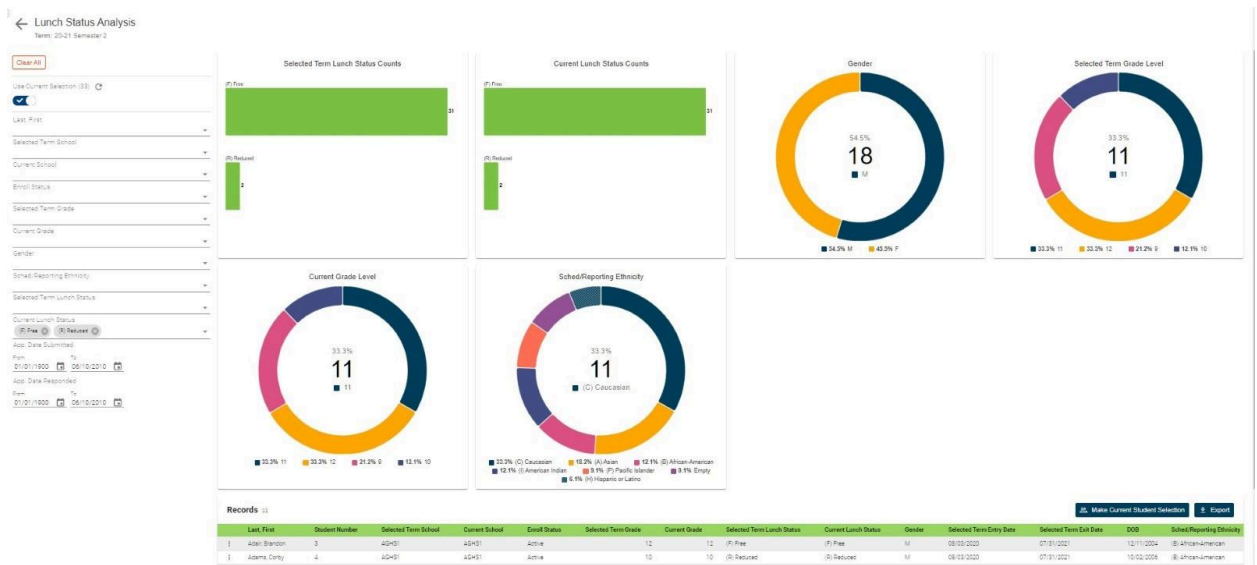


How to Use RealTime Reports to Easily Calculate P-EBT

Below is a simple and streamlined workflow allowing schools to quickly generate data required to determine their students' **P-EBT** eligibility using Level Data's RealTime Reports.

1. Select the desired students for which you wish to run the report. (i.e., Virtual, Hybrid In-Person) by running the appropriate search statement.
2. From the Start page, click on the **RealTime Reports** link in the **Level Data Apps** section.
3. Click on the **Lunch Status Analysis Report**.

*Note: Users must have access to both the **Lunch Status** field and the **Lunch Status Analysis** report.*



4. Once in the report, at the top of the filter column, set the “**Use Current Selection**” filter to **ON**.
5. From the **Current Lunch Status** Filter select the Lunch Status Value(s) for which students would qualify for P-EBT.
Note: If you need to report which students are Free vs Reduced, work through this workflow for each status separately. (i.e., Once for Free and then for Reduced).
6. Click on **Make Current Student Selection**.

Records 33

2. Make Current Student Selection
Export

	Last, First	Student Number	Selected Term School	Current School	Enroll Status	Selected Term Grade	Current Grade
⋮	Adair, Brandon	3	AGHS1	AGHS1	Active	12	12
⋮	Adams, Corby	4	AGHS1	AGHS1	Active	10	10
⋮	Alfonso, Scott	7	AGHS1	AGHS1	Active	11	11
⋮	Black, Javier S	44	AGHS1	AGHS1	Active	11	11
⋮	Castillo, David F	76	AGHS1	AGHS1	Active	11	11
⋮	Garner, Justin	968	AGHS1	AGHS1	Active	10	10
⋮	Jacklitch, Dennis U	1008	AGHS1	AGHS1	Active	11	11
⋮	Jackman, Kayci H	1009	AGHS1	AGHS1	Active	9	9
⋮	Jacobs, Krissie Y	1010	AGHS1	AGHS1	Active	12	12
⋮	Jacobs, Samantha C	86	AGHS1	AGHS1	Active	12	12

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7. Return to the Report Dashboard and select the **Attendance Summary Report**.
8. On the Pre-filter window:
 - a. Select the date range for which you need to review attendance data.
 - b. Select the Attendance Code(s) that equate to Present (Default Present or actual Present codes.)
 - c. The student selection should be the same group that you made the current selection from the **Lunch Status Analysis** report.
 - d. Click Run.