

Louisiana Law states:

Students who are withdrawn from public school during the school year, or who attended public school the year before enrolling in a private school, must provide a written notification of enrollment to the public school he attended within 10 days of enrollment. This notification must include:

- a. Student's legal name;
- b. Date of birth;
- c. Gender; and
- d. Race.

In addition, the notification may include a request for the student's transcript. La. Rev. Stat. Ann. § 17:221.3.

I, **YOUR NAME**, am withdrawing **YOUR CHILD OR CHILDRENS NAME, DATE OF BIRTH, GENDER AND RACE** from **THE NAME OF SCHOOL** on this day of **DATE**. I am requesting **YOUR CHILD OR CHILDRENS NAME** transcripts.

Thanks you,

YOUR NAME