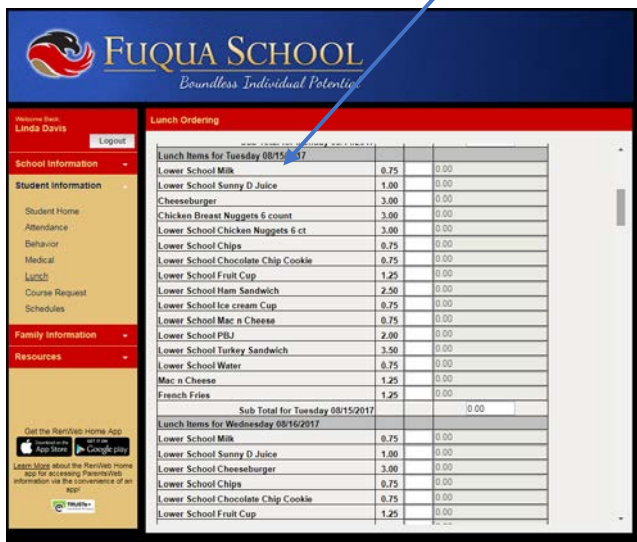




## Ordering Lunch

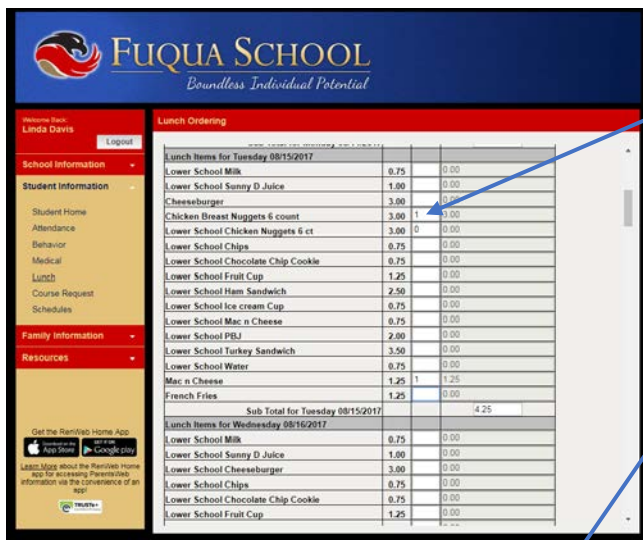
- All orders must be placed by the parent **before 8:00 am for that day.**
- All **lower school** items must be ordered using online system.
- For **middle/upper school**, only hot entre and side items will be ordered using online system.

Any questions, contact John Ellington, Director of Operations,  
[ellingtonja@fuquaschool.com](mailto:ellingtonja@fuquaschool.com) or 434.392.4131

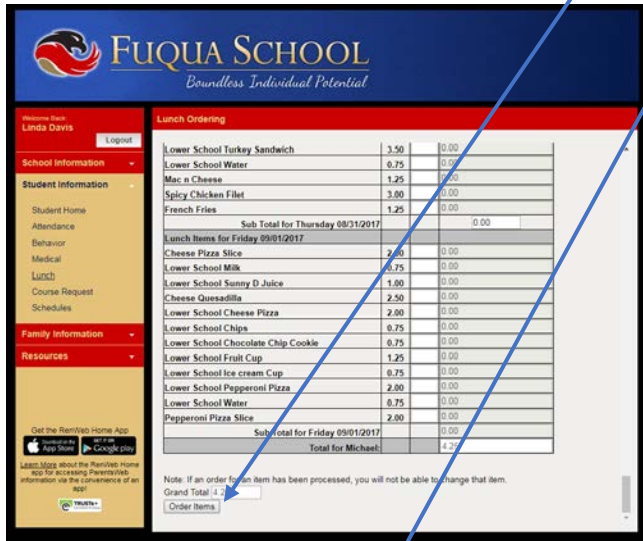


## How to Order Lunches Online

1. Log on to your ParentsWeb account ([www.FuquaSchool.com/Parents/FalconLive](http://www.FuquaSchool.com/Parents/FalconLive))
2. Expand **Student Information**
3. Choose **Lunch or Lunch Menu and Ordering**
  - a. You will also see a small lunch window at the bottom of your students' information page which displays menus and allows you access order page
4. Choose the **Format:** and **Date:**
  - a. This is how you choose to **view** the menus and for what timeframe
  - b. **List** may be a bit easier to read (from the drop-down menu)
5. Choose **Create Web Order**
  - a. This is in the top right corner
6. The list of lunch items for each day will be displayed.



7. Complete the lunch order form by entering the quantities of each item, then **TAB** after each item
  - a. Items beginning with Lower School are lower school items and all other Middle/Upper School items.
8. Choose **Order Items** to place your order
9. You will receive a confirmation.



**THERE ARE TWO WAYS TO PAY FOR LUNCH:**

- 1) The student may pay at the **cash register** when the order is picked up.
- 2) Lunch can be charged to the **FACTS prepaid lunch account** that the parent deposits funds online or pays in Fuqua's business office.

To deposit funds online, go to [www.FuquaSchool.com](http://www.FuquaSchool.com). Using QUICKLINKS or Parents tab, log-in FALCON LIVE parent portal. Select FACTS from the left-hand side then PREPAID LUNCH.

