

Giles County School Nutrition Program
100B Disk Drive
Pulaski, TN 38478
(931) 363-4558 or fax (931) 363-8975

Dear Parent/Guardian:

Thank you for participating in the School Nutrition Program for Giles County Schools this year. Our goal has been to provide nutritious meals for your child as well as for adults.

During the school year some students may accumulate excess money in their meal accounts. If your child has an account balance at the end of the school year or at the time of withdrawal from Giles County Schools, you should request a refund. Refunds requested at the time of withdrawing from Giles County Schools will be made within 60 days of the date of notification to the School Nutrition Office of withdrawal. Please fill out the form below and send it to the school or the Board of Education, 100B Disk Drive, Pulaski, TN 38478 with a **self addressed stamped envelope**. We will be happy to refund your money. If a refund request is not received at the end of the school year (May 2025), balances will be forwarded to the new school year (August 2026). End of the year refund request must be received before June 1, 2026.

Thank you for your prompt attention to this matter.

Sincerely,

Sunny Mitchell
School Nutrition Supervisor

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Request Form to Cafeteria Refund:

Date: _____ School: _____

Students/Employee Name: _____ Student ID#: _____

Amount to be refunded: \$ _____ Cafeteria Manager Initials: _____

Parent/Guardian Signature: _____

SELF ADDRESSED STAMPED ENVELOPE MUST ACCOMPANY REQUEST.

This institution is an equal opportunity provider.