



ESPO Friday Pizza Lunch

ABOUT PIZZA LUNCH

The ESPO (Emerson School Parent Organization) Pizza Lunch program is not only students' favorite lunch of the week, it's ESPO's biggest annual fundraiser—providing funds that enrich learning and provide resources for teachers. It is offered each week on Friday, with some exceptions, and parents can order as many slices as their child prefers.

HOW TO ORDER THROUGH RENWEB

At the start of the school year, families can order Pizza Lunch through RenWeb.

- Log into RenWeb (Parent Login button on top right of www.emerson-school.org)
- Click Student Information tab on left
- Click "Lunch"
- Click "Create Web Order" and make your selections for each student
 - Click "Lunch Items for Tuesday" for options (*Pizza lunch is on Friday, but a hiccup in RenWeb displays it as Tuesday*)
 - Milk can also be ordered at this step by choosing "Lunch Items for Wednesday" for options
- Click "Submit Order" to complete your order (orders will be billed as they are placed)

LATE ORDERS AND MODIFICATIONS

After the window to order through RenWeb closes, you can place an order, make a change to an existing order, or ask questions about your order by emailing pizzalunch@emerson-school.org. All parents will receive confirmation of their orders as pizza lunch begins.

BILLING

Please note that accounts are not billed upon order placement. The business office will process your pizza lunch orders and bill your family accounts later in the month after orders have been confirmed.

CONTACT

For questions or to make changes to your Pizza Lunch order, please contact the ESPO Pizza Lunch Chair at pizzalunch@emerson-school.org.