



**Wisconsin
Homeschooling
Parents
Association**

Homeschooling since 1984

*This is a SAMPLE to help you compose a letter
to a school or district who requests documents or information
about your homeschool or students.*

Your name, [Administrator or Homeschool Administrator]

Street address

City, ST Zip

Date

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

School or district name

Street address

City, ST Zip

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

I am writing in response to your [letter/phone call] dated <date of letter or phone call>, in which you are requesting <information requested>.

This is to advise you that in accordance with the laws governing a home-based private educational program, I [have filed / will be filing at the appropriate time] the PI-1206 Homeschool Report with the Department of Public Instruction (DPI). Wisconsin laws do not grant either local school districts or the DPI the responsibility or authority to monitor a home-based private educational program.

The Wisconsin Legislature passed the "Definition of a Private School" law to ensure that home-based private educational programs are not subject to review or approval by public school officials. This is consistent with parental rights in education, provisions of the U.S. and Wisconsin Constitutions, and the distinction between public and private schools.

The proper filing of the PI-1206 Homeschool Report with the DPI is the end of reporting responsibilities of Wisconsin homeschoolers, under the law.

Therefore, I respectfully decline your request for <information requested>.

Sincerely,

<Your Signature>

Your name, [Administrator or
Homeschool Administrator]

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.