



STUDENT ACCOUNT REFUND REQUEST

Student name & ID #: _____ Date: _____

Parent phone # (required): _____

Please indicate whether you are requesting a donation, transfer of funds to another student’s account within the district or a refund.

Donate the remainder of my child’s lunch account balance to a student in need.

Transfer--Please transfer funds to:

Student Name(s): _____

Campus: _____

ID number(s): _____

Refund-Amount of refund \$ _____

Parent printed name and signature: _____

Mail check to: _____

Please return this form to the LEISD Child Nutrition Services Department in one of the following ways:

- Email: pdelauney@litttleelmisd.net
- Fax: 972-947-9324
- Mail: Child Nutrition Department
Attn: Pia DeLauney
400 Lobo Lane Little
Elm, TX 75068

FOR OFFICE USE ONLY

Balance in Student’s Account:
Check Request Information:
Student Account Deactivated:

Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA

mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
fax: (833) 256-1665 or (202) 690-7442
email: program.intake@usda.gov