



## OFFICE OF CAREER EDUCATION

• Phone: 330-761-3130 • Fax: 330-761-3242 • Web: [www.apscreers.com](http://www.apscreers.com)

### BULLETIN# 17 : *Student Fees (Materials Fee Reimbursement Procedures)*

Following are the procedures for materials fee reimbursement:

1. **Do not include fees for items which are not required by the graded course of study.**
2. Student who receive Aid for Dependent Children (ADC), General Assistance (GA) or Disability Assistance (DA) are exempt from the payment of fees for materials used in any course of study, including Career Education, which has been adopted by the Akron Board of Education (Parents are responsible for fees charged for extra-curricular activities such as football, golf, etc.). Information regarding students on ADC, GA or DA is available in your school office.
3. Teachers AND principals are to complete and sign the Akron Public Schools “*Materials Fee Request*” form. **Do not include fees for items which are not required by the graded course of study.** The completed form should be sent to the Office of the Assistant Superintendent, Curriculum and Instruction, at the Administration Building, by September 5.\*
4. **Waiver Fee Letters and “Waiver of Course Material Fees” form are available from building principals at each school and are to be sent home for parents to complete.** The completed form, with documentation, is to be returned to the school and should remain on file at the school. It is **NOT** to be sent downtown.
5. The Akron Board of Education will adopt the fees of each teacher and each school.
6. **The teacher submits a “Class Fee Reimbursement” form (available from your principal).** The principal approves the form and sends it to the Office of Curriculum & Instruction in the Administration Building.
7. The money is then transferred into the schools’ proper receipt account.
8. All the paperwork should be maintained at the building level. The APS internal auditory checks these documents.

If you have questions about these procedures or student fees, please call the Career Education Office at 330-761-3131.

\*This date changes each year but appears to be the first Friday in the month of September of the new school year.

**AKRON PUBLIC SCHOOLS  
MATERIALS FEE REQUEST**

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

TEACHER \_\_\_\_\_

SUBJECT \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

FEE LAST YEAR \$ \_\_\_\_\_ FEE THIS YEAR \$ \_\_\_\_\_

RECEIPT OF ACCOUNT # \_\_\_\_\_ (must be included)

REASON FOR THE FEE:

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WHAT IS PURCHASED WITH THE FEE? (Be specific)

ITEM	NUMBER OF ITEMS	COST

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Principal's Signature

RETURN TO THE OFFICE OF CURRICULUM AND INSTRUCTION, ADMINISTRATION BUILDING BY THE FIRST FRIDAY OF SEPTEMBER.