

# 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 screenshot shows the 'Classroom Summary' interface. On the left is a navigation sidebar with options like 'Announcements', 'Communication Log', 'Data Query', 'Behavior Referral', 'Send Email', and 'Student Summary'. The main area displays a table of classes with columns for 'Meets', 'Term', 'Course Section', 'Course Name', 'Attendance Today', 'Grading Due', 'Report Card Grades', 'Enrolled', and 'Actions'. The first row (P1) is selected, and its 'Actions' menu is open, showing options like 'Attendance', 'Class Announcements', 'Google Classroom', 'Gradebook', 'Lunch Count' (highlighted with a red box), 'Perfect Attendance', 'Report Card Grades', 'Roster Query', and 'Seating Charts'. A red arrow points to the 'Lunch Count' option.

Meets	Term	Course Section	Course Name	Attendance Today	Grading Due	Report Card Grades	Enrolled	Actions
P1	Year	H3010-01	GEOMETRY	☑	☑	☑	16	⌵
P2	Year	H3010-02	GEOMETRY	☑	☑	☑		
P2	Year	H8301-01	BASIC MATH I/II	☑	☑	☑		
P3	Year	H3000-07	ALGEBRA 1	☑	☑	☑		
P4 Lunch 3	Year	H3010-03	GEOMETRY	☑	☑	☑		
P5	Year	H3000-01	ALGEBRA 1	☑	☑	☑		
P7	Year	H3010-04	GEOMETRY	☑	☑	☑		
P8	Year	H9036-02	SEMINAR 11	☑	☑	☑		

2. 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.

**Lunch Count for Wed 05/01/19**

	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
<b>Total</b>	2	3	1	2	2
Adult Meals	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Student Meals (in addition to those marked below)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Michelle Kay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan, Savana V	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buerger, Carly R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collins, Jeraka R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curci, Christopher R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digennaro, Summer M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digge, Chris R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzmaurice, Samuel M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save
  Cancel

- 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.

**Lunch Count for Wed 05/01/19**

	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
<b>Total</b>	2	3	1	2	2
Adult Meals	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- 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).

**Lunch Count for Wed 05/01/19**

	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
<b>Total</b>	2	3	1	2	2
Adult Meals	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Student Meals (in addition to those marked below)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>

- 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.

**Lunch Count for Wed 05/01/19**

	BBQ Pork Wrap	Chicken Caesar Wrap	BBQ Pork on bun	Chef Salad	Chef's choice
<b>Total</b>	2	3	1	2	2
Adult Meals	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Student Meals (in addition to those marked below)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Barker, Michelle Kay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bryan, Savana V	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buerger, Carly R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collins, Jeraka R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curci, Christopher R	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digennaro, Summer M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diggs, Chris R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitzmaurice, Samuel M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save
  Cancel

**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*.

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

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