

REQUEST FOR REIMBURSEMENT
NOTICE OF DAMAGED PROPERTY BY A STUDENT
(Per Governing Board Policy po5513)

Dear Parent/Guardian,

On the date of _____, your student, _____, damaged school
property including the following item(s):

Item 1: _____ Cost to Replace: _____

Item 2: _____ Cost to Replace: _____

Item 3: _____ Cost to Replace: _____

Item 4: _____ Cost to Replace: _____

Total Cost to Replace: _____

Per policy, as the parent/guardian of the student, you are responsible for the total cost of replacing the items willfully damaged. You will be receiving an invoice from North Point Educational Service Center for the total cost of replacement. This invoice will be mailed to you through the NPESC Treasurer's office.

Payment Options:

Mail Check to:

NPESC
4918 Milan Road,
Sandusky, Ohio 44870

Pay Cash in person:

NPESC
4918 Milan Road,
Sandusky, Ohio 44870

Pay with Check or Cash:

Your local school Office
Please bring invoice

Thank you for your attention to this matter.

Alternative Learning Center

4451 Galloway Road
Sandusky, Ohio 44870
(419) 627-3900
FAX: (419) 627-3996

Norwalk Office

180 Milan Ave., Suite 6
Norwalk, Ohio 44857-1190
(419) 627-3900
Fax: (419) 627-3998

Graytown Building

1661 N. Walker Street
Graytown, Ohio 43432
(419) 627-3900
Fax: (419) 627-3997