

Business and Non-Instructional Operations**Income****Procedures for Collecting and Recording Student Fees and Charges**

Student fees and charges shall be collected and recorded in accordance with the following:

1. Building principals shall be responsible for the accurate and timely collection of monies due the District from fees and charges. Receipts shall not be used to cash employee or student checks.
2. Parents/guardians of students shall be made aware of annual and past financial obligations by the beginning of each school year. Payment, based upon this notice, shall be due within fifteen (15) days of mailing unless special arrangements are made with the building principal.
3. Parents/guardians of seniors shall be made aware of year-end obligations by the middle of May. Parents of seniors should make every effort to pay their outstanding fees by May 30th. However, all outstanding fees must be paid by the last day of school to participate in graduation ceremonies.
4. At least once each year, the Superintendent and/or designee shall review all uncollected receivables and determine for each case whether or not legal or other extended methods of collection should be implemented. The Superintendent and/or designee shall approve for write-off, any account that in his/her judgment remains uncollectible at the end of the fiscal year.

Policy Approved: February 27, 1997

**Policy Revised: February 27, 2003
August 24, 2015**