

School Meal Payment Instructions Using Parent Portal

Log into Parent Portal via **emmettschools.org**

If you do not have a Parent Portal account please contact your school secretary so they can set you up.

Once on the Emmett Schools website select “Infinite Campus – Parent/Student Portal” on the black bar under the Huskie logo.

Once you have logged into your portal account there are multiple options on the left hand side.

PAYMENTS:

To make a payment on student accounts:

- Select PAYMENTS
- Enter the amount that you want to pay for you child or separate amounts for each child that you have within the school district.
- Continue and process payment.
- *Estimate is a built in function that uses your student’s meal history to estimate how much money might be needed the following month. If your student eats daily best to plan for the number of attendance days in the month, generally 18-20 days.
- Meal Cost
 - Full price:
 - a. Secondary Breakfast \$2.25 / Lunch \$2.90
 - b. Elementary Breakfast \$2.25 / Lunch \$2.50
 - Reduced price:
 - a. Breakfast \$0.30
 - c. Lunch \$0.40

FOOD SERVICE

The Food Service tool allows parents and students access to the following food service information:

- Current account balances
- Transactions (food item purchases, account deposits of cash, check and credit card, when enabled)
- Account history (historical transaction records)
- Account adjustments (debits/credits)

My Cart:

My Cart is where you pay fees and add money to your food service account. You can add items to My Cart from any of the following areas:

- Food Service
- Fees
- Optional Payments

My Accounts:

My Accounts is the tool where you can manage payment methods, select optional payments to pay, set up recurring payments, and view your payment history.

MESSAGES

By clicking on this tab parents will see district messages sent to them by their student's school or food services. Select the Inbox tab to see a list of messages sent to the portal account and select a specific message to see the content of the message. Ex: a Negative Meal Account Reminder.

CONTACT PREFERENCES

Here parent portal users can select how they would best like to be notified for various communication from the district regarding the following types of notifications:

Emergency

Attendance

Behavior

General Notifications (would include daily announcements from the schools)

Parents can chose between email, home phones, cell phones, and voice and text options.