

WEST CLERMONT SCHOOL DISTRICT
Food Service Department

Dear Parents,

Our school district is excited to announce the launch of a new feature of our online meal service program that will allow you to make payments from your checking/savings account via Automatic Clearing House (ACH). The website allows you to monitor your children's lunchtime purchases, track what your children have been eating for the past 30 days, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Parents can add funds to their child's meal account electronically (\$2.00 charge per transaction), thus eliminating any concerns associated with students handling paper money and eliminating the possibility of losing a check. Parents can add money to a student's school meal account by going to www.myschoolaccount.com.

If you have already created an account, you may choose to make payments online effective immediately. Student accounts will be updated **nightly** so that any payments made on accounts are available the **following day**. Any NSF payments are subject to a \$20.00 service fee as well as the payment being deducted from the student's account following NSF notification. Parent will be notified by email when this occurs.

If you need to create a parent account, please follow these instructions.

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page".
4. Choose **West Clermont** from the "School District" drop down menu.
5. Create a User ID and Password.
6. Click the "Accept" box and then click "Signup". You will receive a confirmation via your email address that will contain a "verification code".

After you receive the "verification code", you may begin to add your children's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and log in using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID numbers to add them to the system.
4. After the students are added, you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. For those who do not wish to add funds electronically, students can continue to pay as they go through the cafeteria line. Any money that is not spent by the end of the school year will be available the following school year. If a student leaves the district or graduates, remaining balances may be transferred to a sibling's account or refunded when requested. If you have any questions about this or any other food service program, please contact the district Food Service Office at 943-5038.

Sincerely,

Pam Sargent,
Food Service Director