

# Intradistrict Communication

Date: May 22, 2019

To: Principal, Middle and High School  
From: John Larsen, Business Administrator  
Dan Ellis, Director of Accounting  
Jason Mott, Accountant/Internal Auditor

Subject: **Textbook Payment Worksheet & Fee Waiver Summary**

Below is the calculation for textbook amounts due to the District. The amounts are based on information in Skyward. Please submit the amount on line E to the District as the textbook payment for your school.

Line A:	Enrollment as of October 1, 2016	<u>1,552</u>
Line B:	Enrollment X \$40/student	<u>\$ 62,080.00</u>
Line C*:	Number of students given fee Waivers	<u>120</u>
Line D*:	Total dollar value of student fees Waived (Amount corresponds to Skyward reports. Documentation must be kept at your school.)	<u>\$ 12,000.00</u>
Line E:	Total due to the District	<u><u>\$ 50,080.00</u></u>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEND THIS SIGNED FORM AND A CHECK FOR THE AMOUNT ON LINE E TO DAN ELLIS BY JUNE 9, 2017.**

**(a copy of this report goes to your Area Administrator of Schools for checkout)**

\*This amount is calculated using Skyward reports. If you feel there is an error, please contact Dan.