

**Wattsburg Area School District  
SENECA HIGH SCHOOL**

# DEBT SHEET

Please complete one sheet for each student who owes money, books, etc. to the school. Debt Sheets should be submitted to the school office at the end of each grading period. Please make sure all items are filled in properly.

STUDENT NAME: \_\_\_\_\_ GRADE \_\_\_\_\_

The following is owed by the above named student. I have informed him/her of this obligation.

### DESCRIPTION OF ITEM / PRODUCT / PROJECT

COURSE	BOOK NO.	NAME OF BOOK	DAMAGE	LOST	COST

Total \_\_\_\_\_

### ITEM OTHER THAN TEXTBOOK

ITEM DESCRIPTION	COST

Total \_\_\_\_\_

TEACHER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Teachers, please keep track of all debts sent to the office. Do not submit duplicate sheets out for debts already submitted. Fill out the debt cancellation sheet when the debt is satisfied and return it to the office.