If you have expenses due to a natural disaster or major catastrophe not covered by insurance you may request an appeal for special circumstances by providing the information below.

1. Please provide a description of the situation and documentation to substantiate the claim (e.g., a copy of the FEMA disaster assistance form, insurance appraisal, etc.).

2. If not already provided to our office a copy of your 2016 Federal Tax Transcript.

3. For the 12 month period January - December 20__, indicate the: (Jan-Dec amounts)
   - Amount of expenses attributed to natural disaster or major catastrophe. $_______________
   - Amount of insurance reimbursements received or expect to receive. $_______________
   - Amount of federal/state assistance received or expect to receive. $_______________

EXPLANATION OF SPECIAL CIRCUMSTANCES:

Parent’s Name (Print): ________________________________________________________________

Parent’s Signature: ___________________________________________ Date: ________________

For Office Use: [ ] Approved amount of Expenses $__________________

FAO Signature: ___________________________________________ Date: ________________