

# INTOUCH PAYMENT PARENT'S GUIDE

Starting in the 2017-18 school year, we're changing the way we do food service payments at La Center. In previous years, payments were made in the lunch line and tracked by hand. Starting this year, we will not take any payments in the lunch line. Instead, students and/or parents can put money into their InTouch Food Service account directly by either depositing money from home or by taking money to the relevant school office for deposit PRIOR to the beginning of their lunch period. The only exception is that 9-12th graders can still purchase a la carte items with cash. Cashiers at the high school will give change during the first semester, however, during the second semester any change will be applied to the student's food service account.

In addition to increases in accounting efficiency, this new system allows parents to see deposits made into food service and, more importantly, to see a full history of your student's food purchases. Students will be allowed to let their account fall 2 meals into the negative, but after that, they will be provided a cheese sandwich (in K-8) or access to the salad bar (9-12) until the balance is rectified.

Each student now has a 4-digit Food Service Number, even students that have not purchased lunch in the past. For most students, this will be the same 4-digit number it has always been. For some students who have always paid cash (Or didn't use the lunch program), this will be a new ID number. In grades 5-12, we'll list the food service number on the student's schedule that's handed out at the beginning of the year. For grades K-4, your student's teacher will have their ID number and will distribute them at the beginning of the year.

Below you will find an extensive set of instructions to help make the transition to this new system easier.

Instructions include:

- Adding Money to InTouch for Food Service from Home
- How to find your student's 7-digit ID number for payments into InTouch
- How to See what your student has purchased

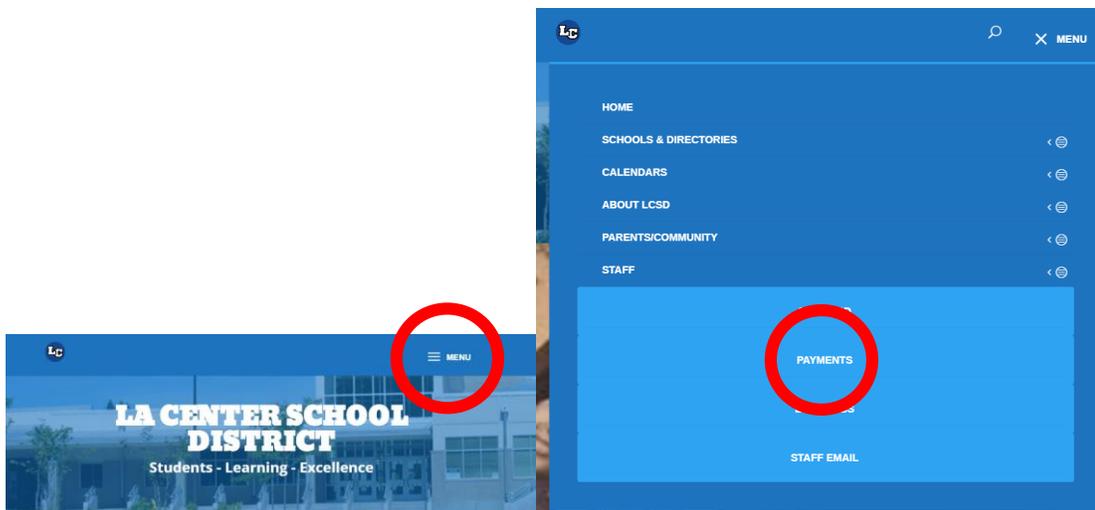
# Adding Money to InTouch for FOOD SERVICE from HOME

Start by going to [www.lacenterschools.org](http://www.lacenterschools.org)

Choose **Payments** from tab in upper right corner.



On a mobile phone or small screen, you'll hit the 'hamburger menu' then choose 'Payments'



This will take you to the InTouch Payment Homepage. Enter your student's 7-Digit Student ID Number and your password. **If you don't know your students number, scroll to the bottom of this document for instructions how to find it.**

A screenshot of the La Center School District InTouch Payment Homepage. The page has a dark blue header with the school name and logo. Below the header is a white login form with the following fields: 'User Name' (with a placeholder 'User Name') and 'Password' (with a placeholder 'Password'). There is a 'Sign in' button below the password field. The footer contains copyright information and links for 'Terms & Conditions' and 'Help'.

Choose student's account that you want to put money into.

# La Center School District

360-263-2131



[Your Family](#)

[Contact Us](#)

[Checkout](#)

Please click on a customer name to view details.

LA CENTER [REDACTED] Grade [REDACTED]

In order to put money into FOOD SERVICE you choose:  
SHOP>ITEMS AT STUDENT'S SCHOOL

# La Center School District

360-263-2131



[Your Family](#)

[Contact Us](#)

[Checkout](#)

[REDACTED]

### Shop

**Items At Student's School**

[REDACTED]

Pay Fines/Fees

[REDACTED]

Purchase History

Reprint Receipts

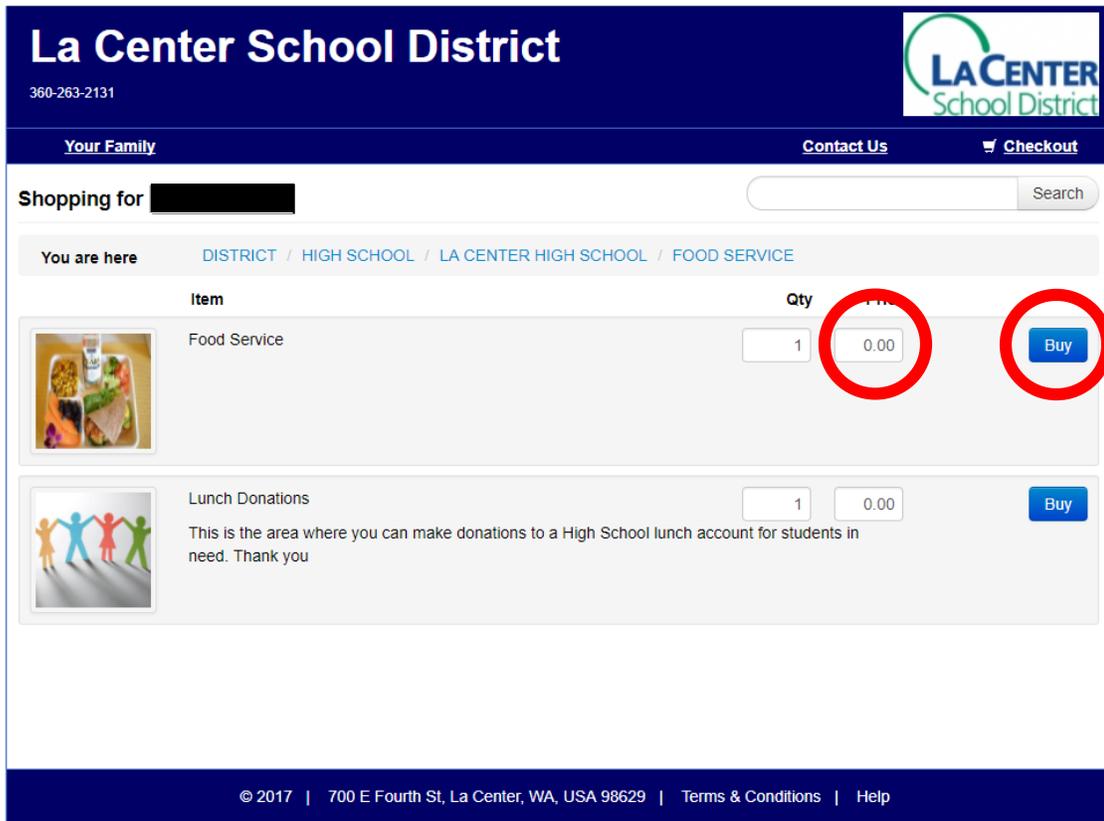
Unpaid Fines/Fees

On Account History

Choose FOOD SERVICE.



Enter the amount you'd like to add to your student's food service account. Keep the quantity at 1. Once you've entered amount, click Buy.



This will move your purchase into your cart. Make any other purchases you'd like and then click on Checkout (you can also add to the lunch donation account here).

**La Center School District**  
360-263-2131

[Your Family](#) [Contact Us](#) [Checkout](#)

Shopping for [REDACTED]

You are here [DISTRICT](#) / [HIGH SCHOOL](#) / [LA CENTER HIGH SCHOOL](#) / [FOOD SERVICE](#)

Item	Qty	Price	
 Food Service	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<a href="#">Buy</a>
 Lunch Donations This is the area where you can make donations to a High School lunch account for students in need. Thank you	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<a href="#">Buy</a>

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Go through Checkout Process as you would on any online website.

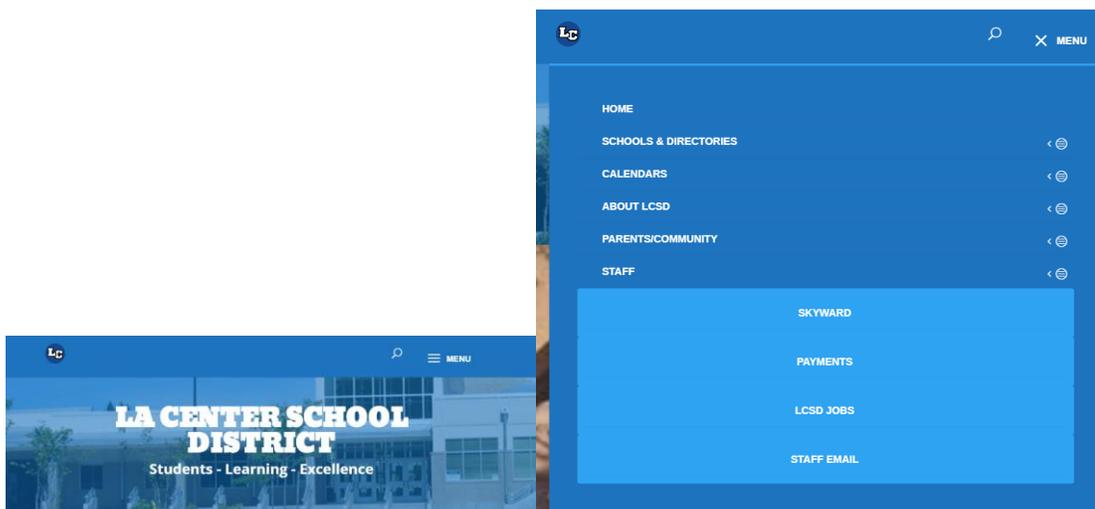
The system will pick up and credit your student's account daily at the following times: 6:00 am, 10:40am, 11:00am, 11:20am, 11:40am, 12:00pm, 12:30pm, and 300pm.

# WAIT, I don't know my student's 7 digit ID number!

No problem. Login to your Skyward account (If you don't know your Skyward Login, you'll need to contact the school office your student is attending in order to get it.)



On a mobile phone or small screen, you'll hit the 'hamburger menu' then choose 'Skyward'



Once you're in Skyward, look on the left side of the screen and you'll see the following menu. Choose STUDENT INFO

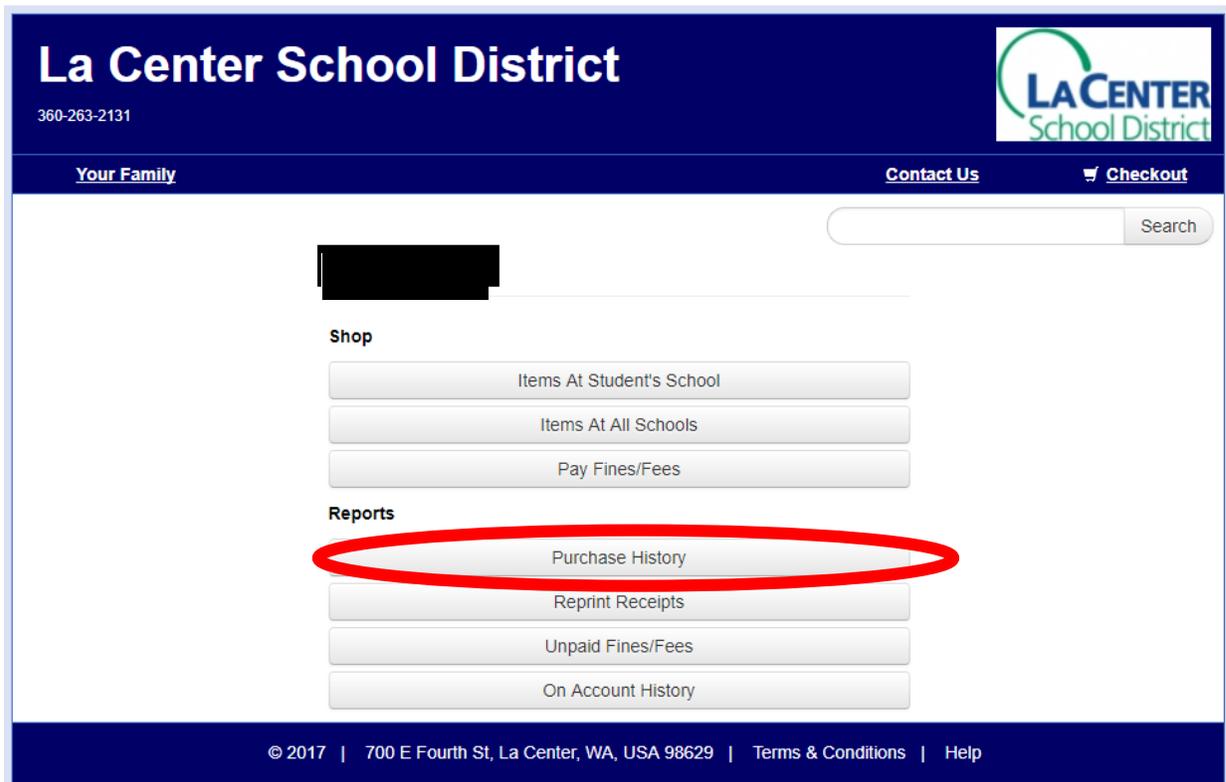
- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Test Scores
- Educational Milestones
- Graduation Requirements
- Academic History
- Portfolio
- Login History

THE OTHER ID Label is your Student's 7-Digit ID needed to make payments in InTouch.

[Redacted]	School:	[Redacted]	
	Home:	[Redacted]	
	Call:	[Redacted]	
<a href="#">View Dane's Family</a>			
Gender:	[Redacted]	Age (Birthday):	[Redacted]
Language:	[Redacted]	Graduation Year:	[Redacted]
Other ID:	[Redacted]	Community Service:	[Redacted]

# How To See Your Student's Purchase & Deposit History

In order to see all of your student's deposits and food purchases, simply click on the "Purchase History" button and you can see a full list of the activity on your student's account, this allows you to monitor that the food purchased matches the choices you'd like for your student to make.



The screenshot displays the La Center School District website interface. At the top left, the text "La Center School District" is shown in white on a dark blue background, with the phone number "360-263-2131" below it. To the right is the school district's logo. A navigation bar contains links for "Your Family", "Contact Us", and "Checkout". A search bar is located on the right side of the page. Below the search bar, a student's name is redacted with a black box. Under the heading "Shop", there are three buttons: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". Under the heading "Reports", there are four buttons: "Purchase History", "Reprint Receipts", "Unpaid Fines/Fees", and "On Account History". The "Purchase History" button is circled in red. The footer contains the copyright information: "© 2017 | 700 E Fourth St, La Center, WA, USA 98629 | Terms & Conditions | Help".