

SALISBURY CENTRAL SCHOOL
Lakeville, Connecticut

Procedure for collecting outstanding balances at the end of the school year.

During the school year, parents are sent an email/letter each week if their child's cafeteria account balance falls below \$0.00, asking them to replenish the account balance.

During the last month of school, the email/letter is edited to say that if the debt is not paid by the last day of school, the child will not receive their report card and/or yearbook. If the debt is paid on or after the last day of school, the student will be given their report card and/or yearbook at that time.

If the parent chooses not to pay the debt and the student is returning to Salisbury Central in the fall, the outstanding balance is carried over into the next school year. The parents are sent a letter at the end of the summer informing them that their child's account still has an outstanding balance (delinquent debt).

If the outstanding balance is for a student that is graduating and they have a younger sibling at Salisbury Central, then the graduating student's outstanding balance will be transferred to their sibling's account.

If the outstanding balance is for a graduating student without siblings or is for a student that has moved away, the debt will be written off by the cafeteria.

December 2017