



P.S./I.S. 217 The Roosevelt Island School

645 Main Street
Roosevelt Island, New York 10044
(212) 980-0294
Fax (212) 980-1192

Mandana Beckman, Principal
Jennifer Allen, Assistant Principal

September 7, 2017

Dear Parents/Guardians,

Welcome to PS/IS 217! My name is Ms. Crystal and I look forward to getting to know all of you. Part of my job is to monitor the school lunch program and I would like to review the lunch program for you.

Every registered student in the school must have a lunch form on file, whether they eat school lunch, or not. A lunch form is a federal document and all schools are required to have these forms completed.

We no longer use paper applications all lunch forms are now filled out **online** at **www.appiyforlunch.com**. You can apply from any computer, tablet or smartphone with an internet connection. Entering your application online is quicker and easier. You will need your child's student ID number to correctly identify your child with our school. Please email me if you need this number. My email is **cclarson@schools.nyc.gov**

Once the application is completed online, please submit your confirmation page to your child's teacher or submit it to me in the school office. It takes 48 hours for a lunch application to process. I will follow up with families upon completion of the form.

If you do not have access to a computer I will be happy to assist anyone with the online application process. I will also have a workshop where you can come to the school to file your application.

If you have any questions please visit me in the school office or call me at (212) 980-0294 EXT. 1011.

Sincerely,

Crystal Clarkson
School Secretary