

Notification of Balance Due

Date: _____

To the Parents/Guardians of: _____

School Name: _____

Your child has an outstanding balance due to the school listed above. Until this situation is rectified, the district may not release any report cards or records.* If the student is a senior, it may affect his/her participation in graduation ceremonies.

If your child owes for a textbook, the school will provide your child a book to use in the classroom only. However, a book will not be assigned to your child until the debt for the textbook is paid.

Please remit the total amount below to the school as soon as possible. If you feel there is an error with the debt or amount of debt, please contact the school principal. If disputing the withholding of records, you may request a conference with the district's Chief Financial Officer or his designee.

Item		Specific Description	Amount
	Lost/Overdue/Damaged Library Book		\$
	Lost/Damaged/Destroyed Textbook		\$
	Insufficient Check	Check # _____	\$
	Lost/Damaged Property		\$
	Lost/Stolen/Damaged/Not Returned Technology Equipment		\$
	Lunch Charges		\$
	Other Charges		\$
TOTAL AMOUNT OWED:			\$ _____

Thank you for your cooperation.

Sincerely,

School Administrator

***Refer to Policy BUS-A003**