

First day of school installations present special situations that must be considered in the planning process of initiating school point of sale operations. Those items below should be given special attention so that the transition to an automated system will be efficient.

- **Student Files** - Automated systems requires that all students be recorded in the student master file in the food service software data base as of the date of first POS operations. Students must be in the file so that meals may be recorded in the system. If a student is not in the system, there is no provision for recording the meal transaction or for moneys being deposited on an account other than a manually written transaction. The efficiency and completeness of the districts pre registration efforts will be the key to accuracy of the data files on the first day of school. The data files of elementary schools are particularly affected by the fact that many PK students and early grade students may not enrolled as of the first day of school. Provisions should be made by the district in the form of manpower available at each point of sale to assist in the manual recording of meal transactions for those students not enrolled.
- **Student Status** - Prior to the first school day installation the current free, reduced, and paid meal status of each student must be verified from the previous records used for that purpose at the point of sale with the records that are in the Systems Design student master files. Our records will be that downloaded from the existing student demographics files from the school district. We will provide printed free and reduced list from our system as soon as we install the data base. This needs to be done in such time so that the statuses may be changed in the new files for each campus prior to the first day of operation. On occasion this may be a lengthy task and sufficient time should be planned for. The district is responsible for this cross check and for providing the correct status for each student.
- **Student Identification** - Each student will be identified by student ID number at the point of sale. In most cases the elementary student will have an ID card which will be located in the cafeteria in card racks. Each student should have an ID card to provide for an efficient installation. An accurate student data file is essential for this process as indicated previously. ID cards are produced from the student data file in the POS system. It is very important that sufficient time and planning be provided for in the preparation of ID cards. These cards must be printed, laminated, dotted with colored dots, sorted by teacher or home room, and placed in the ID card racks for each campus. Rosters of student assignments to teachers or rooms as of the first day of school are important. Please refer to the installation manual for details on ID card preparation. We will also need to plan for sufficient personnel to assist students in the retrieval of ID cards for the first couple of days. Secondary schools that have ID cards that will be retained in their possession will need to have a method of handing out ID cards at breakfast in the cafeteria on the first day of school and to hand out ID cards in the correct classroom prior to the first lunch period. Secondary schools that will use student keyed in ID numbers will need to have a method of informing the student of that ID number in the cafeteria prior to breakfast the first day of school. Looking up student ID numbers at the point of sale is possible but can be a lengthy process if each student must be subject to look up notwithstanding that the cashiers are in training as well.
- **School Involvement** - The administration at each campus should be advised of the new installation and the requirements of student identification and that delays may be expected. Our staff will be available to assist the food service department in meetings regarding this subject.
- **Installation Manual** - Please review the installation manual CD and note the requirements listed therein. We will be available to assist in any way possible to affect an efficient point of sale installation.