

Notice of Unpaid School Fine or Fee

Student Name: _____ Date: _____

School: _____

Dear Parent or Guardian:

Your child has incurred a fine or fee at school that must be paid as soon as possible.

The fine or fee is for _____

The amount due is \$ _____

Please make arrangements to pay the above amount. You may

_____ Send a check to the school at: _____

Make your check payable to: _____

_____ Pay in cash at the school office

_____ Other: _____

If you are having financial difficulty and cannot pay the total amount, please contact:

Name

Title

Phone/e-mail