



MY SCHOOL ACCOUNT

Daily Hot Lunch Purchase Program

Our delicious and healthy hot lunches are prepared on site by Future Foodies. The hot lunch menu will be posted on the hot lunch page of the school website each month. If you have not selected the prepaid semester or prepaid full-year option, lunches can be pre-ordered and pre-paid through myschoolaccount.com by Saturday midnight for each upcoming week. Lunch may be ordered weekly or monthly.

Student account deposits can be made through ACH, credit or debit card in any amount and a \$2.00 service fee will be charged with each deposit. Deposits can then be used toward the purchase of pre-ordered lunches or at the walk-up "Pick 2" Soup, Salad and Sandwich Bar. Each student's account will be updated nightly so that account balance information and payments will be current as of the following day.

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. Choose Notre Dame de Sion from the "School District" drop down menu.
 5. Create a User ID and Password
 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 student's information. To do this, 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. You will need each of your student's ID numbers to begin adding their information. New students will receive their ID numbers during orientation.
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 students, but a student can only be linked to one parent.

You may use this system to make deposits into your student's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this, please contact Leanna Hattaway in the Business Office at Lhattaway@ndsion.edu.