

CUYAHOGA VALLEY CAREER CENTER



Department of Food Service
8001 Brecksville Road
Brecksville, OH 44141



Dear Cuyahoga Valley Career Center Parents,

June 2023

Our school district has partnered with MySchoolAccount.com to bring you an online service to prepay your student's meal account. This service offers you the ability to monitor your child's meal purchases, track what your child has been eating for the past 30 days, make deposits directly into their meal accounts, transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through ACH payments. Each child's account will be updated nightly so that account balance information and payments will be current the following day.

In order to take advantage of this service, you will need to create a parent account. This requires you to:

1. Go to www.myschoolaccount.com.
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page."
4. Choose Cuyahoga Valley Career Center from the "School District" drop down menu.
5. Create a User ID and Password
6. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your child's information. To do this, you will need to:

1. Go to www.myschoolaccount.com and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your child's information according to the guidelines provided. **You will need each child's student ID numbers.** For student ID number, please call Tina Klik at 440-746-8323, or the High School Office at 440-746-8216.
4. After the student is added you will be able to view the lunch account activity and make payments to the student lunch account.

Note: A parent account can be linked to many children, but a child can only be linked to one parent. The account you establish is only for students attending Cuyhoga Valley Career Center.

We urge you to take full advantage of this system by making deposits into your child's account on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

Note: There will be a per transaction convenience fee of \$2.00 associated with each deposit.

Any money that is not spent by the end of the school year will be available the following school year. Those students that graduate or leave the school with a balance will be eligible for a refund. If you have any questions about this or any other food service program, please contact the Business Office at 440-746-8323.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M McDade', with a long horizontal flourish extending to the right.

Michael McDade
Business Manager

Questions regarding the www.myschoolaccount.com service should be directed to:
support@myschoolaccount.com.

“this institution is an equal opportunity provider”