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".

- 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.**

- Record attendance on the paper forms by entering a time in and time out for each child.
- Record meal counts by checking the box next to each meal that the child ate.
- Check the box under "ARAM Meal" for eligible participants.
- 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 and enter the times that correspond to those 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.