

Public School Withdrawal Letter for High School Equivalency (HSE) Testing TEMPLATE

(Insert official school letterhead)

(Date)

RE: (HSE candidate full legal name), (HSE candidate date of birth)

Dear High School Equivalency Administrator,

(HSE candidate full legal name)'s last date of school enrollment was (date of withdrawal). The previously named student is no longer enrolled in school and has been advised of all in-school and alternative education options available. It has been determined that high school equivalency testing is in this student's best academic interest.

Sincerely,

(Signature of principal, vice principal, or high school counselor)

(Title of individual signing the letter)

(School name, address, phone, email)