

Dear Parents/Guardians of Incoming Freshmen:

The high school district uses PaySchools for all cafeteria purchases. **We are a cashless cafeteria so a PaySchools account must be set up in order for your child to make purchases in the cafeteria.** Please follow the directions below to create an account. In order to add your child to the account, you will need to know your child's high school student ID number, which you can find in Aspen under the Details side tab (ID number starts with their graduation year).

To make cafeteria purchases, students will enter their school ID number into the keypad at the register, which will then deduct from the PaySchools account you create.

*** Important Note for those that have a PaySchools account from a sending district ***

If you have students in BOTH the high school and a sending district (like Clinton Twp.) that uses PaySchools, you have to create two separate accounts in PaySchools because we are two separate districts. You cannot add your high schooler to your existing account for the K-8 district. This means that you will need to have a secondary email address to have a separate account for the high school.

If you have an existing PaySchools account, but ONLY have student(s) in the high school district, you can use that current account. Please delete your student if still listed for the K-8 district and then add student with their high school ID number.

PAYSCHOOLS INSTRUCTIONS:

Now you can pay for your children's school lunches online, securely and quickly. No more lost cash or checks!

1. Create your account using your computer or tablet at:
<https://www.payschoolscentral.com/>. If you want to use your phone, download the PaySchools Central app on the Apple App Store or Google Play.
2. Complete account registration by selecting Register, entering your profile details, setting up your password via the email link we'll send you, then logging in.
3. Add your children to your account using their student ID numbers.

4. If you'd like, enter credit card and/or banking information as forms of payment to use with your PaySchools account, or simply plan to use guest checkout when the time comes.
 1. You can also submit a check to Rachel Saxton in the cafeteria, made payable to NHVRHSD Cafeteria Account. She will upload the money to your PaySchools account.

5. Manage school payments with ease!

Need help with your PaySchools Central account? Email psc_help@payschools.com, or call 877-393-6628. Support center hours: 8:30 a.m. – 7:30 p.m. ET (M-F)

Cafeteria menus and price list will be available on [Pomptonian's website](#) closer to the start of school. You can also click on the knife and fork icon in upper right-hand corner of the school's website.

If you have any questions about the cafeteria, please contact Rachel Saxton, Pomptonian Food Services Director, at rsaxton@nhvweb.net.

Sincerely,

Juliana Scricco
District Communications Coordinator

North Hunterdon-Voorhees Regional High School District