

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: July 2, 2012

REVISED:

224-AR-0-FORM. LETTER FOR NONPAYMENT OF FINANCIAL OBLIGATION

(Date)

Dear _____:
(Parents/Guardians)

This letter is to inform you that the financial obligation assigned to _____
(Student Name)
on _____ has not been paid.
(Date of Initial Notice)

The student still owes the school district the amount of \$ _____ for
_____.
(Loss, damages or replacement and name of article)

If this amount is not submitted to the school within thirty (30) calendar days of the date of this letter, _____, I will immediately refer the student's financial obligation to the local magistrate for processing and collection. Additional court fees related to this referral will be added to the initial costs assigned to the student.

I strongly recommend that you take care of this matter as soon as possible and within the stated time period to avoid additional costs and legal action.

Sincerely,

Building Principal