SAMPLE DEBT NOTIFICATION LETTER FROM DESTINY
Checked Out/Overdue Materials & Unpaid Fine(s)

Notice

Dear Parent/Guardian:

This letter is to inform you that school records show your child has overdue materials that need to be returned to the school. After reviewing this notification, please check with your child and contact the school.

Sections 48904 and 49014 of the Education Code provide that parents/guardians are responsible for property loaned to students; therefore, we are requiring that the materials listed below be returned to the school or payment made by [insert due date here]. 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., dances, senior prom, culmination/graduation ceremonies, student body office, interscholastic athletics, 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 provides a program of voluntary work in lieu of payment of monetary damages. If you have any questions or concerns about this letter, please contact [*insert contact person's name here*] at *[insert phone number here*.]

_____

Parent Signature Date

_____

Student Signature Date

Textbooks

Due	*Barcode*	*Title*	*Est. Fine*
6/15/2011	4000000000069	Holt California Geometry ($76.60)	