



Happy Holidays

from the Erie 1 BOCES Cafe Support Team!



Happy New Year!

Cafe Systems Support Team

Sally King - Specialist
Sparkle Keys - MCDSS
Sandy Richmond - Application Support
Arie Wattara - Application Support
Mindy Gigantelli - Cafe Systems Coordinator

Hours: Monday - Friday 7am-4pm
tscafesupport@e1b.org or 716-821-7050

Cafe Service Reminders

- Telephone and email support available
- Remote training and training material
- Configure remote access software
- Assistance with student imports and exports
- First call for software support
- Ongoing guidance for best practices
- Assistance with Direct Certifications

ENJOY THE HOLIDAYS TAKE A BREAK

If possible, please refrain from processing a Direct Certification file, Income Applications & Surveys in Mosaic, until January 5th. The vendor currently has a freeze in place on data fixes until Jan. 5th.

If you have to run a DC, process applications, or have questions reach out to Mindy Gigantelli.

SCHEDULE YOUR JANUARY DC TODAY tscafesupport@e1b.org

STUDENT ENROLLMENT QUESTIONS

**A New Report is available !
The School Enrollment Report
can help.**

See [Page 2](#) for instructions

NEW YEAR/NEW POSITION?

**Are you new to your
position or have questions
about the Mosaic
Software?**

We can help! Email us at
tscafesupport@e1b.org

Student Enrollment In Your District

School Enrollment Report

This report will display the enrollment information for your sites. This report includes the total enrollment, free, reduced, paid, non-reimbursable free, and non-reimbursable paid counts for each school site as well as a combined grand total.

**To locate this report:
Click Reports > Click Other.
Click School Enrollment Report.**

**Enter the needed filters and click
Display Report.**

Reports > Other > School Enrollment Report

School Group: SIRS Export Group X

School: [Dropdown]

Active: Yes

As Of Date: 12/19/2025

Display Type: PDF

Display Report [Icon]

Note: The Active filter is regarding whether the student/adult is active as of the date selected.

School Enrollment Report

1 - All Schools

06/18/2025

School Group	1 - All Schools	Active	Yes
As Of Date	06/18/2025		

School Name	Total Enrollment	Free	Reduced	Paid	Non-Reimbursable Free	Non-Reimbursable Paid
Adams Elementary	259	42	3	214	1	1
G. Washington Middle School	39	1	0	38	0	10
M. L. King High School	57	10	4	43	1	2
MRV School	7	2	1	4	0	0
NewLand Elementary School	466	2	1	463	0	0
T. Jefferson Elementary	149	2	1	146	0	0

Grand Total:

Number of Schools	Total Enrollment	Free	Reduced	Paid	Non-Reimbursable Free	Non-Reimbursable Paid
6	977	59	10	908	2	13

Would you like more information on Mosaic Reporting?

Email us to set a appointment and bring your questions. Together we will make sure your District has any information needed.
tscafesupport@elb.org

WHAT CAN WE HELP WITH?

**Is there something in Mosaic that we can assist with?
Set up menu, staff, school? Reporting?
Training Material?**

Let us know
tscafesupport@elb.org