# 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 <u>https://misis.lausd.net/start</u>, 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
	T	ANY LAUSD	T	
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	Acti∨e	Read/Write
Select	Office Manager	ANY LAUSD SCHOOL	Active	Read/Write

### MEAL PROGRAM ROSTER

### **Generate Meal Program Roster**



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

	- Census	Meal Program Roster	
	Court Order	Educational Service Center <select a="" value=""> School</select>	View Report
2	Meal Program Roster	Teacher Grade Level(s)	
	····· Student Exclusion	Sort By Prior Year Meal Code No	
	Student ID	As Of Date	

**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.



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**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.

Grade			Grade	6, 7, 8	~
Level(s)	6, 7, 8	<b>~</b>	Level(s)	(Select All)	
				<b>№</b> 6	
				7	
				✓8	

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.

Prior		
Year Meal	No	•
Code		

**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.

Meal Program Roster		
Educational Service S 🗨	School SOUTH GATE MIDDLE SCHOOL	View Report
Teacher Not Applicable	Grade 6, 7, 8	
Sort By By Student Name	Prior Year Meal Code	
As Of Date 8/12/2014		

**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.

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Center	-			
eacher	Not Applicable	Grade Level(s)	6, 7, 8	
		Prior		
ort By	By Student Name 💌	Year Meal Code	No	
s Of Date	8/12/2014			
	and A M CO	10		
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\*\* Use the turn page arrows to turn pages forward and backward, if the report consists of multiple





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

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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.

