FORM LETTER NOTIFYING ANOTHER MONTANA SCHOOL THAT
FINANCIAL OBLIGATION HAS BEEN MET AND RECORDS CAN BE RELEASED

(School Letterhead)

(Date)

(New School Name)
(New School Address)

Dear Principal:

This letter is to notify you that the grades/transcripts/diplomas of (student's name) who transferred from our district to yours can now be released. This district is rescinding the earlier request to withhold those records until financial obligation was met.

Sincerely,

(Principal's Name)