

## 2016-2017 END OF SCHOOL YEAR PRIMERO EDGE LUNCH ACCOUNT BALANCE

Please keep this sheet for your information

- Complete one form per student.
- **Deadline: Thursday, May 26, 2016 (LAST DAY OF SCHOOL)**
  - Forms submitted by the deadline date will be able to pick-up their refunds beginning July 14, 2017.
  - Forms submitted after the deadline date will be able to pick-up their refunds beginning September 11, 2017. You will be notified when it's ready for pick-up. Please make sure your current contact information is included on the form.

Receiving of refunds will require a signature and proof of identification. Balances of more than \$20 requires a parent's signature.

*Refunds will be held for pick-up 30 calendar days from date of availability.*

- Commencing on **Fee Payment Day, Thursday, July 06, 2017 (8:00am-10:00am, 12:00pm-4:00pm)**, you may begin to make deposits into your student's lunch account.
- On the **first day of school, Monday, August 07, 2017**, each student will receive a temporary ID card during Advisory. Permanent ID cards will be distributed on **Picture Taking Day, August 14, 15, 16, 2017**.

### You \*DO NOT\* need to fill out the attached refund form if your student is:

- Returning to Niu Valley Middle School. Any remaining balance in their lunch account at the end of the current school year will carry over into the following school year.
- Leaving Niu Valley Middle School but attending another DOE school. Your account balance will automatically be transferred.

**NOTE:** Current 8<sup>th</sup> grade student accounts will be transferred to the school you designated during pre-enrollment in December 2016. If that information changes after the last day of school, you may need to apply for a refund from that school if your student will be attending a NON-DOE school.

### You \*WILL\* need to fill out the attached refund form if your student is:

- Leaving Niu Valley Middle School and attending a NON-DOE school. Please notify the Registrar of your plans and submit a *Withdrawal Request*. Processing your student's documents for enrollment into the next school takes approximately 7-10 days, so plan accordingly. The earlier you submit your request the better.
- Moving from the State of Hawaii.
- Transferring your account balance to siblings attending Niu Valley Middle School for the 2017-2018 school year.
- Not interested in receiving a refund. Please consider making a donation to the school by selecting the appropriate box on the form along with your signature. No donation is too small and we thank you for your kind and generous consideration. We have three areas you can designate your donation to:
  - School Activity Fund:** This fund is used for co-curricular activities that typically takes place outside the formal class period and are not required for class work or credit.
  - Laulima Fund (Many hands working together):** This fund assists struggling and underprivileged students and/or families, enabling them access to enriching experiences by providing supplies or event fees.
  - Lunch Recovery Fund:** To assist students with special circumstances to purchase a single federally funded school lunch.

If you have any questions regarding your student's balance, please feel free to call our Meal Clerk at  
377-2440 ext. 310

This institution is an equal opportunity provider.

**IF YOUR STUDENT IS TRANSFERRING TO ANOTHER HAWAII DOE SCHOOL  
YOU \*DO NOT\* NEED TO FILL OUT THIS FORM!**

Submit this ENTIRE PAGE directly to the Office

\* ONE FORM PER STUDENT

\* COMPLETE TOP PORTION ONLY

**Deadline: Friday, May 26, 2017 (last day of school)**

**2016-2017 Lunch Account Refund Request**

STUDENT \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_ ADV \_\_\_\_\_  
PLEASE PRINT LEGIBLY

PARENT \_\_\_\_\_ PHONE \_\_\_\_\_  
PLEASE PRINT LEGIBLY

REFUND BALANCE OF ACCOUNT

TRANSFER BALANCE TO A SIBLING

DONATION TO THE SCHOOL (Please select one):

STUDENT NAME \_\_\_\_\_

GRADE \_\_\_\_\_

**Student Activities Fund:** Used for co-curricular activities outside the classroom not required for class work or credit.

**Laulima Fund:** Assists struggling and underprivileged students with supplies or event fees.

**Lunch Recovery Fund:** Assists students with special circumstances to purchase a single federally funded school lunch.

DATE \_\_\_\_\_ PARENT SIGNATURE \_\_\_\_\_

**PAYMENT RECEIVED**

DATE \_\_\_\_\_ RECIPIENT \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

PRINT NAME/Relationship to Student \_\_\_\_\_

**OFFICE USE ONLY**

Process Date: \_\_\_\_\_ Account Balance: \$ \_\_\_\_\_  
STUDENT ID NO. \_\_\_\_\_

Check \_\_\_\_\_  
Check No. \_\_\_\_\_ PO# \_\_\_\_\_ Receipt # \_\_\_\_\_