Batch Processing of Lunch Data

Your file has to be a Comma-delimited Text file for Batch Processing, then saved as a Text file.

The file sent needs to be named CN**XXXX**.TXT   (**XXXX** is your district number).

Required fields:
The ten (10) elements needed are:
1. District # (4 digit) – (ex. 3000)
2. School # (3 digit) – (ex. 002)
3. MSIS ID (9 digit) – (ex. 000099999)
4. First Name – (ex. ARTHUR)
5. Last Name – (ex. ANDERSON)
6. Birthdate (mm/dd/yy) – (ex. 03/30/90)
7. Race (1 to 2 digit) – (ex. W for white or B for black, etc.)
8. Sex (1 digit) – (ex. M for male or F for female)
9. Apply Date (mm/dd/yy) – (ex. 07/29/02)
10. Status (1 digit) – (ex. F for free or P for paid, etc.)

If race or gender or birthdate is unknown just leave it empty (**,,**).

Example:
Three entries from an approved file are listed below.

(Entries with all elements)
7500,008,000099999,ARTHUR,ANDERSON,12/06/99,W,M,07/29/02,R
(Entries with missing race)
2520,002,000099998,MICHAEL,ANDERSON,03/30/90,,M,07/17/02,F
(Entries with missing gender)
0130,004,000099997,BREANNA,ANDERSON,09/27/92,W,,08/27/00,P
(Entries with missing apply date)
4500,008,000088887,TONI,TAYLOR,10/15/95,W,,,P

Race Code Listing

CODE	DESCR
PI	Native Hawaiian or Pacific Islander
W	White
B	Black or African American
H	Hispanic or Latino
NA	American Indian or Alaskan Native
AS	Asian
TM	Two or More Races

You can send your file to mdeapps@mde.k12.ms.us with Subject Line "**Student Lunch Batch Processing**".

Note: IF YOU DO NOT SUBMIT YOUR REQUESTS THROUGH FOOTPRINTS, YOUR REQUESTS WILL NOT BE HONORED.