



JCS Family

JCS-Cedar Cove JCS LIVE JCS-Manzanita JCS-Mountain Oaks JCS-Pine Hills JCS-Pine Valley

Central Office
PO Box 2470 Julian, CA 92036
760-765-5500
www.jcs-inc.org

EMPOWERING LEARNERS FOR 20 YEARS

[Insert Date]

Dear Parent or Guardian:

Your student, [Insert Student Name], was loaned the material(s) listed below and it has come to our attention that these item(s) were returned in damaged condition. Since the material(s) was determined to be damaged beyond repair, you are requested to send a check in the amount listed below to cover the cost of replacement. It is a violation of school policy and California State Law to damage or destroy school materials.

Education Code 48904 mandates the Governing Board establish school policy for seeking reparation when school property is damaged or not returned. The JCS, Inc. Damaged, Lost, and Non-Returned Materials Policy states that a collection agency may be contacted if reparation is not made.

Material(s)

Cost

Please submit a check to cover the replacement cost within two weeks of receiving this notice. Please make the check payable to JCS, Inc. and attach the check to this letter before mailing.

JCS Resource Center
29141 Vallejo Ave. Bldg. A
Temecula, CA 92592

Sincerely,

[Insert Supervisor's/Administrator's Name]

[Insert Position Title]

JCS, Inc.



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[Insert Date]

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Education Code 48904 mandates the Governing Board establish school policy for seeking reparation when school property is damaged or not returned. The JCS, Inc. Damaged, Lost, and Non-Returned Materials Policy states that a collection agency may be contacted if reparation is not made.

Material(s)

Cost

Please submit a check to cover the replacement cost within two weeks of receiving this notice. Please make the check payable to JCS, Inc. and attach the check to this letter before mailing.

[Insert Academy Address]

[Insert Academy Phone]

We appreciate your assistance in this process.

Sincerely,

[Supervisor's/Administrator's Name]

[Insert Position Title]

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[Insert Date]

Dear Parent or Guardian:

Your student, [Insert Student Name], was loaned the material(s) listed below and it has come to our attention that the item(s) has not been returned. You are requested to return the below material(s) immediately or send a check in the amount listed below to cover the cost of replacement. It is a violation of school policy and California State Law to retain school materials.

Education Code 48904 mandates the Governing Board establish school policy for seeking reparation when school property is damaged or not returned. The Julian Charter School Damaged, Lost, and Non-Returned Materials Policy states that a collection agency may be contacted if reparation is not made.

Material(s)

Cost

Please return the material(s) to the JCS Resource Center or submit a check to cover the replacement cost within two weeks of receiving this notice. Please make the check payable to JCS, Inc. and attach the check to this letter before mailing.

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Temecula, CA 92592

We appreciate your assistance in this process.

Sincerely,

[Insert Supervisor's/Administrator's Name]

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JCS, Inc. **[Insert Location Academy]** **Educational Materials Checklist**

The materials provided to my student are property of JCS, Inc. I understand that I am responsible for returning borrowed materials in good condition (considering normal use) upon completion of the course study or withdrawal from JCS, Inc. Should materials be lost or damaged beyond repair, I understand that I will be responsible for paying the current replacement costs of the materials.

Academy Class	Textbook Title	Bar Code	Academy Book #	Date Received	Date Returned

Student's Name: (please print) _____

Grade Level: _____

Parent's Name: (please print) _____

Parent's Signature: _____

Date: _____