

**Operational Services - Response to Application for Fee Waiver, Appeal, and Response to Appeal**

**Response to Application for Fee Waiver (To Parents)**

\_\_\_\_\_  
Student's Name (please print) School

Request granted  Request denied for the following reason(s):

\_\_\_\_\_

**If your request was denied**, you may appeal in writing by completing the following portion of this form and submitting it to the Superintendent within 14 days of your receipt of this decision. If you appeal this decision, you have the right to meet with the Superintendent or designee to explain why the fee waiver should be granted. You may reapply at any time if circumstances change.

\_\_\_\_\_  
Building Principal Date

**Appeal of Denial of Fee Waiver (To be submitted to the Superintendent)**

- I am exercising my right to appeal the Building Principal's denial of my request to waive the fee described above.
- I would like to explain why the fee waiver should be granted during a telephone conversation or during a meeting with the person who will decide my appeal. *(If you check this box, someone from the Superintendent's office will contact you to make arrangements.)*

\_\_\_\_\_  
Parent/Guardian (please print) Telephone Number

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

The Superintendent's office will notify you of the results of your appeal in approximately 14 calendar days.

**Response to Appeal Fee Waiver Denial (To Parents)**

- I have reviewed your appeal.
- Request granted  Request denied for the following reason(s):

\_\_\_\_\_  
Superintendent Date