

Newberg School District 29J

Code: **JN-AR**
Adopted: 5/14/07
Orig. Code(s): AR-5710

Student Fees

The district shall withhold grade reports, diplomas and records of a student or former student who owes a debt of \$50 or more to the district. The district may withhold grade reports, diploma and records of a student or former student who owes a debt of less than \$50.

The student's parent or guardian shall be given written notice of the withholding of grade reports, diploma or records. The notice shall state the reason the student owes money to the district and the amount owed. The notice shall inform the student and the parent or guardian that the district intends to withhold the grade reports, diploma and records until the debt is paid. The notice shall state that the district may pursue the matter through a private collection agency or other method.

After 10 business days of the date of the notice, if the student or parent or guardian has not paid the debt, the district:

1. Shall, if the debt is \$50 or more, withhold the grade reports, diploma and records;
2. May, if the debt is less than \$50, withhold the grade reports, diploma and records; and
3. May pursue the matter through a private collection agency or other method at the discretion of the superintendent/designee.

The district may waive all or a portion of a debt if:

1. The superintendent/designee determines that the student or parent or guardian is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The creation of the notice would cost more than the potential total debt collected relating to the notice; or
4. There are mitigating circumstances as determined by the superintendent/designee that preclude the collection of the debt.