



Tewksbury Township Board of Education

Heather Goguen

Business Administrator

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www.tewksburyschools.org

December 20, 2021

Dear Tewksbury Families and Staff:

As of January 3, 2022, when we return from Winter Break, the district is moving to PaySchools for lunch payments. Please note that as of the end of the day, Tuesday, December 21, 2021, parents will not be able to add money into RealTime for lunch accounts. The PaySchools link will be live as of January 3rd for parents to put money on to their students' lunch accounts. **Your balances from RealTime, negative or positive, will be moved over to PaySchools.**

It is our hope at Tewksbury Township School District that this service will prove to be a convenient and easy system for you to use. If you have any questions about this system, please contact us. We will be happy to address your concerns. Please contact me directly at hgoguen@tewksburyschools.org or at extension 4232.

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.

Have a healthy and safe holiday break!

Sincerely,

Heather Goguen

School Business Administrator/Board Secretary