

North Montgomery Community School Corporation
Department of Food Services

Our school district is excited to announce the launch of a new online service that will allow you to monitor your children's meal 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. Student debit account deposits can be made through ACH (checking or savings account) payments or by credit card. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day. A \$2.00 service fee will be charged by the online service per transaction for use of this service.

In order to take advantage of this convenient new service, you will need to create a parent account. This requires you to:

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. Create a User ID and Password
5. Choose North Montgomery Community School Corp from the "School District" drop down menu.
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. Your student ID number information may be obtained from the district Food Service Office or your school Food Service Office. To continue setting up the account, you will need to:

1. Go to www.myschoolaccount.com and login 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 each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.

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

Beginning the first of August, you may take full advantage of this system by making deposits into your children's accounts on a bi-weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Please note that there is a \$2.00 transaction fee. Any money that is not spent by the end of the school year will be available the following school year. Students may continue to pay for meals at school by cash or check. If you have any questions about this or any other food service program, please contact the district Food Service Office at (765) 359-2112 Ext.123 or your school Food Service Office.

Sincerely,

North Montgomery Department of Food Services

Food Service Offices:

North Montgomery High School: 362-5140 Ext. 287

Northridge Middle School: 364-1074 Ext. 634

Lester B. Sommer Elementary: 362-3979 Ext. 232

Pleasant Hill Elementary: 339-4403 Ext. 232

Sugar Creek Elementary: 794-4855 Ext. 232