**Sample District Withdrawal Letter**

[Your name]

[Street address]

[City, State, Zip]

[Date]

[Superintendent’s name from district you are withdrawing from]

Superintendent

[Street Address]

[City, State, Zip]

Dear [Superintendent]:

Pursuant to RSMo 167.131 and the Supreme Court’s ruling in *Breitenfeld v. Clayton*, I have elected to have my children, [Name(s) of child(ren)], withdrawn from [Name of district from where you are withdrawing] and transferred to [Name of district in which you intend to enroll].

I will be registering my children before August 1, 2013. I am requesting copies of each of their health records, standardized test results, and all other evaluations, records and reports in their student files be sent to [School or district name and address].

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]