

Note: If you are withdrawing your student(s) from *public* school during the school year, and you will be operating a home education program, fill out this letter. Mail it “Certified Mail/Return Receipt Requested” to the principal of the public school your child is currently attending.

We consider it a courtesy of good manners to notify your intent of withdrawal from a private school. You may use the same letter of withdrawal to attain any and all transcripts, documentations or records.

Letter of School Enrollment Withdrawal

Parent('s) Name(s) _____

Place of Residence _____

Child(ren) to be withdrawn: _____

(Names of additional children attached)

This is to notify you that I will be withdrawing the above named child(ren) from your school as of _____. They will be home educated. I will be filing my notification of intent with the Louisiana Department of Education in accordance of the La Rev Statute 17:236.

Please send a copy of any and all transcripts, documentations, and records you have on file to the above noted address within the next 30 days.

The undersigned expressly prohibits the release of any and all information contained in this form, including directory information defined in 20 U.S. C. Statute 1232g (a)(5)(A), without prior written consent by the undersigned. (see 20 U.S.C Statute 1232g (a)(5)(B).)

If you have any questions, feel free to submit them in writing.

Sincerely,