

NSF WRITEOFF PERMISSION

CHECK #	DATE OF CHECK	MAKER OF CHECK	AMOUNT OF CHECK	PAYMENT FOR	ACTIVITY ACCOUNT #	DATE OF RETURN	ITEM OR SERVICE RECEIVED?	STUDENT STILL ENROLLED?	COLLECTION ATTEMPTS (MUST INCLUDE CONTACT BY PRINCIPAL)
1	3025	9/9/2016	Keith O'Neil	\$25.00	Coupon Book	7001	9/20/2016	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
2	562	8/29/2014	Donald Hutchinson	\$10.00	School Shirt	7001	9/4/2014	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
3	55	9/29/2014	Diana Domingo	\$6.00	Field Trip	3001	9/29/2014	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
4	151	1/9/2015	Amy Floyd	\$13.00	Field Trip	3001	1/21/2015	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
5	128	11/1/2017	Kathy Taylor	\$25.00	All County Chorus	2200	11/8/2017	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
6	2831	5/22/2018	Amy Mays	\$25.00	Yearbook	7001	5/31/2018	Yes	Letter sent from principal and Phone calls from bookkeeper and Principal
7									
8									
9									
10									

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Attached all documentation on attempts made to collect a payment, must include letters that were sent by principal via email, US Mail or hand-delivered.
Log of phone calls and meetings of attempts by the bookkeeper and principal.

 10/8/20
BOOKKEEPER DATE

 10-8-20
PRINCIPAL DATE



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2031

Bill Miller
Principal

Karen Frazier
Assistant Principal

9/30/2016

Keith O'Neil
8 Jonathan Court
Orange Park, FL 32073

Mr. O'Neil-

This letter is to inform you that check # 3025, dated 9/9/2016, for the amount of \$25.00, was rejected for lack of funds. Per the Parent/Student handbook, Montclair will no longer accept checks from you until the outstanding amount is paid in full. Please bring cash or certified funds in the amount of \$25.00 to the front office.

You may contact me at 904-278-2030 ext. 2223 to clear this matter up. Your Prompt response would be appreciated.

Thank You-

Stacia Hood
Principal Secretary
Montclair Elementary School

CC: Bill Miller - Principal

SENT
9/30/16



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2031

Bill Miller
Principal

Scott Voytko
Assistant Principal

09/22/2014

Donald Hutchinson
8374 Coralberry Lane
Jacksonville, FL 32244

Mr. Hutchinson-

This letter is to inform you that check # 562, dated 8/29/2014, for the amount of \$10.00, was rejected for non-sufficient fund from your bank. Per the parent/student handbook, Montclair will no longer accept checks from you until the outstanding balance is paid in full. Please bring cash or certified funds in the amount of \$10.00 to the front office to prevent further fees.

You may contact me at 904-278-2030 ext. 2223 with any questions. Your prompt response would be appreciated.

Thank You-

Stacia Hood
Principal's Secretary
Montclair Elementary School

SENT
9/22/14



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2031

Bill Miller
Principal

Scott Voytko
Assistant Principal

10/21/2014

Diana Domingo
6135 Longchamp Drive
Jacksonville, FL 32244

Mrs. Domingo-

This letter is to inform you that check # 55, dated 09/29/2014, for the amount of \$6.00, was rejected for non-sufficient fund from your bank. Per the parent/student handbook, Montclair will no longer accept checks from you until the outstanding balance is paid in full. Please bring cash or certified funds in the amount of \$6.00 to the front office to prevent further fees.

You may contact me at 904-278-2030 ext. 2223 with any questions. Your prompt response would be appreciated.

Thank You-

Stacia Hood
Principal's Secretary
Montclair Elementary School

CC: Bill Miller, Principal

SENT
10/21/14



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2031

Bill Miller
Principal

Scott Voytko
Assistant Principal

01/27/2015

Amy Floyd
1809 Debarry Ave, Apt D28
Orange Park, FL 32073

Mrs. Floyd-

This letter is to inform you that check # 151, dated January 9, 2015, for the amount of \$13.00 has been returned from your bank for non-sufficient funds. Per the parent/student handbook Montclair will no longer be able to accept checks from you until this amount is paid in full. Please bring cash or certified funds to the front office to avoid further fees.

You may contact me at 904-278-2030 ext. 2223 with any questions. Thank you for your prompt attention to this matter.

Thank You-

Stacia Hood
Principal's Secretary
Montclair Elementary School

SENT
1/27/15



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 336-1975 • Fax (904) 336-1977

Bill Miller
Principal

Cheryl Larson
Assistant Principal

12/04/2017

Kathy Taylor
1576 Village Way
Orange Park, FL 32073

Mrs. Taylor-

This letter is to inform you that check # 128, dated 11/01/2017 has been returned from your bank due to insufficient funds. Per the parent/student handbook, Montclair will no longer be able to accept checks from you until the outstanding amount is taken care of. Please bring cash or certified funds to the front office to avoid further fees.

You may contact me at 904-336-1984 with any questions. Your prompt attention to this matter is appreciated.

Thank You-

Stacia Hood
Principal's Secretary
Montclair Elementary School

CC: Bill Miller, Principal

SENT
12/4/17



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 336-1975 • Fax (904) 336-1977

Bill Miller
Principal

Cheryl Larson
Assistant Principal

05/31/2018

Amy Mays
2232 Gabriel Drive
Orange Park, FL 32073

Mrs. Mays-

This letter is to inform you that check # 2831, dated 05/22/2018 was returned due to insufficient funds. Per the parent/student handbook we will no longer be able to accept checks from you until this matter is taken care of. Please bring cash or certified funds to the front office of the school to avoid further fees. I appreciate your prompt attention to this matter.

If you have any questions you may contact me at 904-336-1984.

Thank-You-

Stacia Hood
Principal's Secretary
Montclair Elementary School

CC: Bill Miller, Principal

SENT
5/31/18