

Refund/ Transfer Request

Chesapeake Public Schools
School Nutrition Services

If your child is withdrawing or graduating from Chesapeake Public Schools and they have a balance on their student Meal and/or General Account, there are two options for handling the remaining funds:

1. You may request a refund by completing the Refund Request portion of the form below.
OR
2. You may transfer balances from one student account to another student account within the same household by completing the Transfer Request portion of the form below.

Any questions should be directed to the Business Manager, Lana Tebault, at 757-547-1470
or lane.tebault@cpschools.com

Refund Request

Student: _____ ID#: _____ School: _____

I would like the balance of my student's Meal/ General account(s) refunded and mailed to:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Signature: _____ Date: _____

Transfer Request

From:

Student: _____ ID#: _____ School: _____ Meal\$: _____ General\$: _____

To:

Student: _____ ID#: _____ School: _____ Meal\$: _____ General\$: _____

From:

Student: _____ ID#: _____ School: _____ Meal\$: _____ General\$: _____

To:

Student: _____ ID#: _____ School: _____ Meal\$: _____ General\$: _____

Parent/Guardian Signature: _____ Date: _____

Please submit the completed form to lane.tebault@cpschools.com or fax to 757-547-0916 ATTN: Lana Tebault

Office Use Only

Amount of Refund: _____ Cash Received By: _____ Transfer completed: _____