

News and Updates from the Business and Finance Offices 2018-2019

Business Office ó Monique Riddick, Business Administrator, 301-353-8011

Finance Office ó Carol Lee, Financial Specialist, 301-353-8012

Important Dates to Remember:

Senior Portraits	August 9, 10, and 13
Senior Panoramic Portrait	September 10
Underclassmen Picture Days 9 th ó 11 th grades	September 6 and 7 LFI/SCB Classes ó September 10
Picture Make-up Day	November 7 Underclassmen 8:00 a.m. ó 12:00 p.m. Seniors 12:00 p.m. ó 4:00 p.m.
Last Day Seniors may pay with check	May 1, 2019

Finance Office Hours ó Monday through Friday 7:15 a.m. to 3:00 p.m.

- The window is closed daily from 12:00 p.m. to 1:00 p.m.
- Students may visit the finance office before school, during lunch, and after school.

Payments may be made in cash, check, or money order at the finance window. For a small service fee, payments may be made by credit/debit card online at <http://osp.osmsinc.com/MontgomeryMD/>. All checks should be made payable to Seneca Valley High School or SVHS. Please include the student's name and ID number on all checks. Returned check fees are \$25.00 per check and are obligated toward the student's account until paid. This includes checks collected as part of fund raisers.



Parking permits are paid directly to the business office or online at <http://osp.osmsinc.com/MontgomeryMD/>

Obligations ó All outstanding obligations must be paid in order for students to participate in extracurricular activities such as athletics, clubs, Homecoming and Prom. Seniors with outstanding obligations will not be permitted to participate in senior activities including the graduation commencement ceremony. Outstanding obligations may be viewed and paid at <http://osp.osmsinc.com/MontgomeryMD/>.

- Payment plans may be available through the business office upon request.