

MiSiS – My Integrated Student Information System

Meal Program Roster

MEAL PROGRAM ROSTER

The purpose of this job aid is to provide instruction on how to generate the **Meal Program Roster** report. Users with the **Principal, Scheduling Administrator, Counselor and Office Manager** role are able to perform this function. This job aid can be used for elementary or secondary school users.

Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.

**** Schools with multiple locations housed at the same site may need to access each location separately.**

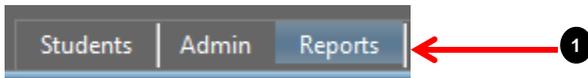
Users with multiple user roles will see a landing page similar to the sample pictured below. Click the **Select** link for the **Office Manager** role to proceed.

Select	User Role	School	Status	Access Type
	<input type="text"/>	<input type="text" value="ANY LAUSD"/>		
Select	Teacher	ANY LAUSD SCHOOL	Active	Read/Write
Select	Principal	ANY LAUSD SCHOOL	Active	Read/Write
Select	GATE Office User	ANY LAUSD SCHOOL	Active	Read/Write
Select	Secondary Athletic Director	ANY LAUSD SCHOOL	Active	Read/Write
Select	Summer School Counselor	ANY LAUSD SCHOOL	Active	Read/Write
Select	Scheduling Administrator	ANY LAUSD SCHOOL	Active	Read/Write
Select	Counselor	ANY LAUSD SCHOOL	Active	Read/Write
Select	Office Manager	ANY LAUSD SCHOOL	Active	Read/Write

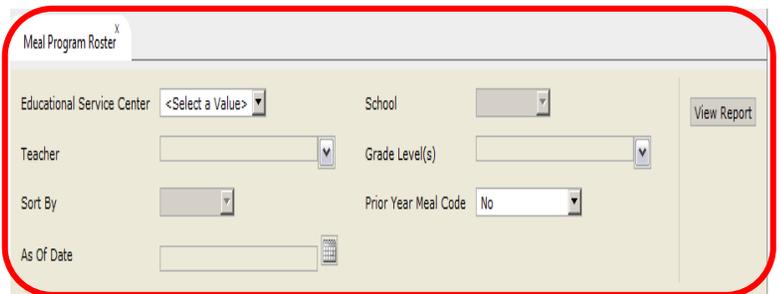
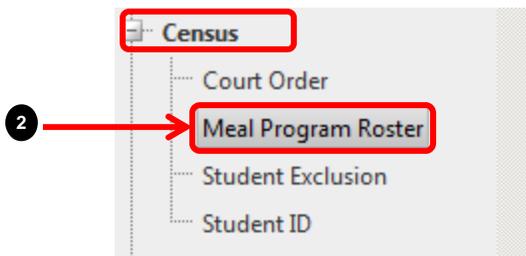
MEAL PROGRAM ROSTER

Generate Meal Program Roster

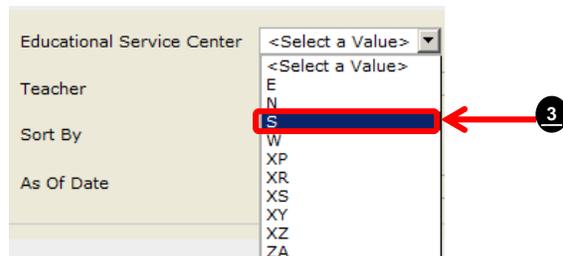
Step 1 Click the  link.



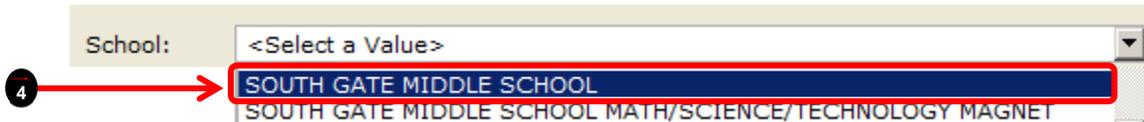
Step 2 Under the **Census** reports options, click the **Meal Program Roster** option and the student sections parameter window will display.



Step 3 Click the drop down list arrow for **Educational Service Center** and select the appropriate area, **S** will be selected for this job aid.



Step 4 Click the drop down list arrow for **School** and select the school.



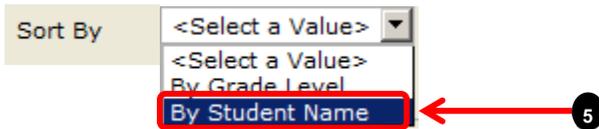
** **Teacher** field is Not Applicable when generate this report.



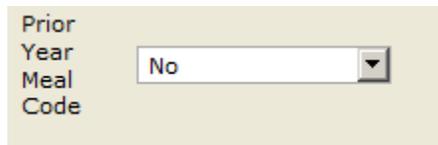
** After the School Term is selected, the **Grade Level** field will become available with all options selected, click the drop down list arrow to deselect a grade level.



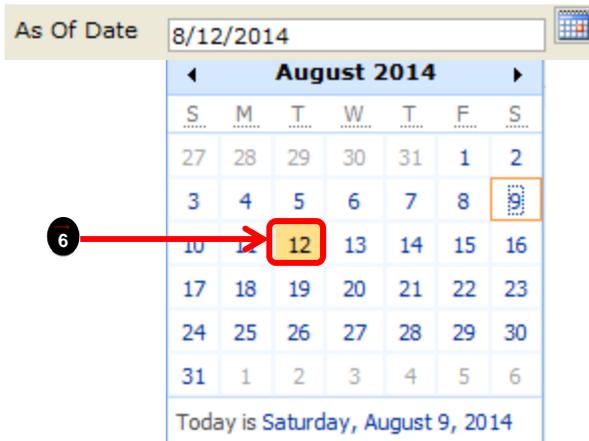
Step 5 Click the drop down list arrow for **Sort By**, and **By Student Name** will selected for this job aid.



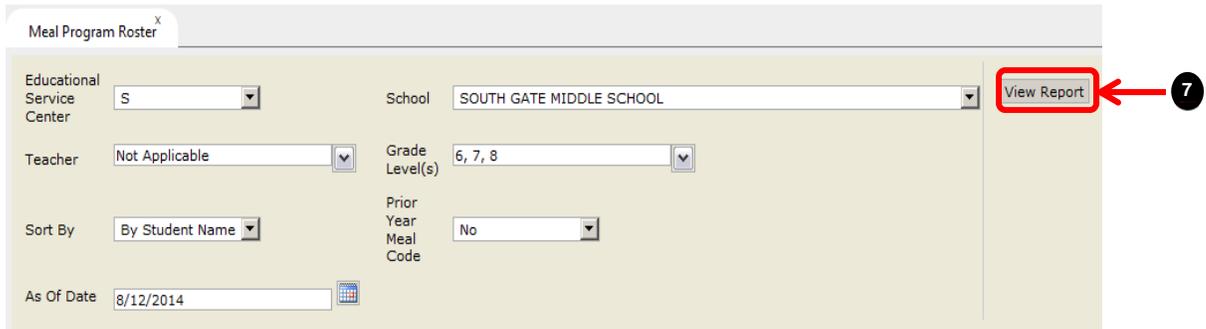
** **Prior Year Meal Code** field defaults to **No**, click the drop down list arrow to select Yes, for this job aid No will be used.



Step 6 **As Of Date** defaults to the current date, click the calendar icon to select date or type date in **As Of Date** field in the following format mm/dd/yyyy.

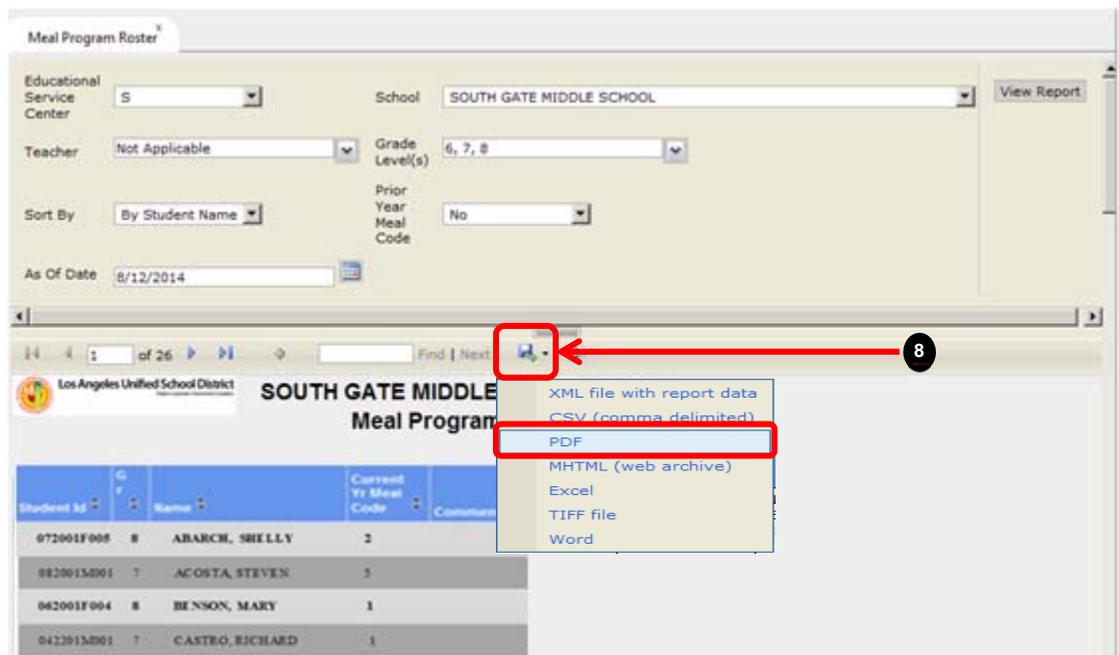


Step 7 Once all parameter fields are completed, click the **View Report** tab.

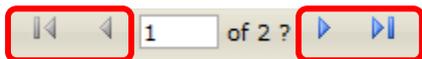


Step 8 Reports displays below the parameters window, click the **Export** drop down menu to print or export report, select from the list of options for example PDF.

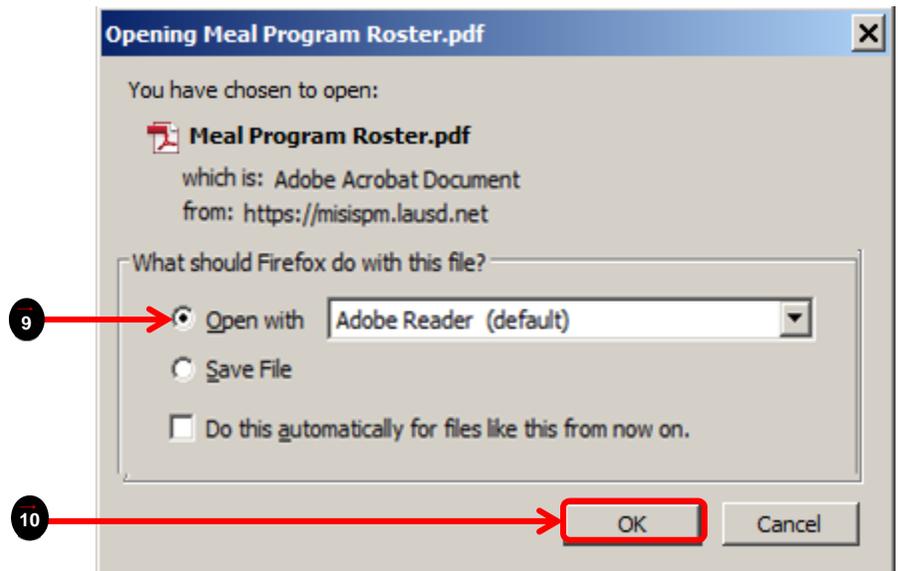
* Select Excel to export as a spreadsheet for further filtering. Refer to "Filtering Meal Code Roster data" job aid for instructions.



** Use the turn page arrows to turn pages forward and backward, if the report consists of multiple pages.

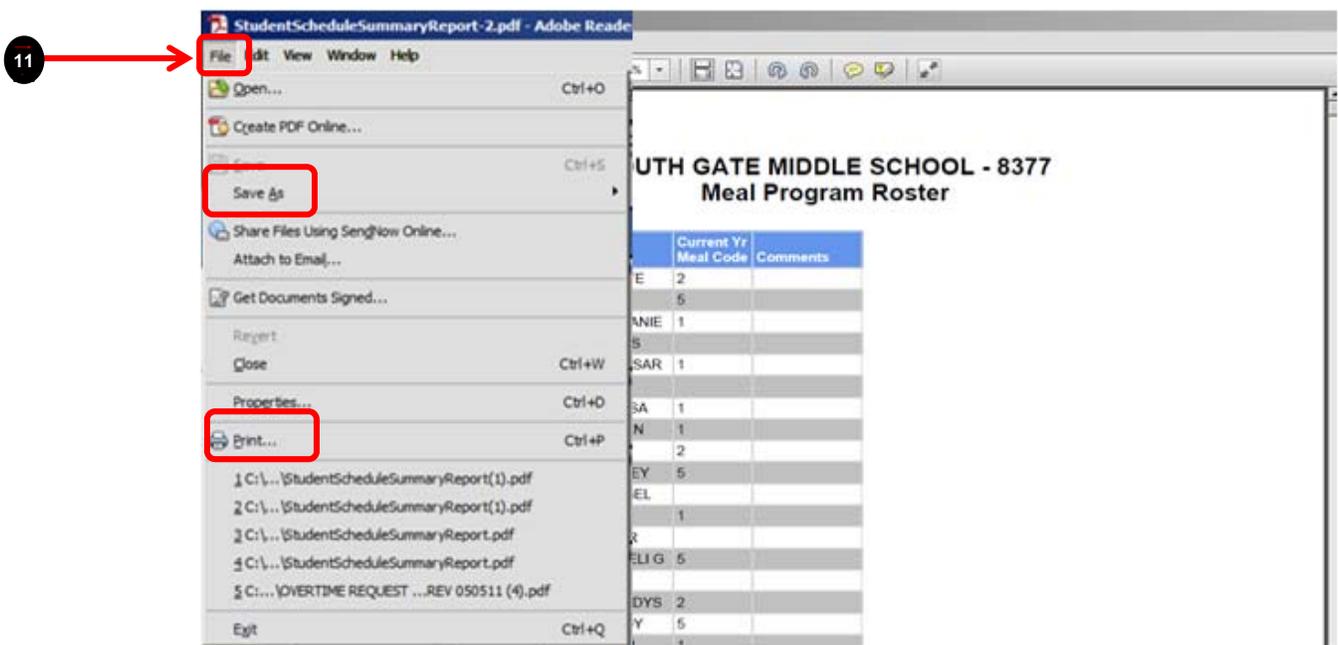


Step 9 Click in the radio button for **Open with** Adobe Reader (default) or click the down arrow and select **other** to select a different option.



Step 10 Click the **OK** tab.

Step 11 Once report opens as a PDF, click the **File** tab and select **Save As** to save report or **Print** to print the report.



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>.