

According to TEA, students should be disenrolled by school officials when they (the school) receives written notice either by signing withdrawal forms or a letter of withdrawal. It is **NOT** necessary for the parents to make a personal appearance with school officials or present curriculum for review. For purposes of Leaver Reason Code 60, **a signed and dated** letter from the parent or guardian stating that the student is being homeschooled and **the date homeschooling began** is sufficient documentation.

Date: \_\_\_\_\_

To Whom It May Concern:

My Student, \_\_\_\_\_,  
is enrolled in a Home School program.

Home school began on \_\_\_\_\_.  
(Date Instruction Began)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Relationship to Student

**For Campus Use Only:**

Received by:

Title

Date: