

Letter of Assurance

Instructions:

The following is a sample letter of assurance to send to your school district in response to requests for information.

1. Provide the appropriate information in areas in [brackets].
2. Send the letter certified mail, return receipt requested, through the post office. Keep a copy of the letter and the post office receipt for your records to document your correspondence.
3. Also, send copies of the letter to us (THSC, P.O. Box 6747, Lubbock, TX 79493), the school superintendent, and HEART of Texas HEART of Texas (P.O. Box 211882, Bedford, TX, 76095-1882) through regular mail.
4. If someone from the public school contacts you after you send the letter and tells you that you need to come in to the school office, fill out the school's withdrawal forms, or show them your curriculum, respond by saying that you will be happy to comply with their request if they will submit it to you in writing. Then call our office at (806) 744-4441 and let us know for what you are being asked, and we will tell you how to respond.
5. The date that home schooling begins is now required by the TEA in order to withdraw a child from public school. It is important to make certain that students are withdrawn *before* home schooling begins and that home schooling begins as soon as the student is withdrawn in order to avoid schools counting the student absent prior to withdrawal.

Sample Letter:

[Your Address]
[Your City, State Zip]
[Your email address]
[Your phone number]
[Date]

[Name of Person from School District Who Contacted You]
[School Name]
[Address]
[City, State Zip]

Dear Mr(s). [Name of Person from School District Who Contacted You]:

The purpose of this letter is to respond to your inquiry regarding our home school and to assure you that we have a curriculum that covers the basic educational goals of reading, spelling, grammar, math and a study of good citizenship and we have been pursuing it in a bona fide manner since [date].

If you have further questions, please submit them to me in writing at the above address.

Sincerely,

[Your Name]

CC: Texas Home School Coalition Association
[Superintendent], [School District Name] ISD
HEART of Texas