



Funding Your Student's Lunch Account

CSS is implementing a new Lunch Program this year, and part of the overhaul includes a new payment system. Going forward, parents must prepay student's lunches. Lunch funding will be tracked in PowerSchool Lunch, so parents always know how much lunch funding is available and so parents can see what dates their student paid for a school lunch. If a student's lunch balance drops below \$25, PowerSchool will send a reminder to parent's email so that the student's lunch fund can be replenished.

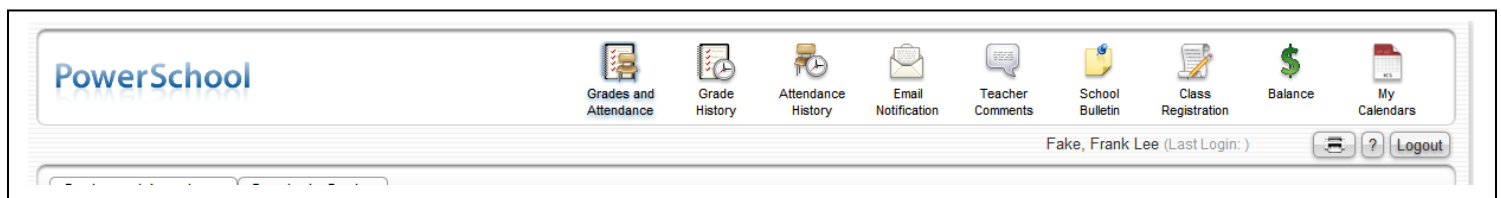
To fund your student's lunch account, please note the following:



1. Please write a check payable to CSS Lunch Program. **BE SURE TO NOTE YOUR STUDENT'S NAME ON THE MEMO LINE!** If you wish to prepay student lunches using a credit card, please call the Business Office to arrange it. (Direct phone numbers to the Business Office Staff: Stephanie Ford is at 434-3544 and Patty Story is at 434-3505.)
2. Please note that CSS will no longer bill lunches through the Accounts Receivable system because the PowerSchool Lunch program and the accounting software are different units. Therefore, do not combine tuition payment and lunch payments on the same check. Please write separate checks for the CSS Lunch Program.

How to check your student's lunch balance or set up automatic email notification.

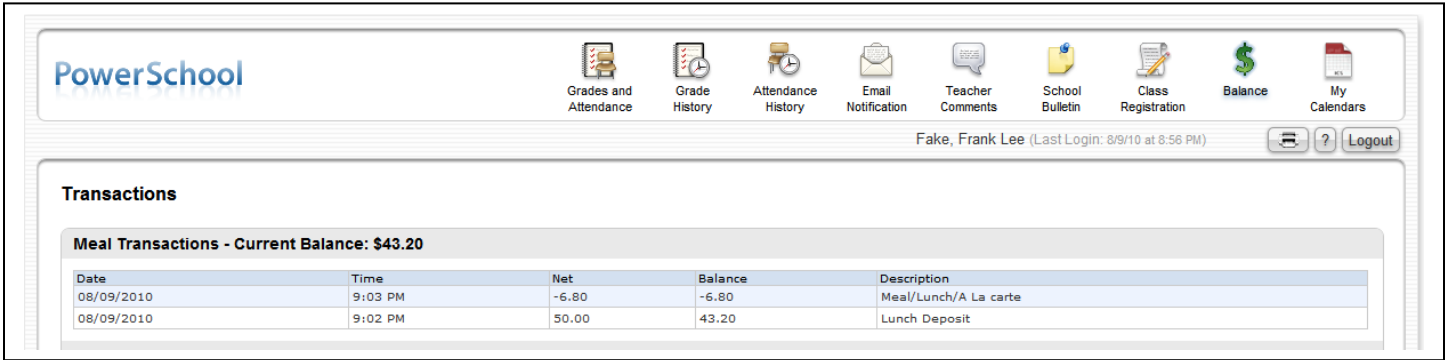
1. Login to PowerSchool by going to <http://csskodiaks.powerschool.com>
2. Enter your user name and password.
Children's School parents will receive these at CS Parent Information Nights.
New Middle School and Upper School parents will receive these at Academics in the Spotlight.

The following screen appears:




3. To view your child's lunch balance and transaction details click on  icon.


The following screen appears. It shows the current balance and a history of all transactions.



Email Notifications

If you wish to receive information about your student's balance, use this page  to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.

How to Set Up Email Notifications

1. On the main menu, click Email Notification. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> • Summary of current grades and attendance (Middle and Upper Schools Only) • Detailed reports showing all assignment scores for each class (Middle and Upper Schools Only) • Detailed report of attendance • Balance Alert
How often?	Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.
Send now?	Select the checkbox to immediately send the e-mail messages selected above.
Email Address(es)	Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple address with commas.

3. Click **Submit**. The Changes Recorded page appears.