



Sack Lunch Request Form

TEACHERS

Please fill out this section prior to handing it out to parents. Ensure that you are giving it to the parents at least 10 school days before your event. At that time, please notify the kitchen of the upcoming field trip. The kitchen will need to have a copy of the returned and signed form 5 school days before the event so that they have time to order in the food and supplies. Sack lunch requests turned in late, may not be honored.

Date of Field Trip: _____

Time Sack Lunches will be picked up from kitchen (*for example, 9:15 am*): _____

Teacher's Name and Grade: _____

School Name: _____

PARENTS

Please fill out this section if you would like Food & Nutrition Services to provide a sack lunch for your student who is going on a field trip. Return this request for a sack lunch to your student's teacher at least 7 school days before the event. The cost of the sack lunch will be the same price they pay for a meal received at school (full price or free, depending upon eligibility).

Student's Full Name (first and last): _____

Student's 4 digit Food Service Pin Number: _____

Does your student require "Special Dietary Accommodations"? YES ____ or NO ____

If yes, do they have a *current* "Diet Prescription" or "Request for Special Dietary Accommodations" form on file with the Food & Nutrition Services office? YES ____ or NO ____

*Substitutions will only be made for food items supplied on the "Request for Special Dietary Accommodations" or "Diet Prescription" form. These requests for substitutions must be signed by a State-recognized medical authority.

Parent Signature (required): _____

MENU

Due to supply issues, substitutions may occur.

The sack lunch will include:

Peanut Butter & Jelly Uncrustable
String Cheese
Baby Carrots
Fruit
Snack
Milk