

**SAMPLE REVOCATION LETTER  
OF INTERDISTRICT ATTENDANCE PERMIT**

**(USE SCHOOL SITE OWN LETTERHEAD)**

**(Date)**

**(Parent Name)**

**(Address)**

**(City, State Zipcode)**

Dear **(Parent Name)**:

RE: **(Student's Full Name)**

This letter is to inform you that the Interdistrict Attendance Permit for **(student's name)** is being revoked for the \_\_\_\_\_ school year.

On **(date)** you received a letter from us informing you of **(student's name)** **(reason: citizenship, grades, or attendance)**.

On **(date)** we met to discuss **(reason)**.

Since then there has been insufficient improvement. **(student's name)** Interdistrict Attendance Permit is therefore being revoked.

You will need to enroll **(student's name)** in **(his/her)** school of residence effective **(date)**. When contacted by the school we will coordinate the transfer of **(student's name)** records.

Sincerely,

**(Principal)**

c: Marceline Marques, Operations Support Officer, Neighborhood Schools and Enrollment Options Office