



Homeschooling since 1984

This is a **SAMPLE** to help you compose a letter to your public school before or at the start of the school year to notify your child(ren)'s school(s) as fits your 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 I am also the Administrator of a Home-Based Private Educational Program (“Homeschool”), as defined in Wisconsin Statute 115.001(3g) and <child(ren)’s name(s)> (is/are) now enrolled in my Homeschool. Providing you with this notice is a courtesy, and is not required by law.

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 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.

As you are aware, the Department of Public Instruction's Homeschooling "Answers to Frequently Asked Compulsory School Attendance Questions" #5 states, "Under Wis. Stat. §115.30(3), no school district can compel the submission of the form prior to October 15. If a parent communicates to their resident district their intent to homeschool their student(s), a district should consider that sufficient notice up to the October 15 deadline to submit a PI-1206 form."

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”)

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.