



Dear Sacred Heart Parents,

Sacred Heart Elementary will continue to offer an online service for cafeteria payments. If you set up an account last year, we will be able to utilize the same account in 2021-2022. This online service 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, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments (preferred) or by a cash or check payment sent directly to the school. Each child's account will be updated nightly so that account balance information and payments will be current as of the following day.

In order to take advantage of this convenient service, you may 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 Sacred Heart Elementary School 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 children'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. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID number(s). This number will be given to each child by their Homeroom teacher as a label in the first week of school. It can be viewed in the student take-home folder (PK-1) or in the student planner (2-8).
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

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. Deposits can be made as soon as your account is set up. Our hope is that everyone will be ready to use their "myschoolaccount" by September 10th.

Please note:

- There is a per transaction convenience fee of \$2.00 associated with each deposit. Therefore, larger deposits are encouraged. (Daily lunch costs \$3.00 per child, which is \$15.00/week, \$60/month.)
- A parent account can be linked to many children, but a child can only be linked to one parent.
- The "Send Low Balance Notification" email alert should help you to help manage your account.

Any money that is not spent by the end of the school year will be transferred to your account the following school year, or a refund could be provided. As the year moves forward, try to keep track of the funds you have in your account, if there is enough to accommodate the lunches your child orders, and the number of lunches remaining.

We appreciate your cooperation as we move into a new school year. If you have any questions about your “myschoolaccount”, contact support@myschoolaccount.com or call Lynn Maola at 412-361-3131.

Sincerely,

Lynn Maola
Cafeteria Manager
Sacred Heart Elementary School