

Letter for Withdrawing Your Child From School

Letter From Parent to Old School

You should notify the old school in writing that you are withdrawing your child and indicate the exact date of last attendance. You can mail this or hand deliver it, but you should keep a copy and note the date and to whom it was mailed/delivered. The school may ask you to fill out a withdrawal form and you should ask for a copy of that form, as well.

This written notification to the school is from you, the parent

Here is an example:

[Principal's Name] Principal

[old school's name] [old school's address]

RE: Withdrawal of [child's name] from [old school's name]

Dear [principal's name]:

This letter is to inform you that [child's name], birthdate [child's birthdate], student ID number [child's school ID number if known}, has been withdrawn from [old school's name] as of [last date of attendance] and is transferring to [new school's name].

[New school's name] will contact you directly for [child's name]'s cumulative file. Pursuant to California Education §49068, please provide [new school's name] with attendance records, transcripts for all grades attended, report cards and reports of classes currently in progress, disciplinary information and records, standardized testing participation and results, health records, and any other school records regarding [child's name].

Thank you for your assistance.

Sincerely, [your name]

[If you know the school registrar's name, you can cc that person, too.]