



# *Roxana Community Unit School District No. 1*

401 Chaffer Ave.  
Roxana, IL 62084  
618-254-7544

**Superintendent**  
*Debra K.  
Kreutztrager*

**Assistant  
Superintendent**  
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**Business Manager**  
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**Board of Education**

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*Sherry Keller*

*Pat Devening*

*Craig Harris*

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## **Meal Account Balance Refund Procedure**

Students with a positive balance may choose to transfer their meal account balance to another student (relative or friend) or it may be donated to out "Random Act of Kindness" to help students in need in Roxana. Please be advised that returning student account balances carry over to the next school year. If you choose a refund, please follow the procedure below.

1. Contact the Food Service Office. All refunds/transfers will be verified by a parent/guardian contact.
2. Refunds of \$25 or less will be refunded at the Food Service Office. Amounts over \$25 will be issued by check and mailed to student's home address.
3. Please allow 4-6 weeks to receive your check.