<<School Letterhead>>

April 1, 2014

Dear <<Parents Name>>,

As you know, <<School Name>> is dedicated to the development of the whole child within a Catholic community of faith and academic excellence. School policies and practices are formulated to achieve this mission. Specifically <<Insert School Policy Violated) outlined in the school handbook (page ##).

This letter is to inform you that <<Student Name(s)>> are withdrawn from <<School Name>> effective immediately as a result of your continued violation of school policy, despite best efforts to engage in an effective intervention plan to ensure the continued enrollment of your child(ren).

On <<Date>>, you attended a conference and signed an intervention plan, which you have not fully followed:

1. <<Identify and detail specific incident or failure of compliance....>>
2. <<... >>

As of the date of this letter, all future school tuition, fees and charges will be waived. Your signature below indicates that you acknowledge this school-mandated withdraw for your child(ren). In accordance with the school’s tuition policy and agreement, school transcripts will not be released until all outstanding debts are reconciled.

Sincerely,

Mother Signature Date

Father Signature Date

Principal Name

*Principal*