

How to Withdraw from Public or Private School Mid-Year:

A Step-by-Step Guide

WITH BRIDGEWAY ACADEMY



Why Families Make the Switch Mid-Year

Many parents reach a point during the school year where they realize their child's current school environment is no longer the right fit. Some children are struggling academically, socially, or emotionally. Others are simply not thriving in a traditional classroom setting. Parents often feel torn. They want to make a change, but the thought of pulling a child out mid-year feels overwhelming.

The truth is, you are not stuck. With the right information and support, withdrawing your child mid-year can be a smooth and positive transition.

STEP 1: NOTIFY YOUR CURRENT SCHOOL

The very first step is to let your current school know that you are withdrawing your child. This is a **simple but important process**.



- **Write a short letter** of withdrawal. Include your child's full name, current grade, and the date you plan to withdraw.
- Deliver the letter to the school office and **request written confirmation** that they received it.
- **Keep a copy of your letter** for your personal records.

This creates a paper trail that protects you and shows you followed the correct procedure.

STEP 2: COLLECT IMPORTANT RECORDS

Once you have notified the school, **request your child's records**. These documents will be helpful for creating your homeschool portfolio, for future academic planning, or if your child ever transitions back into a traditional school setting. Ask for:

- Report cards and transcripts
- Standardized test scores
- Special education plans such as IEPs or 504 plans
- Health and immunization records

Having these in hand ensures you can easily demonstrate progress, meet state requirements, and build on what your child has already learned.



STEP 3: UNDERSTAND YOUR STATE'S HOMESCHOOLING LAWS

Every state has its own homeschool laws, and the requirements vary widely. **Some states require parents to file a notice of intent**, submit annual assessments, or keep portfolios of student work. Other states have very few requirements.

- It is important to know what **your state expects before you begin**. This helps you avoid problems later and keeps your homeschooling journey worry-free.

VISIT [HOMESCHOOLACADEMY.COM/HOMESCHOOL-LAWS-BY-STATE](https://homeschoolacademy.com/homeschool-laws-by-state) to learn exactly what the laws are in your area.

STEP 4: GET SUPPORT FOR THE TRANSITION

Homeschooling can feel overwhelming if you try to do everything on your own. **Partnering with a trusted program makes the process simple** and removes the fear of missing something important.

Bridgeway Academy provides:

- **Step-by-step guidance** on the legal requirements in your state
- **Accredited curriculum options** tailored to your child's learning style and grade level
- Record-keeping, transcripts, and **academic support** handled for you
- **A dedicated advisor** who walks with you through each step of the process

When you partner with Bridgeway, you do not have to worry about red tape. You can focus on creating the best possible learning environment for your child.

Take the Next Step Today

If you are ready to make the switch, you do not need to figure it all out alone. The red tape can feel intimidating, but it does not have to stop you.

Bridgeway Academy will walk you through the entire transition and provide the confidence you need to homeschool successfully. With rolling enrollment, students in grades K-12 can begin at any time of the year!

TALK TO AN ADMISSIONS COUNSELOR TODAY
AND START YOUR TRANSITION STRESS-FREE!



STEP 5: BEGIN YOUR HOMESCHOOL JOURNEY WITH CONFIDENCE

Once you have taken care of the notifications and requirements, the real adventure begins. Homeschooling allows you to:

- **Personalize your child's education**
- **Create a flexible schedule** that works for your family
- **Nurture your child's strengths and passions**
- **Build a strong family connection** through learning together

Many parents are surprised by how quickly their children adjust and how much happier they are once the transition is complete!