

[VIDEO] Record Attendance & Meal Counts

Last Modified on 12/19/2023 11:57 am CST

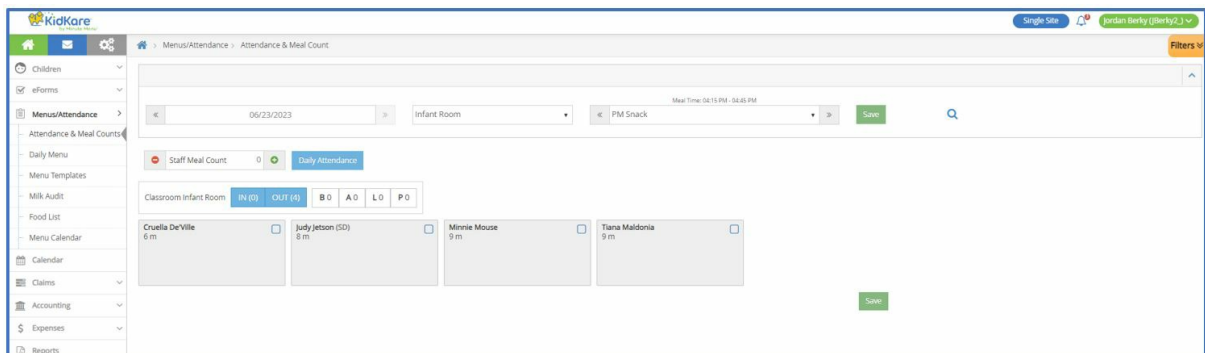
All participants must be marked as present before you can record a meal for them.

While you can mark attendance separately from a meal count, you can also mark attendance and first meals/snacks at the same time. Return to the Record Attendance & Meal Count page to record subsequent meals throughout the day.

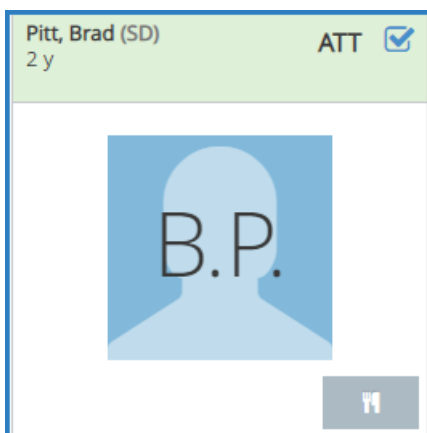
Watch the video below, or scroll down for step-by-step instructions.

Required Permissions: You must have the **Record Attendance** permission enabled on your account to record attendance and meal counts.


1. From the menu to the left, click **Menus/Attendance**.
2. Click **Attendance/Meal Counts**.
3. Make sure the correct date, classroom, and meal are selected at the top.

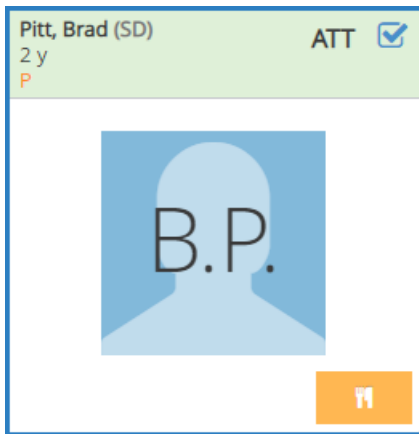


4. Check the **box** next to each participant's name to mark attendance.



Note: You may be prompted to confirm if a participant you mark present is out of school. If the child is out of school, click **OK**.

5. Click  to record a meal count. A participant must be marked in attendance before you can access this option. If individual infant menu reporting is enabled, the Infant Menu pop-up opens. For more information, see [Record Individual Infant Menus](#).



Note that participants with special diets or allergies noted on their record display with a red outline around their photo.



6. Click **Save**.

Note: If you are required to certify attendance and meal counts, the Certification Statement modal displays. Click **Acknowledge & Save** to save attendance and meal counts.

CERTIFICATION ×

Read the Certification Statement. The site representative taking meal counts and attendance signs and dates certifying that the completed information is true and correct and that only eligible meals served to eligible Program participants will be claimed.

Acknowledge & Sign Cancel