

**Instructions:** A Parent or Guardian will complete this form and submit to the School Principal in order to be considered for school fee waivers. Free and Reduced Price Meal Eligibility may **only be disclosed with parental consent**. This information is confidential and should only be discussed with the School Principal. The school will follow the procedures outlined in REG. SUPTS. MEMO NO. 3 dated June 1, 2001 when using student meal eligibility status and will keep these forms on file for the current year and three previous years.

## Request for School Fee Waivers

I \_\_\_\_\_ authorize \_\_\_\_\_  
Parent/Guardian Name Principal Name

to receive and use eligibility information furnished by households on applications for free/reduced meals to determine eligibility for school fee waivers (laptops, text books, summer school etc.)

Please use the eligibility information for the following students at \_\_\_\_\_  
School

Student Name	Grade

\_\_\_\_\_  
Parent/Guardian Signature Date

The School Principal agrees to protect the confidentiality of the students' eligibility as follows:

I will ensure that:

- The eligibility information can be used only for the specific purpose stated in this disclosure.
- Access to information will be given only to persons who are directly connected with the fee waiver stated in this request.
- The eligibility information will be handled in a manner that protects the household's confidentiality.
- Any additional or follow-up information from the household not allowed in this release must be obtained by the School Principal directly from the household.
- The responsibility for the accuracy of information contained on the Free and Reduced Meal Application rests with the household who provided the information. Note: The school division verifies a sample of applications each year.

By signing below, the parties verify their understanding that any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by federal law or regulation, any information about a child's eligibility for free and reduced price meals or free milk may be fined up to \$1,000 or imprisoned for (1) year or both.

\_\_\_\_\_  
School Principal Signature Date

Request for School Fee Waivers	Roanoke County Public Schools
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**Non-discrimination Statement:** In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.