

Dear Parents & Guardians,

You can now add funds to your student's account online!

Sterling High School uses LunchTime software for school lunch management. As part of the LunchTime suite of software, SchoolPaymentPortal is offered as a safe, secure, and convenient way for parents or guardians to manage school payments. Parents can use the software to track purchases, create reminders, and set up automatic payments.

For a step-by-step guide to assist new users with the SchoolPaymentPortal, please refer to the [Parents Guide to School Payment Portal](#)

To set up your account, please visit www.schoolpaymentportal.com

Any questions or concerns with a student's account should be directed to: Mrs. Fran Smith, Food Service Director for Sterling High School.

SchoolPaymentPortal Fee Structure

Credit Card Payments (Visa, MasterCard, Discover: 2.3% + \$1.00 per transaction

EXAMPLE: Parent/Guardian deposits \$50.00

Credit Card Payment: \$50.00 is deposited to the district bank account as well as a \$2.15 convenience fee paid to cover the fee processing expenses.

