



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

Dear Parent or Guardian,

The St. Michael-Albertville Food Service Department is excited to provide you with a convenient and secure online payment service called MySchoolBucks. This website allows you to deposit money directly into your child’s meal account and view balance and purchase information for the past ninety days. By having money in each child’s account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat and be with friends. Also, you have the option to have an e-mail reminder when your child’s meal account balance is getting low.

### Things to Know

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard and Discover credit or debit card. You may also make a payment using an eCheck.
- There is no fee to you for this service.
- Scan the QR code to install the MySchoolBucks mobile app.



### How Do I Get Started?

Getting started is a simple process.

1. Go to the district website at [www.stma.k12.mn.us](http://www.stma.k12.mn.us)



- Click on Food & Nutrition
- Click on the MySchoolBuck.com logo

2. Click on “Sign Up Today” to create your free account

3. Add students to your household – you’ll need the child’s name, and their student ID\*

Childs Name	School	Student ID

*\*You can also access your child’s student ID number in ParentVUE. If you are a new student or new to the district, you will receive ParentVUE login information after you have completed the registration process.*

4. Now you are ready to make payments! We recommend that you keep a copy of your transaction for records and make sure to save the Confirmation Number.

### **How Can I Request Notification Via Email When My Child's Balance is Low?**

- Click on your first name link drop-down at the top of the screen and select My User Profile.
- Find Low Balance Emails to the right of the screen, Click on Edit Student Settings.
- Click Edit next to the name of the student you would like to receive emails for. Then, check the box to request low balance notifications and fill in the amount. When your child's balance goes below that amount, an email message will automatically be sent to the email address in your user profile.

We are very excited to offer this service and are confident that MySchoolBucks will benefit you, your child and our District. If you choose not to take advantage of the online payment service, you may continue to make advance payments via cash or check, which should be made payable to District 885 Please remember to write your child's full name student ID number on the check.

If you have any questions, please contact:

- Tammy at 763-497-3180 ext. 95128 or [tammyb@stma.k12.mn.us](mailto:tammyb@stma.k12.mn.us)

Thank you,

Dolores Helgeson

Dolores Helgeson  
Food Service Director