

Sample Letter of Intent

Date

Your School Superintendent

Name of local School Board

Address of School Board

RE: Letter of Intent to Home School

Dear (*Name of superintendent*)

This letter is to inform you that our children, John Smith, age 7 and Caty Smith, age 12, will be enrolled in the *Smith Family Home School, 123 Anywhere Drive, City, St, 12345*, for the 2012-2013 school year, pursuant to all the applicable Kentucky Revised Statues.

Sincerely,

Parents Names

We recommend sending this letter via certified mail, return receipt requested. Keep the returned receipt in your files as proof that you sent the Letter of Intent. Do not send additional information like test scores, social security numbers, etc.