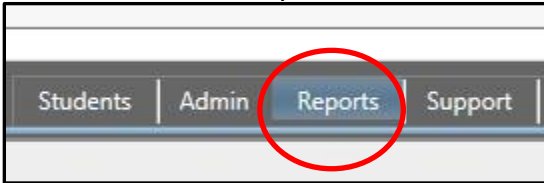# HOW TO RUN AN ELIGIBILITY REPORT IN MiSiS FOR STUDENTS WITHOUT A CURRENT MEAL CODE
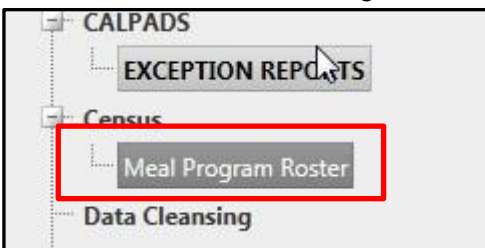
PURPOSE: This report when generated provides the list of students who do not have a meal eligibility code.

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

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.

Click "View Report"

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.

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

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.