

# SAMPLE WITHDRAWAL LETTER

Paul & Penny Parent (Your Name and Address)

1983 Liberty Dr

Responsibility, MO 6xxxx

July 8, 2011 (Current Date)

Dr. Joseph Administrator, Supt.

18 Public Street (Your Superintendent's Name and Address)

Responsibility, MO 6xxxx

Dear Dr. Administrator:

Pursuant to the provisions of Chapter 167.031 (RSMo), we have elected to educate our \_\_\_th grade son/daughter, (child's name here), at home.

Please forward copies of all records that you have accumulated on our son/daughter to the above address. Include copies of all health records, standardized test results, and all other evaluations, records and reports presently in your files. (Note: This request is made pursuant to the Parental Rights and Responsibility Act of 1974.) **Please include a signed, "date received" (stamped or hand-notation by signer) copy of this letter so our records will be complete.**

We realize that you have statutory responsibility for the investigation of cases of suspected truancy regarding public school students. Therefore, this letter is being sent to release the public school system from that responsibility.

It must be pointed out, however, that this letter shall not be construed to be a "declaration of enrollment" or registration, which is an option contained in Chapter 167.042 (RSMo), nor are you permitted to include our child(ren) as part of your student count for the purpose of obtaining state or federal money.

Thank you for your attention in this matter. If you have any questions, please submit them to us in writing.

Respectfully,

**(Sign your letter here)**

Paul & Penny Parent

P.S. You can find the relevant Missouri Statutes, 167.031, 167.042, 167.061, 167.071 and 210.167 RSMo on the web at: ([www.revisor.mo.gov/main/Home.aspx](http://www.revisor.mo.gov/main/Home.aspx))

\_\_\_\_\_  
Signature of School Official? Received By?

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Printed Name of School Official

**Note to parents:** The "P.S." is optional. If you photocopy the pages from "First Things First," please mask the page numbers, FHE logo, the notes from FHE, and clipart. It would be best if you obtained your copies of the statutes from another source like the Missouri government website ([www.revisor.mo.gov/main/Home.aspx](http://www.revisor.mo.gov/main/Home.aspx))