**Commuting Authorization Template**

*NOTICE:* The following work and commuting authorization template is provided by the Texas Education Agency as a courtesy to Texas school systems during the COVID-19 pandemic. It is intended to help address work and travel restrictions set out in shelter-in-place orders arising from the COVID-19 pandemic. These restrictions will vary by local jurisdiction.  School systems are, therefore, advised to consult with their respective local jurisdictions and legal counsel regarding required elements to include, remove, or otherwise amend in the following template authorization and place it on district letterhead before issuing any authorizations to their respective employees.  Schools systems would likely want to place this on their letterhead.

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To Whom It May Concern:

The bearer of this authorization is considered an essential employee of [NAME OF SCHOOL SYSTEM]. The presence of this employee on the school grounds or at the school facilities is necessary for [NAME OF SCHOOL SYSTEM] to perform its essential, ongoing functions of meal service and/or remote instruction for students.

If you have any questions regarding this authorization, please contact [NAME OF SCHOOL SYSTEM OFFICIAL] at [PHONE NUMBER AND EMAIL].

[SIGNATURE BLOCK OF THE BOARD PRESIDENT AND/OR SUPERINTENDENT]

[DATE]