

[Insert your full name]
[Insert your street address]
[Insert your city, state, & zip]

[Insert Date]

[Insert Principal or Administrator Full Name]
[Insert School's Name]
[Insert School's Address]
[Insert School's City, State, ZIP]

Dear [Insert Principal+last name or Mr./Mrs.+last name],

Please be advised that I am withdrawing my [insert son/daughter], [insert full name of student], from [insert name of public school] as of the date of this letter, and will begin teaching [insert him/her] at home at this time.

I request that copies of [insert first name of your student] academic, medical and all other records concerning [insert first name of student] that are in your files be forwarded to me at the above address within 5 business days of the date of this letter so that we are not delayed in continuing [insert his or her] education.

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

Sincerely,

[Signature of Parent or Guardian] [Date]