

Bishop Dunn Memorial School
50 Gidney Avenue
Newburgh, NY 12550

Bishop Dunn Memorial School uses an online service called myschoolaccount.com for the lunch program. My School Account will allow you to monitor your children's preorder meals, make deposits directly into their meal accounts, and have an email reminder sent to you when an account balance gets low. Student account deposits can be made through ACH payments or by credit card. Each child's account will be updated throughout the day so that account balance information will be current. My School Account allows you to place lunch orders and/or void purchases until 8:30 a.m. each day.

In order to take advantage of this convenient new 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 Bishop Dunn Memorial School 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 children'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 children's information according to the guidelines provided. You will need each of your children's student ID** numbers as well as (some school districts also require date of birth) to add each student.
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.
5. If you have 2 or more students assigned to your account, you may make a payment to each account and only be charged for one transaction. Example; 3 students, \$10.00 payment to each student, total charge would be \$32.00.
6. If you make a credit card payment, there will be a \$4.00 charge on the payment.

Note: A parent account can be linked to many children, but a child can only be linked to one parent.

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year. If you have any questions, please contact the school at (845) 569 - 3494.

Sincerely,
Bishop Dunn Memorial School

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Office of Civil Rights, 1400 Independence Avenue, S.W.; Washington, D.C. 20250-9410, or call 800.795.3272 (voice) or 202.720.6382 (TTY).

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