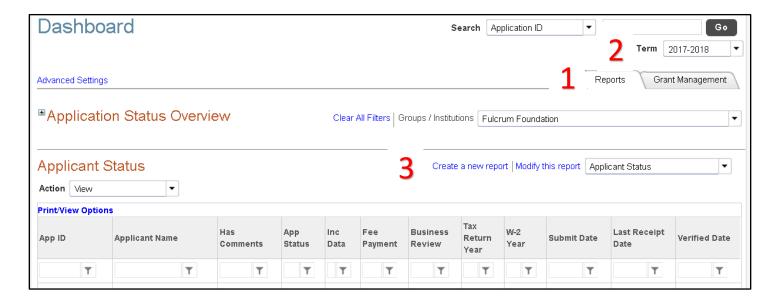


## Creating a Free/Reduced Lunch & Spoken Language Report in FACTS

## To create a free/reduced lunch & spoken word report

- 1. Login to FACTS Grant and Aid
- 2. Go to "Reports" tab
- 3. Select Term: 2017-2018
- 4. Click "Create a new report"

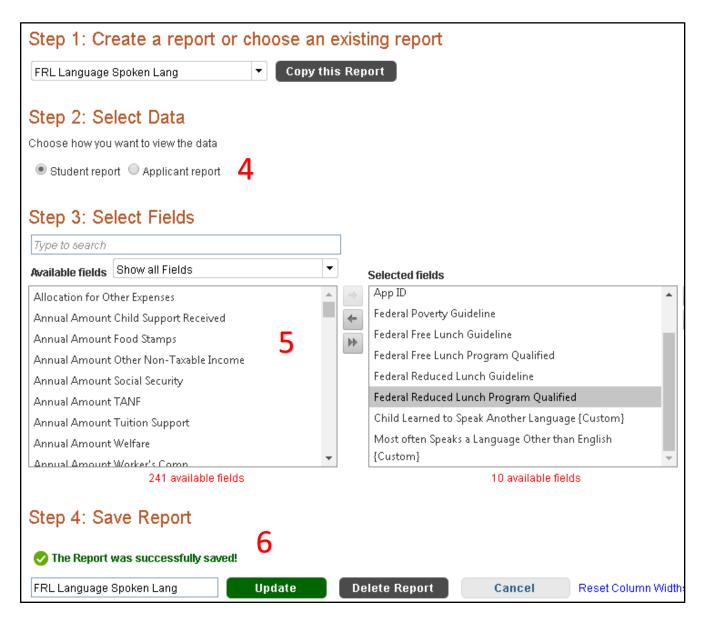


5. Select Student report

NOTE: Spoken language information is only available in student reports

- 6. Find and add the fields below to the report. Searching for fields in the search bar is much faster and easier than scrolling through the 200+ available fields.
  - App ID
  - Applicant Address 1
  - Applicant Address 2
  - Applicant City
  - Applicant Postal Code
  - Federal Poverty Guideline
  - Federal Free Lunch Guideline
  - Federal Free Lunch Program Qualified
  - Federal Reduced Lunch Guideline
  - Federal Reduced Lunch Program Qualified
  - Child Learned to Speak Another Language {Custom}
  - Most often Speaks a Language Other than English (Custom)

7. Name the report, click "Save" or "Update" and return to Dashboard



8. Click "Print/View Options" and select "Export Data," then "To Excel (unformatted)." The file will export as a .csv file which can be saved as an Excel Workbook.

