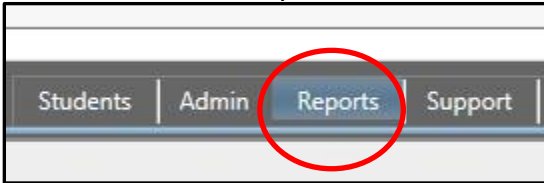


HOW TO RUN AN ELIGIBILITY REPORT IN MiSiS FOR STUDENTS WITHOUT A CURRENT MEAL CODE

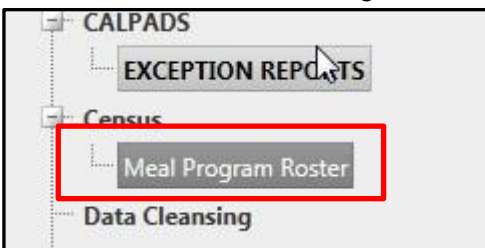
PURPOSE: This report when generated provides the list of students who do not have a meal eligibility code.

STEP 1: Login to MiSiS

STEP 2: Click on “Reports”



STEP 3: Click on “Meal Program Roster”



STEP 4: Click on the drop down boxes for the all the fields Highlighted in **RED** as listed below:

Local District: Select the Local District for the school

School: Select the correct school

Update Activity: Select “Not Applicable”

Period: Select “Not Applicable”

Course (s): Select “Not Applicable”

Teacher: Select “Not Applicable”

Grade Level: **Select “All”**

Current Meal Code: **Select “0- No Meal Code”**

Previous Meal Code: Select “All”

Sort By: Select “By Student Name” Or “Teacher” or “Grade Level”

Display Prior Meal Code: Select “Yes”

Prior Meal Code is selected to provide the student’s previous year’s meal code if it exists. This will give insight into what the student may qualify for this year, especially if the student has yet to submit a meal application.

Enrollment as of Date: Enter the date 8/18/2015 or after to view students who are enrolled

Click “View Report”

A screenshot of the MiSiS 'Meal Program Roster' report configuration screen. The screen displays various fields with dropdown menus and text boxes. The fields are: Local District (E), School (Bell Senior High - Track B), Update Activity (Not Applicable), Period(s) (Not Applicable), Course(s) (Not Applicable), Teacher (Not Applicable), Grade Level(s) (9, 10, 11, 12), Current Meal Code (0 - No Meal Code), Previous Meal Code (1 - Free, 2 - Reduced, 3 - Deni), Sort By (By Student Name), Display Prior Meal Code (Yes), and Enrollment As Of Date (8/6/2015). A 'View Report' button is visible on the right side of the screen.

Below is an screen shot of the report. The report was run on 8/6/15 and there are 240 students without a meal code eligibility.

The students with NO MEAL CODES are listed below in alphabetical order. The column “Current Meal Code” is blank. Student names are blocked for privacy.

Bell Senior High - Track B - 7610
Meal Program Roster

Total School Meal Code Summary

Enrollment	Meal Code	1	2	3	4	5	Missing	Total (not including missing)
240	Count	0	0	0	0	0	240	

Prior Meal Code information vs. Current Meal Code Information

	1	2	3	4	5	Missing	Total (not including missing)	F/R %
Prior Year	0	0	0	0	0	240		0.00%
Current Year	0	0	0	0	0	240		0.00%

Student Id	Gr	Name	Current Meal Code	Effective Date	Prior Meal Code	Comments
[REDACTED]		JAVIER		07/15/2015		
[REDACTED]		ALBERTO		07/15/2015		
[REDACTED]		IVAN		07/15/2015		
[REDACTED]		HILARIO		07/15/2015		
[REDACTED]		EDUARDO		07/15/2015		
[REDACTED]		GERMAN		07/15/2015		
[REDACTED]						

To save the report, click on the Monitor icon and save it in the format desired (see red arrow).

The screenshot shows the MiSiS ReportsMaster.aspx interface. The left sidebar contains a navigation menu with categories like MISIS, Exception Reports, Census, Data Cleansing, English Learner, Enrollment, GATE, Grades, Graduation Standards, MAPS, Master Scheduling, Other, Post-Commit, and Pre/Post-Commit. The main content area displays the 'Meal Program Roster' for 'Bell Senior High - Track B'. The report parameters are: Local District: E, School: Bell Senior High - Track B, Update Activity: Not Applicable, Period(s): Not Applicable, Course(s): Not Applicable, Teacher: Not Applicable, Grade Level(s): 9, 10, 11, 12, Current Meal Code: 0 - No Meal Code, Previous Meal Code: 1 - Free, 2 - Reduced, 3 - Deni, Sort By: By Student Name, Display Prior Meal Code: Yes, Enrollment As Of Date: 8/6/2015. A red arrow points to the 'Enrollment As Of Date' field. Below the parameters is a table titled 'Total School Meal Code Summary' and another table titled 'Prior Meal Code information vs. Current Meal Code Information'. A context menu is open over the report data, showing options: XML file with report data, CSV (comma delimited), PDF, XHTML (web archive), Excel, TIFF file, and Word.

Enrollment	Meal Code	1	2	3	4	5	Miss
240	Count	0	0	0	0	0	240

	1	2	3	4	5	Missing	Total (not including missing)	FIR %
Prior Year	0	0	0	0	0	240		0.00%
Current Year	0	0	0	0	0	240		0.00%

Student Id	Gr Name	Current Meal Code	Effective Date	Pri or Meal Code	Comments
			07/15/2015		

For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.