

We continue our partnership with the Guilderland School District to provide lunches to our students.

Lunch Menus are published once per month on the FACTS Family Portal.

Ordering is also accessed via the FACTS Family Portal and done for one week at a time or the entire month. If ordering weekly, orders must be placed by TUESDAY each week for *the following week*; the system cannot accept late orders.

Lunch ordering is optional and at your discretion.

School lunches are priced at \$3.50 each. Each day, there will be a hot and cold entree option. Order charges are billed directly to the payment method associated with your account.

#### HOW TO ORDER

- Log in to your Family Portal at [www.factsmgt.com](http://www.factsmgt.com). Our district code is SMSS-NY.
- From the 3 bars in the top left corner, select **Student**
- Select **LUNCH MENU AND ORDERING**
- Change the month to the month you would like to order. Select **MONTH** view.
- Click **+ Create Web Order**
- Click your child's name.
- Click each day you want to order and select **ONE** menu item. The price will be \$3.50. Repeat for the rest of the month.
- Click **Submit** at the bottom.
- Repeat for each child in the household.
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#### TO SEE YOUR LUNCHES ORDERED FOR THE MONTH

- Go back into your family portal.
- Select **LUNCH**

The items you ordered and paid for will be highlighted in **BLUE**.

Please contact the school office at 518-355-3080 with any questions.

Thank you.