



On February 27, 2017 the Board of Education modified policy 4:140 Student Fees that resulted in the defining of financial eligibility for participating in extracurricular activities.

The following protocols will be used to determine student financial eligibility to participate in extracurricular activities, including athletics. Please note, **we are not using the phrases**, “pay to play” or “no pay no play” when referring to “financial eligibility”.

### **Weekly Financial Ineligibility Report:**

The business office will update and publish a **Weekly Financial Ineligibility Report** by noon every Friday as it will always be fluid. The report will be posted on the **INTRANET** under the finance department tab/PushCoin.

The report is a list of INELIGIBLE students only. If a student is not on the report they are eligible to participate in activities.

The **Weekly Financial Ineligibility Report** has been formatted as an excel sheet with school specific tabs along the bottom. The sheet is searchable, sortable and contains no more information than is absolutely necessary. The only students listed on the current **Weekly Financial Ineligibility Report** are students that have outstanding balances from **previous** school years.

All past due fee balances must be paid in full or a payment plan will need to be set through the business office by **September 30th of the current school year** or the student will not be permitted to dress for contests.

## **Financial Eligibility Protocols:**

### **Athletics**

The Weekly Financial Ineligibility Report is to be checked at the same time when you review the academic eligibility list. As with academic eligibility, students financially ineligible will be excluded from contests Sunday through Saturday.

### **All Other Activity Sponsors:**

Check the Weekly Financial Ineligibility Report at least once a month.

### **What do I do when a student appears on the Weekly Financial Ineligibility Report?**

The club sponsor or designated secretary will email a copy of the Parent Financial Ineligibility Notice (found on the Intranet under the Finance tab) to the student's parent(s)/guardian(s). If a parent does not have an email address, a copy of the notice will need to be sent home via US mail. This notice is not to be sent home with the student.

### **What do I say to a student who is financially ineligible as of September 18th?**

Club sponsor/coach will need to have a private conversation with the students and let him/her know that they will not be able to participate in the upcoming contest. It's okay to let the student know their parent(s) have received an email or letter from the district with some information they, as parents, needed to follow up on before the student can fully participate in the sport/club.

### **What if the parent pays on Monday, but the ineligibility report isn't updated until Friday?**

As with academic eligibility, students financially ineligible will be excluded from contests Sunday through Saturday. They can, however, continue to practice.

### **What is a broken payment plan?**

Broken payment plans are when the parent has set up a payment plan but has not honored their commitment to the plan. These students will appear on the Financial Ineligibility Report with all the other ineligible students.

### **Where do I go to find the Notification of Financial Ineligibility Report and the parent notification letter?**

**Go to:** Intranet, Finance tab, PUSHCOIN - Click on the "Financial Ineligibility Report"

1. Check the "Financial Ineligibility Report"
2. If needed, send the Financial Ineligibility Notice to parent(s)/guardian(s)
3. Deny/allow participation
4. Continue to monitor Financial Ineligibility Report

Specific questions regarding the **Financial Ineligibility Report** should be directed to the Business Office .

Please familiarize yourself with Policy 4:140 as it does provide more specific information around outstanding fees.

Thank you for your support of collecting outstanding fees.