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Dear parents,

This letter is an introduction to the School Dining System, an online computer program that District 39 uses to manage student lunch accounts. The system allows parents to view family account balances, monitor student purchases, as well as set spending limits. An added convenience is a link within the program that enables parents to deposit lunch money online through RevTrak, the District's web-based fee payment system. Access the School Dining System at http://lunch.wilmette39.org.

Family ID and Password
Your family ID is usually the last seven digits of your home phone number without the area code or the dash, ex. 2562450**.** If your student is new to the district, you may not know your password. There is a prompt that will send both your family ID and password to the email address provided during student registration.

Deposits
You can pay by check at any of the district buildings, make checks payable to Wilmette Public School District 39. Also, you may make a deposit by clicking on the RevTrak link. Select School Dining (Lunch) and enter the dollar amount you wish to deposit. Your family ID and password are the same codes used to login to School Dining.

RevTrak Checkout
Since RevTrak uses a secure server to protect your credit card information, another sign-in is required. Enter your email address and indicate whether you are a new or returning customer. If you are a returning customer, enter your RevTrak password. The RevTrak password is not the same as your School Dining password. This is a password you created when the first time you used RevTrak. If you have forgotten the password, click on the password reminder prompt. *Tip: use the email address you provided during student registration*.

Family Accounts and Low Balance Notifications
The program works on a family account basis, if you have more that one child in District 39 they will all be included in your family account. Account low balance reminders are electronically sent when your account balance falls below $10.00 per person in the account. If you have two children you will receive a low balance reminder when your account balance reaches $20.00. In order to purchase a lunch, there must be money in your child's account. Lunch accounts with a negative balance of $10 or more will be suspended until your account is paid in full.

Lunch Costs
The cost for a full lunch including milk for grades 1-6 is $3.25 and for grades 7-8 it is $3.60. Milk purchased separately is $.35. Monthly menus can be found on each school's web site www.wilmette39.org.

If you have any questions or need assistance with the program, please contact me.

Sincerely,

Lisa Winter
Food Service Coordinator