Your Name(s)

Your Address

City, STATE Zip

Phone Number

email

DATE \@ "MMMM d, y" May 17, 2015

Principal Name

School Address

City, STATE Zip

Re: INTENT TO HOME SCHOOL

Dear Mr./Mrs. Name,

We intend to home school \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, DOB \_\_\_\_\_\_\_\_\_\_\_\_, for the foreseeable future. She will be entering \_\_\_\_\_\_\_\_ grade for the 20\_\_-20\_\_ school year, beginning \_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_. \_\_\_\_\_\_\_\_\_\_ resides at \_\_\_\_\_\_\_\_address\_\_\_\_\_\_\_\_\_\_\_. We can be reached at \_\_\_phone number\_\_\_\_\_.

Please return a copy of this letter OR a Form 4140 marked received by both the principal and area superintendent to the address above for our records. An end of the year report of progress and attendance will be sent to \_\_\_\_\_\_\_\_\_school name\_\_\_\_\_\_\_\_ at the conclusion of our school year.

If you request any additional information, please contact us by mail or email. Thank you for your attention regarding this matter.

Sincerely,

Your Name(s)