

Completion of Students Eligible for Free/Reduce Meals Report

1. Free and Reduced count is November 15.
2. Download from student system a demographic file November 15th or request Technology Department to do so.
3. Use only the following codes to calculate Free and Reduced:
 - Yes
 - Direct Certification
 - Eligible Free (APPL)
 - Eligible Free (FIA)
 - Eligible Reduced
 - TANF - Temporary Assistance to Needy Families
 - Homeless
 - Foster Child Program
 - No
 - Denied
 - Expired Approval
 - Blank

(Double check that no additional codes have been added.)

4. Data needed to complete report "Student Meeting the Free/Reduce Meals Criteria"
 - Number of students grades K-12 by school
 - Number of students meeting the Free/Reduce Meals Criteria (Yes or No)
5. Insert numbers into Excel formula sheet and always double check numbers. There are multiple worksheets within this one document. "L:" Drive/ Free and Reduced. Use last year's document to copy and create this year's new report. (ex: "Free-Reduced 2016-2017 ")
6. To collect Free and Reduced information for Non-Public schools, please refer to the Process and Procedures Non-Public Schools Document.