

# Paper Entry: Daily Attendance and Meal Counts by Name with Record Meals Outside of Normal Schedule



## 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

08/06/2018 Roster: Toddler Submit

- You will now see a list of participants 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

01/04/2021 Roster: Infant Submit

← Previous Week Week beginning 04 Jan 2021 Roster: Infant Next Week →

	Monday 4	Tuesday 5	Wednesday 6	Thursday 7	Friday 8
Benjamin Cubbage	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor
Carter Hoffman	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor	<input type="checkbox"/> Attendance <input type="checkbox"/> Meal Outside of Normal Schedule <input type="checkbox"/> Reasor

Print Save

- Record attendance and meal counts on the paper forms by checking the box for each participant that attended on each day as well as each meal that they ate.
- If a participant is attending outside of their normal schedule, select the “Meal Outside of Normal Schedule” box and provide a reason.
- 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.