

Notification of Ticket/Card Replacement

(Delete the above title and print on school letterhead.)

Date: _____

Dear Parent/Guardian:

Your student, _____, has been issued three replacement tickets/cards this school year because the originally issued tickets/cards were lost, stolen, misused or damaged. These tickets/cards have been provided at no charge to the student.

However, if the above student requires an additional replacement ticket/card for the remainder of the school year, he/she will be required to pay \$_____ for a replacement ticket/card, or pay \$_____ for lunch or \$_____ for breakfast.

This policy was provided to all students/parents at the beginning of the school year, and a copy is attached for your reference.

We appreciate your cooperation in ensuring that students treat meal tickets/cards in a responsible manner. Questions can be addressed to:

Sincerely,

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 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.