

# Public School Withdrawal Letter Template

This fill-in template is for a parent or guardian who is withdrawing a student from a public school to begin homeschooling or another lawful home education option in Tennessee.

Date: [Month Day, Year]

To:

[Principal Name or Attendance Officer]

[School Name]

[School Address]

[City, State ZIP]

Subject: Student Withdrawal from Public School

Dear [Principal Name / Attendance Officer],

Please accept this letter as formal written notice that [Student Full Name], currently enrolled in [Grade Level] at [School Name], is being withdrawn from public school effective [Withdrawal Date].

Beginning on that date, this student will be enrolled in a lawful home education option in Tennessee.

Please update your records to reflect this withdrawal as of the effective date listed above. If needed for recordkeeping, the family's contact information is included below.

## Student Information

- Student full name: [Student Full Name]
- Date of birth: [MM/DD/YYYY]
- Grade level: [Grade]
- Student ID (optional): [Student ID]

## Parent/Guardian Information

- Parent/guardian name: [Full Name]
- Address: [Street Address, City, State ZIP]
- Phone: [Phone Number]
- Email: [Email Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Parent/Guardian Signature]

[Parent/Guardian Printed Name]

### Optional line for umbrella or accredited school use

Add this paragraph if you want to specify the receiving program:

Beginning on the withdrawal date listed above, [Student Full Name] will be enrolled with [School or Umbrella Program Name].

### Parent checklist

- Enter the student's legal name and current grade.
- List the exact withdrawal date.
- Keep a signed copy for your records.
- Send by certified mail or by email with delivery confirmation when possible.
- If required for your homeschool option, complete any additional Tennessee registration or enrollment paperwork separately.