

## Sample Letter – Letter of Assurance and Intent to Homeschool

**Mr. and Mrs. xxxxx**  
**Your Street Address**  
**Your City, State, Zip**

*(Insert Today's Date)*

*[Insert Name of School]*  
*[Insert Name of School District]*  
*[Insert School Street Address]*  
*[Insert City, State, and Zip Code]*

RE: Notification of Student  
Withdrawal and Assurance  
of Home-Schooling

Dear *[Insert the name of the Principal or other administrative person with whom you have had contact/communication regarding your student]*

This is to notify you of my withdrawal of my *[Insert "son" or "daughter"]*, *[Insert Full Name of your Student]*, from *[Insert Name of Public School]* and the *[Insert Name of School District]*, effective immediately.

For your records, this is your assurance that *[Insert First Name of Student]* is being homeschooled in a bona fide manner using a written curriculum consisting of books, workbooks, and other written materials, plus other teaching tools that will both meet and exceed educational goals of reading, spelling, grammar, math and good citizenship.

This assurance fully satisfies all court-mandated requirements in *Leeper vs. Arlington Independent School District*, Case No. 17-88761-85 (Tarrant County 17<sup>th</sup> Judicial Court, April 13, 1987), as upheld by the Texas Court of Appeals on November 27, 1991 (*Leeper et. al vs. Texas Educational Agency et. al*, 843 S. W. 2d 41) AND the Texas Supreme Courts UNANIMOUS decision (June 15, 1994, *Texas Educational Agency, et al. v. Leeper, et al.* (893 S. W. 2d 432, 1994) upholding and affirming the Court of Appeals decisions.

I request that copies of *[Insert First Name of your student]* academic, medical and all other records in your files be forwarded to me at the above address within 5 business days of the date of this letter.

Thank you very much for your cooperation.

Sincerely,

*[Signature of parent or legal guardian here]*