

Wattsburg Area School District

DEBT SHEET

Wattsburg Area Middle School

Seneca High School

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.