DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL Financial Obligations

Students are expected to return all textbooks, instructional materials, equipment and uniforms, and pay for all course fees before the end of each quarter, semester or sports season as requested. The student must return these items to the teacher/coach who issued them. This is the only person who can clear the student in order to avoid a student financial obligation. Students are also expected to return all library materials to the media center by the due date marked at the time the item was checked out.

If items are not returned and course fees are not paid at the appropriate time, teachers/coaches and media center staff will issue student financial obligations. Students may only clear obligations by returning the item directly to the teacher, coach, or media center staff who issued the item to the student, and requesting that their financial obligation be cleared. Students who want to pay for obligations must do so at the school financial office before or after school, or at lunch. Teachers/coaches and media center staff will not accept money for obligations. Payments for financial obligations are only accepted at the school financial office.

It is extremely important that students follow the above procedures in order to insure that they receive proper credit for a return or payment. Outstanding financial obligations will prevent students from participating in extracurricular activities such as clubs or sports, from receiving a school yearbook, and from participating in year-end grade level activities and events.

If you have any questions, please see Mrs. Marshall, School Financial Specialist, in the main office or call 301-353-8080.

DR. MARTIN LUTHER KING, JR. MIDDLE SCHOOL

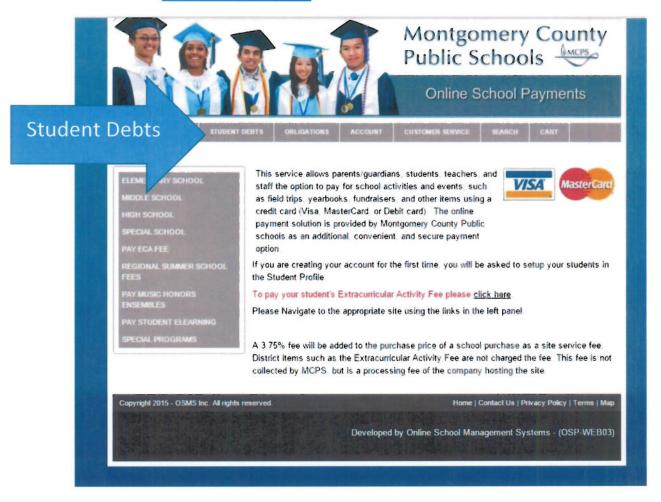
How to Pay Outstanding Student Financial Obligations Online.

(Students can also pay by cash or check payable to MLK MS at the school financial office.)

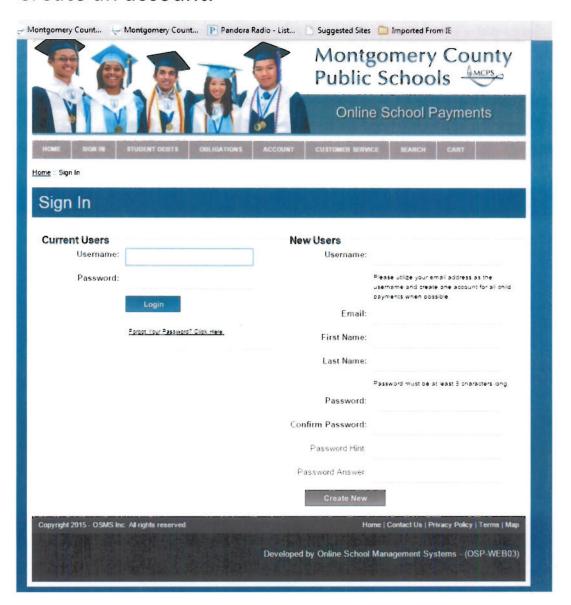
Student obligations are uploaded daily to Montgomery County Public Schools Online School Payments webpage.

http://osp.osmsinc.com/MontgomeryMD/

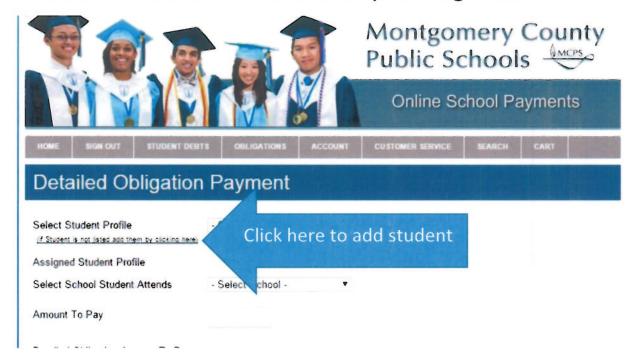
Click on **Student Debts**



Create an account.



If student is not listed add them by clicking here.



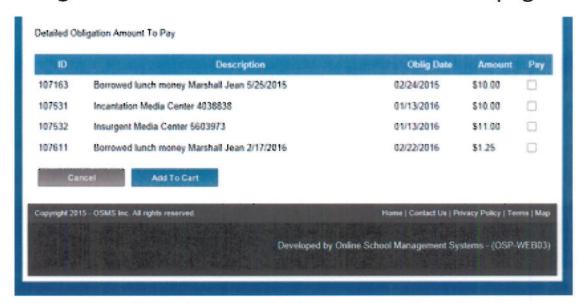
Enter student's name as it appears on school records such as the report card and the student ID.



To view obligations select student profile from drop down menu.

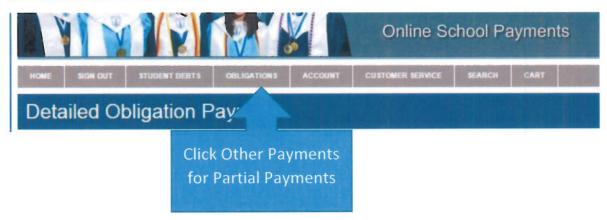


Obligations will be listed at the bottom of the page.



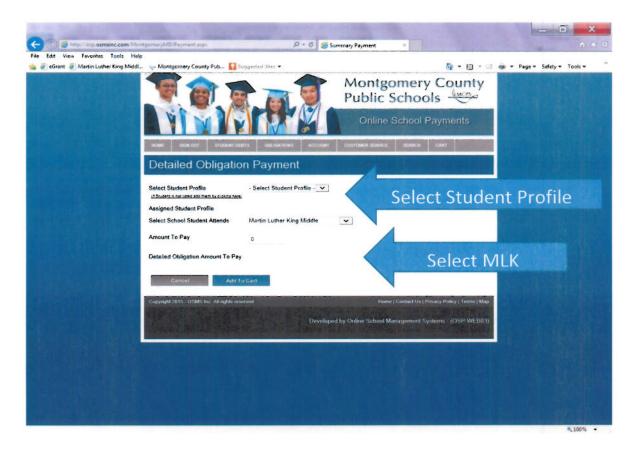
Select the obligation you wish to pay and click add to cart.

If you would like to make a partial payment, select the OTHER PAYMENTS tab at the top of the page.

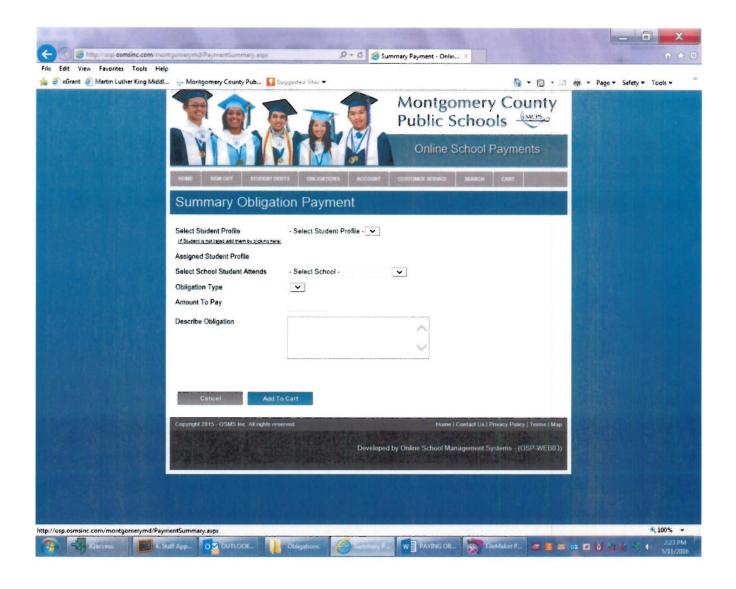


Select student profile from drop down menu.

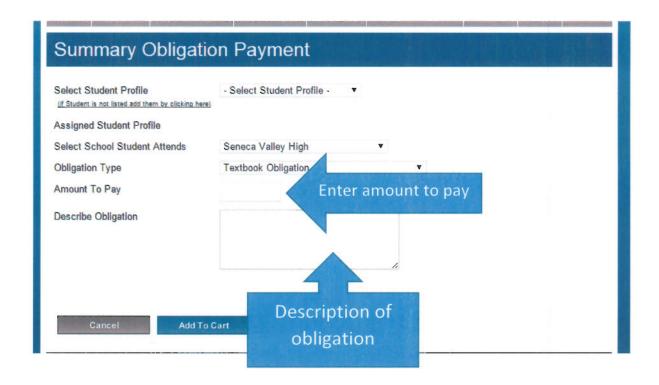
Select MLK MS from select school drop down menu.



Select obligation type.



Enter amount you wish to pay and describe obligation.



Add to cart and proceed to check out. Payments are processed immediately. Obligation balances are updated online the next business day.

If you have any questions, please contact the finance office at 301-353-8080.