

Billings Public Schools

415 North 30th Street Billings MT 59101-1298
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FORM LETTER NOTIFYING ANOTHER MONTANA SCHOOL TO HOLD A STUDENT'S GRADES/TRANSCRIPTS/DIPLOMA UNTIL A FINANCIAL OBLIGATION HAS BEEN MET

(School Letterhead)

(Date)

(New School Name)
(New School Address)

Dear Principal:

With this letter we have included the school records of *(Student Name)* as you have requested. Before withdrawal from our school, this student had an unmet financial obligation of *(\$ amount)*. We are requesting that your school withhold these grades and transcripts and any future grades/transcripts/diplomas until this financial obligation has been met. As part of our obligation, the student's parent/guardian has been or will be given written notice that your school has been formally requested to withhold those specified records until the financial obligation has been fulfilled. We will also notify them how to appeal our decision.

Upon fulfillment of the financial obligation or affirmation of their appeal, we will notify you that the records may be released.

Thank you for your cooperation in this matter.

Sincerely

(Principal's Name)