

**STUDENT SEARCHES
AUTHORITY TO TRANSPORT**

To Whom It May Concern:

This letter serves as confirmation that (insert name of employee) has been provided the authority to transport for disposal contraband collected from students in the Ringwood School District. The named employee has their school identification and this letter in their possession at all times during the transportation process. All items being transported for disposal are transported in a locked container. The employee has permission to transport the contraband from individual school sites to a centralized location within the school district or to local law enforcement.

Sincerely,

Superintendent