

PAYMENT FOR LOST OR DAMAGED PROPERTY

**FORM LETTER #3
(SAMPLE)**

(Date)

(Inside Address)

To Whom It May Concern:

At your request, we are forwarding school records for _____. It should be noted that this student has incurred indebtedness while enrolled in the Vacaville Unified School District or a previous district (as listed below). It is thereby requested that grades, transcripts, and diploma be withheld from this student by your district as requested by California Education Code 48904.3.

48904.3 Notice and Recession of Notice; Grade Withholding

(a) Upon receiving notice that a school district has withheld the grades, diploma, or transcripts of any pupil pursuant to Section 48904, any school district to which the pupil has transferred shall likewise withhold the grades, diploma, or transcripts of the pupil as authorized by that section, until such time as it receives notice, from the district that initiated the decision to withhold, that the decision has been rescinded under the terms of that section.

Thank you for your cooperation in this matter.

Sincerely,

Registrar

INDEBTEDNESS

ITEMS

AMOUNT/S OWED

cc: Parent