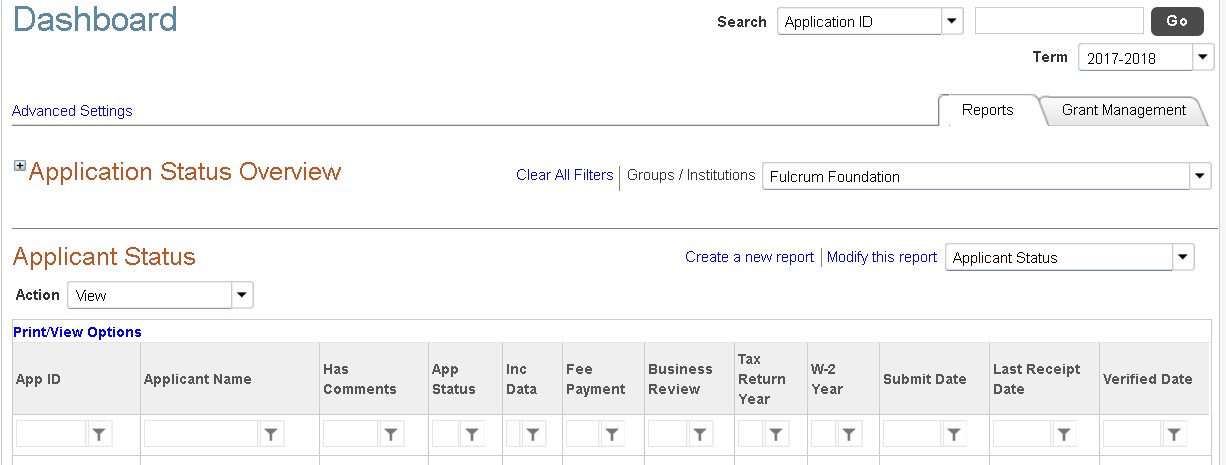


Creating a Free/Reduced Lunch & Spoken Language Report in FACTS

To create a free/reduced lunch & spoken word report

1. Login to FACTS Grant and Aid
2. Go to “Reports” tab
3. Select Term: 2018- 2019
4. Click “Create a new report”



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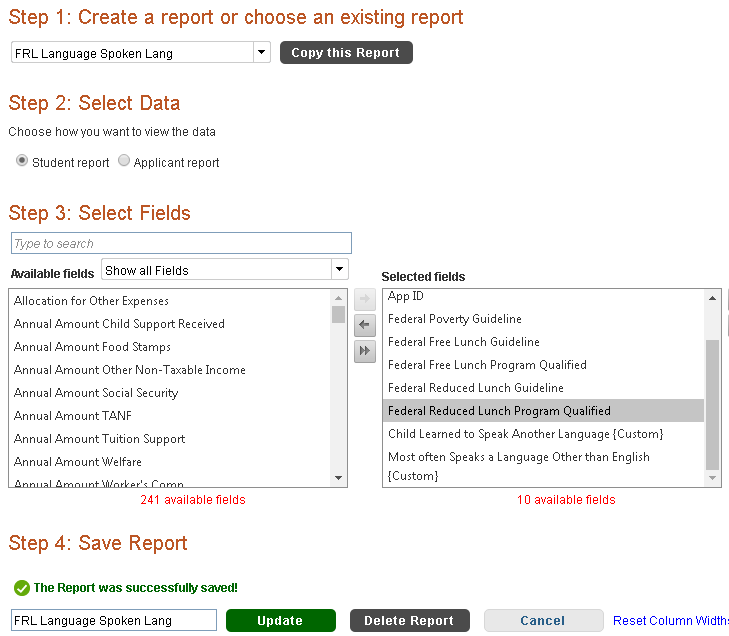
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1. Select Student report

NOTE: Spoken language information is only available in student reports

1. 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}
2. Name the report, click “Save” or “Update” and return to Dashboard

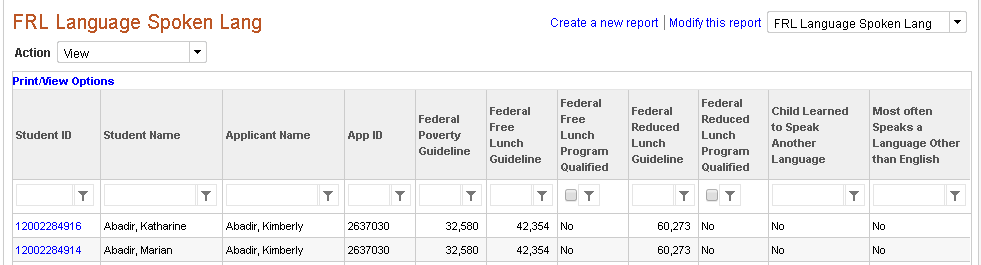


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1. Click “Print/View Options” and select “Export Data,” then “To Excel (unformatted).” The file will export as a .csv file which can be saved as an Excel Workbook.



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