



Dear Parents,

The Student Nutrition Services Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account through a web site called MySchoolBucks.com.

We recommend online prepayments as the best meal prepayment option since it offers so many benefits:

- Online prepayments alleviate the need for you to send money to school with your child or for you to have to make a trip to the school to make a prepayment.
- Online prepayments can be made at any time that is convenient for you.
- Online accounts have a low balance parent e-mail alert feature or an automatic deposit at low balance feature.
- Online accounts allow a scheduled recurring payment.
- Online accounts allow you to view your child's meal consumption; what meals they ate and on what day.

To access these services:

Go to MySchoolBucks.com. Click on "**Register for a Free Account**". From here you will create your account and add money to your child's school meal account. All you need is your child's name and student ID number. The instructions listed on the back of this page will guide you through the easy online process.

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 major credit or debit card.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. The Vallejo City Unified School District will not profit from the use of this site.

We are very excited to offer this convenient service to parents. However, if you choose not to take advantage of the online prepayment service, cash prepayments can be made at the school.

If you have any questions about these new services, please feel free to contact the Student Nutrition Services Department at 707 556-8921 x50010.

Sincerely,

Student Nutrition Services Staff



Student Name: _____

Student ID# _____

Student Name: _____

Student ID# _____

Student Name: _____

Student ID# _____

Registering for MySchoolBucks.com

- You will first need your child's student ID number; you may get this number by contacting your child's school. (Middle School & High School Student ID cards/class schedules have this number)
- Go to the district website at www.vallejo.k12.ca.us then click on "Student Nutrition Services" listed under Quick Links. Click on "Payments" then click on "Online Prepayments". This will take you to MySchoolBucks.com **OR** go directly to www.MySchoolBucks.com.
- Click **Sign Up Today** and enter the required information
- Click **Create Account**

Add Students to your Account "My Household"

- Click on "**Add a Student**" on the left-side navigation bar
- Enter the **school name, student first and last name** and **student ID #** (name must match school records identically)
- Click **Find Student**
- Verify that it is the correct student and click **Add Student**
- Click **Add Another Student** and repeat or Click **Finish**

How to Make a Deposit into Student's Account

- Click **Make a Meal Payment** located next to **Add a Student**.
- Enter an **amount** next to your child's name.
 - o If you have more than one child, enter the amount you wish to deposit next to each child's name. **DO NOT** deposit money for your entire family into **ONE** child's account.
 - o You may deposit funds to cover 1 week, 1 month or longer (the small transaction fee is per "Order" not per child or dollar amount).
- Enter your payment information
- Verify everything is correct and click **Place Meal Order**
- Click **Finish**
- You will get a confirmation # for you payment(s)
- Log Out (under the "welcome" at the top)

Payments are typically posted to the student's account shortly after the payment is made. In rare cases, however, it may take longer for the payment to reach the school due to unforeseen issues. If this occurs, please check to ensure that your payment was *completed* and allow one school day for processing.