

From:

Caregiver/Guardian/Advocate
CASA/Educational Decision-Maker's Name

Address

Contact Information

To:

Principal's Name

School Name

School Address

Request to Eliminate Fees and Fines

Date: _____

Student's Name: _____

Date of Birth: _____

Student ID No. (if known) _____

Dear _____ (Principal, Solicitor, and/or Superintendent),

I am writing to request that _____ (student's name) who is currently in _____ grade at _____ (school) in the _____ (district) have the following fees waived: _____ (dollar amount if known). This fee was imposed for the following reason:

_____.

_____ (student's name) is eligible for protection under [Act 1 of 2022](#), which applies to students K-12 who have experienced "education instability" due to homelessness, or involvement in foster care or the delinquency system.

Under Act 1, students experiencing education instability have the right to have fees waived that would otherwise be assessed to increase opportunities for eligible students to participate in the school community and ensure that students are not penalized for entering school mid-year. For example, a student cannot be penalized in any way for dress code or school uniform violations caused by delays in obtaining a uniform. When schools collect fees, they create barriers that prevent students from participating in activities that can help them feel connected to their school. Schools should eliminate fees and fines that prevent students from participating due to cost.

Please acknowledge receipt of this letter in writing. Thank you for your prompt attention to this matter. Should you have any questions about this request, please contact me.

Sincerely,

Caregiver/Guardian/Advocate/CASA/Educational-Decision Maker

Phone Number: _____ Email: _____