Permission Report

Last Modified on 08/01/2025 9:15 am CD

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 <u>Household Application</u>, <u>Meal Benefits Application</u> or adding an <u>Eligibility</u>.
- 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.

Users only need **Read (R)** rights to use this tool. See the <u>FRAM Reports Tool Rights</u> article to learn more.

Permission Report රූ	FRAM > Reports > Permission Rep
- Instructions	
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. 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.	
- Set Up Search Calendars	
Find Schools & Calendars	
Show Active Year Only	
Expand All Collapse All	
 ▼ 22-23 ▲ Arthur Elementary 22-23 Arthur Elementary ▼ Carter Middle 	

Generating the Permission to Share Report

- 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 000	000005816	6 03	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Buller, Tobias	05/13/2015 000	000731818	4 02	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Cappes, Myles	02/09/2014 000	000227820	5 03	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Ditz, Thomas	12/26/2012 000	000438830	1 04	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/08/2022	09/26/202	
22-23	Dorsche, Lottie	07/28/2014 000	000614830	9 02	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Eade, Mayer	04/30/2016 000	000025833	0 01	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/13/2022	09/26/202	
22-23	Faber, Scarlett	07/06/2015 000	000122838	2 02	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Gersky, Gregory	09/11/2012 000	0000941845	8 04	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Johnson, Hannah	01/10/2016 000	000245849	7 01	Meal	Free	Non-Direct	Categorical	Cleveland Elementary	03/29/2023	09/26/202	
22-23	Partridge, Perry	11/13/2011 000	0000730076	4 05	Meal	Free	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	
22-23	Racey, Payton	02/13/2012 000	000117083	8 05	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/07/2022	09/26/202	
22-23	Reich, Courtney	08/13/2011 000	000595085	7 05	Meal	Reduced	Non-Direct	Income	Cleveland Elementary	09/06/2022	09/26/202	