



**CAFETERIA NOTIFICATION FORM**  
**Two Week Notice (10 school days)**

The Food Services Department offers a sack lunch to students going on a field trip. Parents indicate on the district's field trip permission slip whether they would like their child to have a sack lunch or not.

Please use this form to notify Food Services when students go on a field trip, **even if sack lunches are NOT needed**. This is to ensure the Food Services Department is aware of fewer students on campus, and to decrease the number of meals produced on the field trip date.

To order sack lunches, teachers should send one copy of this form and a roster of all students **requesting** a sack lunch (including permanent student ID#) to the preparation kitchen supervisor listed below and provide a second copy to your site kitchen staff. On the day of the field trip, the preparation kitchen will include a copy of the roster with the lunches.

Teacher will place a check mark [✓] on the roster next to the names as the meal is served to students and notate any absent students. Names may not be checked prior to meal service. It is especially important that the teacher returns the completed roster to the site kitchen staff after the field trip, so that the meals can be entered into the students' meal accounts.

Please return the completed roster, any unused lunches/milk, insulated bags, crates, and ice packs to the cafeteria upon return from the field trip.

**Complete all sections below:**

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Date of Field Trip: _____	School Name: _____
Teacher Name: _____	Grade: _____
<input type="checkbox"/> We do <b>NOT</b> need sack lunches      _____ # of students <b>NOT</b> eating in cafeteria	
<i>OR</i>	
<input type="checkbox"/> We do need sack lunches      _____ # of sack lunches needed (attach roster)	
<b>Please order sack lunches ONLY for students that have <u>requested</u> one, not an entire class.</b>	

Bohn, Hirsch, Kelly, Poet, South, Villa, and Williams - Contact Williams kitchen

- **Jose Rios** [jrios@tusd.net](mailto:jrios@tusd.net) 209-830-3348

Central, Freiler, Jacobson, McKinley, North, Stein, and West - Contact West High Kitchen

- **Tricia Mathis** [tmathis@tusd.net](mailto:tmathis@tusd.net) 209-830-3378

Kimball, Tracy High, and Monte Vista- Contact onsite kitchen

**Lunches will be available for pickup from the cafeteria the morning of the field trip after 7:30 am.**