



Principal's Meeting  
POS Implementation Checklist

SF Code       ATS Code       Date of Meeting

SchoolFood District Supervisors will complete this form indicating the POS Go Live meeting has been completed with each school in the building. A separate form is to be completed for each school in a campus and **faxed to (718) 707-4404**

**A Principal's Presentation - Indicate below that the following topics have been discussed with the Principal.**

<b>Scheduled date for Go Live</b> <input type="text"/>			
1 About POS	Yes      No	2 Implementation Process	Yes      No
2 Training	Yes      No	4 Follow-up	Yes      No
3 Is the school currently performing meal accountability correctly?	Yes      No		
4 Describe the advantage and disadvantage of each <b>input method identified below:</b>	Yes      No		
5 Identify with a check mark the desired POS terminal input method:	<input type="checkbox"/> PIN # - 6 digit	<input type="checkbox"/> PIN # - 4 digit	<input type="checkbox"/> PIN # - 9 digit ID
	<input type="checkbox"/> WebSMARTT Barcode Labels	<input type="checkbox"/> Classroom	
6 Circle, how long is the breakfast service?	<input type="checkbox"/> 20 Min	<input type="checkbox"/> 40 Min	<input type="checkbox"/> 50 Min      Other: <input type="text"/>
7 Circle, how long on average are the lunch periods?	<input type="checkbox"/> 20 Min	<input type="checkbox"/> 40 Min	<input type="checkbox"/> 50 Min      Other: <input type="text"/>
8 Obtain support from the Principal and confirm that they will be promoting POS.	Yes      No		

**B Action Items - school may need to take action on prior to the pre-go live. N/A can be used for questions pertaining to payments in USM locations**

		Circle response that topic has been discussed	STAFF POINT OF CONTACT IN THIS AREA & TITLE
1	Are all students enrolled in ATS classes?	Yes      No	<input type="text"/>
2	Does the school maintain pre-POS student balances?	Yes      No      N/A	<input type="text"/>
3	Will the student line flow need to be altered for POS?	Yes      No	
4	Was student line flow discussed with Principal?	Yes      No      N/A	
5	Student Announcements	Yes      No      N/A	<input type="text"/>
6	Parent Announcements - MLM Flyers and Letter	Yes      No      N/A	<input type="text"/>
7	PIN Letters & PIN Practice worksheet	Yes      No      N/A	<input type="text"/>
8	Can school provide class photos on CD?	Yes      No      N/A	<input type="text"/>

**C Main office staff handling the following tasks**

		Circle response that topic has been discussed	STAFF POINT OF CONTACT IN THIS AREA & TITLE
1	Negative Balance Letters <b>(Non High School only)</b>	Yes      No      N/A	<input type="text"/>
2	Entering Prepayments	Yes      No      N/A	<input type="text"/>

**D Student ID Cards**

1	Is CAASS used at this school?	Yes      No	
2	Will the school to print a 2nd barcode with OSIS ID or bar code PIN on the back of the card?	Yes      No      N/A	
3	Does the school portrait vendor offer ID cards with barcodes?	Yes      No	

Date \_\_\_\_\_ SchoolFood Supervisor Signature: \_\_\_\_\_