

All students enrolled in St. Joseph School are required to have an account on the revtrak database & on [myschoolaccount.com](http://myschoolaccount.com) regardless of whether or not you will be ordering lunch.

## **DATA BASE**

Please check your emails. A letter was sent to you on 1/23 from myschoolaccount: You should have received an email from [myschoolaccount.com](http://myschoolaccount.com) - letter from the school. This email has instructions on how to create accounts for your children. This must be completed by 1/28/23 WHETHER YOU WILL BE ORDERING LUNCH OR NOT.

## **SCHOOL LUNCH**

The myschoolaccount website is where you will order school lunch, snacks & desserts. All school lunches must be ordered in advance. Follow the prompts in the email sent on 1/23 to create both database and school lunch accounts.

You must create accounts & add money to preorder your child's lunch. You can choose to pay by credit card, debit card or ACH to put a balance on your child's account online. If there is no balance, you will not be able to order lunch.

If you would like to pay by check or cash, please send it to the office, and we will add that amount to your revtrak database account. Once added, you will be able to preorder lunch, snacks or desserts.

We will not accept any day of lunch order. If you do not order lunch in advance, please send a bag lunch to school with your child.

## **FORGOTTEN LUNCH**

The \$6.00 fee for a "forgotten lunch" will be deducted from your myschoolaccount online, therefore it is imperative that you add money once your balance is depleted. If a forgotten lunch is not paid, your child will not be able to order lunch until the balance is collected & added to your myschoolaccount.

## **CANCEL LUNCH**

You may cancel up to 3 days prior for a full refund to your child's account. If your child is home sick, we can credit that lunch order as long as you report your child's absence.

[lunch@sjsdanbury.org](mailto:lunch@sjsdanbury.org)