

HOW TO RUN A MiSIS UPDATE ACTIVITY REPORT (UAR)

PURPOSE: This report, when generated, provides the list of students who have any updated activity from the selected dates. This includes students with new meal codes or a meal code change.

STEP 1: Login to MiSiS

STEP 2: Click on "Reports"



STEP 3: Click on "Meal Program Roster"



STEP 4: Click on the drop down boxes for the all the fields highlighted in **RED** as listed below.

Local District: Select the Local District for the school

School: Select the correct school

Update Activity: Select the number of days for the report to reflect changes

Period(s): Select "Not Applicable"

Course (s): Select "Not Applicable"

Teacher: Select "Not Applicable"

Grade Level: Select "All"

Current Meal Code: Select "All"

Previous Meal Code: Select "No"

Sort By: Select "By Student Name"

Display Prior Meal Code: Select "No"

Enrollment As of Date: Enter the date 8/18/2015 or after to view students who are enrolled

Click "View Report"

A screenshot of the 'Meal Program Roster' report configuration form. The form contains the following fields and values:

- Local District: E
- Update Activity: Last 5 Days
- Course(s): Not Applicable
- Grade Level(s): 9, 10, 11, 12
- Previous Meal Code: 1 - Free, 2 - Reduced, 3 - Deni
- Display Prior Meal Code: No
- School: Bell Senior High - Track B
- Period(s): Not Applicable
- Teacher: Not Applicable
- Current Meal Code: 1 - Free, 2 - Reduced, 3 - Deni
- Sort By: By Student Name
- Enrollment As Of Date: 7/30/2015

Below is an example of the Update Activity Report. The report below was run to indicate what changes can be reflected within the last five days of running the report (7/30/15). The report indicates that between the dates of 7/27/15 and 7/28/15, a total of 13 students have updated information. Student names have been blocked for privacy.

Meal Program Roster ^x

Prior Meal Code information vs. Current Meal Code Information

	1	2	3	4	5	Missing	Total (not including missing)	F/R %
Prior Year	0	0	0	0	0	13		0.00%
Current Year	11	0	1	0	1	0	13	92.31%

Student Id	G	F	Name	Current Meal Code	Effective Date	Comments
[REDACTED]			JANELLE		07/27/2015	
[REDACTED]			JASSLEAN		07/27/2015	
[REDACTED]			ADRIAN MIGUEL		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]			AURORA		07/28/2015	
[REDACTED]			ALAIN DAMI		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]			IROBEL		07/27/2015	
[REDACTED]					07/28/2015	
[REDACTED]					07/27/2015	
[REDACTED]					07/27/2015	
[REDACTED]					07/28/2015	

For any issues with Free and Reduced Lunch Meal Rosters in MiSiS, please contact the IT Helpdesk at 213-241-5200 and select the MiSiS option. Other options for getting support can be found at <http://achieve.lausd.net/helpdesk>.