

Online Tutorial: Printing Lunch Eligibility Letters

At the beginning of every school year – after entering lunch eligibility data – you’ll need to print lunch eligibility letters.

Step 1: On the start page, enter the appropriate search term into the “Search Students” box:

Free: LunchStatus=F

Free and on welfare: LunchStatus=FDC

Reduced: LunchStatus=R

Full Pay: LunchStatus=P

Step 2: At the bottom of the page, select “Select Students by Hand” in the drop-down menu.

Search Students

LunchStatus=FDC

[View Field List](#) [View Function List](#) [How to Search](#)

- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report
- Print Mailing Labels
- Quick Export
- Re-Enroll in School
- Reports Menu
- Save Stored Selection
- Search By GPA
- Search By Grades/Attendance
- Search For Perfect Attendance
- Select Students By Hand

Hold down the CTRL key to make multiple selections

(13623)	(11/24/92)	(11)	Aguilar, Yesenia
(13570)	(05/06/92)	(11)	Cabral, Julie
(13019)	(03/15/91)	(12)	Duarte, Daviana
(17766)	(08/18/92)	(10)	Estrada, Jesus Manuel
(25048)	(02/28/92)	(10)	Muniz, Sergio
(17834)	(01/18/93)	(10)	Njoku, Danielle
(12609)	(02/11/91)	(12)	Pacheco, Mariah Eulalia
(17853)	(09/15/93)	(10)	Ramirez, Verenice
(17879)	(04/19/93)	(10)	Summers, Abram A
(25054)	(06/25/94)	(9)	Zepeda, Bryan Anthony

Keep selected students

Remove selected students

[Selections](#) [Functions](#)

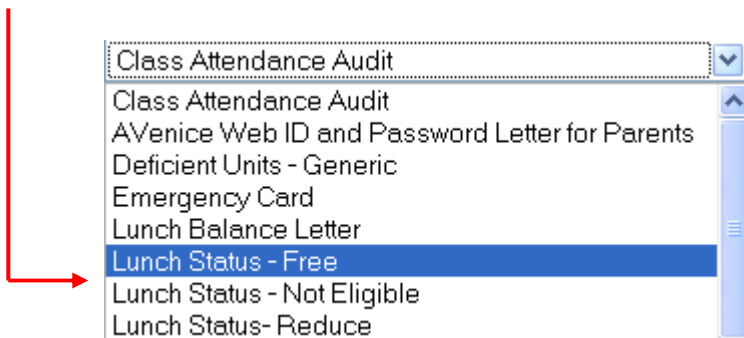
Step 3: Holding down the “Ctrl” key, click on the students who you want to print letters for.

Step 4: Make sure “Keep selected students” is selected, and click on “Functions.”

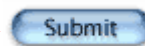
Step 5: In the middle of the screen, click “Print Reports.”

Step 6: In the drop-down menu next to “Which report would you like to print?”, select the appropriate lunch status report.

Function
Attendance Change
Counselor's Screen
Enrollment Summary
Export Using Template
Fee Functions
ID/Password Assignment
LDAP Directory Synchronization
List Students
Mass Create Family Links
Mass Enroll
Mass Enroll Special Program
Mass Print A Student Screen
Next School Indicator
Print Reports



Step 7: Click the “Submit” button.



Status
Completed View

Step 8: Click the refresh button until your report is complete.



Step 9: Click “View” next to “Completed” to retrieve and print your report.

Step 10: Repeat steps 1-9 for the other lunch types (free, reduced, etc.)