

Sample Withdrawal Letter

Instructions:

The following is a sample letter to send to your school district to withdraw your child from school. Sending this letter completes the withdrawal process. It is not necessary to go to the school or call the principal to let them know what you are planning to do.

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), and to HEART of Texas (P.O. Box 211882, Bedford, TX, 76095-1882) through regular mail.
4. Send the letter one day and keep your child home the next day.
5. 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 respond to 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.

Letter:

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

Principal [Full Name]
[School Name]
[Address]
[City, State Zip]

Dear Mr(s). [Principal's Last Name]:

I am writing to notify you that I am withdrawing my child, [Child's Name], from enrollment in the [School District Name] ISD, effective the date of this letter and will begin teaching [him, her] at this time.

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
HEART of Texas