**SAMPLE BEGINNING OF THE YEAR RESPONSIBILITY LETTER**

# **ATTACHMENT A**

**RE: Financial Responsibility for Damaged School Property**

DATE

Dear Parent/Guardian,

As part of their education, students are provided with materials and equipment, including textbooks and devices, to assist with instruction. In order to ensure the Los Angeles Unified School District (District) maintains materials so all students have access, certain procedures are in place. Students should handle instructional materials, library books, devices, and other school property with care.

This is to inform you of your legal responsibility regarding the loss or willful damage of school property belonging to the District. California Education Code sections 48904 and 49014 state that the parent/guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of the District or its employees shall be liable for all damages caused by the minor up to $23,900, increased annually for inflation.

District property includes, but is not limited to, buildings and grounds, as well as instructional materials, library books, computers, devices, shop materials, loaned physical education clothes, and sports equipment. A parent or guardian is liable to the District for all District property loaned to the student and not returned to the school/District.

We will discuss the meaning of this responsibility with all students. We need your help to ensure that the District property is kept in good condition, damaged items are reported as soon as possible, and that loaned items are returned to school when requested.

The following are ways to help your student understand this responsibility:

* Model careful handling of instructional materials, library books, devices, and other school property.
* Help students find a safe place to keep books during the borrowing period.
* Inform students that vandalism is not only a crime, and parents or guardians shall be held financially responsible for the damage.
* Understand that the device assigned to them may include a protective case that is to always remain on the device.
* Protect the screen from scratches.
* Keep food and beverages away from the assigned device since it may cause damage to it.
* Do not disassemble or attempt any repairs on any part of the assigned device because this voids the device warranty.

# **ATTACHMENT A**

* Damages may include, but are not limited to scratches, cracks, or dents. Please report the damage to the school’s administrator within 24 hours or as soon as possible thereafter.

Parents are responsible for the payment of replacement or repair costs for any lost or willfully damaged District property. For this type of damage, the school is legally authorized to withhold the grades, diplomas, and transcripts of students, or to deny participation in school activities that are deemed privileges (e.g., interscholastic sports, dances, student body office, or other local school activities) until the obligation is cleared, except for students who are experiencing homelessness, in foster care or a former foster youth. If a student’s device is damaged, the student will be provided a replacement upon return of the damaged property, to ensure access. When the school finds that its property is damaged because of willful acts, the school may:

1. Provide an itemized invoice for the amount owed by the parent.
2. A payment plan may be established, and a receipt will be provided after each payment.
3. The school may offer the student alternatives to repaying with money. These modes of repayment,if appropriate, given the student’s age/grade level must be approved by the parent. Any services or work rendered in exchange for repayment shall comply with all provisions of the Labor Code, including those sections relating to youth employment. Examples of service or work in exchange for repayment may include library service, completing a service-learning project, assignment, or research report, to name a few.

In case of theft or vandalism, notify the Los Angeles School Police Department (LASPD) at (213) 625-6631 and obtain a case number, or file a report to any other law enforcement agency; obtain the agency’s division and telephone number, name of the investigation officer, badge number and the police report number. Then, submit a report of the incident to the school administrator within 24 hours or as soon as possible thereafter.

We look forward to a productive school year with your students and want to ensure that they have access to all the materials they need to be successful.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by the School Principal or Designee)

**SAMPLE DEBT NOTIFICATION LETTER**

# **ATTACHMENT B**

# **Checked Out/Overdue Materials & Unpaid Fine(s)**

DATE

Dear Parent/Guardian,

This letter is to inform you that school records show your child, [*insert child’s name here*], has overdue material/s that need to be returned to the school. After reviewing this notification, please check with your child and contact the school.

The Education Code provides that parents/guardians are responsible for Los Angeles Unified School District (District) property loaned to students who fail to return, willfully cut, or deface, or vandalize, therefore, we require that the materials listed below be returned to the school or payment be made by [*insert due date here*].

Except for students who currently or formerly experiencing homelessness, or, in foster care, our school is authorized to withhold the grades, diploma, and transcripts of the student, or to deny participation in school activities that are deemed privileges (e.g., interscholastic athletics, dances, senior prom, student body office, or other local school activities) until the debt is cleared.

You have an opportunity to review, discuss, and respond to the imposition of any fees or charges. Please know that our school may provide a program of voluntary work in lieu of payment of monetary damages. If you have questions or concerns about this letter, please contact [*insert contact person’s name here*] at *[insert phone number here*.]

|  |  |  |  |
| --- | --- | --- | --- |
| Textbooks | | | |
| Due | Barcode | Title | Estimated Fine |
|  |  |  | |
|  |  |  | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by the School Principal or Designee)

**SAMPLE LOST OR DAMAGED IT COMPUTING DEVICE AND EQUIPMENT NOTICE**

**ATTACHMENT C**

DATE

Dear Parent/Guardian:

The Education Code provides that parents/guardians are responsible for Los Angeles Unified School District (District) property loaned to students who fail to return, willfully cut or deface, or vandalize.

Except for students who are currently or formerly experiencing homelessness, or in foster care, our school is authorized to withhold the grades, diploma, and transcripts of the student, or to deny participation in school activities that are deemed privileges (e.g., interscholastic athletics, dances, senior prom, student body office, or other local school activities) until the debt is cleared.

You have an opportunity to review, discuss, and respond to the imposition of any fees or charges. Please know that our school may provide a program of voluntary work in lieu of payment of monetary damages. If you have questions about this form, please contact [*insert contact person’s name here*] at [*insert phone number*].

A. Loss Information

|  |
| --- |
| Student’s Name  Mailing Address |
| School Name |
| School Location Code |
| Police Report # |

B. Loss Detail

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Serial # or Asset Tag** | **Description** | **Quantity** | **Unit Cost\*\*** | **Total Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed by the School Principal or Designee)

INTER-OFFICE CORRESPONDENCE

**ATTACHMENT D**

**Los Angeles Unified School District**

**To**: Cash Receipts Unit **DATE****:**

Treasury and Revenue Accounting Branch

333 S. Beaudry Avenue, 26th Floor

Los Angeles, California 90017

**From:**  **COST CENTER:** \_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Location Code

**Tel. No. :**  **Region :**  \_

**SUBJECT: REQUEST TO DEPOSIT CHECKS – FOR FISCAL YEAR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use the accounting lines below to process the check(s) enclosed.

**ELEMENTARY / MIDDLE / HIGH SCHOOL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of Remittance** | **Fund** | | **Functional Area** | | | **GL**  **Account**  (Object) | **Cost Center** (Org Code) | **Check**  **Amount** |
| **Fund** | **Resource** | **Goal** | **Function** | **Program** |
| Lost/Damaged/Obsolete Textbooks | 010 | 0000 | 1110 | 1000 | 14152 | 410060 | Local Dist Pass Thru Cost Ctr |  |
| Lost/Stolen/Damaged Computing Devices and/or Peripherals | 010 | 0000 | 1110 | 1000 | 16141 | 440001 | School’s Cost Ctr |  |
| Lost/Damaged Library Books | 010 | 0000 | 0000 | 0000 | 00000 | 869906 | 9999999 |  |
| Lost/DamagedEqpt/Property/Facility | 010 | 0000 | 0000 | 0000 | 00000 | 869901 | 9999999 |  |
| Library Fines | 010 | 0000 | 0000 | 0000 | 00000 | 869906 | 9999999 |  |
| Lost/Damaged Athletic Uniform | 010 | 0000 | 1110 | 4000 | 11164 | 580005 | 9999999 |  |
| **Total** | | | | | | | |  |

Approved by: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal

**Note:**

* Please issue a check payable to **LOS ANGELES UNIFIED SCHOOL DISTRICT**
* Do not usethis form for Donation Checks **(***please use* [**Attachment A,** *BUL-5895.2*](https://achieve.lausd.net/cms/lib/CA01000043/Centricity/Domain/171/Fillable%20Donation%20Form.pdf)*)*