Infinite Campus: QA Free Reduced Lunch

Custom Report: Free and Reduced Lunch Quality Assurance – The purpose of this report is to allow *school and district personnel* to generate a report to verify free and reduced-price lunch counts as reported in Infinite Campus. Access to this report should only be granted to individuals with access to the FRAM module.

Selection Criteria: Use the Campus toolbar to select the school/academic/calendar year you would like to use for the report. If you are looking for multiple schools or calendars, choose "Select All". Selecting "All Years" will not work. Choose Detail Report or Aggregate Report. Select the Individual Aggregates checkbox for aggregates by school. If not selected, the aggregate will be district wide.

KDE Contact: Samantha Engstrom, Office of Finance & Operations, Division of District Support

Tool Search: QA Free and Reduced Lunch
NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: The Detail report will generate in Excel format. The fields provided are Academic Year, District Number, District Name, School Number, School Name, SSID, Last Name, First Name, MI, Grade Level, Gender, Race Ethnicity, Free Lunch, Reduced Lunch, Direct Certification, Non-Direct, Enrollment Type, and Report Run Date.

Academic Year	District Number	District Name	School Number	School Name	SSID	Last Name	First Name	MI	Grade Level	Gender	Race Ethnicity
2018	222	Sample District	001	Sample School	1111111111	A	Student		06	M	White
2018	222	Sample District	001	Sample School	2222222222	B	Student		01	F	Two or more races
2018	222	Sample District	001	Sample School	3333333333	C	Student		02	F	White

Free Lunch	Reduced Lunch	Direct Certification	Non Direct	Enrollment Type	Report Run Date
1			1	P	04/11/2018
1			1	P	04/11/2018
1			1	P	04/11/2018

The Aggregate Report will generate in PDF format. The report will provide student counts by grade level and demographic groups and student counts by lunch status and demographic groups.

Student count by grade level and demographic group

Primary enrollments only		Gender			Race/Ethnicity									
Grade Level	Total	Female	Male	African American	American Indian or Alaska Native	Asian	Hispanic	Native Hawaiian or other Pacific Islander	Two or more races	White	Percent to Total FRL	Count Direct Cert	Count Non-Direct
P	219	97	122	27	0	4	34	0	33	121	4.19%	211	8
K	352	158	194	37	0	1	70	0	35	209	6.74%	316	36
01	398	193	205	38	0	2	72	1	29	256	7.62%	344	54
02	420	192	228	48	0	3	71	1	39	258	8.04%	358	62
03	367	178	189	29	1	1	59	0	34	243	7.03%	321	46
04	356	175	181	43	0	4	52	0	32	225	6.82%	313	43
05	349	173	176	28	0	3	62	0	27	229	6.68%	296	53
06	348	157	191	57	0	3	55	1	25	207	6.66%	296	52
07	346	158	188	41	0	4	68	0	25	208	6.63%	291	55
08	372	177	195	36	0	2	79	0	23	232	7.12%	310	62
09	408	194	214	44	0	3	92	0	28	241	7.81%	356	52
10	412	213	199	44	0	3	94	0	32	239	7.89%	343	69
11	356	153	203	45	1	4	62	0	25	219	6.82%	303	53
12	288	157	131	33	0	3	61	0	14	177	5.52%	243	45
14	4	3	1	0	0	1	0	0	0	3	0.08%	2	2
Total	4,995	2,378	2,617	550	2	41	931	3	401	3,067		4,303	692
% of total		47.61%	52.39%	11.01%	0.04%	0.82%	18.64%	0.06%	8.03%	61.40%		86.15%	13.85%

Non-primary Enrollments

	Total	Female	Male	African American	American Indian or Alaska Native	Asian	Hispanic	Native Hawaiian or other Pacific Islander	Two or more races	White		Count Direct Cert	Count Non-Direct
Special Education Only	1	1	0	0	0	0	0	0	0	1		1	0
Secondary	226	136	90	20	1	7	32	0	13	153		170	56

Student count by lunch status and demographic group

| Lunch Status | Total | Gender | | Race/Ethnicity | | | | | | Lunch Status Percent to Total FRL | Count Direct Cert | Count Non-Direct |
		Female	Male	African American	American Indian/Alaska Native	Asian	Hispanic	Two or More Races	White			
Free	3,124	1,531	1,593	38	7	4	34	22	3,019	99.97%	3,124	0
Reduced	1	0	1	0	0	0	0	0	1	0.03%	1	0

Suggested report uses:

Detail Report
- Ensure all Free and Reduced Lunch records are correct; verify students are correctly identified as Free or Reduced
- Review student detail to ensure accuracy of gender, race/ethnicity and grade level. School/district reporting will be disaggregated by grade, gender and race/ethnicity.

Aggregate Report
- Share aggregated pdf with school and district/school leadership for awareness and additional quality assurance.
- Look for expected Direct Certification counts to verify the Direct Certification file has been uploaded.
- Look for expected Non-direct Certification counts to verify HIF forms have been entered if the school/district participates in CEP.