

# *Orcutt Academy High School*

## Business Office

- ❖ My office hours are 7:30am to 3:30pm, Monday thru Friday
- ❖ Closed daily from 1pm to 1:30pm
- ❖ Please check in with the Administration Front Office before coming to the Business Office.
- ❖ I have created a Financial Breakdown Letter for parents of some of the costs to expect throughout the School Year. All these items are purchased through the Business Office. Use the letter as a check-off list. Please keep all receipts.
- ❖ Calendar for upcoming Fundraisers, Special Events or Deadlines (I try to keep it current).
- ❖ There is a Debt List in my office for students that owe for varies things (uniforms, textbooks, fundraisers, spirit packs, etc.). If they are, they will not be allowed to participate in any outside school activities until it has been taken care of and this includes participating in sports, dances, Grad Nite, and so on. I am in constant communication with the students reminding them, if they do not take care of it in a timely manner, a letter will be sent home to the parents informing them of the debt. If you have questions or concerns, please contact me.
- ❖ **Very Important, Keep all receipts!**

Mrs. Downing, OAHS Business Office Manager

Thank you for your continue support of OA and working together for our students!