

OUTSTANDING OBLIGATIONS FORM

(School Name)

(School Address and Phone Number)

RE: _____
(Full Name of Student and Birth Date)

This student's transcript (including course credits), report cards, progress reports and/or diploma cannot be released to the student or parent/guardian until the following items are paid for or returned.

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - Amount Owed for _____

\$ _____ - TOTAL AMOUNT OWED

The item(s) should be returned or a check or money order for the total amount owed must be sent to the school indicated above.

(Principal)

(Date)