

## Lunch Order Instructions for Parents

Start in your Family Portal

Click: Student

Click: Lunch

When next screen appears and you have more than one student click on

Student Name (repeat for each one of your students)

Your menu will appear for the week **BUT** you can only order **one day at a time**.

*(Unfortunately, due to possibility of Covid absences, to avoid having lunch refunds, orders will only be done day-by-day for the foreseeable future.)*

Click: Create Web Order

Click: Student Name

Click: Lunch Items for Monday, etc...

Order Lunch Items

Click: Confirm and Pay--All lunch orders are paid for when ordered.

You can use a credit card or your bank account.

**You will receive a Confirmation! If you do not--your order was not received.**

**AS ALWAYS—NO ORDERS MAY BE PLACED/ACCEPTED AFTER 7:30**