**[District Logo]**

To: Law Enforcement Personnel

From:

 Superintendent

Date: March ##, 2020

Re: Authorization to Travel for Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employee in possession of this memorandum and a district identification card, has been determined by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District to be providing essential and/or critical government services required for the public health and safety, or critical government services.

This employee may need to travel to perform their work for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District. As such, this employee is considered exempt from travel restrictions and curfews.

This exemption is in place from the date of this memorandum through April 11, 2020.

Should you have any questions or concerns regarding this letter, please contact the following:

 Name:

 Position:

 Phone:

 Email: