



OGDEN PREPARATORY ACADEMY

Board of Directors

Sara Mejeur
Board Chair

Directors

William Davis
Jessica Howell
Mark Swenson
Esteban Trevino
Stefanie Zwygart

Administration

Debbie Deem
Director

Kasey Kennington
Elementary Principal

Shevon Lopez
Junior High Principal

Teryl Young
Vice Principal, Elementary

Stephanie Wright
Teaching & Learning
Director

Angela McPhee
Academic Director

Elizabeth Callison,
Special Education Director

Stephanie Mathers
Curriculum & Compliance
Director

Michael Berube
IT Director

OPA Elementary

1415 Lincoln Avenue
Ogden, UT 84404
801-627-2066

OPA Junior High

1435 Lincoln Ave
Ogden, UT 84404
801-627-3066

[DATE]

To the Parents of [STUDENT NAME]:

In order to provide our students with the technology and tools needed to prepare them for a successful future, Ogden Preparatory Academy makes various electronic resources available, such as computers, software, and hardware.

Per the School's Electronic Resource Policy and Procedures (9.02.POL),
"Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources."

An incident involving loss or damages to a school-owned electronic resource was recently investigated. The result of this investigation determined that the loss or damages were either intentional or resulting from improper use or neglect. Therefore, your student is responsible for the loss or damage.

An invoice is attached to this letter. Payment for this invoice can be made at either front office or over the phone.

If you have any questions please contact one of the following:

- School secretary for questions regarding payment;
- Student's principal for questions regarding the investigation, student discipline, or behavior;
- Mr. Berube, IT Director, for questions regarding technical aspects of the damages.

Respectfully,

[BUILDING PRINCIPAL SIGNS AND TITLES]

OPA Principal