

*This is a **SAMPLE** to help you write a **COURTESY** letter if you choose, **before or at the start of the school year**, to notify your child(ren)'s school 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,")

I am the (parent / legal guardian) of <child(ren)'s name(s)>. This letter serves to inform you that <child(ren)'s name(s)> (is/are) now enrolled in my Home Based Private Education Program, under Wis Stat 115.001(3)(g). This letter is being offered as a courtesy, and is not required under law.

As you are aware, the Department of Public Instruction's Statement "COVID-19 Regulatory Flexibility Framework Provisions for the 2020-21 School Year 08/24/20" states that "School districts that are provided with an intent to enroll in home school [sic] should treat that as an official notification for attendance purposes until an official enrollment form is filed."

As directed by [Wisconsin Statute 115.30\(3\)](#), I will file my PI-1206 Homeschool Enrollment Report with the Wisconsin Department of Public Instruction between September <date of the third Friday> and October 15, <year>. 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")

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