

**Operational Services**

**Exhibit - Response to Appeal Fee Waiver Denial**

*On District letterhead*

*Date*

*Name*

*Address*

*City/State/Zip*

Dear :

This letter is in response to your appeal of the Building Principal’s decision to deny your request that the student fee for insert purpose of fee, in the amount of \$ insert fee amount, for insert name of student, be waived.

I have reviewed your application and have decided to insert “grant” or “deny” your request for a fee waiver for the following reason(s):

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Sincerely yours,

Superintendent

Adopted: February 21, 2000

Approved: March 21, 2007