

## Food Service Family-Access Overview Instructions

Skyward Family Access allows users to view student's Food Service account information including: printing a student's meal statement, checking current account balance, setting purchase limits for Ala Carte, review payment history, review purchase history, set low balance alerts and make a payment to your son or daughter's food service account, utilizing RevTrak.

The screenshot shows the Skyward Family Access interface for Food Service. The left sidebar contains a navigation menu with 'Food Service' highlighted. The main content area is divided into several sections: 'Current Account Balance' showing \$5.25, 'Today's Lunch Menu' with a note that no details are available, 'Food Service Messages/Links' for Stanwood High School, and a 'Payment History' table. On the right, there are sections for 'Print Reports' (including 'Student Meal Statement'), 'Weekly Purchases For' (for the week of June 7-13, 2020), and 'Set Purchase Limit'.

**Callout Boxes:**

- By selecting Food Service on the left menu you will have access to the above noted features.** (Points to the 'Food Service' menu item)
- This drop down menu allows you to select a specific student.** (Points to the student selection dropdown)
- This is your student's current balance.** (Points to the '\$5.25' balance)
- Lunch type will show your student's current eligibility status.** (Points to 'Lunch Type: Full Price')
- Click My Account tab to set up Email Notifications like a Low-balance alert.** (Points to the 'My Account' tab)
- Click Eligibility Letters to print a copy of yours.** (Points to the 'Eligibility Letters' link)
- Click Applications to submit one, or continue working on one. In order to begin an application you must first select one student from the drop down menu (top left).** (Points to the 'Applications' link)
- Click Student Meal Statement to print a detailed meals statement for your student.** (Points to the 'Student Meal Statement' link)
- Click Set Purchase Limit to set an Ala Carte spending limit.** (Points to the 'Set Purchase Limit' link)
- Click Make a Payment to make a payment to your food service account using RevTrak.** (Points to the 'Make a Payment' link)

Payment Date	Payment	Check #
Fri Feb 28, 2020	\$25.00	VIA WEB
Wed Feb 5, 2020	\$25.00	VIA WEB
Fri Jan 31, 2020	\$-10.00	sib transfer
Tue Jan 21, 2020	\$10.00	VIA WEB
Fri Dec 20, 2019	\$25.00	VIA WEB
Fri Dec 6, 2019	\$25.00	4507
Thu Dec 5, 2019	\$1.00	sib transfer
Tue Nov 19, 2019	\$25.00	4504
Fri Nov 15, 2019	\$-2.00	sib transfer
Fri Nov 15, 2019	\$2.00	Correction
Fri Nov 15, 2019	\$-2.00	sib transfer
Thu Nov 7, 2019	\$-10.00	sib transfer
Thu Oct 31, 2019	\$50.00	4438
Mon Oct 21, 2019	\$25.00	4435
Thu Sep 26, 2019	\$50.00	4430
Tue Sep 3, 2019	\$50.00	4424