

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. Provide the appropriate information in areas in [brackets].

If you email your withdrawal or letter of assurance, be certain to request a reply to confirm receipt at the school. "Better" choices include printing out your letter, and mailing it with one of the delivery methods noted below as delivery confirmation is included:

-First class mail with the green signature receipt card added (you have to go to the Post Office to do this);

-USPS Priority Mail (You can log into the USPS website to print this out and have your postman pick it up, or you can go to the Post Office)

-FedEx

-UPS

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.

Sample

[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 this [date] to enroll them in our private school pursuant to Texas Education Code Annotated section 25.086(a)(1). Our start date will be [date].

We are following the law by conducting our homeschool in a bona fide manner, using a written curriculum that includes reading, spelling, grammar, math, and good citizenship.

Our school meets the standards established by the Texas Supreme Court in *Texas Educational Agency v. Leeper*, 893 S.W.2d 432 (1994).

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

Sincerely,

(don't forget to sign)

[Your Name typed]