



Instructions for Completing School Nutrition Services Field Trip Lunch Request Form 2019-2020

Instructions for Principals/Teachers:

- Please list the Name and Student Number of each student requesting a lunch on this form(*the form is a writable pdf and can be completed by saving document on computer and then typing your information in the boxes provided*).
- Please list students in alphabetical order by last name.
- Make a copy for use on your field trip.

OR

- Request a Teacher Roll from your cafeteria manager. The Teacher Roll lists all students in alphabetical order by last name.
- Please indicate only those students requesting a lunch.
- Make a copy of the Teacher Roll for use on your field trip.
- Attach this form to your Field Trip Request form and give to manager three weeks in advance of scheduled trip.

Whether using a copy of the completed Field Trip Request Form OR a copy of the Teacher Roll, please:

- Check only the students on the form who receive a lunch at the time the meals are distributed.
- Return checked form to the cafeteria manager immediately following your field trip (this will allow School Nutrition to accurately record student meals).
- Please note that each student must be served all menu items (including milk) with their meal as a requirement of the National School Lunch Program (NSLP).