**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. 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 of [NAME OF DISTRICT OR CHARTER SCHOOL] is necessary for [NAME OF DISTRICT OR CHARTER SCHOOL] to perform its essential, ongoing functions of providing school-based food assistance programs and/or distance learning for the students of [NAME OF DISTRICT OR CHARTER SCHOOL].

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]