

# Reports: Participants: Lapsed Participant Report



The Lapsed Participant Report provides a list of children who have not been checked in for attendance or meal count for at least 90 days. This will help sponsors and sites keep track of participants that should be set to “inactive”. The Lapsed Participant Report is a “real-time” report and includes all types of participants except those marked to “inactive”.

## To run the report:

- Click the green “Run Report” button.
- A hyperlink will appear called “Download Report”.
- Click the hyperlink to download or view the report.

Test Center 2		Lapsed Participant Report	
08/30/2018 to 06/01/2018			
Last name	First name	Birth date	Roster name
Doe	Jane	03/28/2013	Unassigned