The MSIS Primary Contact person has access to the Student Lunch Data Screen.

To Enter FRL Data (Modules ->Student ->Free/Reduced Lunch ->:
    1. District Tab - indicates District for which you have security rights. If you are assigned to more than one District, you will select the District you wish to update.

    2. Schools Tab - lists all schools within your District for you to select. You can query on this screen using the school number or a partial name with the wild card (%). Example: Vin% would yield Vine Street Elementary for District 6100.

    3. Student Lunch Status - upon entering this screen you are in query mode (notice the lower left hand of the screen: "Enter a query; press flashlight icon to execute, F4 to cancel.") for the current school year.

  To update in the current school year:
 i. Query for the students in the school that you highlighted on the Schools tab. The best method is to go through the alphabet using the wildcard under the Last Name column. Example: A% (click Flashlight) will return all students whose last name begins with an A in the selected school. Continue your queries with B%, C%, D%, etc. You can also query using the MSIS ID on this screen.

 ii. Click on the appropriate radio button to the left of the highlighted student's name (F = Free, R = Reduced, P = Paid). You can also click in the DC box if you would like to indicate Direct Certification for a particular student (DC can only be checked on those students marked P).

  iii. Use the up and down arrows on your computer to select the next student.

 iv. Repeat steps i, ii, and iii until you have completed the data for that particular school.

  v. Once you are ready to go to your next school, hit F4 to cancel the query. This will allow you to go to the Schools tab and select your next school.

  Continue with steps i to v until you have completed your District.

You also have a new report to help you review your data (Reports ->Free Lunch Eligibility ->**Free/Red Lunch Student Roster**) for any school year that you would like to select.

You can run the report for a single school or for the entire District (select Cancel when the Valid values for School box appears - All Schools will appear under Name next to School). This is an alpha list by last name per school. It also lists the student's first name, MSIS ID, SSN, DC Indicator, and Lunch Status. ONLY STUDENTS THAT HAVE A LUNCH STATUS OF F or R will appear on this report (otherwise it is just a roster of your school).