



Parents,

School lunches are ordered through ParentsWeb/RenWeb. The charges for your lunches will be added to your incidental charges through your FACTS account monthly. All lunches will need to be ordered the night before. We also wanted to let you know the lunch days that will be on the menu: Jason's Deli on Mondays, Which Wich on Tuesdays, Chick-fil-A on Thursdays, and Papa John's pizza on Fridays.

Here is a list of basic instructions for ordering lunch online:

- Once you have logged into **RenWeb**, click on the **Student** tab on the left side.
- On that drop down menu, click on the **Lunch** tab.
- This form will allow you to see what lunch options are available for the week. (If you have more than one child, select your child from the top of that form.)
- You will need to click on the **Create Web Order** tab, located in top right side of the lunch form in order to actually order.
- You will be directed to the next screen. This screen will give you an option to order for your child. Once you have marked your selections and quantities, you *MUST* scroll down to the very bottom of the screen and click the **Order Items** tab.

Here is a list of basic instructions for ordering lunch through the RenWeb app:

- Once you have logged into the **RenWeb app**, click on the **Student** tab.
- Then click on the **Lunch** tab.
- This will take you to a screen with a monthly calendar on it. Choose the date for which you wish to order.
- If you have more than one child, you will notice that all of your children are on this screen. Scroll down to the student and then click on the lunch option.
- Once you click on the lunch choice, you will notice that the number to the right of the charge amount will increase. This will let you know that your order has been placed. You will not need to click any other buttons for the order to be saved.

If you have any questions, please contact the academy office.

Joy Boggs

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