Lunch Count

Path: My Classes (Classroom Summary) > Attendance Today Status Icon > Lunch Count

Or My Classes > Actions menu > Lunch Count

Or Menu > My Classes > Attendance > Select Class > Lunch Count

Overview

This area allows the teacher to select meal choices for each student, on each school day, to report accurate meal counts to the office.

Office or cafeteria personnel create a list of standard menu items available day-by-day (in SIS Classic Lunch > Choose Meals for Site-Year and Classroom Meal Planner Setup determine the meals that display). The items that are available may be altered daily, weekly, monthly, or annually, depending upon the complexity of the menu and the variety of choices.

User Permissions

There are no special permissions for this function. These functions are available for all staff with a teacher role.

Take Lunch Count

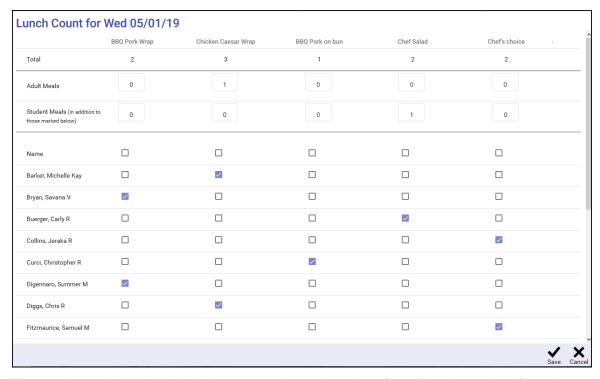
1. From Classroom Summary, record choices for a class by clicking the Action drop-down list and selecting Lunch Count.



The Lunch Count screen displays with the date. Student lunch counts can be entered by totals for each choice, or by selecting individual choices. Adult lunch counts are entered by totals.



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To enter the total Adult Meals choices, enter the total number of meals in the text box for each choice. Entries are reflected in the Totals row at the top of the screen.



4. To enter the total **Student Meals** choices, enter the total number of meals in the text box for each choice. Entries are reflected in the **Totals** row at the top of the screen.

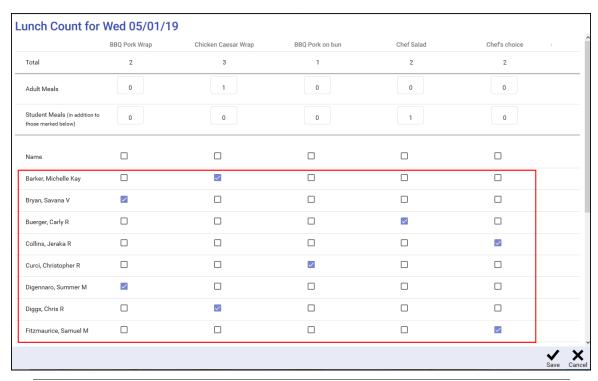
NOTE: If using the individual choice method in step 5, only use this method for those not in the roster below (e.g., aides or students auditing the class).



5. To enter the meal choices for each student individually, check the box in the appropriate column. Choices are reflected in the Totals row at the top of the screen.



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NOTE: The sum of all choices entered are reflected in the Totals row. Student meals need only be entered once, either by totals or by individual choices, *not both*.

6. Click Save in the bottom bar to submit the lunch counts or Cancel to exit without saving.

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