

XYZ CHRISTIAN ACADEMY

123 ANYWHERE ST., ANY CITY,
STATE, COUNTRY 12345

555-456-5578
HELLO@REALLYGREATS.COM

Principal's Name
Local Public School
Address
City, State, Zip

Date

Dear **[Principal's name]**:

This is to inform you that as of [date], our child, **[Sidney Smith]** will be withdrawing from attendance at [school's name]. **[Sidney]** will be enrolled at our private home school [or your home-school's name goes here].

[You may wish to include a brief paragraph here expressing your appreciation for any programs, staff, teachers, or experiences of particular excellence.]

If you have any questions, please feel free to write to our school

Sincerely,

[signatures]

Your Typed Names

- 1) [Sidney Smith] receives instruction in all branches of education in the English language as required by law.**
- 2) This instruction is in compliance with the requirements of the Compulsory Attendance Law, Section 26-1 of the Illinois School Code.**