



# LYNCOURT

UNION FREE SCHOOL DISTRICT

## MEAL MODIFICATION PROCESS

Should a student need to have a special diet for any health or religious reasons, it is the responsibility of said students Doctor or Licensed Registered Dietitian to relay that information to the school nurse.

The school nurse will pass the special requirements to the Food Service Manager.

It is the responsibility of the food service manager to input the information into the computer program under the student's profile for special requirements to be seen at the point of sale terminal at the time of check out.

Parents or legal Guardians of any student may request their students special request at any time for their review.

Should parents or legal guardians feel their child's dietary request are not being properly addressed they may contact the school business administrator.

Terry Ralston  
Food Service Manager  
315-455-7571 ext 1020  
[Tralston@lyncourtschool.org](mailto:Tralston@lyncourtschool.org)

David Shaw  
School Business Administrator  
315-455-7571 ext 1129  
[Dshaw@lyncourtschool.org](mailto:Dshaw@lyncourtschool.org)