

Additional Instructions for Data Point 4.2:

Data Point 4.2 to collect the required school lunch data, applicants can build data tables for their entire state by county and then select the applicable counties and import their information to the Rating Form. Here’s how to do it:

1) go to the website for the National Center for Education Statistics

(<http://www.nces.ed.gov/>)

2) Under the Data Tools tab, select “Build Custom Tables and Datasets”.

3) Select “CCD Build a Table” on the page that results.

4) series of variables will follow, from which you will construct your data table. In sequence you should pick A) “School Year 2007-2008” [click next] B) at this point a NCES Data Usage Agreement popup comes up; pick “I Agree” C) in a Select Columns dropdown pick “Total Enrollment” and in the Rows By Field below pick “Total Students (District)” D) look back up the page to the dropdown and make an additional selection, “Students in Special Programs”; this time in the Rows By Fields pick “Total Free and Reduced Lunch Students [click next] E) your state” [click next] F) Select “View Table” . A table should result that looks like this:

Table by County School Year 2007-2008			
County Name-most recent year (District)	State Abbr (School)	Total Students (UG, PK-12) (District)	Free and Reduced Lunch (School)
ALAMEDA	CA	213,847	70,007
ALPINE	CA	127	62
AMADOR	CA	5,007	1,266

With all of the counties for your state. G) select the appropriate counties for your region and fill their data in. Include the data as a ratio, with the number of eligible students on the numerator, and the number of students in the district in the denominator.