

To record attendance and meal counts on paper:

- Print the meal count and attendance sheets from the web app by clicking on “Enter Attendance & Meal Count from Paper” on the main dashboard.
- Select the week and roster for which you would like to print the paper forms and click “Submit”.

Enter Attendance & Meal Count from Paper

Roster: Toddler ▼

- You will now see a list of children that are assigned to that roster along with a list of the meals served. Scroll down the page and click the green “Print” button on the bottom-left corner to generate a PDF for printing.
- You may need to adjust your printer setting, especially the “fit to page” to ensure that the page prints correctly. We also recommend turning off headers and footers during printing. **Note: if you would like to print paper forms for all rosters simultaneously, this can be done in the “Reports” section. The paper forms generated in reports have a slightly different appearance than the paper forms generated using the method outlined above.**

Enter Attendance & Meal Count from Paper

Roster: Infant ▼

← Previous Week

Week beginning 04 Jan 2021 **Roster: Infant**

Next Week →

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
Benjamin Cabbage	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack
Carter Hoffman	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack	<input type="checkbox"/> Attendance <input type="checkbox"/> Breakfast Shift 1 <input type="checkbox"/> Breakfast Shift 2 <input type="checkbox"/> Lunch <input type="checkbox"/> PM Snack

- Record attendance and meal counts on the paper forms by checking the box for each child that attended on each day as well as each meal that they ate. Be sure to note the shift options and select appropriately.
- At the end of the week, gather the paper forms and return to the screen from which you printed the form (i.e. go to “Enter Attendance & Meal Count from Paper” and select the week and roster that matches your form).
- Check the boxes on the screen that correspond to those checked on the paper form.
- Click “Save”
- You should retain the original paper forms after entering the information into My Food Program since the paper forms were the ones recorded at point-of-service.