



THE OGDEN INTERNATIONAL SCHOOL OF CHICAGO



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Jenner Campus 1119 N. Cleveland • Chicago, IL 60610 • (773) 534-8440
West Campus 1250 W. Erie St. • Chicago, IL 60642 • (773) 534-0866

Michael Beyer
Principal preK-12

Cara Kranz
Head of East Campus K-4

Kishasha Williams-Ford
Head of Jenner Campus 5-8 & preK

Matthew Baker
Head of West Campus 9-12

Dear Parent/Guardian,

As you know, Ogden International assesses a fee every year to cover the costs of our curricular and extracurricular programs. These fees go towards textbooks, instructional materials, field trips, and graduation costs, among other things. An itemized list of the fees is available on our website at <http://ogden.cps.edu/supply-fee-schedule.html>.

Parents/guardians of students who are STLS, low income, or experiencing extenuating financial circumstances may apply for a waiver of these fees. Parents/guardians qualifying for waiver may still choose to contribute a portion of the annual fee if they have the ability to do so.

If you would like to request a fee waiver, please complete the bottom portion of this form and return it to the school's main office by Dec. 1st, 2018. We will consider your application and notify you by letter if it is denied within 30 days.

If you qualify for a fee waiver, the instructional fees on your account will be waived. You may still be responsible for additional charges (such as fines for overdue library books and lost textbooks) or charges for optional items (such as yearbooks).

Please feel free to contact me with any questions or concerns.

Sincerely,

Michael Beyer, Principal

Instructions: Check one of the boxes below and return to the school's main office by Dec. 1st, 2018.

1. **I request a waiver** of my student's instructional fees for the 2018-2019 school year on the following basis (check one):
 - Student in Temporary Living Situation
 - Low Income
 - Extenuating Circumstances – provide supporting documentation along with this form
2. **I do not request a waiver** of my student's instructional fees for the 2018-2019 school year

Print Student Name

Student ID

Grade

Print Parent/Guardian Name

Date