**On District Letterhead**

**[DATE]**

**Dear [PARENT/GUARDIAN],**

**Welcome to Infinite Campus Food Service and Online Payments!**

**We have recently purchased Campus Food Service and Online Payments. Through the Parent Portal, you can now conveniently log on** to view individual or family meal account balances, sign up to receive low balance e-mail notifications, and view daily meal purchases in real time.

Visit **[PORTAL WEBSITE]** to begin viewing your child’s account.

**In addition, Campus Food Service works with the** Campus Mobile Portal app **and is accessible at your fingertips.** With the app, you can view meal account balances for one or multiple children. The app can be downloaded for free from iTunes, Google Play or Amazon, depending on your device.

You also have the convenience of using Campus Online Payments. This is a reliable and secure payment processing solution that allows you to submit food service and school-related fees 24/7 via the Portal. Payments can be made for one child or the entire household.

If you have any questions regarding Food Service, Online Payments or the Mobile Portal app, please contact us at **[SCHOOL CONTACT INFO].**

Sincerely,

**[CONTACT]**

**[SCHOOL]**