Mandarin High School
4831 Greenland Road
Jacksonville, FL 32258

Dear Parents and Guardians,

With the cancellation of field trips and events this spring, we would like to refund your money in a timely manner. Please provide us with the following information so we can process your refund as soon as possible.

Name you would like the check to be made payable to:

_____/ _____

Please print Signature

Address the check will be mail to:

_____

_____

Student's Name: _____ Student Number _____

Teacher/Sponsor Name: _____

Field Trip/Payment Description: (For field trip include location)

_____

_____

Original Payment made: _____ Cash/Check _____ Online

If you have the white copy of your receipt, please attach it to this form.

You can email the form back to your sponsor or directly to the bookkeeper for MHS at Simonellis@duvalschools.org.

We will be working diligently over the next few weeks to process all refund payments. We appreciate your patience.

2019/2020