



MANHATTAN BEACH UNIFIED SCHOOL DISTRICT


MySchoolBucks Student Account Transfer & Refund Information


The District does not Transfer and/or Issue Refunds for currently enrolled MBUSD students (regardless of grade).

The District will only process Transfers and/or Refunds for Graduating or Withdrawing students, or students with a Life-Threatening Allergy, and is done according to the criteria outlined below.

The Transfers and Refunds for graduating seniors are processed directly by the MBUSD Food and Nutrition office. These are done according to the students' records in the MBUSD school database. You need not do anything.

If your student has withdrawn during the school year, please send an email to MealAccount@mbusd.org. A Transfer or Refund will be made; however, this is done based on our criteria.

 You will **NOT** receive a confirmation email that your transfer/refund request email has been received. If more info is needed, or your request cannot be executed, you will be notified.

 If your child is REMAINING but moving up a grade to a school within the MBUSD District, you do not need to do anything. The account will be available

at the school that he/she will be attending. The grade and school will update when our main database is rolled over before start of school in August.



If your child has GRADUATED or has WITHDRAWN from MBUSD, **AND** is your **ONLY CHILD IN THE DISTRICT** we will send you a refund check. 📢 Refunds are processed in July.



If your child has GRADUATED from the District, **AND you have OTHER CHILDREN IN THE DISTRICT**, we will transfer the remaining funds to his/her sibling. 📢 Transfers are processed in July.



If your child is withdrawing mid-year and **prior to the month of May**, you may request a mid-year transfer/refund. This may take up to 30 days to complete.



If he/she is withdrawing or leaving **after May 1**, the summer dates apply. We apologize in advance for any inconvenience.



Please send an email to MealAccount@mbusd.org, stating the withdrawal date. List your child's full name, school, and name of any siblings, your name, address, and relation to the student. Withdrawals will be verified and funds will be transferred to any remaining sibling(s) or refunded if there is none.



If your child has been diagnosed with a Life-Threatening Allergy, email MealAccount@mbusd.org and we will provide you with a Medical Statement form that must be signed by a doctor and a Transfer/Refund will be issued.



Refund checks will NOT be mailed for balances less than \$5.00; you can choose to donate the remaining funds to a needy student with a negative balance or you are welcome to pick-up the check from the office *after* you have been notified that it is ready for pickup.



The Transfer/Refund process begins in July and envelopes are mailed out at the beginning of August. Please wait until after August 5 to contact us.



Please assist us by logging into your [MySchoolBucks.com](https://www.myschoolbucks.com) parent portal and removing your graduated or withdrawn student from your profile. Doing so has no bearing on their balance or status in our database; however, it will prevent errors such as 'auto-reload' and 'low balance notifications'. It will also alleviate future confusion because in many instances after we have completed the transfer or refund, your MySchoolBucks balance will be inaccurate. Therefore, you should no longer rely on that information.