



REQUEST FOR FINE WAIVER FORM

Everett Public Schools Board Procedure #[3520P](#) provides that “Fines or damage charges may be levied for lost or damaged textbooks, library books or equipment. In the event the student does not make proper restitution, the student’s diploma may be withheld (RCW 28A.635.060). If a student is unable to pay the fine or charge, the student may make restitution through community service.”

Appeal Process:

- Students and their parents/guardians shall be advised in writing, regarding the nature of the fines or charges, how restitution may be made, and how a student or their parents/guardians may appeal.
- Fines or charges **under** \$600 may be appealed to the principal/designee. Fines or charges **exceeding** \$600 may be appealed to the regional superintendent for the appropriate school region.
- All appeals must be received in writing (e.g. written note, email, fax). A final decision on all appeals shall be communicated to the student or their parents/guardians in writing.”

FORM INSTRUCTIONS:

- **Attach the written appeal request from the student and/or guardian.**
- **Fill out the requested information below.**
- **Provide to building principal (fines less than \$600) or regional superintendent (fines \$600 or above) for approval.**
- **Once approved, provide the original with the written appeal to the accounting department for final review and approval.**
- **Upon approval in the accounting department, the fine will be removed from the student’s InTouch (POS) account.**

Date of request: _____

Student Name: _____ Student ID #: _____

Fine Description: _____

Fine Number: _____ Fine Amount: \$_____ Date fine assessed: _____

Explanation of request for waiver:

Prepared by: _____ Date: _____

Signature of Principal or

Regional Superintendent: _____ Date: _____

Attachments:

- 1) Fine ledger from InTouch (POS)
- 2) Written request from student/guardian for waiver

FOR ACCOUNTING USE ONLY

Waiver Approved? _____ Fine cleared in POS? _____

By: _____ Date: _____