

*This is a **SAMPLE** to help you write a letter
during the school year to notify your child(ren)'s school(s)
in a way that fits your personal situation.*

Your name, Administrator (or "Homeschool Administrator")

Street address

City, ST Zip

Date

Enrollment official's name, Title (or "Enrollment Official")

School name

Street address

City, ST Zip

Dear Dr. / Mr. / Mrs. / Ms. <Last Name> (or "To Whom It May Concern,")

This letter serves to inform you that I am now the Administrator of a Home-Based Private Educational Program ("Homeschool"), as defined in [Wisconsin Statute 115.001\(3g\)](#), effective <Date (and timestamp) on your PI-1206 form>. I am the (parent / legal guardian) of <child(ren)'s names> who (is/are) now enrolled in my Homeschool.

I am in full compliance with Wisconsin's homeschool law ([Wisconsin Statute 118.165](#) and [Wisconsin Statute 118.15](#)). As directed by [Wisconsin Statute 115.30\(3\)](#), I have filed my PI-1206 Homeschool Enrollment Report with the Wisconsin Department of Public Instruction on <Date (and timestamp) on your PI-1206 form>. The school district will receive a copy of the completed form from the DPI.

Please remove <Child(ren)'s Name(s)> from your attendance rolls, and respond to me with written confirmation (by <date, usually 1-2 weeks is sufficient> / at your earliest convenience).

Thank you.

Sincerely,

<Your Signature>

Your name, Administrator (or "Homeschool Administrator")

NOTICE: WPA provides information about homeschooling in Wisconsin. It is the responsibility of each homeschool administrator/parent or guardian to read original source material and make decisions on compliance for themselves. WPA does not provide legal advice or counsel and does not endorse or provide curriculum suggestions or specific materials for any particular educational approach. When you file the PI-1206 with the Wisconsin Department of Public Instruction, you take full responsibility for understanding and complying with the laws outlined on that form.