



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. 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 _____

FOR FOOD SERVICE USE ONLY:

VERIFIED BY _____ DATE VERIFIED _____

REQUEST APPROVED _____ DENIED _____

APPROVAL SIGNATURE _____

ACCOUNT CODE(S) _____
