

# F and R Indicator Report (New Hampshire)

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The F and R Indicator Report identifies students who qualify for Free and Reduced Meals or the Free Milk Program. This report is run twice a year, once in October and once in March. Qualifying students meet federal guidelines for eligibility, attend a school that participates in the national school lunch, school breakfast, and/or special milk program, and have been approved for free or reduced-price meals or free milk.

The screenshot shows the 'i4see Extracts' tool interface. At the top, a header bar indicates the current location: 'Reporting > NH State Reporting > i4see Extracts'. The main area is titled 'i4see Extracts' with a star icon. On the left, the 'Extract Options' section includes a dropdown for 'Extract Type' set to 'F & R Indicator Report', and date fields for 'Start Date' and 'End Date'. Below these are 'Ad Hoc Filter' and 'Report Format' dropdowns set to 'State Format (CSV)'. On the right, the 'Select Calendars' section contains radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A list box titled '23-24' displays a list of schools: Abbott Elementary, Abbott High, Abbott Middle, Douglas High, Douglas Middle, Franklin Elementary, Franklin High, Franklin Middle, Lincoln High, Madison Elementary, Madison High, and Stewart Middle. At the bottom of the interface, there are buttons for 'Generate Report' and 'Submit to Batch', and a link to 'Batch Queue List'.

F and R Indicator Report Editor

## Report Logic

Eligible students report as 1 (Free Meal Eligible), 2 (Reduced Price Meal Eligible) or 3 (Free Milk Eligible).

If multiple calendars are selected, the report will sort in the following order:

- District Number
- School Number
- SASID

## Start and End Dates

- If a Start Date is entered on the Extract Editor, an End Date must also be entered. A warning message displays indicating the need for the End Date.
- If an End Date is entered on the Extract Editor, a Start Date must also be entered. A warning message displays indicating the need for the Start Date.
- If a Start Date or End Date is not entered, the extract will generate for the entire school year for the selected calendar(s).

## Report Editor Options

Data Element	Description
<b>Extract Type</b>	Indicates the type of extract selected. Select <b>F &amp; R Indicator Report</b> from the list of options.
<b>Start Date</b>	Beginning date of the student enrollment records. Dates are entered in <i>mmddyy</i> format or can be selected by using the calendar icon.
<b>End Date</b>	End date of the student enrollment records. Dates are entered in the <i>mmddyy</i> format or can be selected by using the calendar icon.
<b>Ad Hoc Filter</b>	Selection of previously made filter that contains specific students to include in the label request
<b>Report Format</b>	Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.
<b>Select Calendars</b>	At least one calendar must be selected in order for the extract to generate. Calendars are selected by the active year, by the school, or by the year. Students in the chosen calendars are included in the extract.

## Generate the Report

1. Select the **F & R Indicator Report** from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the enrollment records to include.
3. Select an **Ad Hoc Filter** from the dropdown list to reduce the amount of students included in the extract.
4. Select the **Report Format**.
5. Select the **Calendars** from which to pull students in the report.
6. Click the **Generate Extract** button. The report will display in the selected format.

	A	B	C	D	E	F
1	1111111111	9/1/2001	54	461	22660	1
2	2222222222	8/5/1991	54	461	22700	1
3	3333333333	8/26/1991	54	461	22700	1
4	4444444444	6/7/1991	54	461	22700	1
5	5555555555	9/26/1991	54	461	22700	1

F & R Indicator Report - State Format (CSV)

#### F & R Indicator Report Records:571

SASID	DateOfBirth	SauNumber	DistNbr	SchoolNbr	FandRIndicator
1111111111	09/01/2001	54	461	22660	1
2222222222	08/05/1991	54	461	22700	1
3333333333	08/26/1991	54	461	22700	1
4444444444	06/07/1991	54	461	22700	1
5555555555	09/26/1991	54	461	22700	1

F & R Indicator Report - HTML Format

## Report Layout

Data Element	Description	Location
<b>SASID</b>	Indicates the State Assigned Student ID.  <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State ID  Person.stateID
<b>Date of Birth</b>	Indicates the student's date of birth.  <i>Date Field, 10 characters MM/DD/YYYY</i>	Census > People > Demographics > Person Information > Birth Date  Identity.birthdate
<b>SAU Number</b>	Indicates the School Administrative Unit Number.  <i>Numeric, 3 digits</i>	School & District Settings > District > District Information > SAU Number  School.SAUnumber

Data Element	Description	Location
<b>District Number</b>	<p>Indicates the district number.</p> <p><i>Numeric, 3 digits</i></p>	<p>School &amp; District Settings &gt; District &gt; District Information &gt; State District Number</p> <p>District.number</p>
<b>School Number</b>	<p>Indicates the school number.</p> <p><i>Numeric, 5 digits</i></p>	<p>School &amp; District Settings &gt; Schools &gt; School Information &gt; State School Number</p> <p>School.number</p>
<b>Free and Reduced Indicator</b>	<p>Indicates if the student qualifies for Free and Reduced Lunch or the Free Milk Program. Reports code 1-3 for eligible students.</p> <p><i>Numeric, 1 digit</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting</p> <p>POSeligibility.eligibility</p>