



TREZVANT ACADEMY

"SOAR LIKE AN EAGLE!"

SAMPLE WITHDRAWAL LETTER FROM EXISTING SCHOOL

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. Send the letter one day and keep your child home the next day.
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 respond to their request if they will submit it to you in writing. Then call (806) 744-4441 to let them know what you are being asked, and they will tell you how to respond.

SAMPLE OF WHAT YOUR LETTER SHOULD CONSIST OF:

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

Principal [Full Name]
[School Name]
[School 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.
Tex. Educ. Code Ann. ~25.086 (a)(1)

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