

HOW TO RUN A MiSiS UPDATE ACTIVITY REPORT (UAR)

PURPOSE: This report when generated provides the list of students that have any updated activity from the selected dates. This includes students with new meal codes or a meal code change.

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 the number of days for the report to reflect changes

Period(s): Select “Not Applicable”

Course (s): Select “Not Applicable”

Teacher: Select “Not Applicable”

Grade Level: Select “All”

Current Meal Code: Select “All”

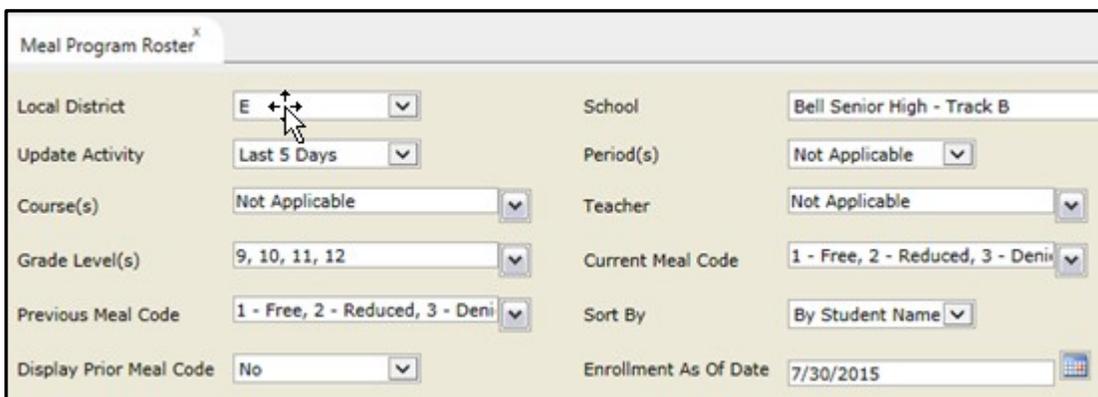
Previous Meal Code: Select “No”

Sort By: Select “By Student Name”

Display Prior Meal Code: Select “No”

Enrollment As of Date: Use current date

Click “View Report”

A screenshot of the 'Meal Program Roster' report configuration form. The form contains the following fields and values:

Local District	E	School	Bell Senior High - Track B
Update Activity	Last 5 Days	Period(s)	Not Applicable
Course(s)	Not Applicable	Teacher	Not Applicable
Grade Level(s)	9, 10, 11, 12	Current Meal Code	1 - Free, 2 - Reduced, 3 - Deni
Previous Meal Code	1 - Free, 2 - Reduced, 3 - Deni	Sort By	By Student Name
Display Prior Meal Code	No	Enrollment As Of Date	7/30/2015

Below is an example of the Update Activity Report. The report below was run to indicate what changes can be reflected within the last five days of running the report (7/30/15). The report indicates that between the dates of 7/27/15 and 7/28/15, a total of 13 students have updated information.

Meal Program Roster ^x

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	13		0.00%
Current Year	11	0	1	0	1	0	13	92.31%

Student Id	Gr	Name	Current Meal Code	Effective Date	Comments
032601F091	9	BRACAMONTES, JANELLE	1	07/27/2015	
060298F127	12	BRACAMONTES, JASSLEAN	1	07/27/2015	
021800M073	10	CALDERON, ADRIAN MIGUEL	1	07/27/2015	
051799M011	11	CHAVEZ, BRIAN A	1	07/28/2015	
110901F069	9	CHAVEZ, BRIANA AURORA	1	07/28/2015	
102099M045	10	COURREJOLLES, ALAIN DAMI	1	07/27/2015	
121199M010	10	GAMEZ, DANIEL	1	07/28/2015	
081300M044	9	GARCIA-ROBLES, IROBEL	1	07/27/2015	
112698M090	10	HERNANDEZ, CESAR LEONEL	5	07/28/2015	
071800F041	10	LOPEZ, VALERIE FRANCIS	3	07/27/2015	
090999M043	11	LOPEZ-FIGUEROA, ALEXIS	1	07/27/2015	
060800F006	10	MIRANDA, EVELYN	1	07/27/2015	
020500M068	10	PORTILLO, JOSHUA	1	07/28/2015	