

Lunch Count Teacher Input/Staff Report

Purpose – Administration - Instruction for teachers and lunch or office staff on using the Lunch Count feature in PowerSchool.

Teacher Input Daily Count

1. Log in to teacher Portal page
2. Click on the **knife and fork** icon for the period 1 or homeroom class.

3. Input the number of students & adults who will be eating each of the nine options.

Your school will advise you as to what each option represents.

4. Click **Submit**

Note: Teachers must only submit their lunch count ONCE per day. Submitting it again will submit the information again and skew they number of actual lunches counted.

Student Breakfast	<input type="text" value="3"/>	
Student Lunch	<input type="text" value="10"/>	Adult Lunch <input type="text" value="2"/>
Student Other	<input type="text" value="2"/>	Adult Other <input type="text" value="0"/>
Milk1	<input type="text" value="0"/>	
Milk2	<input type="text" value="2"/>	Local Item <input type="text" value="0"/>

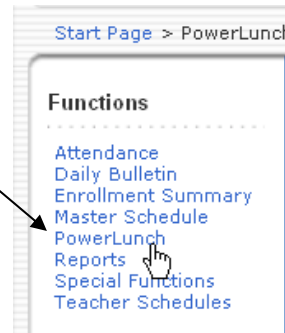
Submit



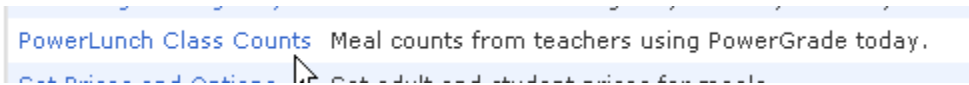
Office or Lunch Staff

Office administrative staff or lunch staff will be able to view a report of all the teachers lunch count for the day. In order to view this report:

1. Login as administrator to PowerSchool
2. Click PowerLunch from left menu



3. Click PowerLunch Class Counts



4. The report will print to screen showing the count as a total and per teacher.

	Student			Adult		Milk1	Milk2	Local Item
	Breakfast	Hot Lunch	Other	Hot Lunch	Other			
Totals	16	63	7	6	3	8	8	4
Abbot, Julie (1(A))	3	6	0	1	0	0	0	0
Clayton, Kathy A (1(A))	4	16	1	1	1	0	3	2
Dutton, Joanie L (1(A))	3	10	2	2	0	0	2	0
Engel, Ruth R (1(A))	4	15	2	1	1	3	0	0
Park, Julie (1(A))	2	16	2	1	1	5	3	2

This information is taken from teachers who have used PowerGrade's "Submit Class Counts" function today.

If you want to print this screen from a PC:

1. Highlight area to be printed
2. Click File on web browser
3. Click Print
4. Click Print Selection

