

DSD STUDENT SCHOOL FEES

FEE WAIVER APPLICATION PROCESS |

The principal in each school shall designate at least one person at the appropriate administrative level to review and grant waiver requests.

- The school shall use the standardized state board fee waiver applications.
- The school shall provide written notice of its decision to grant or deny a fee waiver request to parents using the standardized state board fee waiver decision and appeal form.
- Once granted, a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change.

The process for obtaining a fee waiver or pursuing an alternative shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

APPEAL PROCESS |

A parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial to the school principal within ten (10) school days of receiving notice of denial.

- The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns.
- If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 10 school days of receiving notice of denial, to the school director at the District level.

STUDENT ELIGIBILITY |

A student is eligible for a fee waiver if the school receives verification of any of the following:

- The student's family's income meets the levels set by the Superintendent (*all income received by the household is considered, including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments*);
- The student to whom the fee applies receives Supplemental Security Income (SSI);
- The student's family receives Temporary Assistance for Needy Families (TANF);
- The student is in foster care or state custody.
- The student to whom the fee applies is a homeless child or youth.
- The student to whom the fee applies is in foster care or is in state custody.

A school may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee. An opportunity will be provided for those requesting a fee waiver under this