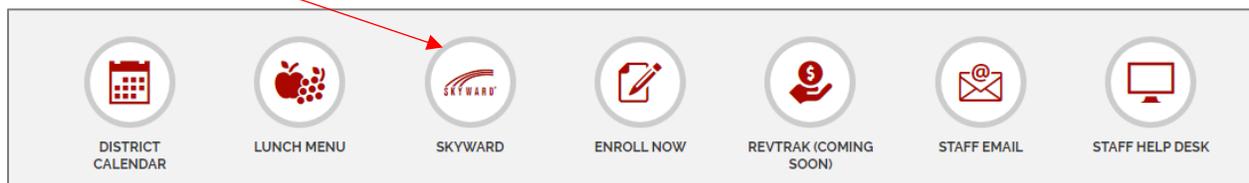


New Students Tutorial: Filling out an application for Free/Reduced lunches and Textbook Assistance

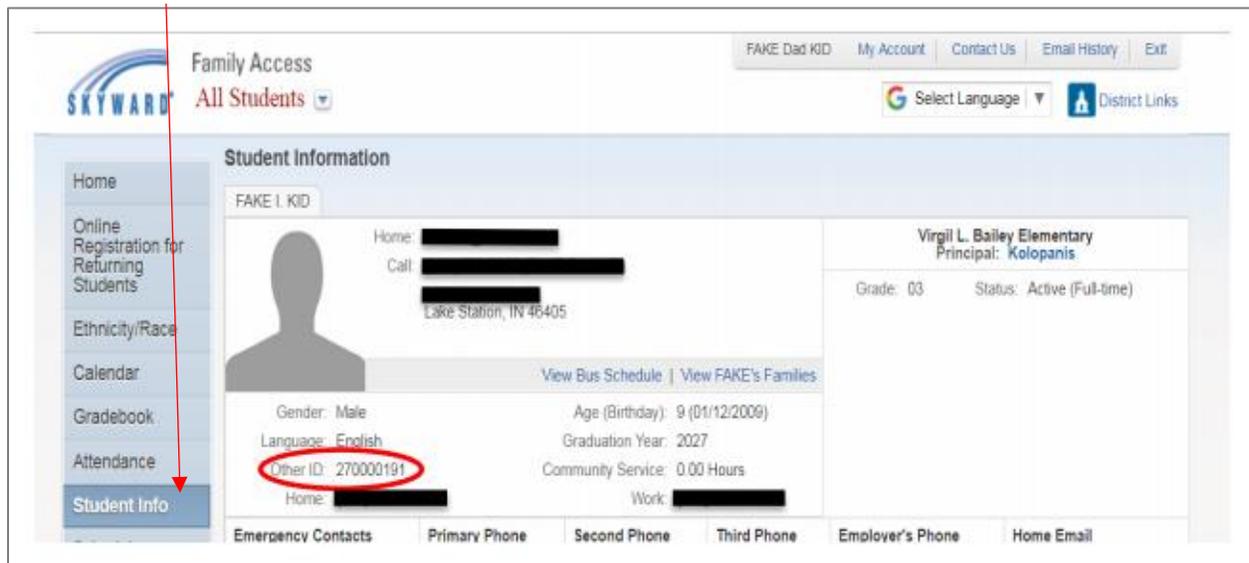
For brand new students to LSCS: you must complete the Skyward registration application first and be approved by the school. Once approved, you can log into your Skyward Family Access account to obtain your child's Other ID to complete the online MyMealTime application for free/reduced lunches and textbook assistance. Contact the school for your Skyward Family Access Guardian username/password. If you do not wish to fill out the application online, you can visit the Food Service Department at Edison Jr. Sr. High School to fill out a paper form. Call Theresa Keitzman if you have any questions. (219-962-8531 ext. 1090)

To located your student's Other ID in Skyward:

1. Log into **Skyward** from the school website



2. Click on **Student Info**

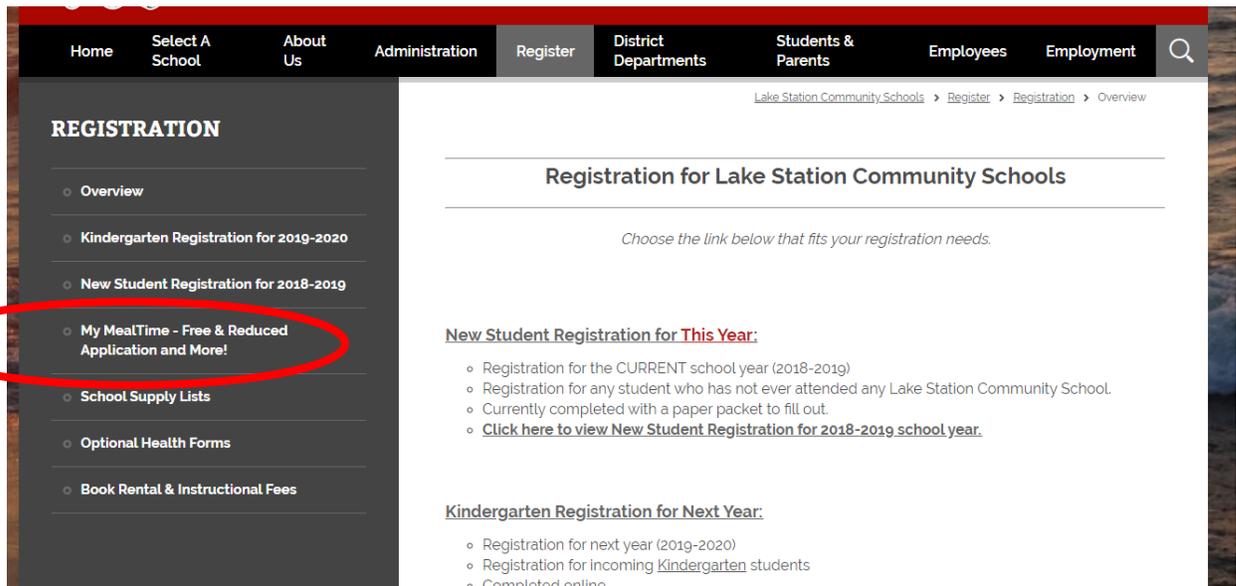


To Begin the MyMealTime Application Process:

1. Click on the “My MealTime” link.
(Link is located in 2 different spots to find it easily:
1) in the list of steps for registration or
2) located in the left-hand navigation on the registration page



Or



2. Follow the instructions on the webpage.
3. After you are logged in to MyMealTime, click on the icon that says Free & Reduced Applications
4. Select New Application. Fill out the required information.
5. If you are filling out the application for more than one student, select the “Add Another Student” button and perform the same steps listed above.
6. When all of the students in your household are listed, you can move on to Step Two, which deals with household information. Please add all adult individuals who reside at the home on the application and their incomes.
7. When all of the members in your household are listed, you can move on to Step Three. This step requires information about the parent or guardian currently filling out the application.
8. When you are finished with all of the previous steps, you will be brought to the Confirmation page. Please review all the information for accuracy and then electronically sign the application.
9. When you are done, click on “Submit Now” to finish your application.