

Sample Letter of Notification

Date

Your School Director of Pupil Personnel

Name of local School Board

Address of School Board

Dear *Director of Pupil Personnel*:

This letter is to inform you that we will home school our children, listed below, during the *2017-2018* academic school year pursuant to all the applicable Kentucky Revised Statutes.

| <u>Names</u> | <u>Ages</u> |
|-------------------------|-------------|
| <i>James Smith, Jr.</i> | <i>14</i> |
| <i>Sarah Smith</i> | <i>10</i> |
| <i>Anne Smith</i> | <i>8</i> |

Our school is located in our home, at the above address.

The school administration, on behalf of the students enrolled therein, expressly prohibit the release of any and all information contained in this notice, including directory information as defined in 20 U.S.C. § 1232g (a)(5)(A), without the prior written consent of parents of the students or of students who have reached the age of majority. See 20 U.S.C. § 1232g (a)(5)(B).

Thank you,

Signature

Parents Names

Additional Information for Parents:

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.