

# Permission Report

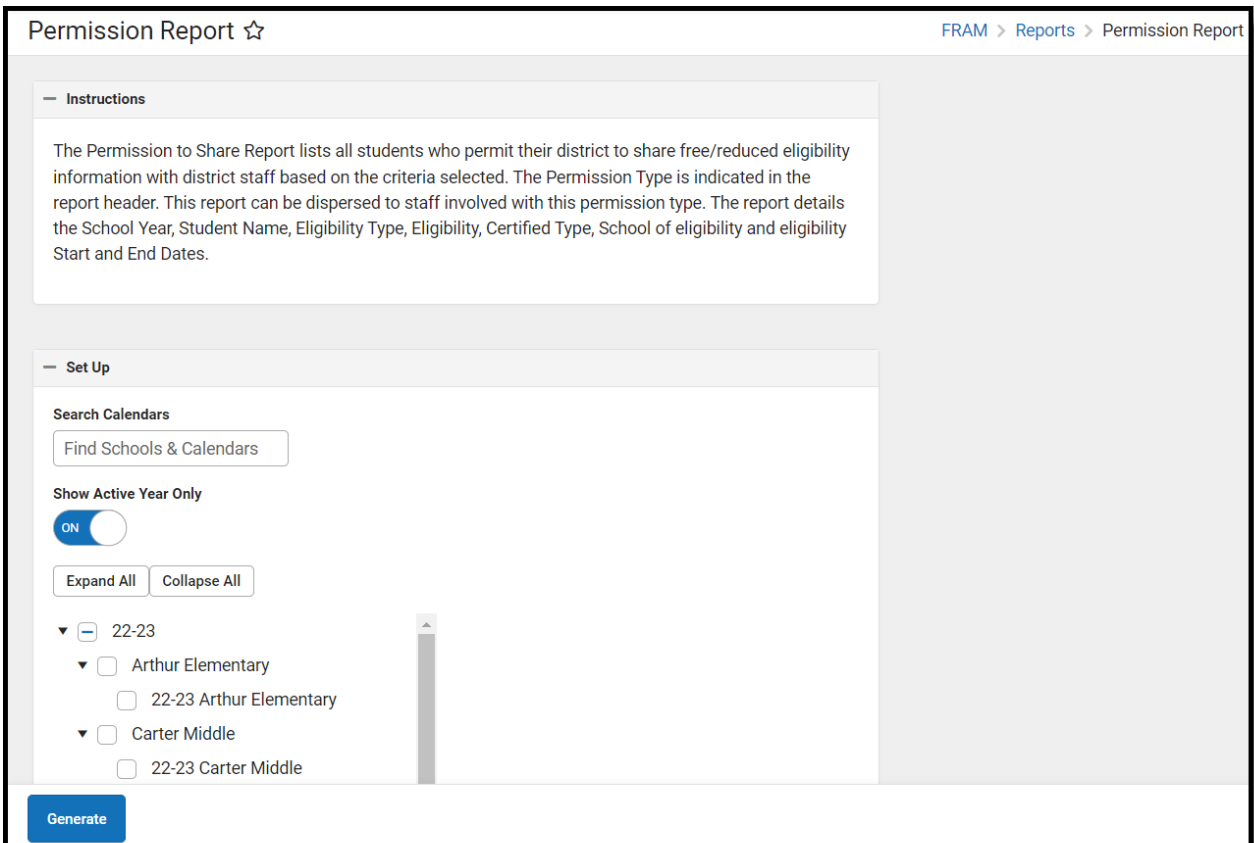
Last Modified on 04/10/2023 1:39 pm CDT

**Classic View:** FRAM > Reports > Permission

**Search Terms:** Permission Report

The Permission to Share Report lists all students who permit their district to share free/reduced eligibility information with district staff based on the criteria selected.

- Permissions are established on the Permission Preferences tab and are set by the application signer when filling out the [Household Application](#), [Meal Benefits Application](#) or adding an [Eligibility](#).
- The Permission to Share Report will list all students who have a "Yes" to share the permission based on report criteria entered.
- If the student's eligibility is the result of a family member's eligibility being extended to them, an **X** displays in the Source/Extended column.
- The Permission Type is indicated in the report header. This report can be dispersed to staff involved with this permission type. The report details the School Year, Student Name, Eligibility Type, Eligibility, Certified Type, School of eligibility and eligibility Start and End Dates.



The screenshot shows the 'Permission Report' interface. At the top, there is a breadcrumb trail: 'FRAM > Reports > Permission Report'. Below this, there are two main sections: 'Instructions' and 'Set Up'. The 'Instructions' section contains text explaining that the report lists students who permit their district to share free/reduced eligibility information, and that the report details school year, student name, eligibility type, and dates. The 'Set Up' section includes a search bar for 'Search Calendars' with the placeholder 'Find Schools & Calendars'. Below the search bar is a toggle for 'Show Active Year Only' which is currently turned 'ON'. There are also buttons for 'Expand All' and 'Collapse All'. A list of school years and schools is shown, with checkboxes for selection: '22-23' (expanded), 'Arthur Elementary' (checkbox), '22-23 Arthur Elementary' (checkbox), 'Carter Middle' (checkbox), and '22-23 Carter Middle' (checkbox). At the bottom left of the interface is a blue 'Generate' button.

## Generating the Permission to Share Report

1. Select the school year calendars within the **Set Up** by clicking its corresponding checkbox.

All students within this year who meet report criteria will report. The school year can be found by Search Calendars or by using the collapsible menu.

2. Select the **Grades** to include in the report.
3. Select which **Permission** to report. Students who have a "Yes" to share this permission are reported.
4. Select the **Time Frame** - Day or Period.
5. Enter the **Date** by which data should be returned. This field is defaulted to the current date.
6. Select which **Eligibility** a student must have in order to be included within report results.
7. Select the **Person Identifier**: Student Number or State ID.
8. To only view each student's most recent Eligibility record, mark the **Show Only Latest Eligibility**. This will only be selectable if Period was selected for the Time Frame.
9. Select the **Report Format**: PDF or CSV.
10. Select a **Sort Option** value. Report data will be sorted based on the value selected.
11. Select which calendar(s) to include within the report.
12. Click the **Generate** button. The report will appear in a separate window in PDF or CSV format.

## Example Permission to Share Report

22-23 Arthur Elementary 1234 Elementary Ln, St Paul MN 55449 Generated on 04/05/2023 10:03:59 AM Page 1 of 1		Permission to Share Report Day: 04/05/2023 Permission Type: Backpack Food Program Multiple Grades Selected Multiple Schools Selected									
Permission to Share Report Detail											
School Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source/Extended	Certified Type	School	Start Date	End Date
22-23	Anderson, Bethany M	08/02/2013	000000058166	03	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Buller, Tobias	05/13/2015	0000007318184	02	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Cappes, Myles	02/09/2014	0000002278205	03	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Ditz, Thomas	12/26/2012	0000004388301	04	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/08/2022	09/26/2023
22-23	Dorsche, Lottie	07/28/2014	0000006148309	02	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Eade, Mayer	04/30/2016	0000000258330	01	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/13/2022	09/26/2023
22-23	Faber, Scarlett	07/06/2015	0000001228382	02	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Gersky, Gregory	09/11/2012	0000009418458	04	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Johnson, Hannah	01/10/2016	0000002458497	01	Meal	Free	Non-Direct	Categorical	Cleveland Elementary	03/29/2023	09/26/2023
22-23	Partridge, Perry	11/13/2011	0000007300764	05	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023
22-23	Racey, Payton	02/13/2012	0000001170838	05	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/07/2022	09/26/2023
22-23	Reich, Courtney	08/13/2011	0000005950857	05	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/2023