**Sample District Enrollment Letter**

[Your name]

[Street Address]

[City, State, Zip]

[Date]

[Superintendent’s name from district you intend to enroll]

Superintendent

[Street address]

[City, State, Zip]

Dear [Superintendent]:

I currently reside in [Name of school district in which you live]. Pursuant to RSMo 167.131 and the Supreme Court’s ruling in *Breitenfeld v. Clayton*, I am formally requesting to enroll my children in the [Name of school district in which you intent to enroll].

My children, [Name(s) of child(ren)], will be in [Grades] for the 2013-2014 school year. The school I have chosen for my children is [Name of district school of choice]. If [Name of district school of choice] is at capacity, my second choice would be [Name of second district school of choice].

Thank you for your time and attention to this matter. If you have any questions, please submit them to me in writing at the address above or at [email address].

Sincerely,

[Your name]