

## 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".

08/06/2018 Roster: Toddler V Submit	nter Attendance 8	& Meal Coun	t from Pa	aper	
	08/06/2018	Roster:	Toddler	$\sim$	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.

	Roster	Sch	nool Age	Submit							
			Wee	k beginning	04 Jan 20	21 Ros	ster:	School	Age		Next Week →
1	Monday 4		1	luesday 5	W	ednesday 6		т	hursday 7		Friday 8
Time In Time Out	Ate Breakfast Lunch	Meal	Time In Time Out	Ate Mo Breakfast Lunch	Time In	Ate M Breakfast Lunch	Veal	Time In Time Out	Ate ARAM Meal Breakfast Lunch PM Snack	Time In Time Out	Ate ARAI Mea Breakfast Lunch PM Snack
Time In Time Out	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>		Time In Time Out	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>	Time In Time Out	Breakfast Lunch PM Snack		Time In Time Out	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>	Time In Time Out	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>
Time In	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>		Time In	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>	Time In	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>		Time In	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>	Time In	<ul> <li>Breakfast</li> <li>Lunch</li> <li>PM Snack</li> </ul>
	Time In Time Out Time In Time Out	Monday 4  Ate Time In Breakfast Time In Breakfast Time Out Breakfast Time In Breakfast Time In Lunch Time In Cunch	Monday 4 Ate ARAM Meal Time In Breakfast Time Out Breakfast Time Out Breakfast Time Out Breakfast Time Out Breakfast Unch Time Out Breakfast Unch	Monday 4 T Ate ARAM Meal Time In Breakfast Time Out PM Snack Time Out Breakfast Time In Dunch Time Out Breakfast Time In Dunch Time Out Breakfast Time In Time In Dunch Time Out Time Out Time Out Time In Dunch Time In Time In Dunch Time In Time In Dunch Time In Time In Dunch Time In Time In Time In Dunch Time In Time In	Monday 4     Tuesday 5       Ate     ARAM     Ate     AR       Time In     Breakfast     Ime In     Breakfast       Time Out     PM Snack     Time Out     PM Snack       +     +     +     +       Breakfast     Breakfast     Breakfast       Time In     Lunch     Time Out     PM Snack       +     +     +     +       Breakfast     Time Out     PM Snack       Time Out     +     +       Breakfast     Time Out       +     +     +	Monday 4     Tuesday 5     W       Ate     ARAM Meal     Ate     ARAM Meal     Time In       Time In     Breakfast     Time In     Breakfast       Time Out     PM Snack     Time Out     PM Snack       Breakfast     Breakfast     Breakfast       Time In     Lunch     Time Out       H     H     H       Breakfast     Breakfast       Time Out     PM Snack       Time Out     PM Snack       Time Out     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H     H       H	Monday 4     Tuesday 5     Wednesday 6       Ate     ARAM Meal     Ate     ARAM Meal     Ate     Ate     Ate       Time In     Breakfast     Ime In     Breakfast     Ime In     Breakfast       Time Out     PM Snack     Time Out     PM Snack     Ime In     Lunch       Time In     Breakfast     Breakfast     Breakfast     Breakfast       Time In     Lunch     Time In     Lunch     PM Snack       Time In     PM Snack     Time Out     PM Snack     PM Snack       Time Out     File     PM Snack     PM Snack     PM Snack       Time Out     File     Breakfast     Breakfast     Breakfast       Time In     Lunch     Time In     Lunch	Monday 4     Tuesday 5     Wednesday 6       Ate     ARAM Meal     Ate     ARAM Meal       Time In     Breakfast     Time In     Breakfast       Time Out     PM Snack     Time Out     PM Snack       Breakfast     Breakfast     Breakfast       Dunch     Unch     Unch       Time In     Breakfast     Breakfast       Breakfast     Breakfast     Breakfast       Time In     Lunch     Time In       Unch     Unch     Unch       Time In     Breakfast     Breakfast       Time Out     Filme Out     Time Out       Breakfast     Ime Out     Time Out       Time Out     Housekfast     Ime Out       Time In     Lunch     Time In	Monday 4       Tuesday 5       Wednesday 6       T         Ate       ARAM       Ate       ARAM       Meal       Time In         Time In       Breakfast       Time In       Breakfast       Time In       Breakfast         Time Out       PM Snack       Time Out       PM Snack       Time Out       PM Snack       Time In         Breakfast       Breakfast       Time In       Lunch       Time Out       PM Snack       Time In         Ime In       Dunch       Ime Out       PM Snack       Time Out       PM Snack       Time In         Time In       Lunch       Time In       Lunch       Time In       Ime In       PM Snack       Time In         Time Out       PM Snack       Time Out       Time Out       Time Out       Time Out       Time Out         Ime In       Lunch       Time Out       Breakfast       Breakfast       Time In       Time In         Ime In       Lunch       Time In       Lunch       Time In       Time In       Time In	Monday 4       Tuesday 5       Wednesday 6       Thursday 7         Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Time In       Breakfast       Itime In       Breakfast         Time In       Breakfast       Itime In       Breakfast       Itime In       Breakfast       Itime In       Breakfast         Time Out       PM Snack       Time Out       PM Snack       Time Out       PM Snack       Time Out       PM Snack         *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       *       * <td>Monday 4       Tuesday 5       Wednesday 6       Thursday 7         Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Time In       Breakfast         Time In       Breakfast       Iime In       Breakfast       Iime In       Breakfast       Iime In       Breakfast         Time Out       PM Snack       Time Out       PM Snack       Time Out       PM Snack       Time In       Lunch         Time In       Lunch       Iime In       Breakfast       Breakfast       Breakfast       Time In       Lunch         Time In       Lunch       Time In       Lunch       Time In       Lunch       Time In         Time In       Breakfast       PM Snack       Time In       Dunch       Time In       Lunch       Time In         Time Out       Time In       PM Snack       Time In       PM Snack       Time In       Dunch       Time In         Time Out       Time In       Unch       Time In       PM Snack       Time In       Dunch       Time In         Time Out       Time In       Iime Out       Time In       Dunch       Time In       Dunch       Time In         Tim</td>	Monday 4       Tuesday 5       Wednesday 6       Thursday 7         Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Ate       ARAM Meal       Time In       Breakfast         Time In       Breakfast       Iime In       Breakfast       Iime In       Breakfast       Iime In       Breakfast         Time Out       PM Snack       Time Out       PM Snack       Time Out       PM Snack       Time In       Lunch         Time In       Lunch       Iime In       Breakfast       Breakfast       Breakfast       Time In       Lunch         Time In       Lunch       Time In       Lunch       Time In       Lunch       Time In         Time In       Breakfast       PM Snack       Time In       Dunch       Time In       Lunch       Time In         Time Out       Time In       PM Snack       Time In       PM Snack       Time In       Dunch       Time In         Time Out       Time In       Unch       Time In       PM Snack       Time In       Dunch       Time In         Time Out       Time In       Iime Out       Time In       Dunch       Time In       Dunch       Time In         Tim

- 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.