

# How to Navigate the Skyward Food Service Page

## Your Student's Food Service Information in Skyward

The screenshot shows the Skyward Family Access interface. At the top, there are links for 'My Account', 'Email History', and 'Exit'. Below that is the 'Family Access' header with a 'Select Student Name' button. The main content area is titled 'Food Service' and includes sections for 'Current Account Balance' (showing \$25.75), 'Today's Lunch Menu', 'Lunch Calendar', and 'Print Reports'. A callout points to the 'Paid' status in the 'Lunch Type' field, with the text 'Paid, Free or Reduced'. Another callout points to the '>> TOUCHBASE PAYMENTS' link, with the text 'Click Hyperlink to make payments'. A third callout points to the 'Key Pad Number: 53011' field, with the text 'See Inset Below'. A fourth callout points to the 'Applications' link, with the text 'Click Applications to Apply for Free/Reduced'. The left sidebar contains navigation links for Home, Calendar, Attendance, Student Info, Busing, Food Service (highlighted), Discipline, Test Scores, and Activities.

Skyward Family Access allows you to access all of the following features to manage your students' accounts from the Food Service page:

- Find your Student's key pad number
- view your student's balance, payments and breakfast and lunch transactions
- add money to your student's lunch account online website: [bit.ly/SHSD\\_Payments](https://bit.ly/SHSD_Payments)
- apply for free/reduced meals online website: [bit.ly/SHSD-FS\\_HowTo](https://bit.ly/SHSD-FS_HowTo)
- Know if your student's lunch type is Paid, Free or Reduced
- turn on or off your email low balance alerts
- access the lunch menu calendar
- limit a la carte/snack purchases

### Setting A La Carte/Snack Purchase Limits

Every student is charged the a la carte rate for **any item AFTER their first full meal**, regardless of free or reduced eligibility. If your student chooses any additional items, such as snacks or a second meal portion; they will be charged at the a la carte rate.

- If you want to put a daily limit on the amount of money

that can be spent on snack/a la carte purchases:

Click [Set Ala Carte Limit](#).

- For each student, you can choose between a dollar amount limit per day, then click Save.
- **PLEASE DO NOT SELECT "Do Not Allow Purchase" because your student will not be able to purchase any meals.**

The screenshot shows the 'Daily Ala Carte Limit' form. At the top, there is a 'Set Ala Carte Limit' button. Below that, a message states: 'This limit does not include purchases of Breakfast or Lunch meals. A value of 0.00 means that a limit is not set.' The form is for '(CHLOE CLARK ELEMENTARY)' and '(PIONEER MIDDLE)'. For each school, there are radio buttons for 'Set a Limit' (selected) and 'Do Not Allow Purchase'. Below each radio button is a 'Daily Ala Carte Limit' field with a value of '0.00'. At the bottom right, there is a 'Save' button. A table on the right side of the form shows a list of students with columns for 'Student', 'Total', and 'Purchases for this date'. The table shows 'No purchases for this date' for all students.



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