

Points to remember when ordering food.....

- Lunches are ordered weekly.
 - **Weekly orders open** each Monday PM *before* the next school week.
 - **Weekly orders close** on Sunday at midnight *for THAT week*. Orders are FINAL after this time and no edits can be made thereafter.
- Food is charged to your account after lunch each day. Any instructions on the printed menu that say your account has been paid are NOT valid.
- All Secondary lunches come with a drink (lemonade, tea, etc., like offered in the past).
- **Check your balance weekly** following these instructions:
 1. Click on the **Family Information** tab
The Family Billing screen can be seen here at the bottom right, OR
 2. Click on the **Family Billing** tab.
** A negative balance indicates a CREDIT. **

Please keep your balance current!
- A student whose family owes a balance of \$50-\$100 will be limited to ordering baked potatoes or PB & J only.
- A student whose family owes MORE than \$100 will NOT be able to order lunch.

How to Order School Food through Renweb

1. Log into Renweb
2. Select **Student Information** at the left tab
3. Select **Lunch Tab** at the left tab
4. Select **Create Lunch Order** at the upper right of the screen.
 - This brings up the daily food ordering options including break and lunch.
5. Review each day and make your lunch/break quantity selections for that week.
6. When you are finished ordering, click on **Order Items** at the bottom of the screen. The blank screen reading “Lunch Order Created” confirms your order.

To View and/or Print what you have ordered for the week:

1. Click on **Lunch** tab on the left menu.
2. On the main screen, click on the calendar to select this week’s date.
This shows the week’s menu with your order highlighted in blue.
3. Select **Print** to print to the screen and/or a hard copy.

Problems or questions? Please contact your campus Assistant Principal for assistance.

Elementary Campus: Amy Lavender at alavender@stjosephbcs.org
Secondary Campus: Stephanie Rayburn at srayburn@stjosephbcs.org

