

PAYMENT FOR LOST OR DAMAGED PROPERTY

**FORM LETTER #1
(SAMPLE)**

(Date)

(Inside Address)

Dear _____:

The California Education Code, Sections 60411 and 48904, establishes students' liability for damage or replacement of materials loaned to them by the school district.

In keeping with the above established Board Policy No. 3271 of the Vacaville Unified School District, we are notifying you concerning monies currently owed the District by _____ . Until this debt is cleared all grades, transcripts, and diplomas are being withheld. It will be our pleasure to close the account as soon as payment is received. Payment for items listed below should be made in the school office or library within two weeks of the date of this letter. Checks should be made payable to the Vacaville Unified School District. Please feel free to telephone us with regard to this situation _____ .
(telephone number)

	/		\$	
Material Issued		Date		Amount Owed

Sincerely,

Teacher's/Employee's Signature

Principal

Student's Signature