



Pal Joey's Hot Lunch Program

1. Lunches are ordered through FACTS (see instructions below)
2. The menu will be set up and opened on a month to month basis
3. Orders **MUST** be submitted no later than 6:00 pm the night before
4. Payment will be charged through FACTS upon ordering

Family Portal Lunch Calendar

Parents may log into **Family Portal** and order lunch for their students.

Order lunch Order status

The First Academy
The First Academy 2020-2021 CA

Student: Ross

[+ CREATE WEB ORDER](#)

Red - items ordered and not yet paid through web payment
Blue - items ordered and paid through web payment
Green - items ordered, paid, and changed by school

Previous > Next

1/8/2021

Format: Calendar | Day | Week | Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	8	9
	<div style="border: 1px dashed #ccc; padding: 2px;">Cheeseburger, Fries, Corn (\$4.25)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Chicken Nugget, Corn, Mash Potatoes (\$5.00)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Chips (\$0.50)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Green Beans - Mashed Potatoes - Roast (\$6.23)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Green Beans / Mashed Potatoes / Roast (\$6.00)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Hot Lunch (\$5.00)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Ice Cream Sandwich (\$1.25)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Milk-Strawberry (\$0.75)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Pizza (\$2.00)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Spaghetti and Toast (\$3.00)</div> <div style="border: 1px dashed #ccc; padding: 2px;">Turkey Burger, Chips, Corn (\$4.25)</div> <div style="border: 1px dashed #ccc; 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View lunch calendar



Note


- **Red** - items ordered and not yet paid through web payment
- **Blue** - items ordered and paid through web payment
- **Green** - items ordered and paid through web payment, then modified by school

Place a lunch order

Parents or guardians may apply any available credits when placing their order.

Example order form

The **Lunch Order Form** expands listing each date an order may be placed.

 Lunch Ordering

Lunch Order Form

Briella Adcock (\$0.00)

Ross Adcock (\$4.75)


Lunch Items for Friday 01/15/2021 (\$4.75)

Lunch Item	Price	Quantity	Total
Cheeseburger, Fries, Corn	\$4.25	1	\$4.25
Chicken Nugget, Corn, Mash Potatoes	\$5.00		\$0.00
Chips	\$0.50	1	\$0.50
Green Beans - Mashed Potatoes - Roast	\$6.23		\$0.00
Green Beans / Mashed Potatoes / Roast	\$6.00		\$0.00
Hot Lunch	\$5.00		\$0.00
Ice Cream Sandwich	\$1.25		\$0.00
Milk-Strawberry	\$0.75		\$0.00
Pizza	\$2.00		\$0.00
Spaghetti and Toast	\$3.00		\$0.00
Turkey Burger, Chips, Corn	\$4.25		\$0.00
Vegan Sandwich, Chips, Drink	\$5.00		\$0.00

Quantity may include items previously ordered.

Grand Total: \$4.75

SUBMIT ORDER

1. In your Internet browser, navigate to <https://factsmgt.com> and click **Family Login**.
2. Select **FACTS Family Portal**.
3. Type your school's district code, your username, and password.
4. When Family Portal displays, click  if the left navigation menu does not display.
5. Click **Student**, then select **Lunch**.
6. Click **+CREATE WEB ORDER**.
7. Click the student name for which you wish to place an order.
8. Click the date to place an order.
9. Type the number of items to order for the student in the **Quantity** column. The **Total** column displays the cost.
10. Repeat for all dates and all students. The **Grand Total** is listed at the bottom.
11. Click **Submit Order**. The **Online Lunch Payment** screen displays after you place your order.
12. Type payment information and click **Submit**. Please wait a few seconds for the payment transaction to complete.