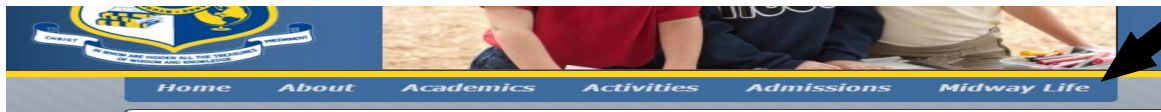


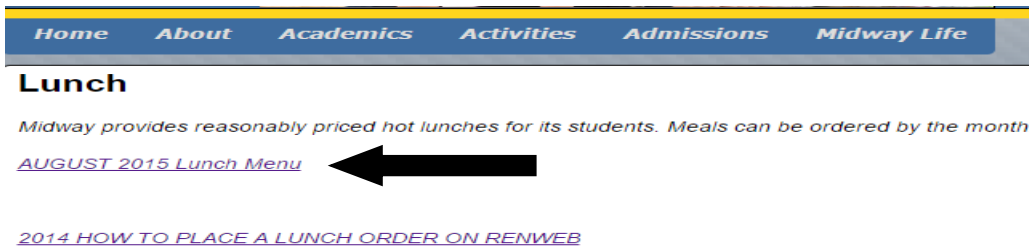
How to Complete a Lunch Order on RenWeb

PRINT A COPY OF THE CURRENT MENU RELEASE. Mark your child(ren)'s order on the calendar then keep the calendar to refer to during the month.

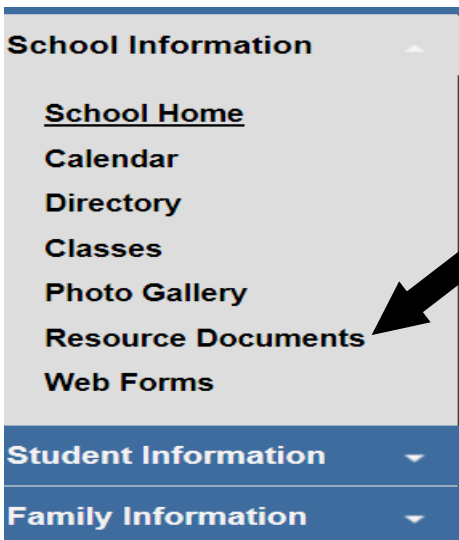
TO PRINT FROM THE WEBSITE – hover over “Midway Life” then click on “Lunch”



Choose the link for the current menu release, open and print.



TO PRINT FROM RENWEB – Log in and click “Resource Documents”



Document Archives	
2nd Grade Suggested Reading.doc	2nd Grade Suggested Summer Reading
2nd Grade SUPPLY LIST.doc	2nd Grade Supply List
3rd Grade Suggested Reading.doc	3rd Grade Suggested Summer Reading
3rd Grade SUPPLY LIST.doc	3rd Grade Supply List
4th Grade Suggested Reading.doc	4th Grade Suggested Summer Reading
4th Grade SUPPLY LIST.doc	4th Grade Supply List
5th Grade SUPPLY LIST.doc	5th Grade Supply List
6th Grade SUPPLY LIST.doc	6th Grade Supply List
7th & 8th SUPPLY LIST .doc	7th & 8th Supply List
AUGUST 2015 Lunch Menu.pdf	AUGUST 2015 Lunch Menu
CAR LINE PROCEDURE 14-15.docx	Car Line Procedure
Gym Expansion Information.pdf	GYM Expansion Information

Find the current menu release in the list of documents, open and print.



TO PLACE LUNCH ORDER

From www.midwayschool.org click on Parents Web Login



1. Enter Email and password (If you have not obtained a password please contact the school office)

District Code:
MCS-GA

Username:
[]

Password:
[]

[Forgot Username / Password?](#)

Parent Student Staff

[Create New ParentsWeb Account](#)

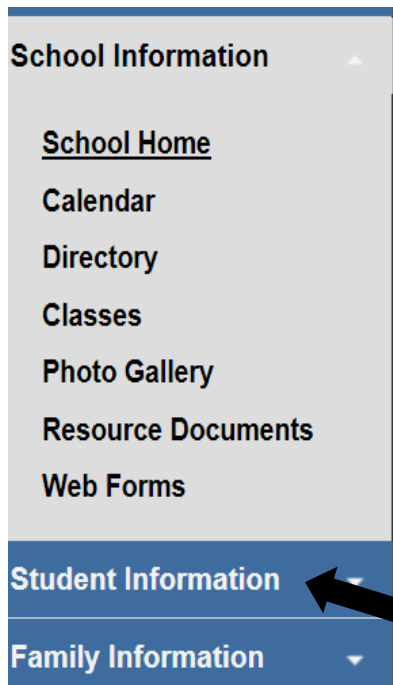
Get the RenWeb Home App

Download on the App Store

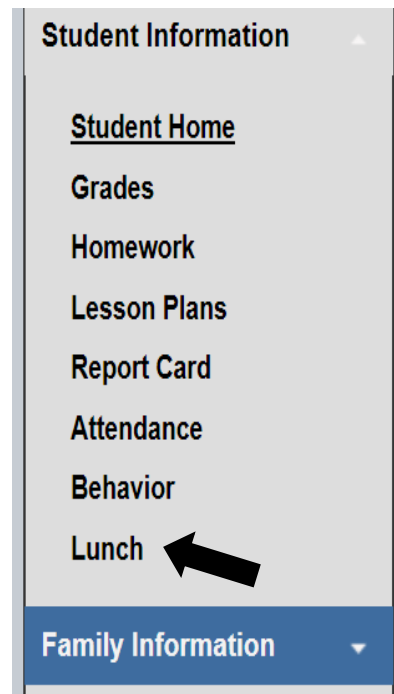
GET IT ON Google play

[Learn More](#) about the RenWeb Home app for accessing ParentsWeb information via the convenience of an app!

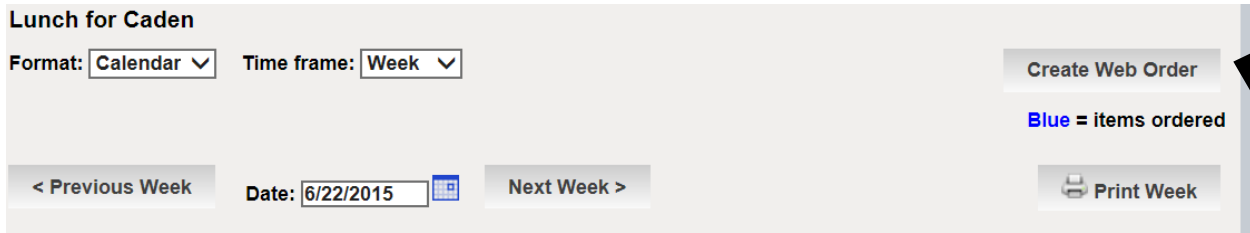
2. Click on Student Information



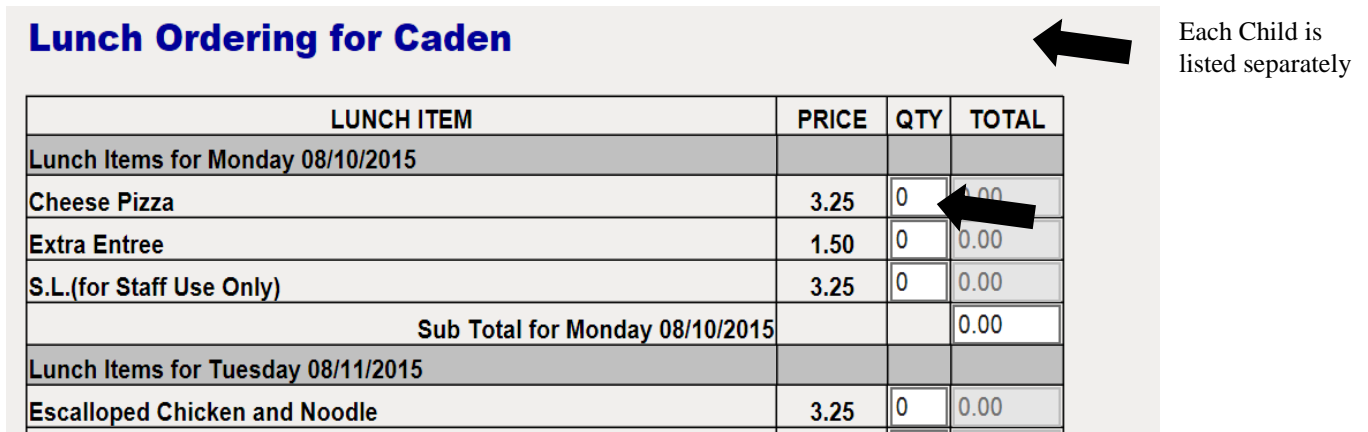
3. Click on lunch



4. At top right side of the page click “Create Web Order”

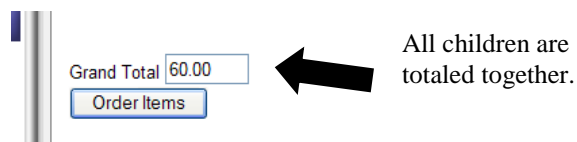


5. The menu that is currently available to order appears by day. **Add a 1 next to the main entrée** (the one that has the \$3.50 price). If you want an **extra entrée’ add a 1 next to it.** You will not see the sides on the order form, but they do come with the main entrée. If you have more than 1 child enrolled at MCCS you must order separately. You can see where each child starts by scrolling down on the same screen.

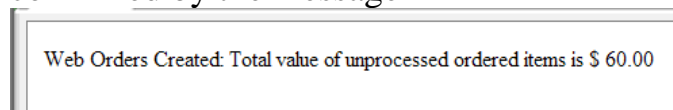


LUNCH ITEM	PRICE	QTY	TOTAL
Lunch Items for Monday 08/10/2015			
Cheese Pizza	3.25	1	3.25
Extra Entree	1.50	0	0.00
S.L.(for Staff Use Only)	3.25	0	0.00
Sub Total for Monday 08/10/2015			0.00
Lunch Items for Tuesday 08/11/2015			
Escalloped Chicken and Noodle	3.25	0	0.00

6. When all children are done and you are ready to place order click on bottom “Order Items”. You cannot change or add to your order once you have clicked on “Order Items”. If you make a mistake please e-mail Debbie Taylor at debbie.taylor@midwayschool.org with the correct information.



7. Your order will be confirmed by the message



Web Orders Created: Total value of unprocessed ordered items is \$ 60.00

8. Payment should be sent the next day or paid on-line through Renweb – lunch payment DUE BY THE 10th of each month.

**The lunch account MUST BE CURRENT to place orders for the next month,
The lunch account is a “pay in advance” account.**

Write check according to the amount that is totaled on your confirmation message. If you know your credit balance (from absences or overpayment) you may subtract the credit from your total. Credits are not figured into the confirmation total.

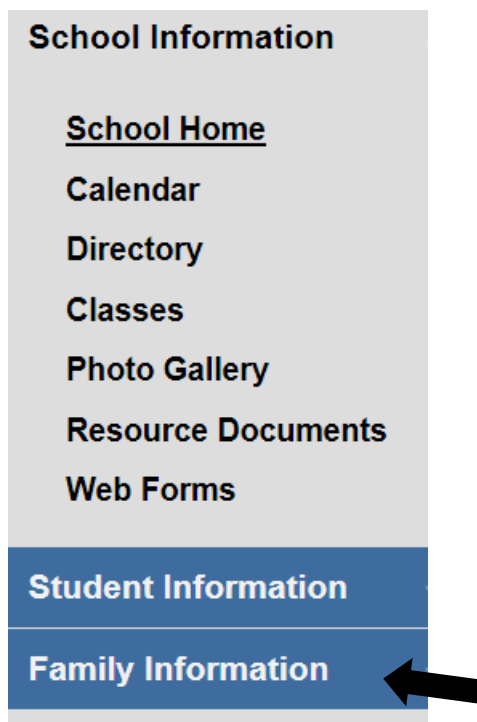
Please write LUNCH on your check. If sending cash, please write NAME and LUNCH on envelope.

You may pay ahead. For example, send in payment for \$100.00. As lunch orders are placed, your lunch credit will decrease. Paying ahead will also cover charged lunches for students who may forget a lunch and need to charge a school lunch.

Statements will be emailed from time to time. Please review the statement. If you have questions about the statement, contact Debbie Taylor at Debbie.taylor@midwayschool.org. **Credits will appear as a negative number on the end balance of your statement (ex. \$-3.50).**

TO PAY ON-LINE THROUGH RENWEB

Log on to Renweb and click “Family Information” then “Family Billing”.

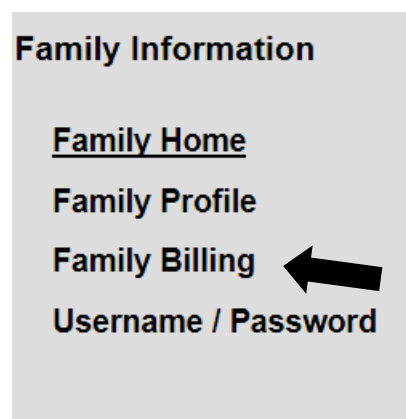


School Information

- [School Home](#)
- [Calendar](#)
- [Directory](#)
- [Classes](#)
- [Photo Gallery](#)
- [Resource Documents](#)
- [Web Forms](#)

Student Information

Family Information ←



Family Information

- [Family Home](#)
- [Family Profile](#)
- [Family Billing](#) ←
- [Username / Password](#)

Click **PAY NOW** in the row of **LUNCH**.

Lunch	\$0.00	Details	PayNow
Total	\$0.00		

By clicking on “Details” you will be able to view your lunch account, charges, payment, balance, etc.

Enter the amount you wish to pay beside the current fiscal year. If you wish to pay ahead, put the total amount you wish to pay in the box.

Accounting System	Fiscal Year	Balance	Amount
General	2013-2014	\$0.00	\$ <input type="text" value="0"/>
General	2014 -2015	\$0.00	\$ <input type="text" value="0"/>
General	2015 - 2016	\$0.00	\$ <input type="text" value="0"/>
Total		\$0.00	

A negative amount indicates a credit

Follow the directions on the screen. The first time paying through Renweb, you will be required to set up payment method (checking or credit card). The information will be saved for future lunch payments. There is an 85 cent charge for payments from the checking account and a 2.75% charge for payment through credit card. This charge goes to the payment processing company. MCCS does not profit from this charge.

PLEASE NOTE: ONLY LUNCH ACCOUNTS MAY BE PAID THROUGH RENWEB. Lunch should not be paid through SMART TUITION. Please do not attempt to pay tuition/fees through Renweb.