

(Put your name and address at the top of your withdrawal letter)

Dear Attendance Office Staff:

This is to inform you of the fact that our child, Child's Name, will no longer be attending Name of School. We have recently transferred him/her into a private school.

In the event that our child's new school decides to send for any records, we hereby grant you permission to release this documentation.

We trust that on the basis of this letter, you will withdraw our child from your attendance rolls.

Sincerely,

*Your signature*