

January 4, 2013

Parents/Guardian of

Dear Parent/Guardian:

On December 5, 2012, your son's/daughter's Student Laptop was brought to the School Media Center for repair. There was damage to the screen. This type of damage does not occur with the normal opening and closing of the laptop.

The computer has been repaired with the screen being replaced at the cost of \$75.00.

As per the Student/Parent Guidelines for Technology Resource Usage, the fee for replacement of the laptop is the responsibility of the parent/guardian of the student. A copy of the invoice for replacement is included.

We appreciate your immediate attention to this matter. Please remit full payment to. If you have any questions, please call 336.599..

Sincerely,

Assistant Principal, Middle School

November 19, 2012

Dear Parent/Guardian:

Your son/daughter \_\_\_\_\_ has outstanding laptop damage fees in the amount of \_\_\_\_\_. Laptops will not be checked out to students who owe full fees. Please remit full payment or make arrangements for a payment schedule by November 30.

We appreciate your immediate attention to this matter. Please remit full payment to Middle School or contact Ms. at 336.599. extension about a payment schedule.

If you have any questions, please call 336.599..

Sincerely,

Assistant Principal, Middle School