



Food Service Office – 903 Fillmore Drive, Tupelo, MS 38801 (662) 840-1857

Dear Parent or Legal Guardian:

This form is **for students no longer enrolled in Tupelo Schools**. Monies of returning students left in student account at end of current school year will be automatically rolled over into account at appropriate Tupelo school for the next school year. Thank you for the opportunity to serve your child/children.

Please print information on this form. This form must be turned in to the cafeteria manager or School Nutrition Office. Refund checks will only be issued to the parent/guardian of the student(s). The School Nutrition Office will verify money in account and attach appropriate documentation. The form will then be forwarded to the finance office for approval. The check will be mailed to your home address in approximately 4-6 weeks.

SCHOOL \_\_\_\_\_ GRADE/HOMEROOM \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

PARENT/GUARDIAN NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

HOME PHONE # \_\_\_\_\_ WORK PHONE # \_\_\_\_\_

REASON FOR REQUEST \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

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**FOR FOOD SERVICE USE ONLY:**

VERIFIED BY \_\_\_\_\_ DATE VERIFIED \_\_\_\_\_ AMOUNT \_\_\_\_\_

REQUEST APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_

ACCOUNT CODE(S) \_\_\_\_\_

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