

REGIONAL SCHOOL DISTRICT NO. 12

ELEMENTARY LUNCH ORDERING INSTRUCTIONS

1. Visit [Lunch Menus and Information](#)
2. Under Lunch Menus, choose your School.
3. Choose “Pre Order Lunch Menu Elementary”; this will open the menu.
4. Orders can be placed by clicking the plus sign next to a menu item.

During the transition period, you may select a “Milk Meal” at no charge. The Milk Meal consists of milk, a fruit and/or vegetable, and a grain and/or protein of your choosing.

If you wish to purchase milk only, please do so in the Milk Only section on the lower part of the day. Please be sure there are funds on your My School Bucks account for this purchase.

5. Once a meal is selected, a window will open to make a milk choice for the meal. During the transition period only, if the Milk Meal is selected, options will also appear for the fruit, vegetable, grain and protein.

6. After all selections are complete, click the Add to Order Bar at the bottom of the screen to add the order to your lunch bag.

7. Return to the menu to place orders for additional days, repeating steps 4 through 6. Orders can be placed for any menu day that has a plus sign. When you have completed ordering, click on your lunch bag in the upper right corner to begin checkout.

8. If you are returning user, please login. If you are visiting for the first time, please “Create an Account”. Follow the screens to add your information and the information for your student(s). You may add more than one student to your account. Your student’s ID can be found in the PowerSchool Parent Portal on the top of the attendance and grading page. It is a seven digit number that starts with “620”.

Please Note: A lunch bag (cart) may only be used for one student. Please place all the orders for one student, check out, and then place the orders for the second student.

9. On the Order Summary (left) section, choose the student receiving these lunch selections. Choose your student’s school in the Delivery Options drop down menu and review your daily choices on the Payment Options (right) section. Choose your student’s school again under Elementary School.

10. Submit Order. You will receive an email confirmation of your order.

*For technical issues with the Nutrislice ordering site, or for meal program questions, please contact EdAdvance at (860)567-0863 x 1113.*