**Lunch Cancellation Notice**

* Please return **6 weeks** in advance when possible, with a minimum 2-week notice, **any time** students will be absent for lunch, including class parties.
* Email completed form to your school’s lunch aide, who will forward to Marie Leonhart at FPC; aide will also give a copy to the café staff. Do not send in inter-school mail.

 **Today’s Date:** Click here to enter a date.

**Contact Name:** Click here to enter name.

**School:** Click here to choose a school.

**Field Trip Date:** Click here to enter a date.

**Destination:** Click here to enter destination.

**Grade(s)** Click here to enter grade/s.

**Teacher(s):** Click here to enter teacher/s.

**Total # of Students Absent:** Click to enter amt.

**Approx # of students who eat school lunch:** Click here to enter amt.

**Will students be eating at another Olathe School?** **[ ]  Yes** **[ ]  No**

**Which School?** Click here to choose a school if applicable.

**Comments:** Click here to enter comments.

|  |  |  |  |
| --- | --- | --- | --- |
|  **(FPC OFFICE USE)**  |  | **Items on Menu** | **Estimate Subtract New Amt** |
|  |  |  |  |
| **Chg in Scheduled Menu MPOP** |  |  | **A -** |
| **Chg Cons. Order Shipping Excel** |  |  | **B -**  |
|  |  |  | **Y -**  |
| **Notes for Managers****S:\FPC\FPC Forms & Documents\Website Forms\Café-233-Lunch-Cancellation-Notice.docx** |  |  | **T -** |

 **Rev. 7.30.24**