XXXXXXXXX School District

State Student Number	DOB	Entry Date	Status
XXXXX48901	12/6/2011	8/22/2016	FDC
XXXXX08031	5/14/2012	8/22/2016	FDC
XXXXX27286	11/3/2011	8/22/2016	FDC
XXXXX79025	3/31/2012	8/22/2016	F
XXXXX85820	12/12/2011	8/22/2016	R

FDC = Free, Direct Certification

F = Free

R = Reduced

1. At the Start page, with the Elementary School selected for School in upper right hand corner, select PK4

2. Select the right drop down arrow on the "Student Screens" button in the lower right, and then select "List students" under the Export section

3. Place cursor in the first box under Field Name Column, then select Fields to the left. Select State_studentnumber,
then type State Student Number under the column 1 title

4. In Row 2, Select DOB from the fields - type DOB in row 2 in column title

5. Select entrydate from Fields in the 3rd row, and type Entry Date in row 3 on column title

6. In row 4, select Lunchstatus from Fields-enter Status in row 4 on column title

7. Your page should look like the attached sheet. Submit

8. Copy entire report

9. Paste in excel spreadsheet