



InTouch Receipting Parent Instructions

Ithaca Schools is happy to offer an online payment system through InTouch Receipting, our online payment vendor. Using this system, you will be able to add money to your child's lunch account, make latchkey payments, pay fines and fees, and even more in the future. Please follow the steps below to login and make online payments.

In order to use the InTouch Receipting to pay for items on your child's account, you must have a PowerSchool Parent portal. If you are having trouble accessing your parent portal, please contact the school office or email helpdesk@ithacaschools.net.

A. Navigate to ps.ithacaschools.net and log into your Parent Portal **through a web browser**. You are not able to access InTouch Receipting through the Parent Portal app at this time.

B. Locate the menu on the left hand side and scroll to the very bottom.
Tap or click on the "Purchases and Payments" link.



a. On a Mobile device, you may need to click on the arrow in the upper left hand corner to reveal this menu.



C. You will automatically be logged into mi-ithaca.intouchreceipting.com in a new tab and your child(ren) linked to you.

D. Clicking on the child's name will bring up the options for payment, including balances, library fees, and other assessed fees. From here you can also see purchase history and print receipts.

Lunch Balances update every hour.
Lunch Deposits made 5 minutes before the top of an hour may not be reflected until the following hour.

All online transactions will incur a 3% fee plus \$0.50 per total transaction.



InTouch Receipting Quick Info

Receipts Available Online

At any time, you can log in to your InTouch account and get a receipt for anything paid by cash, check, or online payment. This currently only includes those fees/balances applied through this system. As more fees are recorded in this system, receipt will be available for those transactions as well.

Lunch Balances

Lunch balances run hourly between InTouch and MealMagic. A negative balance reflects a current debt on your child's account.

Destiny/Library Fees

You may notice a Destiny/Library fee on your child's account for missing or damaged books as well as overdue fees. If you are unaware or unsure about the fees, **please contact the school to learn more before paying the fee**. Fees for missing books can be waived if the book is returned to the school (without damage).

No more Fees in PowerSchool

As our main payment software, fees will no longer be put into powerschool for things like device repair or device protection. All fees will be seen through the InTouch platform and notices will be sent via email.