

**SAMPLE**

**EMERGENCY LOAN NOTICE**

Office Use Only
Date Paid _____
Initials _____

- First Notice**
- Second Notice**

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

Dear Parent/Guardian,

Today, your child was given an emergency loan. The amount was for \$ \_\_\_\_\_ and was used to buy \_\_\_\_\_.  
(Meal, bus fare, other)

Please return this signed notice along with the full amount of the loan by the next school day. We are very limited in the number of loans we can make.

To avoid future emergency meal loans, we recommend that you purchase a meal card in advance for up to twenty days or more.

- This is your child's second loan. No further loan(s) will be made until the full amount of \$ \_\_\_\_\_ is paid.

Principal/Designee Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_