

**COMMUNITY SERVICE ASSIGNMENT  
AND  
NOTICE OF APPEAL RIGHTS**

To the parent or legal guardian of : \_\_\_\_\_

If the following community service requirement is completed, your student's school fees will be waived.

The total amount of fees which will be waived in return for completion of the community service obligation is \$ \_\_\_\_\_.

Your student will be required to perform \_\_\_\_\_ hours of community service as follows:

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Location: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Hours: \_\_\_\_\_

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

School fees credit is given for performance of community service at the rate of \$\_\_\_\_\_ per hour.

By: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of school employee)

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**PARENTAL APPEAL RIGHTS**

**Please be sure to read the School Fees Notice and the back of this form before deciding to appeal the community service decision!**

**IF YOU THEN STILL DISAGREE WITH THIS DECISION, YOU HAVE THE RIGHT TO APPEAL.** To appeal, send a letter to the school principal explaining why you disagree with the decision. Include your name, your child's name, and the date. If you prefer, the school will provide you with an appeal form which you can fill out and send instead of a letter.

**YOU MUST MAIL OR HAND-DELIVER YOUR APPEAL WITHIN TEN SCHOOL DAYS OF RECEIVING THIS NOTICE.** *Keep a copy of the appeal for your records.* A school representative will contact you within two weeks after receiving your appeal and schedule a meeting to discuss your concerns. You will also be given a copy of the school district's School Fees Appeals Policy containing a complete statement of policies and procedures for appeals. **ALL REQUIREMENTS FOR PAYMENT OF FEES WILL BE SUSPENDED UNTIL THE FINAL DECISION IS MADE REGARDING YOUR APPEAL.**