



LUNCH Order Instructions

HOW TO ORDER

1. Log in to your FACTS Family Portal
2. Go to Student in the left navigation menu, then select Lunch.
3. Select the week you would like to order.
4. Click + Create Web Order at the top of the page.
5. Select the quantities for the meals you'd like to order for each student.
6. Scroll to the bottom and click Submit Order.
7. Complete payment.

 Lunch orders will be due every Friday by 9 PM for the following week.

Snacks & Daily Purchases

- Students may purchase additional drinks and snacks directly in the lunchroom beginning on the first day of school.
- Accepted Payment Methods: Cash or Credit Card

 Please keep in mind that cell phones are not permitted during regular school hours, including lunchtime. As a result, students will not be able to use mobile payment methods. This policy applies to all grade levels.

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