

**Protocol**  
**Student Fee Statements and Fee Collection Process**  
*Effective Date August 2013 and ongoing*

**Statements:**

- Statements will be mailed out by each school on October 1<sup>st</sup> of each school year.
- Schoolmaster statement has been created:
  - Report
    - Fee and Fines
      - Student Statement
        - Fee Statement (for current SY) Print October 1<sup>st</sup>
  - General Message has already been added (will be updated each year):
    - *All unpaid fees from previous school years are subject to a collection process. The current year school fees are due by the end of the school year and if not paid are also subject to a collection process. If you have been approved for Free/Reduced lunches and your fees have not been waived please contact your school's office as soon as possible*
  - All settings should be as follows:
    - Check mark next to *Include Withdrawn Students*
    - Sequence by NAME
    - Date Range (*updated each school year*)
    - Accounts to Report – Outstanding
    - Due Date – (*updated each school year*)
    - Check mark next to Itemize Paid Fees
    - Check mark next to Print Form to Plain Paper *–(no need for old bills that had to be fed through printer)*

**Fee Collection Process:**

- All unpaid fees for the current school year will be deleted from the list (*parents will have till the end of the current school year to pay fees*).
- The file will may be submitted for collection.
- We cannot double collect so once the unpaid fees have been submitted for collection they will be written off the students account. The only remaining fees on the students account will be the current school year.

- On December 1<sup>st</sup> of each school year all unpaid fees from the previous school year may be submitted for collection. *This includes all outstanding fees - Basic Fee, Technology Fee, Lost Textbooks, Drivers Ed Fees, Damaged Books, Foods, etc.*
- All fees submitted for collection will be written off.

### **Restrictions:**

- Prior to turning fees over for collection:
  - Students with unpaid fees will not receive an official transcript if requested
  - Students have to have all fees current in order to receive a parking sticker at CHS
- After fees are turned over for collection all restrictions are lifted.