

**Sample Letter of Withdrawal and Request for Transfer of Records
(for families filing a Private School Affidavit)**

Harborview Christian School
45 N. Elm Street • Anaheim, California 92803 • (714) 555-1234

Withdrawal and Request for Transfer of Records

John Jones, Principal
Olde Public Elementary School
100 Main Street
Anaheim, California, 92803

August 10, 2009

Dear Mr. Jones:

The following children are withdrawing from attendance at Olde Public Elementary School effective on August 10, 2009. They have enrolled in Harborview Christian School. Please forward their school records, including grades and health records.

<u>Student</u>	<u>Grade</u>	<u>Birthdate</u>
Julie Smith	4	8/10/1999
Harold Smith	6	4/18/1997

Thank you.

Arnold Smith
Arnold Smith
School Administrator

[Follow this sample, if you have filed your own private school affidavit to both withdraw your children from school and request their records to be transferred to your new private school. Be sure that the effective date is either the first day of school or the first day your children will be absent from the old school.]