

Missouri Letter of Official Student Withdrawal

Name: _____

Address: _____

Date: _____

Superintendent Address: _____

Superintendent Name: _____

Pursuant to the provisions of Chapter 167.031 (RSMo), we have elected to educate our child at home.

Name of Child: _____

Please forward copies of all records that you have accumulated on our child 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.) **Please include a signed, “date received” (stamped or handwritten by signer) copy of this letter so our records will be complete.**

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,

(signature of parent/legal guardian)

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You can find the relevant Missouri Statutes, 167.031, 167.042, 167.061, 167.071 and 210.167 RSMo on the web at: <http://revisor.mo.gov>, Title XI Education and Libraries, Chapter 167

Signature of School Official Received By

Date Received

Printed Name of School Official