

## RESPONSE TO APPLICATION FOR FEE WAIVER, APPEAL, AND RESPONSE TO APPEAL

Response to Application for Fee Waiver (To parents/guardians)

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
School

Request granted       Request denied for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
If your request was denied, you may appeal in writing by completing the following bottom portion of this form and submitting it to the Assistant Superintendent for Finance & Operations within thirty (30) days of receipt of your denial. If you appeal this decision, you have the right to meet with the Superintendent or designee to explain why the fee waiver should be granted. You may reapply at any time during the school year if your circumstances change.

\_\_\_\_\_  
Accounting Coordinator

\_\_\_\_\_  
Date

Appeal of the Denial of a Fee Waiver (To the Assistant Superintendent for Finance & Operations)

I am exercising my right to appeal the denial of my request to waive the school student fee described above. Please provide additional documents requested above or reason for appeal:

\_\_\_\_\_  
 I would like to explain why the fee waiver should be granted during a telephone conversation or during a meeting with the person who will decide my appeal. (If you check this box, someone from the Assistant Superintendent's office will contact you to make arrangements.)

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The Assistant Superintendent for Finance & Operations will notify you of the results of your appeal in approximately 30 calendar days.

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Response to Appeal of the Denial of a Fee Waiver (To parent/guardians)

I have reviewed your appeal:

Appeal granted       Appeal denied for the following reason(s):

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*Assistant Superintendent for Finance  
and Operations*

*Date*

Exhibit 5/19, 7/2020