

Operational Services

Exhibit - Response to Appeal Fee Waiver Denial

On District letterhead

Date

Name
Address
City/State/Zip

Dear :

This letter is in response to your appeal of the Building Principal’s decision to deny your request that the student fee for [insert purpose of fee], in the amount of \$[insert fee amount], for [insert name of student], be waived.

I have reviewed your application and have decided to [insert “grant” or “deny”] your request for a fee waiver for the following reason(s):

Sincerely yours,

Superintendent

Adopted: 7/13/04