

How to Order Lunch on Parents Web

All Hot Lunch and Pizza will be ordered online and
billed at the time of ordering.

1. Go to **renweb.com**
2. Chose **ParentsWeb login** at the top in Login
3. Enter District Code **ZL-CA**, UserName and Password. (If you have not done so after entering District code, create new ParentsWeb account. You will be sent an email. Then follow the email instructions to create your account.)
4. Chose **Parents** and click **Login**

Once in Parents Web portal:

1. Scroll down left hand side to STUDENT
2. Then select LUNCH
3. View calendar as month to see the full month's Menu
4. Once you have decided what you would like to order chose +CREATE WEB ORDER at the top of the page.
5. When you see your students name click on that name and you can order for that student. If you would like DOUBLES for that day choose the option for DOUBLES as well.
6. Once done ordering select SUBMIT ORDER on the bottom right corner.
7. You will be directed to a page where you are able to Confirm your lunch order. If you are satisfied with your order, Select CONFIRM AND PAY at the bottom right corner.
8. You will then be directed to FACTS and can make a payment by choosing your PAYMENT METHOD.

Lunch Menus will be updated monthly and can be ordered through the 20th of the prior month. Any orders that are placed **AFTER the 20th** of the prior month are subject to a **\$5.00 late fee.**

The Kitchen (Hot Lunches) and Pizza Fridays are **PRE-ORDER ONLY!**

All orders will be billed through FACTS, if you wish to make a cash or check payment to your FACTS account at anytime please label an envelope and place it inside a tuition box located in School Office, ECEC Office or SAC Lobby.

In the event that your child needs a lunch in an **emergency on the day of**, please let the office know as soon as possible. They will receive one for a **\$5.00 fee** billed to your FACTS account.