

How to order lunch 2023-2024

Open your FACTS Parent Portal

Left hand side click **student**

choose **lunch**

At the top Choose the student you are ordering for

Click **Create Web Order** (Blue button at top)

The order form will list all items that are available on the given date.

Please pay attention to - items that are labeled 5th-12th only.

- if you want an extra entrée please choose the quantity desired in the row labeled extra entrée. If you choose the full meal twice your student will be given two complete meals.

With food ordered scroll to the bottom review total and click **order items**. You are able to change the order until the order form is closed. If you do change anything save same as above. This **WILL NOT** duplicate your order.

Lunches are paid for after consumption.

Billing goes out every two weeks. The invoice will reflect the previous two weeks' meals.

If a child is sick or there is a school cancellation lunches will not be billed.