

School Letterhead

Date Sent

Parent/Guardian
Address
City, Maryland Zip

Dear [Name of Parent/Guardian]

SUBJECT: Notice of Restitution: [Name of Student]
Restitution Case No.: xx-xxxx

Please accept this correspondence as a claim for restitution related to the loss sustained by [name of school] as a result of your child's actions. The school system's procedures for collecting restitution are outlined in Board of Education Policy and Superintendent's Rule 3532; a copy of the policy and rule are enclosed for your reference.

On [date parent was verbally notified of loss and restitution claim], you were advised that [name of student] will be held responsible for [description of loss—does not need to be detailed]. As evidenced by the attached, the school system has estimated that the amount of restitution to be assessed as a result of this incident is: \$[enter dollar amount]. I have enclosed, for your convenience, a Restitution Agreement Form. Please complete this form, sign where indicated, and return it to my attention no later than [enter date 30 days from date of letter], [enter year].

Your failure to make arrangements for restitution will result in this matter being forwarded to the Baltimore County Public Schools' Office of Law for collection. If you have questions, feel free to contact me at 410-887-[principal's number].

Sincerely,

[Principal's Name]
Principal

Enclosures 3

By Certified and First Class Mail

C: [Name], Assistant Superintendent
Anjanette L. Dixon, Esq., Associate General Counsel
Patrick M. Fannon, Controller
Office of Risk Management
[Superintendent's Designee, if Suspension/Expulsion]