



Online Lunch Ordering with FACTS

After signing in to FACTS, choose Student >> Lunch. The lunch calendar will appear defaulting to the current week. The view for the calendar can be changed to month and the month can be changed as well. Our lunch options are the same for each week. To order lunches, choose “Create Web Order” above right of lunch calendar. Orders are placed by student, not by family, so be sure to choose the correct tab for *each student*. As you indicate which lunch you want for your student, the subtotal will automatically be calculated. When ordering is complete, be sure to choose “order items” at the bottom of the page. The next page will take you to the payment area. Cornerstone accepts ACH (direct bank transfers), Discover, Master Card, and American Express for payment.

While FACTS will save orders - similar to an online shopping cart - unless payment is submitted, the orders will not be processed. After submitting payment information, you will receive an email verifying payment. **If you do not receive a confirmation email, your order was not completely processed.** Also, after payment has been received, completed orders will appear in **BLUE** on the FACTS lunch calendar. This provides a quick reference should you forget which student has lunch on which day. Any lunches ordered, but not processed (paid for) will remain in **RED**.

A few things to keep in mind:

- While non-school days are indicated on the lunch calendar, please compare the FACTS lunch calendar to our website calendar to avoid ordering on days your student may not be at school (i.e field trips). Per handbook policy, school lunches are non-transferrable and non-refundable.
- Online lunch ordering is always available. However, on the 15th of each month the ordering will close for the month immediately following. Ordering will continue to be available for other months beyond that. For example, October lunches can be ordered until September 15th while November lunches can be ordered until October 15th and so forth.
- In the event of a snow day or other unexpected cancellation of school, pre-paid lunches will be served on the next available Friday.
- Lunches will be served beginning Tuesday after Labor Day.