

SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS



Joanne Kerekes
Assistant Superintendent for
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Gary P. McCartney, Ed. D.
Interim Superintendent of Schools

Thaddeus Thompson
Business Administrator/
Board Secretary

To: All Parents/Guardians

From: Thaddeus Thompson, School Business Administrator/Board Secretary

Date: June 2016

Re: Lunch Account Balances

As a reminder, if your student is graduating or you are moving to another school district, please review your student's lunch account balance prior to year-end in order to determine whether or not you have monies remaining which may require you to submit a refund request. (Please note that parents of graduating students with other children remaining in the school district may request a transfer of lunch balances to their other child's account.)

Likewise, you may owe the school district money for lunches that remain unpaid, which could result in the withholding of report cards and/or other important paperwork you may need in the near future.

If your student is graduating or you are moving to another school district and you are owed a refund, please complete the attached refund request form and mail by June 20, 2016 to:

Chartwells Dining Services c/o South Brunswick High School
750 Ridge Road Monmouth Junction, NJ 08852

This process could take up to 3 weeks in order to obtain the proper approval from the Board of Education. (Please note that any remaining balance in the account of students continuing in South Brunswick for the 2016 – 2017 school year will be carried over.)

For all students continuing the 2016-2017 school year: If you have a balance due on your account, we ask that you arrange for payment using the District's online service mylunchmoney.com or by mailing a check by June 20, 2016 payable to South Brunswick Board of Education to the address above. (Please keep in mind that checks received after June 30 may not be cashed until mid-August.) Thank you for your cooperation with helping us to resolve all lunch account balance.

South Brunswick School District
Request for Lunch Account Balance Refund or Transfer – June 2016

If your student is moving from the School District or graduating and you are requesting a refund:

Student name _____

Student ID number _____

2015 – 2016 School of Attendance _____

Reimbursement check payable to: _____

If moving from District, please provide new address:

Reimbursement check payable to: _____

If your student is graduating and you would like the remaining lunch balance funds transferred to a sibling, please provide the following:

Name of graduating student _____

Graduating student ID number _____

Name of sibling _____

ID number of sibling _____

2015 – 2016 School Year _____

Please mail and/or email this form by June 20, 2016 to:

Email - Michele.Armstrong@sbschools.org

Mail - Chartwells Dining Services
c/o South Brunswick High School
750 Ridge Road
Monmouth Junction, NJ 08852