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(Date)

(Principal’s Name)

(School Name)

(School Address)

(School City, State, Zip)

Dear , (Principal’s Name)

I am writing to make you aware that my student, (Child’s Name)

is eligible for Free or Reduced Price Lunch. I have learned that the school is charging a fee of

 (amount) for (item)

this year. It is my understanding that under South Carolina law, schools are required to waive fees for students who are eligible for free meals and reduce fees for students eligible for reduced price lunches. I am attaching a copy of the relevant law on the following page.

Please waive or reduce this fee for (Child’s Name) and issue all materials as soon as possible. If you have any questions, you may contact me at the number below. Thank you.

Sincerely,

(Parent or Guardian Name)

(Address)

(City, State, Zip)

(Telephone Number)

South Carolina Code of Laws Unannotated

Title 59 - Education

CHAPTER 19

School Trustees

ARTICLE 1

General Provisions

SECTION 59-19-90. General powers and duties of school trustees.

The board of trustees shall also:

(8) Charge matriculation and incidental fees. Charge and collect matriculation and incidental fees from students; however, regulations or policies adopted by the board regarding charges and collections must take into account the students' ability to pay and must hold the fee to a minimum reasonable amount. Fees may not be charged to students eligible for free lunches and must be reduced pro rata for students eligible for reduced price lunches;