

**KILLEEN INDEPENDENT SCHOOL DISTRICT
APPLICATION FOR FINANCIAL ASSISTANCE FOR
COMPLIANCE WITH STANDARD DRESS**

Name of parent/guardian: _____

Name of Student: _____ Student ID #: _____

Grade: _____ Telephone Number: _____ School Year: _____

Address: _____ City: _____ Zip: _____

Name of School: _____

I certify that I am the parent or legal guardian of the student named above. I hereby request financial assistance for compliance with the student standard dress requirement on behalf of the above named student for the current school year only. I understand that students who receive financial assistance for standard dress must comply with standard dress requirements.

To be considered for financial assistance, verification of the student's eligibility of free or reduced lunch will be made by the principal or designee. If there is additional information regarding this request, please provide it in the space below.

By signing this application, I agree that the free or reduced lunch qualification can be used by Killeen Independent School District to determine eligibility for standard dress financial assistance for my child this school year.

I understand that the financial assistance is for one (1) year and must be requested annually.

Signature of parent/guardian

Date of request

Signature of School Administrator

Date of conference

Principal Review: Signature: _____ Date: _____

Review Result: HARP: _____ Approved: _____ Disapproved: _____

KILLEEN INDEPENDENT SCHOOL DISTRICT STANDARD DRESS ASSISTANCE

EFFECTIVE BEGINNING AUGUST 2012:

Parent Responsibilities

1. The parent will complete the Application for Financial Assistance provided by the campus.
2. The parent will purchase allowed standardized dress (based on listing of allowed purchases below) after they receive approval on their application from the campus.
3. The parent will bring the receipt(s) showing specific items purchased along with the clothing purchased (with sales tags attached) to the campus to start the reimbursement process. Only one reimbursement will be made per school year per child, so if the parent needs to make separate purchases, the parent needs to hold all receipts until all items are purchased. The original receipt will be kept by the campus, so if the parent needs to keep the receipt for other items purchased on the same shopping trip, they will need to receive separate receipts from the store. All receipts must be turned into the campus prior to the third week before school ends.

Campus Responsibilities

1. The principal, or designated school administrator, will notate HARP, approve or deny the parents Application for Financial Assistance based on economic disadvantaged or homeless status.
2. If the student is identified as HARP, send the form to the HARP educator. The HARP shoppers will purchase standardized dress for HARP qualifying students using the same local funding source as all standardized dress reimbursements. The campus must retain a copy of the form to ensure the parent is not also reimbursed for standardized dress purchased separately.
3. The campus will send an email request to the financial services secretary to cover the amounts of reimbursements to be processed. This request should be made at least weekly. Once the campus receives verification of the money transfer, they will issue the reimbursement to the parent(s) for authorized and allowable purchases.
4. The campus will mail or hold the reimbursement for parent pick up (based on the parent request) within 10 business days of receiving the receipts.

Other

The campus must be certain to inform the parent of what items can be purchased. A list along with the dress code policy should be handed out to the parent with approved items. **KISD will not pay for any items purchased that are not on the approved list and within dress code.**

ALLOWABLE PURCHASES

Each child qualifying for Assistance is authorized reimbursement of the following items listed within the campus guidelines. The total that will be reimbursed by the district is the total of the items listed below or \$105, whichever is less. The district cannot reimburse the amount paid for sales tax.

- Three (3) tops (shirts)
- Three (3) bottoms (pants/skirts/shorts)
- One (1) belt
- Not more than six pairs of white socks
- Not more than three white t-shirts (MALES ONLY), or
- One (1) solid color bra (FEMALES ONLY)

Please see your campus Standard Dress Code for more details, if necessary. **Campus personnel are required to ensure purchases are within the above guidelines.**