

**Springfield Public School District**  
**Nutrition Services**  
**"Meals to Go" Order Form**

**The following students will not be in school during breakfast/lunch (please circle) due to a field trip or other special event.**

Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

Number of Students: \_\_\_\_\_

Date of field trip or event: \_\_\_\_\_

Number of "Meal to Go" breakfast/lunches needed? **(Exact number of meals need to be ordered. If additional meals are ordered that do not have a student tied to them the school site will be charged)**

Breakfast: \_\_\_\_\_ Lunch: \_\_\_\_\_

Time breakfast is needed: \_\_\_\_\_

Time lunch is needed: \_\_\_\_\_

"Meals to Go" meals will be bagged and ready to go for the students when they leave the school building. "Meals to Go" Breakfast will include Cinni Mini's, fruit choice and bottled water. "Meals to Go" lunches will include a turkey and cheese or ham and cheese sandwich, carrot sticks, fresh fruit, cookie and bottled water. **Milk will be available if requested. (If you have a student with a Dietary 504, please let your site know) \*PB&J Sandwiches are not an option for field trips due to allergy concerns.**



We **must** receive a list of the names of the students who will be receiving breakfast/ lunches so they may be properly recorded and the appropriate accounts can be charged. "Meals to go" can be paid for with cash or by using prepaid money on account. "Meals to go" are counted as a regular school breakfast/lunch so free and reduced status applies.

**We appreciate your returning this form to the kitchen at least one week in advance.**