

California School Withdrawal Letter

Fillable and printable template for parents and guardians

Parent/Guardian Name:

Street Address:

City, State ZIP:

Phone:

Email:

Date:

School Name:

Principal:

Subject: Notice of Student Withdrawal

Dear Principal/School Administrator,

Please accept this letter as formal notice that I am withdrawing my child from the school listed above, effective on the date entered below.

Beginning on the effective withdrawal date, my child will no longer attend this school. We have chosen another educational option. Please update your records accordingly.

Please provide copies of my child's educational records, including report cards or transcripts, attendance records, immunization records, standardized test records, and any special education or Section 504 records, if applicable.

Please let me know if any additional school forms are required to complete the withdrawal process.

Thank you for your assistance.

Withdrawal Effective Date:

Student Name:

Date of Birth:

Current Grade:

Parent/Guardian Signature: _____

Date: