

P3446 BOOKS AND SUPPLIES FOR INDIGENT PUPILS

BOARD POLICY:

Should parents of pupils be determined financially unable to pay the established fees for books and supplies, then the Board of Education shall furnish the necessary books and supplies for these pupils.

Administrative Implemental Procedures:

1. Families who have completed the current year application for child nutrition program benefits, signed the waiver of confidentiality, and have been qualified to receive federal aid are to be issued the necessary textbooks and supplies.
2. Supplies for indigent pupils are requisitioned on *Stock Requisition* forms and charged to the building budget.
3. Principals shall generate through the Student Information System (SIS) a report listing indigent pupils as often as needed. In May of each year, each building shall generate through the Student Information System (SIS), a final report listing indigent students. This information shall be verified by the building principal and the amount waived reported to the Chief Financial Officer at the end of each school term.
4. Books and supplies are to be issued to indigent pupils in the same manner as issued to other pupils.

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: July 2001 P3446