

WESTERVILLE CITY SCHOOLS - FOOD SERVICE DEPARTMENT

REFUND/DONATION OF LUNCH ACCOUNT BALANCE

As a senior who is graduating, your child might have a balance in his/her lunch account. You may choose to have this money refunded to you, transferred to another child (sibling) account, or be used to assist families in need of assistance with lunch money. Refunds and transfers will occur after 5/24/2023.

Please complete the attached form, sign and date the form, and return it to:

Food Service Department
Westerville City Schools
936 Eastwind Drive
Westerville, OH 43081
Or via email
mclaskeya@westerville.k12.oh.us

PLEASE PRINT!

Student Name Balance Student ID # School

I am requesting that my child's lunch account balance be donated to the Food Service Department, and this money be used to assist families in need.

I would like the balance transferred to another child's account:

Student Name Student ID# School

I am hereby requesting that my child's lunch account balance be refunded to me.

Please make check payable to:

Please mail the check to:

Street Address

City State Zip

Parent Signature

Date

For Office Use ONLY:

Received by:

Processed by:

Signature: