

Lunch Account Email:

Lunch email notification is sent each Thursday for each meal account with a balance of **+\$30.00 and below**. You will be notified at your PowerSchool email address.

How to setup PowerSchool Email Notifications:

1. Log into PowerSchool, using your parent login username and password. If you do not have your username and password, contact your student's school.
2. Click the Email Notification icon on the left side of the page.
3. Check the box beside any information you would like sent to your email address.
4. Select how often you would like to receive the emails.
5. Type in your email address.
6. Click submit.

Please remember that this is the email address that will be shared with Nutrikids, our lunch cashier system. We do not use PowerLunch, which is the lunch management portion of PowerSchool.

If you are having trouble receiving lunch email notifications, please review these steps:

1. Wrong address in PowerSchool
2. No email address in PowerSchool
3. Multiple email addresses in PowerSchool
4. Email provider is blocking email from Nutrikids

To correct items #1-3, please verify your email address in the *Guardian Email Notification* field of PowerSchool for each of your students. For item #4, contact your email provider to learn why this email is blocked. You may also contact Bonnie Scarth bonniescarth@usd385.org, in the Food Service Office, to verify your email address or to substitute a different email address.

If you do not have email or access to online account information, please contact the Food Service Office, (316) 218-4603 to receive current account information.

Ann Katt
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