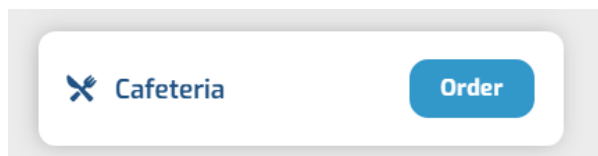
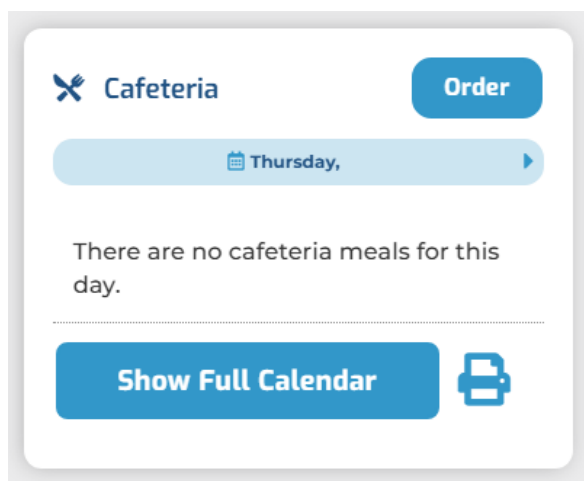


How to Pre-Order Lunches

1. Log in to [Digital Academy](#). Contact Mrs. Fraleigh for login support.
2. Go to your **parent dashboard** (main page).
3. Click on the box where it says the word “**Cafeteria**” on the right hand side. (Do not click “Order”.)



4. Click “**Show Full Calendar**”.



5. **Navigate to the month** for order. It will show the current month.

Monthly Cafeteria
Calendar

WEEKLY CALENDAR
MONTHLY CALENDAR

YOUR ORDERS

place an order

< AUGUST >

		Wednesday, 08/19/2026	Thursday, 08/20/2026	Friday, 08/21/2026
		Hot Dog - \$3.25 <i>Fries, Baked Beans, Pears, Nutrition Bar</i> Pepperoni/Cheese - \$3.25 <i>Fries, Baked Beans, Pears, Nutrition Bar</i> Milk Only - \$0.50	Chicken Tenders - \$3.25 <i>Fries, Corn, Watermelon</i> Bacon/Broccoli - \$3.25 <i>Fries, Corn, Watermelon</i> Milk Only - \$0.50	Cheese Pizza - \$3.25 <i>Salad, Mixed Fruit, Cookie</i> Tortellini Pasta - \$3.25 <i>Salad, Mixed Fruit, Cookie</i> Milk Only - \$0.50
Monday, 08/24/2026	Tuesday, 08/25/2026	Wednesday, 08/26/2026	Thursday, 08/27/2026	Friday, 08/28/2026
Pancake Chicken -	Omelet & Sausage -	Pepperoni Pizza -		Mozzarella Cheese Stick - \$3.25

CONTINUE ON NEXT PAGE

6. Select **“Place an Order”** in the upper right corner (green box).



place an order

7. Press “Next Week” until the first week of school is visible. **Double check to assure it is August 2026.**

8. **Use the checkboxes** next to each child’s name to preorder their lunch.

Wednesday, 08/19/2026				
Hot Dog - \$3.25 Fries, Baked Beans, Pears, Nutrition Bar	☐	0	☐	0
Pepperoni/Cheese - \$3.25 Fries, Baked Beans, Pears, Nutrition Bar	☐	0	☐	0
Milk Only - \$0.50	☐	0	☐	0
Thursday, 08/20/2026				
Chicken Tenders - \$3.25 Fries, Corn, Watermelon	☐	0	☐	0
Bacon/Broccoli - \$3.25 Fries, Corn, Watermelon	☐	0	☐	0
Milk Only - \$0.50	☐	0	☐	0
Friday, 08/21/2026				
Cheese Pizza - \$3.25 Salad, Mixed Fruit, Cookie	☐	0	☐	0
Tortellini Pasta - \$3.25 Salad, Mixed Fruit, Cookie	☐	0	☐	0
Milk Only - \$0.50	☐	0	☐	0

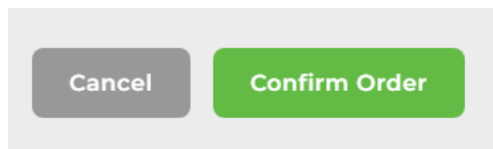
9. Check marks outlined in **yellow** indicate they are not paid and therefore, not ordered. Be sure to complete the checkout process. ***You must prepay for all meals!***

☐	0	☐	0
☐	0	☒	1
☐	0	☐	0
☒	1	☐	0
☐	0	☐	0
☐	0	☐	0
☒	1	☒	1
☐	0	☐	0
☐	0	☐	0

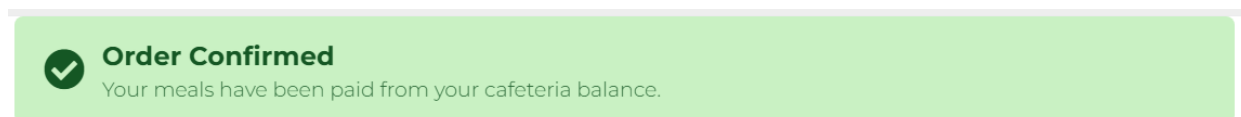
10. Click **“CHECKOUT”** at the bottom of the screen.

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11. A popup window titled “**Pay/Add Funds**” will appear. Double check your order. You may also add funds here if your child/ren’s account requires more funds to complete the purchase. Next, click “Confirm Order” at the bottom of the window.



12. The order will process and you should see a green banner at the top confirming the order, followed by an order number. You can print this page for your records. You should also receive a **confirmation email** from Digital Academy. Keep this for your records.



13. You will also see available balances below the list of your orders. At this time, you can close the window and will return to the parent dashboard.