

**WITHDRAWING YOUR CHILD FROM TRADITIONAL SCHOOL**

(From: CHEA's An Introduction to Home Education, 6<sup>th</sup> Edition)

Before withdrawing your child from a traditional school, the best steps to follow, in order are:

1. Keep quiet about your plans and particularly do not make threats;
2. Read AN INTRODUCTION TO HOME EDUCATION manual. Know the law and your specific responsibilities.
3. Join HSLDA and confirm your membership acceptance [you can get a discount if you mention "Desert CHEA"]
4. File a Private School Affidavit [ Do NOT file until Oct. 1 through Oct. 15]
5. You may now withdraw you child from school, explaining that you are transferring your child to a private school. [see sample letter]
6. Your next step is to request your child's cumulative record file from the government school within five working days of your child's last day of attendance. [see sample letter]

**SAMPLE LETTER for WITHDRAWAL:**

Your Name  
Address  
City, State Zip  
Date

Principal's Name  
School's Name  
Address  
City, State Zip

Dear (Principal's Name):

This letter is to inform you that as of (date), our child, (child's name), will be withdrawing from attendance at (school's name).

You will be receiving a letter from (your private home school's name) requesting (child's name)'s Cumulative Records.

[You may wish to include a brief paragraph expressing your appreciation for the school and/or it's programs or teacher(s) – if appropriate]

Sincerely,

(Signature)  
(Your typed name)

SAMPLE LETTER for REQUEST OF STUDENT RECORDS:

Your Private Home School's Name

Address

City, State Zip

REQUEST FOR STUDENT RECORDS

We are enrolling the following child(ren) as of (date).

Please forward their records and cumulative file(s) to the address above.

Grade

(Child's Name)

School Secretary

\* \* \* \*

Sample of above letter filled in...

Harborview Elementary School

45 North Elm

Anaheim, CA 92803

REQUEST FOR STUDENT RECORDS

We are enrolling the following child(ren) as of September 19, 1993.

Please forward their records and cumulative file(s) to the address above.

Grade

Julie Smith

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School Secretary (you do not need to sign your name)