

Voluntary Withdrawal from Immersion Programs Sample Letter for School Letterhead

Date

Dear _____,

We understand you have chosen to withdraw your child, _____,
(Name of Student)
from _____ Immersion program. As part of the withdrawal process, we ask
(Name of School)

that you:

1. Schedule a brief exit interview with the Immersion Program Coordinator at the school.
2. Schedule a 30-minute withdrawal appointment with the Registrar.

Some important information that you may wish to share with your child's new classroom teacher and/or the school's reading specialist is that your child received the same Prince George's County Public Schools curriculum standards as all other students, but delivered in French or Spanish.

Please sign the attached form to indicate that you understand that once you withdraw your child from our school, you have a 10-day (school days) grace period to change your mind. After the ten (10) days, your child's placement in the Immersion program will be forfeited.

We wish to thank you for all you have done to support your child's learning in Prince George's County Public Schools' Immersion program, and wish you luck with his/her future academic endeavors.

Sincerely,

_____, Principal
(Principal's Name)

I, _____, have elected to withdraw my child, _____
from the _____ Immersion program effective _____.
(Name of School)

Parent Signature