

## **Summer EBT (New Jersey)**

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Tool Search: Summer EBT

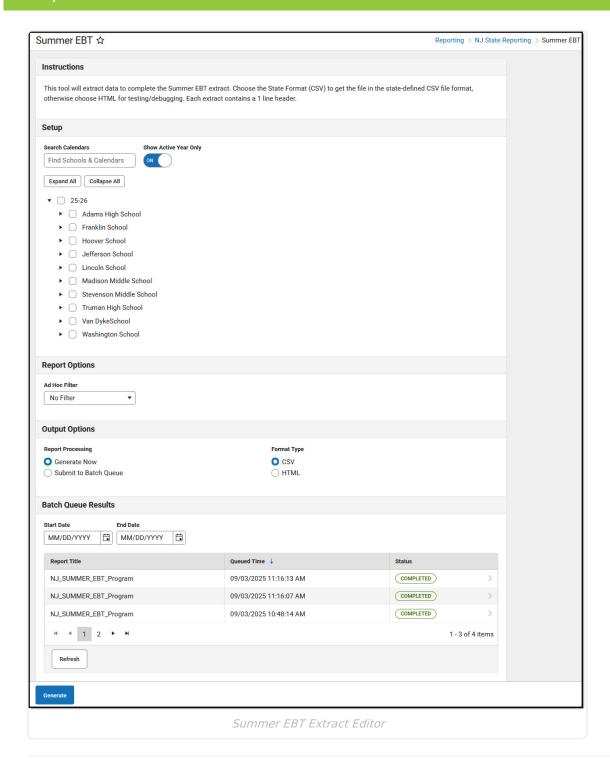
Report Editor Fields | Generate the Extract

The New Jersey Summer EBT tool allows users to report student demographics, meal eligibility, and enrollment information for the summer operational period.

Refer to the Summer EBT PDF for details on report logic and report layout:

• NJ - Summer EBT @





## **Report Editor Fields**

Field	Description
Search Calendars	<ul> <li>Use the search field to narrow the list of calendars to select.</li> <li>Use the Expand All or Collapse All options to show or hide the list of Schools/Calendars.</li> <li>Mark the checkbox next to the desired school and calendars.</li> </ul>



Field	Description
Show Active Year Only	When set to ON, only those calendars for the current school year are available for selection.  When set to OFF, all calendars from all school years are available for selection.
Ad Hoc Filter	Narrow report results to students included in the filter you select.
Report Processing	<ul> <li>Generate Now: Report appears in a separate window in the designated format.</li> <li>Submit to Batch Queue: Generate larger reports in the background without disrupting Infinite Campus. The Batch Queue article provides more information about submitting a report to the batch queue.</li> </ul>
Format Type	Determines how the extract is generated.  • <u>CSV</u> • HTML

## **Generate the Extract**

- 1. Select the **Calendar(s)/School(s)** to include in the report.
- 2. Select an **Ad Hoc Filter** to narrow the results.
- 3. Select **Generate Now** or **Submit to Batch Queue** to generate the report in the desired format.
- 4. Select the **Format** in which the report should be generated.
- 5. Select the **Report Type** from the drop-down list.
- 6. Select **Generate**.