



June 5, 2020

Dear Parents/Guardians,

On April 9, Dr. Hite shared the news that our school buildings would remain closed for the rest of the school year and that the school-sponsored social events you have been looking forward to all year, would be cancelled due to the COVID-19 pandemic.

The purpose of this communication is to provide you with information regarding reimbursement of monies paid by families and collected by the school for end of year activities in advance of COVID 19. We are committed to providing you with an appropriate refund as soon as it is possible to do so safely for staff and families.

Reimbursement Criteria

There are certain items that were paid for in advance that may or may not qualify for reimbursement to families. An item that would not qualify for reimbursement would be any item specially ordered indicating the Class of 2020.

Monies that were collected for events that are no longer happening due to COVID 19 will be reimbursed. Examples of these events are trips and end of year luncheons. You will receive a refund for all parts of monies that were collected for these events.

Refund

Your school's principal is working with our finance department to determine your refund amount. Your refund will be repaid with a check from your school. We have worked with Wells Fargo to ensure that any family who wishes to cash the refund check will be able to do so at a Wells Fargo branch without any charge.

Refunds will be mailed to your address on file. If you are worried that this address is incorrect, please contact 215-400-7210 and leave a message or email mramirez2@philasd.org to submit a change of address form.

Timing

Because the reimbursement checks will be generated by each school, they cannot be issued until the Mayor and Governor have declared it safe for non-essential travel and our buildings are reopened to staff. We will inform you as soon as that occurs.

If you have questions and/or concerns, you can contact [Ms. Green, Principal](mailto:emgreen@philasd.org)
emgreen@philasd.org

Sincerely,
The School District of Philadelphia