

# **Billings Public Schools**

415 North 30<sup>th</sup> Street Billings MT 59101-1298  
(406) 281-5000 www.billings.k12.mt.us



## FORM LETTER NOTIFYING PARENT/GUARDIAN OF REQUEST TO WITHHOLD GRADES/TRANSCRIPTS/DIPLOMA

*(School Letterhead)*

*(Date)*

*(Parent/Guardian Name)*

*(Address)*

Dear *(Parent/Guardian Name)*:

When *(student name)* withdrew and transferred from our school, a financial obligation of *(\$ amount)* was unpaid. Upon the request of the school to which your child has transferred, we have sent them the appropriate records and grades.

The purpose of this letter is to notify you that we have requested your new school to withhold these records and any future grades, transcripts or diplomas until your financial obligation to us has been paid. Upon full payment of the financial obligation, we will notify your new school to release all grades, transcripts or diplomas. Your prompt response in fulfilling the financial obligation would be appreciated.

We are taking this action under the authority of the School Laws of Montana (20-5-201) and School District Policy and Procedure (3049). Under the law, you are guaranteed the right to appeal the school's decision requesting that another school district withhold grades, diplomas or transcripts. For further information on this appeal process, please contact me, and I will forward further information. Please send payment or the request for appeal process information to the address indicated above. With your cooperation, we will attempt to clear up this problem as soon as possible.

Thank you.

Sincerely,

*(Principal Name)*