

Public School Sample Withdrawal Letter

On the second page of this document is the suggested format for the parent’s letter informing the school district of the withdrawal of a student. This is for use only by students
previously enrolled in the school district.

A withdrawal letter will help avoid the appearance or
accusation of truancy.  You may withdraw from public school at any time. You are not required to provide any information about what curriculum you intend to use, your education level or teaching experience, or anything else about your home or homeschool. In order to preserve the minimal requirements we have in Idaho, be careful to avoid providing more information than that which is required by law.

On the second page, substitute the correct information in the parenthesized portions, deleting the parentheses.

Send the letter certified mail through the post office. Keep a copy of the letter and the post office receipt for your records to document the date of withdrawal.

(Your Name)

(Your Address)

(Your City, State, Zip)

(123-456-7890)

(your\_address@example.com)

(Date of Letter)

(Name of Principal, Principal)

(Name of School)

(Address of School)

Dear (Mr./Mrs/Ms Principal’s last name),

I am writing to notify you that I am withdrawing my child, (Child’s Name), from enrollment in the (Name of School District) School District. I will be teaching my child at home.

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

Sincerely yours,

(Your Name)