



## How to Pull Your Child Out of the WCSD Public School System

### Short Version:

1. Write a letter to the school informing them you are withdrawing your student and on what date. Email it to the school registrar or drop it off at school. Sign and date it. That's it. You're unenrolled.
2. Within 10 days of unenrollment, file a Notice of Intent to Homeschool with WCSD. Instructions below.

### Long Version:

1. **Withdraw your student.** This is the easy part. In WCSD, you as parent or guardian write a note to the school informing them you are withdrawing your student and the effective date of the withdrawal. (The schools like to call this a withdrawal "request" but in fact you are merely informing them of your decision.) Include the date and your relationship to the student. You may type or write this note and hand it to the front desk at school, or email it to your school's registrar (preferably with "read receipt" checked so you know it was received). *Optionally*, give them the name, address, and contact information of the new school the student will be attending, or merely state the child will be homeschooled if you wish. You are *not* required to give this information, although they will ask. Here is a sample letter:

*[Date]*

*To the Registrar of [school name]:*

*This letter is to inform you that I am withdrawing my daughter, Jane Doe, from [school name] effective today, August XX, 2021.*

*[Optional addition: Effective immediately, my daughter will be homeschooled.]*

*Sincerely yours,*

*John Doe, father*

*Address, email*

2. **Fill out the Notice of Intent to Homeschool (NOI).** This is the same process throughout the state. If you are not transferring your student to another public or private school, by Nevada law you must register your student as being homeschooled within 10 days of unenrolling from the prior school if the student is between the ages of 7 and 18. The Notice of Intent to Homeschool form is [here](#). Only one parent is required to sign the form. This is a state form and can be used in any Nevada school district.

Item 4 on this form asks you to "attach a statement of the educational plan." The simplest way to complete this is to write or type on a separate piece of paper, "4. Education Plan: I will teach my children Math, Reading, Writing, Science, History and Art that will meet or exceed Nevada State Standards." That's it. No one in WCSD approves or even reviews this plan. You submit it once, with your NOI, and never again. You do not have to resubmit every year.

3. **Submit your NOI form.** Either email your two-page form and attachment with the educational plan to the WCSD office that processes these forms at [WCSDHomeSchool@washoeschools.net](mailto:WCSDHomeSchool@washoeschools.net), or bring it to their office at 5450 Riggins Court, Suite 5, Reno, east of Meadowood Mall during business hours. Mailing it is not recommended as too many get “lost.”

If you go in person, hand the form to the secretary immediately inside the front door of Suite 5 on the right. She will immediately review it, stamp it to show the date received, and return the stamped copy to you for your records. (Someone else may drop the form off for you, but then the stamped form will be mailed to you instead of given to the third party.)

**Scan and file away this stamped copy in a safe place** as this stamped form is the only one you will ever need as proof of having registered to home-school. You will be asked to provide this as proof for dual credit enrollment and perhaps other requests in the future.

WCSD will also give you a [Notice of Intent of Homeschooled Child to Participate in Programs or Activities](#). That is the form you use if your student wants to attend up to three classes at a local public or charter school, attend dances, participate in sports activities, do afterschool theater, etc. WCSD principals have been consistently willing to accommodate homeschoolers’ requests to participate in school activities.

4. **Get your student’s information file.** If you want, get your student’s “cume file” containing most of the information the schools have collected on your student over the years. Parents are required to follow the process to submit a request to a database called ScribD as outlined [here](#). Note: there is a charge to get your own student’s records, perhaps \$30 or more depending on which records you want, so if you are transferring your student to another school, let the new school request the cume folder instead. If you don’t get the cume file now, it will be available in the future if you need it.

**Not in WCSD? Not in NV?** Call your school’s registrar to find out the unenrollment procedures for your school district, or contact I-School for help. [info@ischools.us](mailto:info@ischools.us) or 775.831.2423.

**References for further information:**

[Notice of Intent to Homeschool.](#)

[WCSD Homeschool Filing.](#)

[Washoe County Withdrawal Binder Requirements.](#)

**Local Support & Process**

Northern Nevada Home Schools: <https://www.nnhs.org/>

Nevada Homeschool Network: <https://nevadahomeschoolnetwork.com/legal/nevada-homeschooling-laws/>

I-School, local not-for-profit: Kathryn Kelly, [www.ischools.us](http://www.ischools.us), [kkelly@ischools.us](mailto:kkelly@ischools.us)

RWR Education Brigade Leader - Bev Stenehjem, [bev.stenehjem@gmail.com](mailto:bev.stenehjem@gmail.com)

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