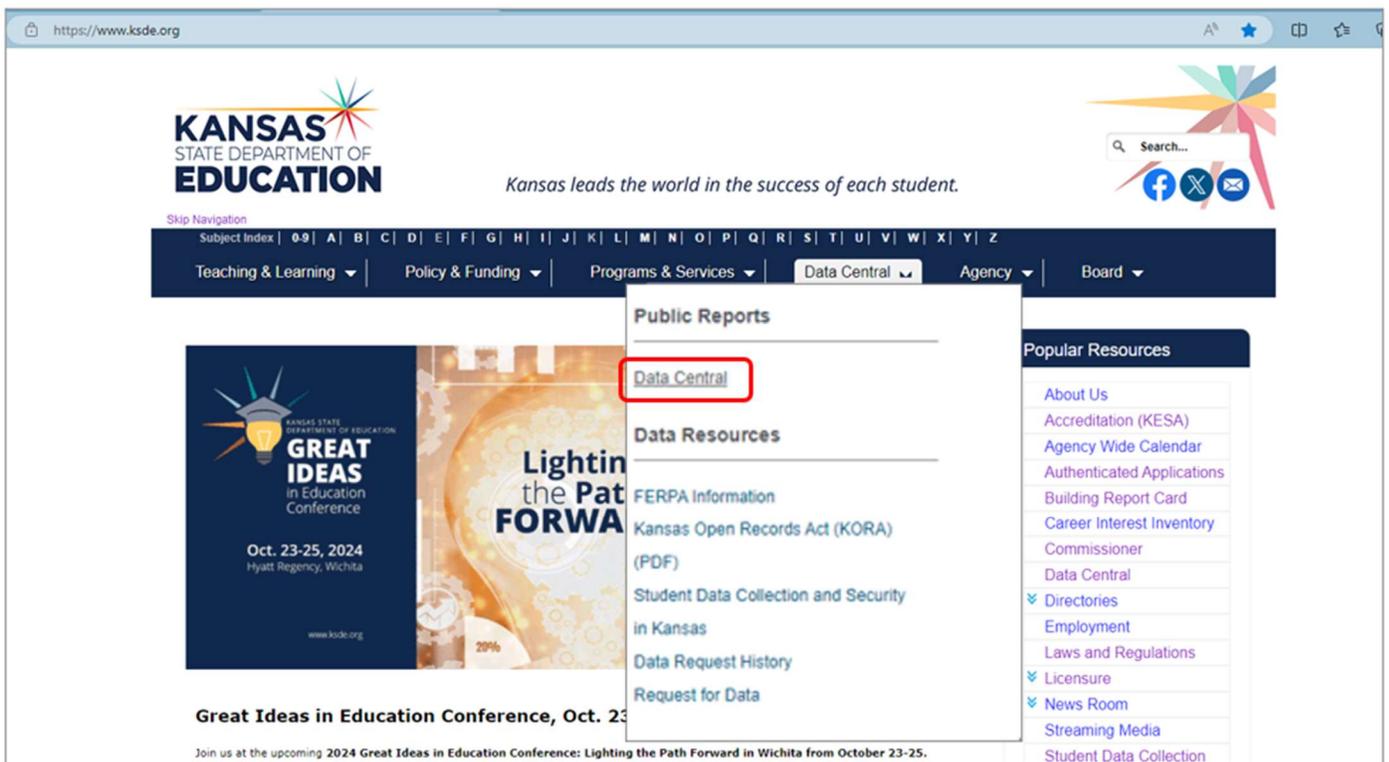# Free and Reduced Lunch Eligibility Data Instructions

Free and Reduced Lunch Eligibility Data Instructions E-rate discounts range from 20% to 90% of the cost of eligible services. There is a single discount rate for the entire district. Discounts are based on the combination of the number of students eligible for National School Lunch Program (NSLP) and the designation of urban or rural status. Discounts are calculated and used by USAC based on the NSLP data in the 'Discount Calculation' section of the FCC Form 471. The NSLP percent is determined by dividing the total number of students eligible for NSLP for the entire district by the total number of students in the school district.

Each year, schools and districts in Kansas submit enrollment data to KSDE based on the number of students enrolled and attending on the September 20 Count Day. These data are audited and posted publicly on the Kansas K-12 Reports. These data are used by the SLD's Program Integrity Assurance (PIA) reviewers as part of the application review process to determine the accuracy of the data submitted by the district for E-rate. If the data entered on the application do not match the data on the Kansas K-12 Reports, the PIA reviewer will request additional documentation or third-party verification. Please contact Kansas' State E-rate Coordinator (Jenni Marlatt jmarlatt@ksde.org 785-296-7931) if there is a request for third party verification.

The following are instructions for guiding you through the process of downloading the reported NSLP data.

1. Go to the KSDE website: http://www.ksde.org/.

2. Hoover over the Data Central tab and click on the Data Central Link - https://datacentral.ksde.org

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3. Click on the Kansas K-12 Reports link or go directly to the K-12 page: Kansas K-12 Report Generator - Data Central (ksde.org)

4. Select '**Students Approved for Free- or Reduced-Price Lunches – Headcount Enrollment'**

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5. Select '**Totals by School – All Schools in One District/Organization(Select a District/Organization)'**

6. Click on the link for your school district under the '**Select a District/Organization:'**

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7. **'Select a School Year'**