

Student Debt from Another School

A student or parent may remit payment to their current school for an outstanding debt that is owed at a previous school. To ensure that the District receives these payments, please follow the procedure outlined below.

For Textbooks—

- o Regardless of the amount collected, payable to the District

Florida St. Hilary Treasury Services

- o Provide copies of receipts and listing with student's name and associated textbook resulting in debt to Instructional Materials for updating Destiny

For Library Books—

- o Regardless of the school owed, a Media Specialist or Principal designee must collect payment and issue a receipt to the student/parent; checks should be made payable in the name of receiving school
- o Deposit the funds into your school internal accounts (\$5.50/75.00)
- o Issue check from your school's internal accounts payable to the school where the debt is owed and forward same with copies of receipts and listing with student's name and associated item resulting in debt to attention of receiving school's bookkeeper
- o The Media Specialist or Principal designee at the receiving school should also be provided copies of receipts and listing with student's name and associated item resulting in debt for updating Destiny

For Other Obligations (i.e., uniforms, instruments, etc.)—

- o Regardless of the school owed, a Principal designee must collect payment and issue a receipt to the student/parent; checks should be made payable in the school's bookkeeper
- o The bookkeeper at the receiving school should deposit check and post funds to appropriate account
- o The Principal designee at the receiving school should also be provided copies of receipts and listing with student's name and associated item resulting in debt for updating Destiny

If you have