

ADMINISTRATIVE REGULATION

CENTENNIAL SCHOOL DISTRICT

APPROVED: April 12, 2016

REVISED:

110-AR-0. INSTRUCTIONAL SUPPLIES

The building principal will be responsible to ensure that no student in the school is denied participation in any school program for financial reasons and that the privacy of each student is protected.

The principal will use the guidelines of the free and reduced price lunch program to determine the ability of students to provide necessary school supplies.

During the first week of school, the principal will send notice to parents/guardians of the eligibility guidelines for free and reduced price lunches. The form will include a statement that a student who qualifies under the guidelines is also eligible for free instructional supplies.

Parents/Guardians must complete the Application for Instructional Supplies and submit required documentation when requesting free instructional supplies for students.

The principal will provide written notice to the parents/guardians of the approval or denial of the request within ten (10) days of receiving the application.

The principal will give additional consideration to providing free instructional supplies when one (1) or more of the following factors occur:

1. Illness in family.
2. Unusual/Unanticipated expenses, such as fire, flood, storm damage, etc.
3. Seasonal unemployment.
4. Emergency situations.
5. One (1) or more parent/guardian is involved in a work stoppage.

Students who receive free instructional supplies are not exempt from charges for lost and damaged books, materials, supplies and equipment.

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110-AR-1. APPLICATION FOR INSTRUCTIONAL SUPPLIES

Student's Name: _____
Last Name First Name Middle Initial

Student's Address: _____
City State ZIP Code

Student's Age: _____ Date of Birth: _____ Student's Phone #: _____

School: _____ Grade: _____ Homeroom/Classroom: _____

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

Phone #: _____ If none, number of contact person: _____

In the chart below, list the name, birthdate, school, and grade for all other children in the home:

NAME	BIRTHDATE	GRADE	SCHOOL ATTENDING

Employment Status of Parent/Guardian:

Mother: Employed Unemployed

Employer's Name: _____ Address: _____

Father: Employed Unemployed _____

Employer's Name: _____ Address: _____

Is the family presently receiving or eligible to receive free and reduced price lunches?

Yes No

Comments: _____

Signature of Parent/Guardian

Date

Application: Approved Denied

Signature of Principal

Date