

# Plattsburgh City School District

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Dear Parents:

With current national attention being focused on children's health and wellness issues, Plattsburgh City School District's Food Service Department is excited to provide parents a convenient, easy and secure online prepayment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance through a website called MyNutriKids.com. By having money in each child's account prior to entering the cafeteria, we find the lunch lines move along much faster – so your child has more time to eat and relax with friends.

Also, parents will have the ability to monitor their child's eating history. The history report available on this website will list all of the dates and times that your child has purchased a breakfast and/or lunch within the past thirty days. These new services are currently available, and we encourage you to visit this site and familiarize yourself with these tools during the February break.

To access these services:

1. Go to the District website at [www.plattscsd.org](http://www.plattscsd.org)
2. Select the **Departments** link on the top menu, then select **Food Services** from the left menu.
3. Select the **MyNutriKids** link at the bottom of the menu on the left. From this site, you will create your account and add money to your school meal account. All you need is your child's name, student ID number and school zip code. Remember that PCSD student ID numbers are nine-digits – if your child gives you a four or five digit ID number, simply add sufficient zeros before their number to make nine total digits. The instructions printed on the reverse of this page will guide you through the online account setup process.

Things to know:

- If you have more than one child in the District, you can handle all online prepayments from the same online account.
- Payments may be made through an existing PayPal account or with a major credit/debit card.
- **In order to use the online prepayment service, a convenience fee of \$1.75 will be assessed for each transaction.** Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. **Plattsburgh City School District will not profit from the use of this site, and will receive no part of this convenience fee.**

We are very excited to offer these new services. **If you have any questions about these services, please feel free to contact Charlene O'Connor, Food Service Director, at 957-5093.**

Sincerely,

Jay Lebrun  
Assistant Superintendent for Business Affairs

Charlene O'Connor  
Food Service Director

## – MISSION –

*Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.*



### **Registering for MyNutrikids.com**

- You will first need your child's student ID number; your child may know this number, or you may contact your child's school or the Food Service Director. Remember that these numbers consist of nine digits... if the ID number you are given is only four or five digits, please add sufficient zeros before that number.
- Go to the District website at [www.plattscsd.org](http://www.plattscsd.org), then click on **Departments**, and then **Food Services** *OR* go directly to [www.mynutrikids.com](http://www.mynutrikids.com).
- Click **Sign Up** and enter the required information.
- Click **Finish** to complete the initial registration process.

### **Add Students to Your Family Account**

- When you log in you will be taken to the homepage.
- Click **MyKids** from the main menu *OR* from the blue navigation bar above.
- This is a listing of the students in your account. It will be empty on your first visit to the site.
- Click **Add Child** and enter the required information.
- Click **Add** (next to your child's name) to continue.
- Click **Add Child** to repeat this process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

### **How to Make a Deposit**

- Click **Deposit Money** located next to **Add Student**
- Enter an amount in the **Deposit** column next to your child's name.  
If you have more than one child, enter the amount you wish to deposit into the column next to each child's name.  
DO NOT deposit money for your entire family into ONE child's account.
- Click **Calculate**.
- Click **Make Deposit**.
- You will be directed to the PayPal website to enter your payment information.  
You have the option to use your existing PayPal account or a major credit card to make your payment.  
If you are using your PayPal account, enter your email address and PayPal password to continue.  
If you are using a credit card, enter the required information. For your protection, MyNutrikids.com will not store your financial information.
- Click **Pay Now** when finished.
- Click **Pay** once again to finish the process.