

FEE WAIVER REQUEST FORM

Families who feel they may qualify for the Free & Reduced Lunch Program, based on family income, have the option to complete the school district's Fee Waiver Request Form. Free & Reduced lunch status is separate from Fee Waiver eligibility. Free & Reduced lunch status is only one criteria used to determine the appropriateness of a Fee Waiver Request. All requests are kept confidential. Return the completed Fee Waiver Request Form to one of the school offices or the District Office. Upon receipt of completed Fee Waiver Request Form and verification of Free & Reduced Lunch Program status, written notification will be mailed to families.

Did you complete a Free/Reduced Lunch Program Application -OR- did you receive a Direct Certification Notice? Yes No

Child's Name	Grade	Child's Name	Grade
1)		4)	
2)		5)	
3)		6)	

Fee Waiver Requests are reviewed on a case-by-case basis and approved by the Superintendent. In general, Fee Waivers will be considered for required core curriculum class fees (math, English, science, social studies), course workbooks, etc. Contact the appropriate building principal for Fee Waiver Requests related to extra/co-curricular and/or elective class fees (art, foods, tech ed, etc.), or for individual use item fees.

Mark the fees listed below that you are asking to have waived:

<u> </u> Registration Fees JK-12	<u> </u> Test Fees 9-12
<u> </u> Field trip Fees JK-12	<u> </u> Special Classroom Fees K-8
<u> </u> Core Curriculum Class Fees K-12	<u> </u> Milk Break Fees for EC, JK; K-8
<u> </u> Chromebook Insurance (for school issued device)	

Refunds will not be made for any fees that are paid prior to the approval of Free and Reduced Lunch applications and/or Fee Waiver request applications.

IMPORTANT: By signing this form you are giving permission for school officials to share information related to your Free and Reduced Meal status. If necessary, this information would be shared **ONLY** with the principal and/or office staff of the school your child is currently attending in the Howards Grove School District. Information shared would **NOT** include specific financial information, but would include qualifying status information only for the purpose of the school district's Fee Waiver Request option.

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For questions or additional information, contact Shannon Kilton, Superintendent at (920) 565-4454, or email at skilton@hgtigers.com

Return completed Fee Waiver Request Form to: 405 Audubon Road, Howards Grove, WI 53083.

Do Not Write Below This Line - For District Office Use Only:

Fee Waiver Request Approved:	<u> </u> Yes	<u> </u> No
Signature of Superintendent	Date	
Reason Fee Waiver is <u>not</u> approved:		
Parent/Guardian Notified	Date	Initials

The Howards Grove School District does not discriminate in the employment of professional and/or support staff on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, age, sex, creed, or religion, handicap or disability, marital status, genetic information, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices. (Board Policy 4122/3122). The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace in compliance with Policy 3122/4122 throughout his/her employment in the District. Requests for reasonable accommodations for individuals with disabilities shall be directed to Ms. Angie Houston or Mr. Jon Hess. A minimum 24-hour notice is requested. Jon Hess and Angie Houston shall act as the compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. They shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

Compliance Officers are:

Jon Hess, High School Principal: 401 Audubon Road, Howards Grove WI 53083; jhess@hgtigers.com; (920) 565-4450 Ext. 300

Angie Houston, Middle School Principal: 405 Audubon Road, Howards Grove WI 53083; ahouston@hgsd.k12.wi.us; (920) 565-4452 Ext. 2111