

## **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 and Enrollment 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 administrative assistant informing them that they will have to pay the registration and co-curricular fees.
- C. Parents can obtain a copy of the Free/Reduced letter at registration, fill it out and give it to the building administrative assistant. 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 and Enrollment Specialist will update the principals and building administrative assistants of any new changes.
- E. In order to protect the confidentiality of these families, only authorized personnel 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 administrative assistant or principal for official approval of the waiver.

ADOPTION DATE: May 10, 1999

REVISION DATE(S): June 12, 2006; March 10, 2008; October 17, 2024

REVIEW DATE(S): October 17, 2024

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