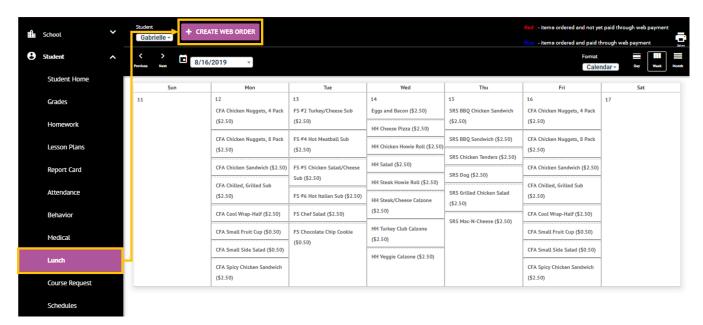
Lunch Pre-Ordering in Family Portal

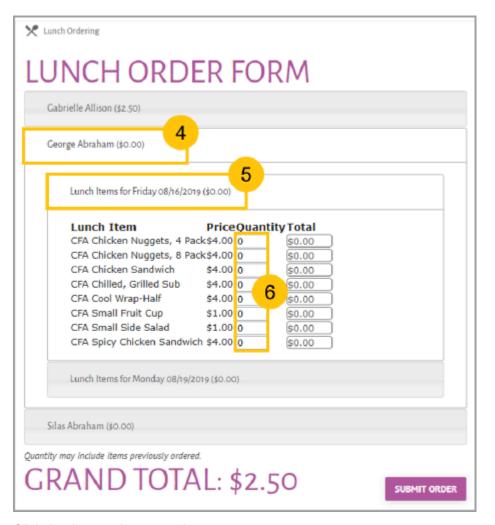
St. Mary's Catholic School is pleased to offer parents the convenience of being able to place their child's lunch orders online. Orders may be placed up to one month in advance, once the lunch menu for month is published. Parents may log into **Family Portal** and order lunch for their students.

- 1. After logging into Family Portal, click Student Information.
- 2. Click **Lunch**. The **Lunch** calendar displays.



- 3. Click **Create Web Order** to create a lunch order for the student. The **Lunch Order Form** displays, listing each student in the family.
- 4. Click the student name for which you wish to place an order.

 The **Lunch Order Form** expands listing each date an order may be placed.



5. Click the date to place an order.

The Lunch Item list expands.

6. Type the number of items to order for the student in the **Quantity** column.

The **Total** column displays the cost.

7. Repeat for all dates and all students.

The **Grand Total** is listed at the bottom.

8. Click Submit Order.

Lunch charges are created once your child receives their lunch on any given day.



Note

- Please choose Hot Lunch to order lunch for the day or, if your child has a lunch plan, select the proper Meal Plan Lunch. It is not necessary to choose the specific menu item(s) for the day (i.e. hamburger, spaghetti, etc.); they are listed for your convenience.
- St. Mary's School offers "double" size entree selections for an additional fee. If your child would like "doubles", please make the appropriate selection.
- Mark the desired drink selection.
- Mark if your child is allowed to select a snack or specialty drink. Specialty drinks (i.e. Izze, Gatorade, etc.) are for middle school and high school students only.