

MOUNT SAINT DOMINIC ACADEMY

Dear Parent/Guardian

Our school district is excited to announce the launch of a new online service* that will allow you to add funds to you student's lunch account and monitor your children's lunchtime purchases. In order to take advantage of this convenient new service, you will need to create a parent account. **IF YOU ALREADY HAVE A PARENT ACCOUNT FROM LAST YEAR IT WILL STILL WORK.**

If you are new to the school or haven't signed up previously you must 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 your School District name 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. Click Manage Student, Add Student. You will need each of your children's **student ID**. These will be provided for you.
4. After the students are added you will be able to Deposit Funds and view the lunch account activity.
5. To Deposit Funds Click Deposit Funds and enter a value in the Deposit Amount box then select your payment option. Follow the prompts to complete your payment.
6. A \$2.00 processing fee is charged on ACH (Electronic Check) payments
7. Credit Card payments will incur a 4.75% processing fee per Transaction

Alternatively you may also choose the one time payment annual meal plan. The meal plan is \$1635 for the entire school year for all full service school days and is a deep discount for all of the included items

**** To Preorder the Meal Plan******

1. Go to Preorder
2. Set the start and end date for Sept. 16
3. This is the last date you will be able to order the meal plan, but it can be purchased up to Sept. 16.

What comes with the meal plan?

Selecting a meal plan will provide your student a lunch for every full day when school is in session. A "meal" under this plan will include an entrée, 2 sides, a drink and a dessert/snack. Your student will not be reimbursed for missing meals due to absences other than full school closures due to COVID.

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