

Withdrawing Your Child from School

What you must do *before* withdrawing your child from a school in California!

This paper is not a stand-alone document. It is a supplement to our paper *Home Schooling In California – Legal Fact Sheet* at www.pheofca.org. You should read our *Legal Fact Sheet* before reading any further and before taking action to withdraw your child as outlined below. Frequently, parents decide to teach their child at home after their child has already been enrolled in a public school (whether traditional campus or charter). This paper answers the question: "How do I withdraw my child from their current school?" This paper also applies to withdrawing from a private campus school.

Two legal alternatives for private home schooling

Once you have decided to "home school" your children, you will need to decide which private home school alternative you are going to use (See our *Legal Fact Sheet*). Parents will need to either: 1) establish a private school based in their own home for their own children, and file their own Private School Affidavit (PSA); or 2) enroll their children in a private school "independent study program", which has filed the PSA. See step #4 below regarding filing the PSA.

Instructions for withdrawing your children

Parents, whose children are currently enrolled in school, should follow the guidelines below before taking any action to withdraw their children from their current school:

Joining HSLDA

1. Do not talk to public school officials about your plans to teach your children at home.
2. Join the Home School Legal Defense Association (HSLDA) and confirm your membership before withdrawing your child. Contact HSLDA at www.hsllda.org or 540-338-5600.

Purchasing *An Introduction to Home Education* by CHEA

3. We highly recommend that every homeschooling family purchase *An Introduction to Home Education*, published by the Christian Home Educators Association of California (CHEA). This manual explains your legal responsibilities such as child health exams and immunizations in detail. Contact CHEA at www.cheafca.org or 562-864-2432.

Filing the "Private School Affidavit"

4. If you are enrolling your child in a private school, which you have established in your own home (alternative #1 above), you must file a Private School Affidavit. However, if you enroll your children in a private school "independent study program" (alternative #2 above), you will not file your

own Private School Affidavit (PSA). To understand how to file the PSA read our article, *Filing The Private School Affidavit* at www.pheofca.org.

Notifying the school from which you are withdrawing your children

5. Your child’s current school should be notified within one or two days of keeping your child at home during the current school’s regular days of required attendance. After 3 days of unauthorized absence, a pupil can legally be determined a truant.

A brief letter should be written to explain to the public school officials that you have enrolled your child in a California private school. HSLDA members will need to contact the HSLDA Legal Department for directions on how to do this. HSLDA provides a sample letter for their members. CHEA's manual, *An Introduction to Home Education*, also provides a sample letter for notifying public school officials.

Requesting your children's school records

6. Request your child's cumulative records file from the school where your child has been attending during this same first two days of keeping your child at home from their current school.

- a. If you enroll your children in a private school “independent study program” (alternative #2 above), the administrator or principal of that private school will request your child’s school records.
- b. If you enroll your children in a private school, which you have established in your own home (alternative #1 above), you will need to request the school records. HSLDA members will also need to contact the HSLDA Legal Department for direction on how to do this. CHEA's manual, *An Introduction to Home Education*, also provides a sample letter for requesting the cumulative records file.

Writing a letter to request the records

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