

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 656 - STUDENT FEES, FINES, AND CHARGES

- A. Students that qualified at the end of the most recently completed school year can have their fees waived temporarily, pending approval of their new Free/Reduced application. The parent must make a request for the fee waiver (verbal or written).
- B. The Student Data Management Specialist will send each building principal a copy of the students that were on the list at the end of last year. If the family no longer qualifies, a letter will be sent out by the building secretary informing them that they will have to pay the registration & co-curricular fees.
- C. Parents can obtain a copy of the Free/Reduced letter at registration, fill it out and give it the building secretary. The fees for these will also be temporarily waived, pending the approval of the application. If the family qualifies, the fees may be waived; if not, the household will be informed.
- D. The Student Data Management Specialist will update the principals and building secretaries of any new changes made on a daily basis.
- E. In order to protect the confidentiality of these families, only the principal, assistant principal and building secretary will have a list of the families that did qualify and the new families that do qualify. If a parent/student requests the waiver of fees, they must see the building secretary or principal for official approval of the waiver.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): June 12, 2006; March 10, 2008

REVIEW DATE(S):

CROSS-REFERENCE: Policy 656 Student Fees, Fines, and Charges

LEGAL REFERENCE: Section 118.03(1)(a) Wisconsin Statutes
Section 120.13(10) Wisconsin Statutes
McKinney Vento Act