

St. Louis School Lunch Program Announcement

December 2007

St. Louis School recently purchased the Web-Email Module to add on to our Cafeteria Software. This module will automatically send emails to families with low balances, replacing the time and expense of producing paper statements for families with access to email service. Contacting families concerning their lunch account will be handled electronically, without involving additional personnel or expense, while keeping you better informed. Families will be able to view their account balances anytime using the online access feature.

Specifics on the Web-Email Module are as follows:

- Printed statements will be replaced with emails, for families that have supplied the school with an email address.
- Emails will be processed and sent out around 6:00p.m. each evening.
- You can reply to an email statement directly at cafeteria@stlouiswaco.org
- Families must know their family account ID number and PIN to access online family account information.

To access online family account information:

Students will be bringing home a letter explaining our new procedures. Your family account number and PIN will be included in this letter. You should receive the letter before the Christmas break.

- From the St. Louis website, please click on School Lunch Acct Access Info button.
- You will be redirected to a secure website, please select our state "TX", St. Louis School should appear. Enter you family ID number and PIN.
- You can view your balance information, along with a 2 week detail lunch history.

If you have any problems or questions, you can call the school at 754-2041 or email: cafeteria@stlouiswaco.org or mdvorsky@stlouiswaco.org

We are very excited about this addition to the lunch program.

Thank you.