



Billings Public Schools

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

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)