



Name of School _____

Fee Waiver Record

Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 260-1
April 2009

Directions at bottom of page.

MCPS remains committed to providing all students, regardless of their economic circumstances, with full access to all courses, the instructional materials required for those courses, and the instructional program.

A student, his/her parent or guardian, or any student advocate, including teachers and guidance counselors, may request an adjustment to or waiver from the course fee.

- It is every educator’s responsibility to identify students who may need adjustment in the course fee and not depend on student self-identification.
- Every school will offer options that include a schedule of payments, a reduced fee, or a complete waiver.

This form is intended for the school’s financial records ONLY and should NOT be given to a student or parent/guardian as an application form.

Student Information

Name of Student (Please Print) _____
First *Last* *MI*

Name of Parent/Guardian _____ Was contact made with parent? Yes No

Type of Fee (Check one to Indicate Type of Fee)

- Approved Course-related Field Trip Extracurricular Activity Sports Related

Other (Detail) _____

If Approved Course-Related Fee, Provide Course Information

Four-digit Course Code _____

Course Title _____

Name of Teacher (Please Print) _____

Is fee on school’s list of approved fees? Yes No

Waiver Information (Select One to Indicate Waiver Option Being Used)

- Payment Schedule Reduced Payment Full Waiver

Details (Include dollar amount, as applicable) _____

Administrative Signature

_____/_____/_____
Signature of Principal or Designee *Print Name* *Date*

Directions:

1. This form is intended for the school’s financial records ONLY and should NOT be given to a student or parent/guardian as an application form.
2. The student’s teacher, once she/he is made aware of the need for a waiver, is responsible for completing the form.
3. The teacher may request assistance from the counselor, resource teacher, or administrator to determine appropriate waiver option.
4. Schools should keep all forms on file and keep a record of the total amount of waivers funded by the school for each fiscal year. It is the principal’s responsibility, in collaboration with staff, to determine the appropriate location for this file. Appropriate options may include the high school business manager, middle school financial secretary, elementary school principal’s secretary, and/or other staff as deemed appropriate.
5. The principal may be asked to submit a record of waivers funded by the school per academic semester.