

INSTRUCTIONS - Districts that use a facilities consultant to represent the district in consultations with the Division of Public School Academic Facilities and Transportation should complete the following on the District's letterhead.

I, _____, superintendent of _____ School District ("District") hereby authorize the individual(s) named below to represent the District as follows for the time period of *(month day, year through month day, year)* _____ to _____:

1. To represent the above District in meetings conducted by the Division of Public School Academic Facilities & Transportation ("Division");
2. To provide data to the Division regarding the District's master plan, approved and proposed projects; and
3. To act as a point of contact for the Division on matters related to the District's facilities program.

Authorized individual(s): [list]

Sincerely,

Signature

Date