



St. James Episcopal School  
602 South Carancahua Corpus Christi, TX 78401

Dear St. James Episcopal School Parents,

St. James Episcopal School has partnered with Top Choice Catering and MySchoolAccount.com to bring you an online service to prepay your student's meal account. This service offers you the ability to preorder and monitor your children's meal purchases. Track what your children have been eating for the past 30 days, and make deposits directly into their meal accounts. You can transfer funds between students and have an email reminder sent to you when an account balance gets low. Student debit account deposits can be made through Checks (ACH) or Credit Card payments. Each child's account will be updated nightly (system is not live) so that account balance information and payments will be current the following day.

New students, you will need to create a parent account under Top Choice Catering. This requires you to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com).
2. Click "Create Account" on the top menu bar.
3. Fill in the required information on the "Parent Account Sign-Up page".
4. When prompted, select "TX" for the state.
5. Choose **Top Choice Catering** from the "**School District**" drop down menu.
6. Create a User ID and Password
7. Click the "Accept" box, and then click "Signup." An email will be sent to your email address that will contain a "verification code."

After you receive the "verification code" you may begin to add your children's information. To do this, you will need to:

1. Go to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login using your previously created user ID and password.
2. Enter the "verification code" to verify your account and email address.
3. Begin adding your children's information according to the guidelines provided. You will need each of your children's student ID\*\* numbers as well as (some school districts also require date of birth) to add each student. ***Student ID can be requested from School or Top Choice Catering.***
4. After the students are added you will be able to view the lunch account activity and make payments to the student lunch account.

**Note: Multiple children can be linked to one parent's account, but multiple parent's account can not link to same child.**

We urge you to take full advantage of this system by making deposits into your children's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit.

**Note: There will be a per transaction convenience fee of \$2.00 associated with each online deposit only.**

Any money that is not spent by the end of the school year will be available the following school year. If you have any questions about this or any other food service program, please contact the district Food Service Office at (361) 563-0765 or email [tony@topchoicecateringofcc.com](mailto:tony@topchoicecateringofcc.com)

Sincerely,

Antonio J. Gonzalez Jr, President  
Top Choice Catering

\* Questions regarding the [www.myschoolaccount.com](http://www.myschoolaccount.com) service should be directed to [support@myschoolaccount.com](mailto:support@myschoolaccount.com).

\*\*If you do not remember you children's ID numbers, they can be obtained by contacting St. James Episcopal School or Top Choice Catering at (361) 563-0765.