Small Group Counseling Permission Letter

Fill in the blanks, keep a copy, send it home. The slip comes back to you.

Check your district's rule first: signed permission (opt in) or notice with a chance to say no (opt out).

The group at a glance

School _____ Counselor, title and how to reach you _____ Date sent _____

Group name families will see _____ What the group is about, in plain words _____ Grades _____

Sessions _____ Day, time, rotating? _____ Minutes _____ First session _____ Students _____

Letter to the family

Dear parent or guardian of _____,

I would like to invite your child to join a small group with the school counselor. The group is called _____ and it helps students with _____. Small groups are a regular part of our school counseling program. Students are invited because the group could help them build skills, not because they are in trouble.

We will meet ____ times, about once a week, for ____ minutes, starting _____. Meeting time: _____. There will be ____ students. We learn through short lessons, games, drawing and talk. At the start and end, students fill in a short check on how they use the skills. It is not a test, and I am happy to show it to you.

Privacy: I ask everyone in the group to keep what others say private, and I keep what your child shares private too. There are limits: I will act and contact you or the right people if a student may be hurt or may hurt someone, if I suspect abuse or neglect (I am required to report it), or if the law or a court requires it. I cannot promise that every child will always keep group talk private, so I teach students to share only what they are comfortable sharing. You are always welcome to ask me how your child is doing.

Taking part is your choice. You can say no, or stop at any time by contacting me, and your child can choose to stop too. Please return the slip by _____. Questions? Contact me at _____.

Thank you, _____, School Counselor

How I explain privacy to the students:
"What we say in group stays in group. I keep your words private too, unless someone might get hurt. Then I tell a grown up who can help keep everyone safe."

cut here and return the slip

Permission slip

Student name _____ Grade and teacher _____ Group _____

☐ Yes, my child may join this group ☐ No, not at this time ☐ Please call me before I decide

Parent or guardian name _____ Signature _____ Date _____

Best phone or email _____ Best time to reach me _____ Language we prefer _____

Anything you would like me to know (optional) _____

Counselor use: reply logged on _____ Student asked and agreed on _____ Follow up call (if asked) _____

A template, not legal advice. State law and district policy decide whether you need signed (opt in) consent.
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Small Group Counseling Permission Letter

Fill in the blanks, keep a copy, send it home. The slip comes back to you.

FILLED EXAMPLE · fictional school, counselor, student and dates

The group at a glance

School: Maple Hollow Elementary

Counselor, title and how to reach you: J. Rivera, School Counselor, ext. 214

Date sent: 09/21/2027

Group name families will see: Calm and Brave

What the group is about, in plain words: Handling worry with calm, brave steps

Grades: 3 and 4

Sessions: 8

Day, time, rotating?: Thursdays, rotating 9:10 / 10:40 / 1:15

Minutes: 30

First session: 10/07/2027

Students: 5

Letter to the family

Dear parent or guardian of **Sam P.**,

I would like to invite your child to join a small group with the school counselor. The group is called **Calm and Brave** and it helps students with **handling worry, calming the body and taking small brave steps**. Small groups are a regular part of our school counseling program. Students are invited because the group could help them build skills, not because they are in trouble.

We will meet **8** times, about once a week, for **30** minutes, starting **10/07/2027**. Meeting time: **Thursdays, at a different time each week**. There will be **5** students. We learn through short lessons, games, drawing and talk. At the start and end, students fill in a short check on how they use the skills. It is not a test, and I am happy to show it to you.

Privacy: I ask everyone in the group to keep what others say private, and I keep what your child shares private too. There are limits: I will act and contact you or the right people if a student may be hurt or may hurt someone, if I suspect abuse or neglect (I am required to report it), or if the law or a court requires it. I cannot promise that every child will always keep group talk private, so I teach students to share only what they are comfortable sharing. You are always welcome to ask me how your child is doing.

Taking part is your choice. You can say no, or stop at any time by contacting me, and your child can choose to stop too. Please return the slip by **10/01/2027**. Questions? Contact me at **extension 214 or the school app**.

Thank you, **J. Rivera**, School Counselor

How I explain privacy to the students:
"What we say in group stays in group. I keep your words private too, unless someone might get hurt. Then I tell a grown up who can help keep everyone safe."

cut here and return the slip

Permission slip

Student name: Sam P.

Grade and teacher: 3, Ms. Okafor

Group: Calm and Brave

- [x] Yes, my child may join this group
- [ ] No, not at this time
- [ ] Please call me before I decide

Parent or guardian name: Dana P.

Signature: Dana P.

Date: 09/24/2027

Best phone or email: (555) 010-0144, text is fine

Best time to reach me: After 4 pm

Language we prefer: English

Anything you would like me to know (optional): Sam worries most on Monday mornings.

Counselor use: reply logged on: 09/24/2027

Student asked and agreed on: 10/07/2027, said yes

Follow up call (if asked): Not needed

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Before the First Group Session

Twelve checks for every small group, plus a roster and permission log

Every group, before session 1

- [ ] 1. Look up your district policy: signed (opt in) permission, or notice with opt out.
- [ ] 2. Check state law. Some states, like Texas since 2025, require signed parent consent.
- [ ] 3. Screen each student first: is a group right for them, and is the topic safe for a group?
- [ ] 4. Name the group in kind, plain words. No labels like “anxious kids” on the letter.
- [ ] 5. Fill in sessions, day, time, length and size. Rotate times so no class is always missed.
- [ ] 6. Explain privacy and its limits in parent words and in kid words, the same way every time.
- [ ] 7. Say what the pre and post check asks. Offer to show it. Some laws treat it as a screening.
- [ ] 8. Custody: read any order on file. Send to both parents if both have rights and district says so.
- [ ] 9. Offer the letter in the family's language. Use your district's interpreters if you can.
- [ ] 10. Log every letter sent, reminder and reply. No student joins without the reply you need.
- [ ] 11. Ask the student too. Note their assent in words they understand, and let them say no.
- [ ] 12. Keep slips with your group records. Use codes for other students in any shared note.

Roster and permission log

Student code	Grade, teacher	Referred by	Letter sent	Reminder sent	Reply: yes, no, call	Student assent	Notes (no clinical details here)
MH-07	3, Okafor	Teacher	09/21	09/28	Yes 09/24	Yes 10/07	Prefers text; Monday worry

One line per invited student. Store this log as securely as your other counseling records. A student starts only when you have the reply your policy requires. The first row is a fictional example.

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