

## 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.

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*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 Names(s)*), will not be reenrolling 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.

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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