



July 23, 2010

Dear Parents and Guardians,

This year at Bishop Hartley High School, we are initiating a new protocol for the purchase of student lunches. This process is optional and uses an account set up by the family into which parents may deposit money for cafeteria purchases. Students will use their ID cards, and the amount for their lunch will automatically be deducted from their account. Each student's account is separate and is not listed under the family name. Money has to be deposited into each individual account. Outlined below is the procedure for initiating your account(s):

Go online to <http://www.myschoolaccount.com> and set up an account. Use a debit card, credit card or transfer funds from your checking/savings account to add money for your student(s) to purchase lunches. The school will not maintain any account information. If you have more than one student and deposit money into each student's account, it is considered one transaction. Please note there is a \$2.00 charge for each deposit transaction to use this service.

When you go to the website, you can deposit the money into the meal plan or ala carte plan. If deposited into the meal plan, the student will only be able to purchase the hot meal or the salad bar. Money deposited into the ala carte plan will allow the student to purchase the hot meal, salad bar or ala carte items.

On this website, you can view what your child is purchasing. You can also set up an e-mail warning for when the student's account is getting low on funds.

Presently, we will still accept cash for the hot meal, salad bar and ala carte items.

Thank you for your cooperation.

Regards,

Gloria Jahahn
Cafeteria Manager