



Facts SIS - Changes to Cafeteria Program for 20-21

Changes to lunches this year:

1. We ask that parents pre-order lunches ahead of time through Facts SIS (formerly Renweb). (See below for directions on ordering lunches.)
2. You will need to prepay for your student's breakfast and lunch orders. Steps for Prepayment are noted below.
3. Once your Pre-Pay Account reaches a \$10 balance, you will receive an email from Facts requesting you replenish your account. You will continue to receive these emails until you replenish the account with more than \$10. To avoid late-fees we encourage you to replenish your account as soon as possible.
4. Due to COVID, some food and drink options have been removed. We are hopeful that over time we can resume our other breakfast and snack options.
5. Elementary students will eat in their classrooms. Exceptions may be made for students with Food Allergies.
6. Secondary students will eat their meals using our inside and outside cafeteria seating.
7. Seniors will be allowed to go off campus for lunch – takeout and drive thru pickup only.

We know how making lunches for your kids can sometimes feel like a chore. With our easy online pre-ordering system, you can see the menu and order as often as a day, week, or month in advance.

Directions for Ordering Lunches:

1. Orders must be in Renweb/FACTS SIS by 8am the day of the order you want to purchase. Orders for the entire week can be made on Sundays.
2. To order lunches:
 - a. Log into www.renweb.com
 - b. Click the login button and choose Parents Web
 - c. Log in to your FACTS SIS account:
 - i. District Code: Summit-TX
 - ii. Username: you should have this
 - iii. Password: you should have this. If you have forgotten, please call the front office to reset your password.
 - d. Once into Renweb/FACTS SIS, scroll down to Student.
 - e. Under student, you will find Lunch.



- f. Choose the student you want to order for.
- g. Choose the week for which you are ordering.
- h. Next, click Create a Web Order at the top of the screen.
- i. You will then see the options available for the week.
- j. Click on the column of the day you want to order for.
- k. The screen will show the individual choices.
 - i. Choose the quantity of the items you want for your student(s).
 - ii. If you have multiple students, the week will show up for one student first, followed by the next student and so on.
- l. When finished ordering, click Order Items.
- m. The screen will then tell you that the lunch items have been ordered.

To Pre-pay your Lunch Account:

1. Log into www.renweb.com
2. Click the login button and choose Parents Web
3. Log in to your FACTS SIS account:
 - a. District Code: Summit-TX
 - b. Username: you should have this
 - c. Password: you should have this. If you have forgotten, please call the front office to reset your password.
4. Once into FACTS SIS, scroll down on the left to Financial.
5. Once in, you will see your Prepay account, and your Payment Accounts.
6. To PrePay your lunch charges:
 - a. Click Add Funds.
 - b. Enter your payment amount
 - c. Click Payment Method.
 - d. Choose or enter in a Payment Method (Checking, Debit Card, Credit Card)
 - e. Click green box "Pay \$_____ Now"