



Online Meal Account and Fee

Ankeny Community School District offers the ability to pay for meal account deposits and other fees online through TouchBase. TouchBase is a PCI Compliant Level 1 Certified online payment processing company administered InTouch Receipting. Learn more about TouchBase by visiting <https://ia-ankeny.intouchreceipting.com/>.

The Ankeny Community School District (ACSD) is committed to keeping our students, staff, and community safe while we continue to respond to the Covid-19 pandemic. In order to respect current social distancing requirements and to protect the health safety of our staff and community, the procedures communicated below may be different compared to past practices.

Several important points regarding online payments

- For the 2021-2022 school year, the annual Textbook Rental and the Student Activity Tickets/IDs for Ankeny Community Schools may be paid online **beginning Wednesday, July 7, 2021.**
- Meal account deposits may be made throughout the school year.

How to create a new account and make online meal account deposits and fee payments

In order to use TouchBase, you will need to know your primary email address on record in Infinite Campus. The primary email address on record in Infinite Campus will be your User Name for TouchBase. If you don't know which email is primary in Infinite Campus, login to the [Infinite Campus parent portal](#) and select Contact Preferences under User Account. If you are unsure of how to login to Infinite Campus, please review the [Infinite Campus Parent Portal information](#).

You will also need to **activate** your TouchBase account. Please follow the steps below to activate your account.

1. Open a web browser and go to:
<https://ia-ankeny.intouchreceipting.com/accountrecover.aspx>
to start the process of connecting to your account.

2. On the **Identify Your Account** page, enter your primary email address on record in Infinite Campus **ONLY** in the username field.

3. Click on the **Search** button.

If TouchBase finds a match, the following pop-up will appear on your screen and an email with a password reset link will be sent to the primary email address you have on record in Infinite Campus.

4. Open your email program to locate the email and follow the steps. Once you set your password in TouchBase, you'll be ready to use it!

Identify Your Account

To reset your password, please identify your account.

Email

OR

Username

Cancel **Search**

Identify Your Account

Check your email inbox for additional instructions.

Instructions on how to process a payment can also be found at <https://ia-ankeny.intouchreceipting.com>

Free/Reduced Priced Meals and Other Fees

To be eligible for free/reduced price meals and textbook rental fees, you must submit an application and the fee waiver form **EACH SCHOOL YEAR**. This can be done online in late July at the district website [https://www.ankenyschools.org/ Departments>Nutrition Services](https://www.ankenyschools.org/Departments>Nutrition%20Services)

Please contact LeeAnna Vigor at leeanna.vigor@ankenyschools.org 515-965-9604 EXT 50811 before completing an application, if

- You are enrolling a **kindergarten** student and another student in your household was eligible for free or reduced meals the previous school year.
- You have a student who is transferring from another school in Iowa and was eligible for free or reduced meals at that school. Eligibility does **NOT automatically transfer** – you need to notify us.
- The state has placed a **foster** student in your care.

To be eligible for Free/Reduced Textbook Rental, a free/reduced priced meal application and the fee waiver form must be completed and approved on October 4, 2021 or before. If not, unless a student is a new enrollee, full priced Textbook Rental Fees will be applicable for students in your household. PLEASE NOTE: if a fee waiver is applicable,

2021-2022 Fees Payment Form

Choose payment method **a.** or **b.:**

- a. Pay online beginning July 7, 2021. There is no need to complete this form if fees are paid online!**
Credit/debit cards CANNOT be accepted over the phone. **OR,**
- b. Send this completed form and check, July 7, 2021 or after, to 306 SW School St, PO Box 189, Ankeny, IA 50021-0189.**
Checks are made payable to Ankeny Community Schools.

Parent(s)/Guardian(s) Name (please print)	Street Address	City/Zip

Student Name (Please print)	Building	Incoming Grade	(A) Textbook Rental Fee	(B) Student Activity Ticket/ID 9 th – 12 th ONLY	(C) Student Activity Ticket/ID K-8 ONLY	Meal Account Deposit (allocation for each student)	Total for Each Student
Totals for columns (A), (B), Meal Deposit, and Total for Each Student (which should equal total remittance)							

Fee Schedule:	Full	Reduced	Free
(A) Textbook Rental Fee (all students)			
K-5	\$50.00	\$25.00	\$0.00
6 – 12	\$75.00	\$37.50	\$0.00
(B) CIML Pass – Student Activity Ticket			
(9 th -12 th ONLY)	\$60.00	\$60.00	\$60.00
(C) Ankeny Student Activity Ticket			
(K-8 ONLY)	\$45.00	\$45.00	\$45.00
(See FREE/REDUCED ASSISTANCE guidelines above)			
Student Activity Tickets (SAT) are OPTIONAL.			

District Office 306 SW School Street PO Box 189 Ankeny, IA 50021-0189
P: 515.965.9600 F: 515.965.4234 W: ankenyschools.org

Ankeny Community School District does not discriminate based on race, color, creed, religion, national origin, sex, gender identity, age, disability, marital status, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, military affiliation, socioeconomic status, or familial status.

Inquiries or grievances may be directed to Kenneth Morris, Jr., Equity Director, 306 SW School Street, P.O. Box 189, Ankeny, IA, 50021-0189, (515) 965-9600, kenneth.morris@ankenyschools.org; or the Iowa Civil Rights Commission, Grimes State Office Building, Des Moines, IA, 50319-0201, (515) 281-4121; or the U.S. Department of Education, Office for Civil Rights, 500 West Madison Street, Suite 1475, Chicago, IL 60661.