

Scrip Processing Schedule

September 2017 – June 2018

September 8: Regular Scrip Processing Begins for the New School Year.

- During the school year, scrip is processed on Tuesdays and Fridays, when school is in session.
- **Orders paid for by cash/check:** Please **print** your order confirmation page and send it, along with your check, to the school office
- **Orders paid with Presto Pay:** You do not need to submit anything – your order will be filled.
- **Orders cannot be processed until payment is received.**

Inventory Orders

- Inventory orders placed online and paid for by 8am on processing days will be sent home the same day, as inventory allows.
- Inventory items that are out of stock on processing days will be filled as special orders. Please see below for the Special Order schedule.
- For a list of items that are kept in inventory, please visit the school website and click on the parent link.

Non-Inventory Orders

- Special orders placed online and paid for by 8am on Tuesday will be sent home on Friday of that week, as long as school is in session.
- Special orders placed online and paid for after 8am on Tuesday will be sent home on Friday **of the following week**, as long as school is in session.
- The best way to ensure scrip delivery before the weekend is by placing your order before 8am on Tuesdays.

Please Note: Scrip is not processed when school is closed.

ScripNow and ReloadNow are ALWAYS available!

Now is a great time to set up your Presto Pay Account so you can take advantage of these options when the physical cards are unavailable!

Visit shopwithscrip.com to set up your Presto Pay account and to learn more about ScripNow and ReloadNow.

Delivery Method Update

The delivery method for each family will default to the youngest child of the family, in grades K-8. If you prefer to have your order sent home with a different K-8 child, or if you would like to pick up your order in the school office, please email scrip@icsclinton.org to have your **delivery method updated**. Please include the **name, grade and teacher** of your child so your order is delivered to the correct classroom. Thank you!

Please do not hesitate to contact Christine Benson at scrip@icsclinton.org with questions or for assistance.