

## SAMPLE WITHDRAWAL LETTER

Paul & Penny Parent  
1983 Liberty Dr  
Responsibility, MO 6xxxx

Your Name and Address

July 8, 2002

Current Date

Dr. Joseph Bureaucrat, Supt.  
18 Public Street  
Responsibility, MO 6xxxx

Your Superintendent's Name and Address

Dear Dr. Bureaucrat:

Pursuant to the provisions of Chapter 167.031 (RSMo), we have elected to educate our \_\_\_th grade son/daughter, Chris, 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.)

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,

Paul & Penny Parent

P.S. Attached are copies of the relevant Missouri Statutes, 167.031, 167.042, 167.061, 167.071 and 210.167 RSMo.

*Note to parents: The "P.S." is optional. Include photocopies of the statutes if you include the "PS".*