

Withdrawal letter (must be mailed to the school your child attends)

If you have more than one student in the Rock Hill Schools, a letter will need to be completed for each student.

Dear _____ (School Name),

We are writing to inform you that our child, _____ (Child's Name), _____ (DOB) will not be reenrolling at _____ (School Name) for the upcoming school year. He/she will instead be attending _____ (school name where student will be attending). Please remove his/her name from your records.

To the extent necessary to complete the enrollment at his/her new school, you will be contacted directly by the school regarding the transfer of records.