

Student Fee Policy Hearing
Monday, July 8, 2019 7:35 PM
HIGH SCHOOL LIBRARY
PO Box 288

1. Call Hearing to Order
2. Purpose of the special hearing is for hearing support, position, criticism, suggestions or observations of patrons relating to Policy 5045 Student Fees.
3. Review of 2018-2019 Student Fees and Waivers and Review of Policy 5045 Student Fees.
4. Board of Education Questions and/or directives
5. Public questions or comments
6. Adjournment of Special Public Hearing

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such

devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials requires for the course project.

The maximum dollar amount charged by the District for course materials shall be:

Industrial Technology Classes	\$5 per semester plus \$20 to \$800 depending on student choice of materials for personal projects.
Art Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Family and Consumer Science Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Agriculture Education Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the

device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$35. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$50.

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student season pass	\$20.00 Covers admission to all home extracurricular events, excludes conference and NSAA activities.
Student participation fee	\$20.00 Required of all students who participate in athletics and/or other extracurricular activities. Includes season pass.
Future Business Leaders of America	Annual membership fee of \$10. Cost of attendance at State and/or National Conventions are the student's responsibility.
FFA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
Art Club	Annual membership fee of \$10
Spirit/Yell Squad/Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Football	Students must provide their own football

Golf	shoes, undergarments, and mouth guards. Students must provide their own golf shoes, undergarments, and clubs.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling, and Basketball	Students must provide their own shoes and undergarments.
FCCLA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
Foreign Language Club	Annual membership fee of \$10.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$10.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.10 per page for reproduction of student records.

10. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$100 per month.

11. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$300.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program - Grades K-12
 - Regular Price \$1.35
 - Reduced Price \$0.30

- Lunch Program - Grades K-4
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50

- Lunch Program - Grades 5-12
 - Regular Price \$2.75
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

Band	Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Secondary Grade Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$5 to \$100.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: June 11, 2018

Revised on:

Reviewed on: July 9, 2018

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE (a, b, or c) of the following:

- a. Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

- b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c. Check here if you are claiming your child is eligible because your household income is less than 80% of poverty level.

Please complete the following:

Name

(list everyone in your household)

	Last month's income and how often it was received Example: \$100/monthly, \$100/twice a month, \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state social security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school District.

Sign here: _____

Date: _____

STUDENT FEES 2018-2019

	Sept. 2018	Oct. 2018	Nov. 2018	Dec. 2018	Jan. 2019	Feb. 2019	Mar. 2019	Apr. 2019	May 2019	June 2019	July 2019	Aug. 2019	TOTAL 2018-2019
Ag Ed													\$0.00
Art Club		\$130.00	\$60.00										\$190.00
Art Fund													\$0.00
Athletics				\$40.00									\$40.00
Band	\$1,948.00												\$1,948.00
FBLA	\$80.00	\$220.00											\$300.00
FFA		\$550.00	\$190.00										\$740.00
Ind. Arts							\$51.00						\$51.00
Interest	\$2.26	\$1.01	\$0.29	\$0.04		\$0.32	\$0.16	\$0.54	\$0.16				\$4.78
Class of 20	\$350.00	\$225.00	\$100.00	\$100.00	\$50.00	\$425.00	\$600.00	\$50.00					\$1,900.00
Class of 21	\$425.00					\$200.00	\$275.00	\$50.00	\$250.00				\$1,200.00
Class of 22	\$75.00	\$120.00	\$45.00				\$30.00	\$410.00	\$105.00				\$785.00
Dr. Ed (student purchases)													\$0.00
TOTAL	\$2,880.26	\$1,246.01	\$395.29	\$140.04	\$50.00	\$625.32	\$956.16	\$510.54	\$355.16	\$0.00	\$0.00	\$0.00	\$7,158.78
4 students completed waiver applications for the 2018-19 school year.													

5045 STUDENT FEES

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student Fee Authorization Act.

STUDENT FEES

The Superior Public School District shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska Statutes. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

A. Definitions

1. “Students” shall mean students, their parents, guardians or other legal representatives.
2. “Extracurricular activities” shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. “Post-secondary education costs” means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District

1. Guidelines for Clothing Required for Specified Courses and Activities

Students are responsible for complying with the District’s grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

The District will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the District. The

District will provide students with facilities, equipment, materials and supplies, including books. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects

The District will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for materials, the finished product will remain the property of the District unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the District for course materials shall be:

Industrial Technology Classes	\$5 per semester plus \$20 to \$800 depending on student choice of materials for personal projects.
Art Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Family and Consumer Science Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.
Agriculture Education Classes	\$5 per semester plus \$5 to \$50 depending on student choice of materials for personal projects.

5. Extracurricular Activities

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. Attached to this policy is a list of the fees that may be charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activity fees and the specifications for any equipment or attire required for participation in extracurricular activities:

Student season pass	\$20.00 Covers admission to all home extracurricular events, excludes conference and NSAA activities.
Student participation fee	\$20.00 Required of all students who participate in athletics and/or other extracurricular activities. Includes season pass.

Future Business Leaders of America	Annual membership fee of \$10. Cost of attendance at State and/or National Conventions are the student's responsibility.
FFA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility. Students must purchase the jacket and other attire.
Art Club	Annual membership fee of \$10.
Spirit/Yell Squad/Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Football	Students must provide their own football shoes, undergarments, and mouth guards.
Golf	Students must provide their own golf shoes, undergarments, and clubs.
Physical Education	Students are responsible for the cost of off campus activities, if not graded.
Track, Volleyball, Wrestling, and Basketball	Students must provide their own shoes and undergarments.
FCCLA	Annual membership fee of \$20. Cost of attendance at State and/or National Conventions are the student's responsibility.
Foreign Language Club	Annual membership fee of \$10.

6. Post-Secondary Education Costs

Some students enroll in post-secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs

The District will charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by the District shall be \$10.

8. Copies of Student Files or Records

The District may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the District shall not charge a fee to search for or retrieve any student's files or records.

The District will charge a fee of \$0.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services

The District will charge reasonable fees for participation in before-and-after-school or pre-kindergarten services offered by the District pursuant to statute.

The maximum dollar amount charged by the District for these services shall be \$100 per month.

10. Participation in Summer School or Night School

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the District for summer and night school shall be \$300.

11. Charges for Food Consumed by Students

The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the District for the breakfast and lunch programs is as follows:

- Breakfast Program - Grades K-12
 - Regular Price \$1.35
 - Reduced Price \$0.30
- Lunch Program - Grades K-4
 - Regular Price \$2.50
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50
- Lunch Program - Grades 5-12
 - Regular Price \$2.75
 - Reduced Price \$0.40
 - Extra Milk \$0.45
 - Seconds \$0.50 to \$1.50

12. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school District will require students to provide the following equipment and/or attire:

Band	Students must provide their own instruments and marching band shoes, plus a suggested \$10 uniform cleaning fee.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group.

13. Contributions for Secondary Grade Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their years in high school, including prom, various recognitions, dances, class trips, and graduation. In order to fund these extracurricular activities, the school District will ask each student to make a contribution to their class's fund. The suggested donation to the class fund will be \$5 to \$100.

C. Waiver Policy

Students who qualify for free or reduced-price lunches under United State Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee wavier application to their building principal.

D. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs

The District will, when appropriate, request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the District are directed to clearly communicate that fact to students, parents, and patrons.

F. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Fee Waiver Application

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

Part 1: Name of the child on whose behalf you are requesting a fee waiver:

Part 2: Specific fee(s) for which you are requesting a waiver:

Part 3: Eligibility. Select ONE (a, b, or c) of the following:

- a. Check here if your child is eligible for fee waivers because he or she is a foster child.

Please attach official documentation from the agency sponsoring the child.

- b. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR or TANF for the child.

Please attach a copy of one of the following:

- A Food Stamp, FDPIR or TANF Certification Notice that shows dates of certification
- A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR or TANF
- An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.

- c. Check here if you are claiming your child is eligible because your household income is less than 80% of poverty level.

Please complete the following:

Name

(list everyone in your household)

	Last month's income and how often it was received Example: \$100/monthly, \$100/twice a month, \$100/every other week				Check if no income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	Other	
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____
_____	\$_____/	\$_____/	\$_____/	\$_____/	_____

Please attach documents verifying the amount of money your household received last month from each source. The documents you provide must show the **name** of the person who received the income, the **date** it was received, **how much** was received and **how often** it was received.

Acceptable documentation includes:

Jobs: current paycheck stub or pay envelope that shows how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as a ledger or tax books.

Social Security, Pensions, or Retirement: A notice of eligibility from state social security office, check stub, or letter from Workers' Compensation Court.

Welfare Payments: A benefit letter from a welfare agency.

Child Support or Alimony: A court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household and when you expect an income.

Part 4: Signature and verification

An adult household member must sign this application.

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his or her participation in the activity for which student fees have been waived are and will remain the property of the school District.

Sign here: _____

Date: _____