

# POWERSCHOOL PARENT PORTAL

## STUDENT SCHOOL MEALS ACCOUNT – LOW BALANCE ALERT AVAILABLE

### EMAIL ALERT OPTION:

Parents can visit the PowerSchool Parent Portal if they wish to opt in to receive an email alert when their child's meal account balance falls below \$10. Easy to follow directions will appear on the PowerSchool screen as shown below. For questions, please contact UCS Food and Nutrition Services at [foodservice@uticak12.org](mailto:foodservice@uticak12.org) or call (586) 797-1180.

Lunch balances can now be viewed in the PowerSchool web portal! This information can be found by clicking on the 'Balance' link on the left hand side of the portal webpage. (Note balances are updated daily. Real-time balance information is available at [sendmoneytoschool.com](http://sendmoneytoschool.com)).

The screenshot shows the PowerSchool Parent Portal interface. On the left, the 'Navigation' menu has the 'Balance' link circled in red. A red arrow points from this link to the 'Meal Transactions - Current Balance: \$7.56' section in the main content area. Another red arrow points to the '\$7.56' value. Below this, there are two tables: 'Meal Transactions' and 'Fee Transactions'. The 'Meal Transactions' table has columns for Date, Time, Amt, Balance, and Description. The 'Fee Transactions' table has columns for Date, Time, Fee Type, Description, Fee, Paid, and Balance. A 'Total' row shows 0.00 for Fee, Paid, and Balance.

The PowerSchool parent portal can also be configured to send an email alert when the lunch balance falls below \$10. To set-up the email alert, click on the 'Email Notification' link and select the Balance Alert option as well as how often you wish to receive the alerts.

The screenshot shows the 'Email Notifications' settings page in the PowerSchool Parent Portal. The 'Email Notification' link in the navigation menu is circled in red. A red arrow points to the 'Balance Alert (Note: Alerts will be sent when student's balance is low)' option, which is also circled. Another red arrow points to the 'Daily' dropdown menu for 'How often?'. The 'Email address' field contains 'YOUREMAIL@HERE.COM'. There are checkboxes for 'Apply these settings to all your students?' and 'Send now for summary?'. A 'Submit' button is at the bottom right.

