

Date: _____

To Whom It May Concern:

Pursuant to Colorado Revised Statutes §22-33-104(2)(b), this letter serves as notification that our children listed below are being enrolled in the private non-profit school incorporated in the State of Colorado:

Lighthouse Christian Academy
2233 E. 100th Place
Thornton, CO 80229

We are withdrawing them from your school effective on _____.

This letter also serves as an official request by Lighthouse Christian Academy for the educational records for the student(s) listed below. Please mail the official records to the above address, or email to Records@LightHCA.org

If you have any questions, please send them to us in writing. Thank you.

Parent/Legal Guardian name(s)

Address of residence

Student(s) to be withdrawn

Sincerely,

Parent/Legal Guardian Signature

Date



LIGHTHOUSE
CHRISTIAN ACADEMY