MONTGOMERY COUNTY PUBLIC SCHOOLS
www.montgomeryschoolsmd.org
MARYLAND

Montgomery County Public Schools Cafeteria Account Balance Notification

Malcolm Baldrige National Quality Award 2010 Award Recipient

Dear Parent/Guardian:

If your graduating senior in Montgomery County Public Schools (MCPS) has a positive balance on their school cafeteria account, you may request a refund or a balance transfer to another child that will attend a MCPS school next school year.

How to Request a Refund or Balance Transfer

(Refund checks may take 6-8 weeks to processing)

- Send requests via email to DFNSHelpDesk@mcpsmd.org by June 12, 2020.
- Please include the following information in your email:
  - Student(s) Name
  - MCPS Student ID number (or the student's birthdate)
  - Name of school where your child is enrolled
  - Name of the Parent/Guardian the refund check should be made payable to
  - Mailing address to mail the check
  - Phone number

Have a safe and enjoyable summer,

Susan H. McCarron, R.D., L.D.N.

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