



**Red Oak ISD Student Nutrition Department  
Sack Lunch Request Form**

**A minimum of 14 days advance notice required for sack lunch orders.**

**\*\*\*If students aren't picking up lunches from the cafeteria, please provide a list of students who are requesting a sack lunch to the cafeteria manager on the day of event\*\*\***

**Campus Name** \_\_\_\_\_

**Date Needed (Month/Day):** \_\_\_\_\_

**Pick Up Time:** \_\_\_\_\_

**Total # of lunches needed:** \_\_\_\_\_

**Grade level/Teacher name:** \_\_\_\_\_

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**To ensure school district reimbursement:**

**\*\*\*Prior to the field trip, we must obtain a list of students with ID #'s that are requesting a sack lunch so that we can check for any food allergy or dietary restrictions. If the student does not come to the cafeteria to pick up a lunch for the field trip, the teacher or a designated adult shall be responsible for check marking the students' name on a roster when accepting a sack lunch. The roster must be returned to the Cafeteria Manager as soon as possible to ensure proper accounting. The sack lunch will be added to the child's account. Federal regulations require a record of which students selected the sack lunch to be kept on file. Sack lunches will be available for pick up at the campus kitchen at the time requested above unless other arrangements have been made. Sack lunches must be served no later than 4 hours after the listed pick up time. This is in accordance with HACCP/food safety procedures.**

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_