

Low Balance Notification Process

Effective August 16, 2017, the following notification process will be followed.

Parents of elementary students will be notified through their take home folder when their student balances reach the positive \$8.00 level to replenish the accounts. Should a student's account reach a negative balance an automated phone message will be generated by the District to the parent. If the account balance reaches a negative \$10.00, the parent will be notified by the Director of Finance.

Parents of secondary students will be notified through an envelope provided to the student at a positive \$5.00 balance. If the balance of the student account would reach a negative, the parent will receive an automated phone message. If the account balance reaches a negative balance of \$10.00, the parent will be notified by the Director of Finance.