Lunch Count Report

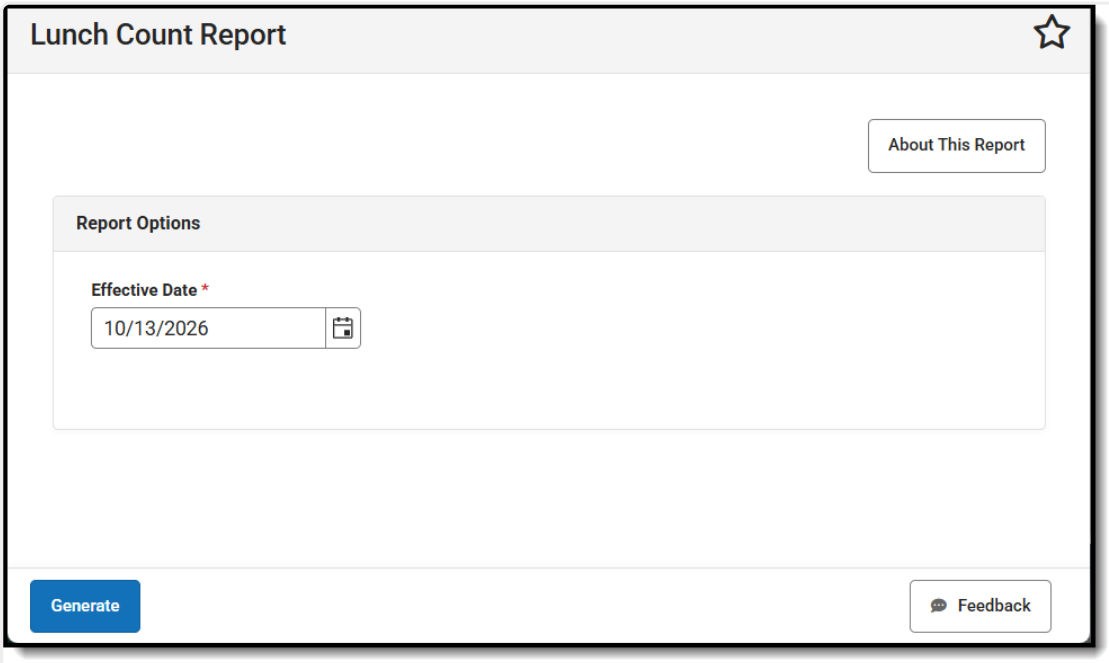
Last Modified on 03/09/2026 8:33 am CDT

Tool Search: Lunch Count

The Lunch Count Report prints the number of lunches, milks and adult lunches for each course for the date you select on the report editor. This information is tallied from the data the teacher enters on the attendance entries in the Lunch, Milk, Adult Lunch, or Custom Count 1-3 fields.

The Lunch Count Report reports **0** when zero is actually submitted for the lunch count. The report will show **N/A** only if the teacher does not submit attendance for the section.

This report is for the type of lunch service where lunch is made available for a set number of students and adults and may be used in restricted classrooms or schools where there is no specific lunch location but lunch is provided for students.

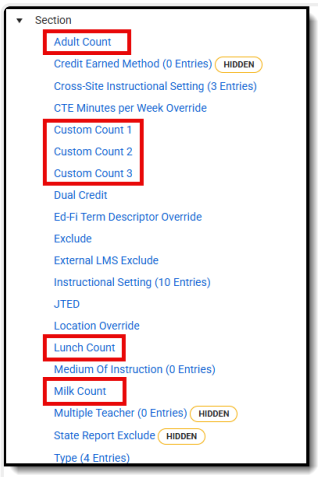
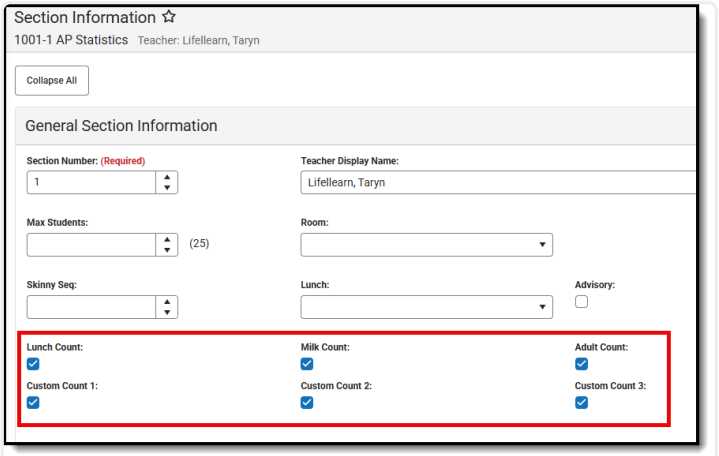


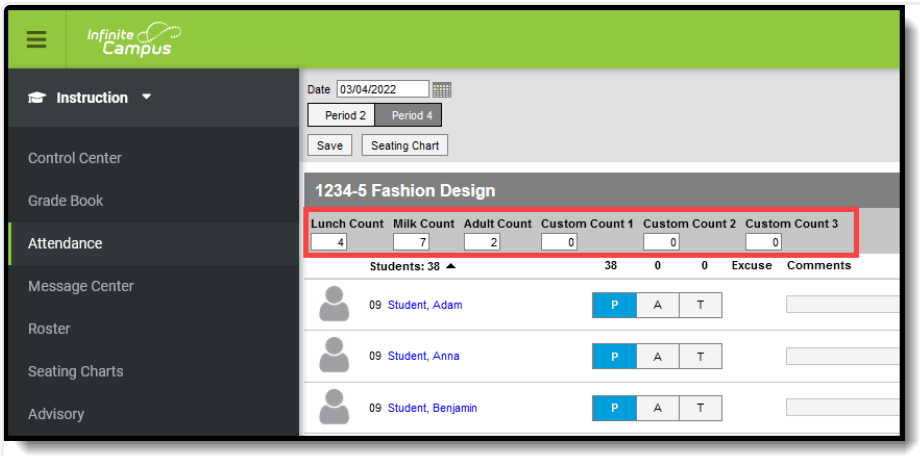
Lunch Count Report

See the Attendance Reports Tool Rights article for information on available tool rights.

Lunch Count Report Process

For this report to accurately tally lunch counts, the following tasks must be completed.

Task	Tool
Rename lunch count fields in the Attribute Dictionary. This task is **optional**. These fields are found in the **Section** container. You can rename any of the lunch count fields to meet your district's needs.  *Lunch counts available in the Core Attribute/Dictionary*	Attribute Dictionary
An administrative person responsible for course management (counselor, principal, curriculum director, etc.) must mark the appropriate count fields for recording Lunch Counts, Milk Counts, Adult Counts, Custom Counts.  *Lunch Count Fields*	Section Information

Task	Tool
The teacher of the Course Section must record the counts when recording attendance.  *Course Section Lunch Counts*	Attendance

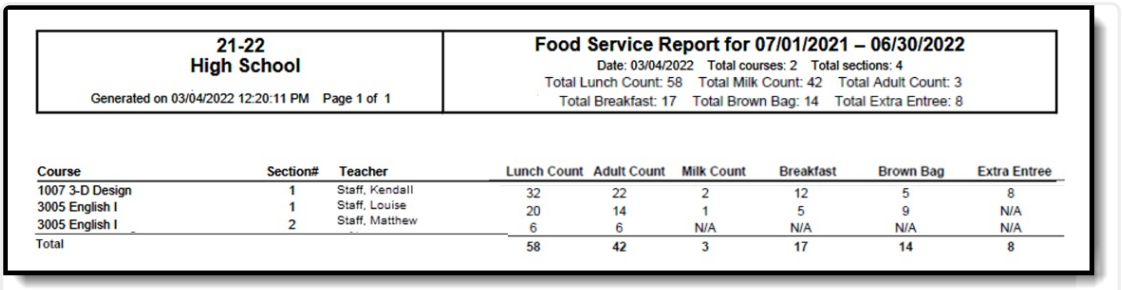
Generate the Lunch Count Report

A calendar must be selected in order to generate the report.

1. Enter the effective **Date** in the date field in *mmddyy* format or click the calendar icon to select a date.
2. Click the **Generate Report** button. The report generates in PDF format, listing the Course Number, Section, Teacher Name, and the appropriate values for lunches, milks adult lunches, and Custom Count fields.

   The teacher displayed on the Lunch Counts report is the Primary Teacher on the section.

The Custom Count columns in the following example were renamed *Breakfast*, *Brown Bag*, and *Extra Entree*.



21-22
High School

Generated on 03/04/2022 12:20:11 PM Page 1 of 1

Food Service Report for 07/01/2021 – 06/30/2022

Date: 03/04/2022 Total courses: 2 Total sections: 4
Total Lunch Count: 58 Total Milk Count: 42 Total Adult Count: 3
Total Breakfast: 17 Total Brown Bag: 14 Total Extra Entree: 8

Course	Section#	Teacher	Lunch Count	Adult Count	Milk Count	Breakfast	Brown Bag	Extra Entree
1007 3-D Design	1	Staff, Kendall	32	22	2	12	5	8
3005 English I	1	Staff, Louise	20	14	1	5	9	N/A
3005 English I	2	Staff, Matthew	6	6	N/A	N/A	N/A	N/A
Total			**58**	**42**	**3**	**17**	**14**	**8**

Lunch Count Report