

## Steps to Transfer your Student from Public School to Homeschool

1. Know your state's homeschool laws.
2. Write a letter of intent to transfer your student into your private home school. (make 2 copies, one for the school's records and one for your records)
3. Deliver the letter: Post Office (ask for return receipt), Fax, or in person (ask for admin to sign and date)

### Sample letter of intent

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Your school's name

address

phone number

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Date

Principal's Name

Name of Public School

Address

City, State, zip

Dear Principal's Name:

This letter is to notify you of the enrollment of Your student's name in your school's name as of date.

We request a Certified Copy of your child's name's records be forwarded to us for our files.

Student's name will receive instruction in the branches of education taught in the public schools and in the English language. All instruction will follow the requirements of the Your state's Compulsory Attendance Law.

Sincerely,

Signatures

Typed Names