

Intradistrict Communication

DATE: June 27, 2024

TO: Principals
Administrative Assistants

FROM: Michael Anderson, Associate Superintendent

SUBJECT: Fee Waiver Materials 2024-25

Schools need to collect and maintain the following, which may be requested as part of the school fees monitoring visits:

- Students given waivers
- Students denied fee waivers
- Students who worked in lieu of a waiver

All USBE School Fees Notices and School Fee Waiver Applications can be found by clicking [HERE](#).

Forms can be found under Grades K-6 and Grades 7-12 in multiple languages. The Fee Waiver Application, for both elementary and secondary was revised February 2024. Use the current form when having parents fill out the application.

Attention: *Students who previously showed verification of eligibility do not need to resubmit documentation. It may be necessary for the principal (or designee) to contact the previous school of transferring students for verification of fee waiver status. Kindergarten students coming into the school, new students to the District, and students with extenuating circumstances will still be required to submit documentation.*