

**MEAL ACCOUNT BALANCE NOTICES - How to determine your Child's balance
School Year 2020-21**

Dear Parent or Guardian,

Please register at **mySchoolBucks.com** to access your child's meal balance. (You will need to choose either Concord Public School or CCHS-Concord Carlisle Regional High School on this website). You will also need an email address, a password, and your child's birthdate or student ID.

Please log onto **mySchoolBucks.com** and go to the 'Profile' section to set up your account. Then go to Parent Resources. Click on Email Preferences to set up the minimum amount, when you would like to be notified.

To receive an email notification when your child's balance is below a predetermined amount, you can set up Low Balance Alerts on the mySchoolBucks.com website. Click the Welcome, [Your Name] link drop-down at the top of the screen and select My User Profile. Click Edit next to the name of the student you would like to receive emails for. Then, check the box to request low balance notifications and fill in the amount. When your child's balance goes below that amount, an email message will be automatically sent to the email address in your user profile. **We recommend a \$30.00 minimum Low Balance Email Alert.**

You do not have to prepay online for meals at **mySchoolBucks.com** to receive your child's lunch balance. Whether you prepay by check to your child's school or prepay online, your child's lunch balance is available to you at **mySchoolBucks.com**. (This is a free service. There is no fee to receive the balance).

For assistance, please contact the Food Services Manager Bryce MacKnight at 978-202-1165 or email at **bmacknight@concordps.org**.