



**Wisconsin
Homeschooling
Parents
Association**

Homeschooling since 1984

This is a **SAMPLE** to help you compose a letter
to your child(ren)'s school(s) if they claim your child will be truant
until you file the PI-1206.

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 <school official you have been in contact with>,

I am the administrator of a home-based private educational program, which is a valid and legal educational option in Wisconsin. (WI Stat. 115.001(3g); WI Stat. 118.165; WI Stat. 118.15).

Wisconsin's compulsory attendance law (WI Stat. 118.15) states:

"(1)(a) Except as provided under pars. (b) to (d) and (g) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public, private, or tribal school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age." (WI stat 118.15(1)(a))

"(4) Instruction in a home-based private education program that meets all of the criteria under s.118.165 (1) may be substituted for attendance at a public or private school." (WI stat 118.15(4))

[IF APPLICABLE: On <date you PROVIDED NOTICE OF HOMESCHOOLING sent your first communication>, I informed you that my children are attending my home-based private educational program.]

WI Stat. 115.30(3) states:

"On or before each October 15, each administrator of a public or private school system or a home-based private educational program shall submit, on forms provided by the department, a statement of the enrollment on the 3rd Friday in September in the elementary and high school grades under his or her jurisdiction to the department which shall prepare such reports as will enable the public and private schools and home-based private educational programs to make projections regarding school buildings, teacher supply and funds required. The administrator of each private school system and home-based private educational program shall indicate in his or her report whether the system or program meets all of the criteria under s. 118.165 (1)."

As the administrator of my homeschool, I am directed by this statute to submit my enrollment report between the third Friday in September and October 15, or upon beginning homeschooling in Wisconsin if it is after October 15.

Providing you with this notice is a courtesy, and is not required by law.

I [once again] ask that you remove my children from your attendance rolls, and you will be sent a copy of my PI-1206 once it is received by DPI. Please confirm (by <date, usually 1-2 weeks is sufficient> / at your earliest convenience) that you have done so. Thank you.

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.