



# Tewksbury Township Board of Education

**Heather Goguen**

**Business Administrator**

173 Old Turnpike Road, Califon, NJ 07830

908-439-2010 ext. 4232

[www.tewksburyschools.org](http://www.tewksburyschools.org)









January 3, 2022

Dear Tewksbury Families and Staff:

As of this morning, the district has moved to PaySchools for **online** lunch payments. **Your balances from RealTime, negative or positive, have been moved over to PaySchools.** Please note that, as always, checks and cash are also options for paying for lunch.

You will need your **student's ID number**, which can be found in **RealTime**, as demonstrated below:

Step one:  
Click on the Parent Portal icon in the top section of the website:

 Staff Directory	 Events Calendar	 Virtual Backpack	 Clever	 Realtime Parent Portal	 Staff Portal	 Employment	 Anonymous Reporting
---	---	--	--	--	--	--	---

Enter Parent Portal Credentials and click Sign In

Portal Code

Username

Password

Remember Me

[Forgot Password?](#)

Student ID is located on the right hand side of the page. (Shown in the red box)

Tewksbury Elementary School		109 Fairmount Road East, Califon, NJ 07830 Main Office: 908-832-2594	☰
<input type="button" value="MENU"/>	Grade: 01 HR Teacher: [REDACTED]	<input type="text" value="Student ID: 832-[REDACTED]"/>	Attendance: Present

No student will be denied lunch this week during the transition from RealTime to PaySchools for lunch payments. Please be aware that they will not be able to purchase snacks or extras if their balances are more than -\$25, but they will still be able to get a regular school lunch.

**Click here to access the PaySchools.com website to set up your account:**

<https://www.payschoolscentral.com/>

Please note that there is no fee to utilize PaySchools reports or to look at balances. The fee only applies to credit card payments.

Please [click here](#) for a helpful video on how to set up your account.

**Some helpful reminders as we transition to PaySchools:**

You will be able to enter an amount for restrictions on the daily spending in PaySchools.

- Please be aware that if you put “0”, your student will be unable to purchase anything.
- If you put an amount that is low, that may also prevent your student from purchasing everything he/she wants for that day and/or the next day until PaySchools synchronizes.
- We suggest that you put an amount of \$15 or more.

If you wish to set up the auto replenish feature, please put a minimum of \$50 or more. There are fees associated with these transactions.

- Under \$50 has a flat fee of \$1.95.
- Over \$50 has a fee of 3.9%.
- You may process multiple family members at the same time.

**There are also additional resources about the food service on our website here:**

<https://www.tewksburyschools.org/domain/423>

Sincerely,

Heather Goguen

School Business Administrator/Board Secretary