

Sample letter to withdraw a student from a public school

Send your letter certified, return receipt requested. Address the letter to the principal. The letter must be sent within 10 days of enrollment in a homeschool program. Use this letter only if you are withdrawing from a public school during the school year, or if your child attended public school in the prior school year and you being homeschooling at the beginning of the next school year. This does not apply to students enrolled in a private school prior to enrolling in a homeschool program. This is a sample only. Create your own letter following this model.

John Doe, Principal

Name of School

Street Address

City, LA Zip Code

Today's Date

Dear Mr. Doe,

This letter notifies you that I am withdrawing my child, (insert child's legal name here), from your school effective (insert date of withdrawal here). We are now enrolled in a homeschool program.

Student's legal name _____

Date of birth _____

Gender _____

Race _____

Please send a copy of my child's transcripts to my home address at (insert address here). Thank you.

Sincerely,

Signature here

Type your name here