

Fine slips will be distributed to students on Monday, May 16th. Below are some important points to note about the fine slips.

1. Slips may show **Fines** or **Fees** or both.
2. **Fines** are items you need to address with a specific teacher. If you clear the fine with that teacher, they will give you a signed green "**Fine Clearance Form**" which you take to the Finance Office to clear your fine. **Please remember fines are not cleared until you bring the signed Fine Clearance Form to the Finance Office.**
The deadline for to complete this process is 3:00pm on Thursday, May 26th.
3. Some slips have some ***hefty*** fines for Band & Orchestra instruments or Performance Attire, just return your instrument and/or uniform and the fine will be cleared by Mr. Lemen, Mrs. Braithwaite and Mrs. Satterfield.
4. If you have a Library Fine for a lost book, take the book to the library and get a signed "**Fine Clearance Form**". However, if the Library Fine is just for late fines, come directly to the Finance Office to pay the fine, the late fines will not be cleared without payment.
5. **Fees** are amounts due for classes from the beginning of the year or class changes. You do not need a Fine Clearance Form for these. You just need to come to the Finance Office to pay.

Fines and fees may be paid at the Finance Office or online at www.myschoolfees.com .
If you have any further questions regarding fines or fees, please feel free to contact the Finance Office at 801.610.8770.

Thank you.