME], are the lawful guardians of our son / daughter, [CHILD'S FULL NAME]. His / Her date of birth is [DATE OF BIRTH], his passport number is [NUMBER] and it expires on [DATE].

Our son / daughter is traveling with [NAME OF TEACHER] to New York to attend a Broadway play with his high school drama class.

We give our consent for our son / daughter to travel to New York on [DATE] and return home to Charlottesville on [DATE].

Also, this letter will serve as a legal and binding document that will allow [NAME OF TEACHER] to obtain medical treatment and to make any decisions regarding the needs of our child for this period.

If there are any questions regarding this consent we can be contacted at:

[FATHER'S NAME: phone number, email address]
[MOTHER'S NAME: phone number, email address]
[Parent's address]
[City, State, Zip Code]

Thank you for your kind consideration in this matter.

Sincerely,
[Signature of father]
[Printed full name of the father]

[Signature of mother]
[Printed full name of the mother]

Notarization is required if the child is traveling alone and in the care of airline staff