



Withdrawal letter (must be mailed to the school your child attends)

If you have more than one student in the Rock Hill Schools, a letter will need to be completed for each student.

Dear _____ (School Name),

We are writing to inform you that our child,
_____ (Child's Name), _____ (DOB)
will not be re-enrolling at _____ (School Name) for the upcoming
school year. He/she will instead be attending _____ (school
name where student will be attending). Please remove his/her name from your
records.

To the extent necessary to complete the enrollment at his/her new school, you will
be contacted directly by the school regarding the transfer of records.

Thank you for your cooperation.

Sincerely,

_____ (Your Name)

_____ (Street)

_____ (City, State, Zip)

_____ (Contact phone number)

Enclosed: **Copy of driver's license**

Please mail this form to the school your child attends.