

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.

The screenshot shows the Family Portal interface for lunch pre-ordering. The navigation menu on the left includes 'School', 'Student', 'Student Home', 'Grades', 'Homework', 'Lesson Plans', 'Report Card', 'Attendance', 'Behavior', 'Medical', 'Lunch' (highlighted), 'Course Request', and 'Schedules'. The main area displays a calendar for August 16, 2019, with a 'CREATE WEB ORDER' button highlighted. The calendar shows lunch items for each day of the week, including CFA Chicken Nuggets, FS #2 Turkey/Cheese Sub, SRS BBQ Chicken Sandwich, and others.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
11	12	13	14	15	16	17
	CFA Chicken Nuggets, 4 Pack (\$2.50)	FS #2 Turkey/Cheese Sub (\$2.50)	Eggs and Bacon (\$2.50)	SRS BBQ Chicken Sandwich (\$2.50)	CFA Chicken Nuggets, 4 Pack (\$2.50)	
	CFA Chicken Nuggets, 8 Pack (\$2.50)	FS #4 Hot Meatball Sub (\$2.50)	HH Cheese Pizza (\$2.50)	SRS BBQ Sandwich (\$2.50)	CFA Chicken Nuggets, 8 Pack (\$2.50)	
	CFA Chicken Sandwich (\$2.50)	FS #5 Chicken Salad/Cheese Sub (\$2.50)	HH Chicken Howie Roll (\$2.50)	SRS Chicken Tenders (\$2.50)	CFA Chicken Sandwich (\$2.50)	
	CFA Chilled, Grilled Sub (\$2.50)	FS #6 Hot Italian Sub (\$2.50)	HH Salad (\$2.50)	SRS Dog (\$2.50)	CFA Chilled, Grilled Sub (\$2.50)	
	CFA Cool Wrap-Half (\$2.50)	FS Chef Salad (\$2.50)	HH Steak Howie Roll (\$2.50)	SRS Grilled Chicken Salad (\$2.50)	CFA Cool Wrap-Half (\$2.50)	
	CFA Small Fruit Cup (\$0.50)	FS Chocolate Chip Cookie (\$0.50)	HH Steak/Cheese Calzone (\$2.50)	SRS Mac-N-Cheese (\$2.50)	CFA Chilled, Grilled Sub (\$2.50)	
	CFA Small Side Salad (\$0.50)		HH Turkey Club Calzone (\$2.50)		CFA Chilled, Grilled Sub (\$2.50)	
	CFA Spicy Chicken Sandwich (\$2.50)		HH Veggie Calzone (\$2.50)		CFA Cool Wrap-Half (\$2.50)	
					CFA Small Fruit Cup (\$0.50)	
					CFA Small Side Salad (\$0.50)	
					CFA Spicy Chicken Sandwich (\$2.50)	

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.

Lunch Ordering

LUNCH ORDER FORM

Gabrielle Allison (\$2.50)

George Abraham (\$0.00) **4**

Lunch Items for Friday 08/16/2019 (\$0.00) **5**

Lunch Item	Price	Quantity	Total
CFA Chicken Nuggets, 4 Pack	\$4.00	0	\$0.00
CFA Chicken Nuggets, 8 Pack	\$4.00	0	\$0.00
CFA Chicken Sandwich	\$4.00	0	\$0.00
CFA Chilled, Grilled Sub	\$4.00	0	\$0.00
CFA Cool Wrap-Half	\$4.00	0	\$0.00
CFA Small Fruit Cup	\$1.00	0	\$0.00
CFA Small Side Salad	\$1.00	0	\$0.00
CFA Spicy Chicken Sandwich	\$4.00	0	\$0.00

Lunch Items for Monday 08/19/2019 (\$0.00)

Silas Abraham (\$0.00)

Quantity may include items previously ordered.

GRAND TOTAL: \$2.50

SUBMIT ORDER

- Click the date to place an order.
The **Lunch Item** list expands.
- Type the number of items to order for the student in the **Quantity** column.
The **Total** column displays the cost.
- Repeat for all dates and all students.
The **Grand Total** is listed at the bottom.
- 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.