



Request to Use Student Account Funds
For Private Lesson Teacher Payment

Student Name: _____

Parent email: _____

Amount of Payment: _____

Payment is for:

Past Lessons _____ # of Lessons _____ Date(s): _____

Future Lessons _____ of Lessons _____ Date(s): _____

Private Lesson Teacher: _____

Address to send payment: _____

- Payments can be made for lessons already taken or lessons to be taken in the future.
- Please drop this form off in the payment box in Mr. Casagrande's office or email to Mr. Casagrande at scott.casagrand@d214.org.
- Please include an invoice or receipt from the private lesson instructor.
- Checks will be mailed within approximately 2 weeks of request.
- Requests may be submitted up to three times a year.
- Requests will not be accepted during the months of June through August and December.

For office use only:

Approved : _____

Check #: _____ Date: _____

Date Posted to Student Account: _____