



You are now able to make your lunch menu payment online via the SmartTuition website (Note: You do not need a SmartTuition account to utilize this process). Our intention is to streamline the process. Although you can still use a check/cash, we encourage you to use the online method. Please follow the directions below.

DIRECTIONS:

1. Open the Lunch Menu (click [HERE](#) to open the menu now).
2. Print and complete the menu.
3. Send form(s) to the office. Hard copies or scanned copies sent electronically are acceptable.

To Pay Online:

1. Click on the Pay Online button at the bottom of the form.
2. This will open your browser and send you to the SmartTuition Website.
3. Enter the total amount owed. Note: If you are paying for more than one student, please add the amounts together on each of the forms and pay the total amount for your family. You **DO NOT** need to perform a separate transaction for each student.
4. Click the Select button.
5. Enter the student(s) last name.
6. Click the Add to Cart button.
7. Click the Checkout button.
8. Enter your payment information (Note: You may pay via your checking account or via a credit card (AMEX is not accepted). There is **NO** cost using your checking account and a small transaction fee of 2.65% for using your credit card.
9. Click on place order.

DO NOT FORGET to PRINT the form and send it in to the office! The form and payment must be received by the DUE DATE.