# 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

**Pathway**:  KY State Reporting | KDE Reports | 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/Alaska Native | Asian | Hispanic | Two or More Races | White | Percent to Total FRL | Count Direct Cert | Count Non-Direct |
| P | 81 | 46 | 35 | 0 | 0 | 1 | 0 | 0 | 80 | 2.59% | 81 | 0 |
| K | 265 | 128 | 137 | 4 | 0 | 1 | 6 | 2 | 252 | 8.48% | 265 | 0 |
| 1 | 263 | 128 | 135 | 4 | 0 | 0 | 2 | 1 | 256 | 8.42% | 263 | 0 |
| 2 | 281 | 127 | 154 | 2 | 2 | 0 | 3 | 5 | 269 | 8.99% | 281 | 0 |

## Student count by lunch status and demographic group

| | | Gender | | Race/Ethnicity | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Lunch Status | Total | Female | Male | African American | American Indian/Alaska Native | Asian | Hispanic | Two or More Races | White | Lunch Status Percent to Total FRL | Count Direct Cert | Count Non-Direct |
| 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 |

**<u>Suggested report uses</u>**:

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.