

**Wilmington Public Schools**  
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Dear Parents/ Guardians:

With current national attention being focused on children's health and wellness issues, Wilmington School Food Service is excited to provide parents a convenient, easy and secure online pre-payment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view their child's account balance through a web site called MyNutrikids.com.

Also, parents will have the ability to print out a copy of their child's eating history report. This history report will show you all dates and purchases he/she has made at lunch within the past thirty days. Please understand, this system will allow you to view it if they purchased lunch, but not specifically what they purchased.

To access these services:

1. Simply go to the district web site at <https://www.wpsk12.com/domain/43>
2. Click on the Myschoolbucks.com link. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number, (which is his or her local id number in aspen) and school ZIP code. The instructions listed on the back of this page will guide you through the easy online account set up process.
3. Alternatively, you may also go to directly to the site which is [www.myschoolbucks.com](http://www.myschoolbucks.com)

Things to know:

- If you have more than one child in the District you can handle all online pre-payments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit or debit card.
- In order to use the online pre-payment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$2.75 per deposit transaction (this is subject to change). Parents placing money into multiple meal accounts will only be assessed the \$2.75 fee once per deposit transaction. Wilmington Public Schools will not profit from the use of this site.
- You will not be able to view your child's history at the time of signup. This option will be available after a full day of school from the time you register.

We are very excited to offer these new services, and are confident this new system will benefit you, your child and our District. However, if you choose not to take advantage of the online prepayment service you may continue to make advance payments via check, which should be made payable to the **Wilmington Food Service**. Please write your child's full name on the check.

If you have any questions about these new services, please feel free to contact my office at 978-694-6064.

Best Regards,

Mary Palen

Administrator of food Services

## **Registering for Myschoolbucks.com**

### **If you are a first time user**

- You will first need your child's student ID number( LASID) this is the same number in Aspen.
- Go to the district website at <https://www.wpsk12.com/domain/43> click on the link to Myschoolbucks.com OR go to [www.Myschoolbucks.com](http://www.Myschoolbucks.com).
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### **Accessing your account: if you were using mynutrikds.com previously**

- Go to [mySchoolBucks.com](http://mySchoolBucks.com)
- Enter your existing MyNutrikids.com username and password
- Click LOG IN
- Verify your child(ren) linked to your account

To add new students to your household you will need the child's name, birth date, and student ID

### **To make a payment:**

- Once logged in, click MAKE A PAYMENT
- Click CAFETERIA MEAL PAYMENTS
- Select or enter a payment amount for each child
- Click ADD TO BASKET
- Click CHECK OUT NOW to complete the payment process
- NOTE: You may fund up to \$120 per child, but you may pay for all of your children on a single transaction.
- mySchoolBucks has the following payment methods available for use:
  - Visa®
  - Mastercard®
  - Discover®
  - Electronic Check