

Sample Withdrawal Letter

(Copy and paste the following text into a separate document to print)

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

According to the Texas commissioner of education, it is not necessary for a parent to make an appearance at the school or to complete the school's withdrawal forms. This letter is adequate notification for you to disenroll my child, [Child's Name]. I have enclosed the most recent letter from the Texas commissioner of education for your instruction in removing my child from your school attendance roll. An online version is available to you at [tea.texas.gov/About_TEA/News_and_Multimedia/Correspondence/TAA_Letters/Home_Schools_\(April_8,_2013\)/](http://tea.texas.gov/About_TEA/News_and_Multimedia/Correspondence/TAA_Letters/Home_Schools_(April_8,_2013)/).

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