

# HOW DO I ORDER LUNCH??

Lunch menus will be available to order on your FACTS Family Portal for two months at a time (August/September are opened now). Menus will be released on the 15th of the month prior to a new ordering cycle.

IT IS RECOMMENDED TO ORDER LUNCHES ON YOUR PERSONAL COMPUTER AND NOT YOUR MOBILE DEVICE.

To place a WEB ORDER, sign in to your [Family Portal](#), click the STUDENT tab > LUNCH. Select which student you will be ordering for, then click +CREATE WEB ORDER at the top of the page. That will take you to the ORDER page, click on your student's name to select the date you would like to order - this will reveal the items available to purchase on that date. If you would like to look at the entire menu by month, you can view it on the LUNCH HOME page by selecting MONTH for the calendar format. **The deadline to order a lunch is 1 week prior to the day the lunch is needed. For example: If you would like to order Chick-fil-A on Monday, August 23, you will need to order that lunch by Monday, August 16.** Please note that we place orders with our vendors for ONLY the amount ordered, so we don't always have extras. Make sure to pack your child a lunch if you did not order.

NEW FOR THIS YEAR!! Every other Friday, our HS campus will have Papa John's pizza for lunch (instead of Little Caesar's). Please make sure you select the appropriate campus when ordering on these Fridays. It does say HS ONLY or ELEM/MS ONLY, but wanted to let you know that this is a change from last year because we are now at 2 different campuses. Elementary and Middle School will still have Little Caesar's. Also, new this year...on Chick-fil-a sandwich Mondays, you now have the option to order just the sandwich only OR with the meal. For Subway Thursdays, you have the option to choose from a 6 inch sub or a foot long sub with your meal.

## REMINDERS!

- All elementary meals come with a drink (juice, water, or milk) except on Fridays when all items are a la carte. If your MS/HS student would like to purchase a milk/juice/water, please make sure you select the \*MS/HS/Extra Drink for each day they would like to order.
- If you have any questions about lunches or ordering lunches on FACTS, please contact our Lunch Coordinator, Amy Willis at [awillis@gcak12.org](mailto:awillis@gcak12.org).