

# **SAMPLE LETTER: NOTIFICATION OF INTENT TO WITHDRAW A STUDENT**

(Please re-type this letter in your own words)

[Personal Stationery or Plain Paper]

[Today's Date]

[Name of School Enrollment Official]  
[School Name and District, if applicable]  
[Address]

Dear [Official's Name]:

We are writing to inform you that our child(ren), [Child(ren)'s Name(s)], are withdrawing from [School Name] and will not complete the current school year. *He/she/they* will instead be attending a private school for the remainder of this school year. Please remove *his/her/their* names from your records.

\* \* \* \* \*

*Families who are withdrawing students before the school year begins should substitute the following for the first paragraph:*

We are writing to inform you that our child(ren), [Child(ren)'s Name(s)], will not be re-enrolling at [School Name] for the coming school year. *He/she/they* will instead be attending a private school. Please remove *his/her/their* names from your records.

\* \* \* \* \*

To the extent necessary to complete the enrollment at *his/her/their* new school, you will be contacted directly by the school regarding the transfer of records.

Thank you for your cooperation.

Sincerely,