Washington Student Achievement Council

UNIT RECORD REPORT MANUAL

PORTAL SUBMISSION

2012-13

ACADEMIC YEAR

AUGUST 2013

WASHINGTON OPPORTUNITY PATHWAYS

UNIT RECORD REPORT

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2012-13 ACADEMIC YEAR
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OVERVIEW

The Unit Record Report (URR) is a student-specific report of financial aid awarded to resident and nonresident students attending Washington institutions that participate in the State Need Grant program. It provides comprehensive information on federal, state, and private/institutional financial aid distributed to need-based financial aid recipients. The report also includes information about federal borrowing for non-need based loan recipients.

UNIT RECORD REPORT HISTORY

The Unit Record Report (URR) was developed in response to 1969 legislation that created the State Need grant program and called for ongoing analysis of student financial aid (RCW 28B.92.050). The first URR was collected in 1972. Every institution that participates in the State Need Grant program is required to complete the URR at the conclusion of each fiscal year.

The Washington Student Achievement Council's authority to collect the Unit Record Report is established in the following statutes:

- RCW 28B.92.040. ". . . (1) The office shall be research oriented, not only at its inception, but continually through its existence. (2) The office shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor. (3) The office shall take the initiative and responsibility . . . to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs…"

- RCW 28B.92.050. "The office shall have the following powers and duties: (1) Conduct a full analysis of student financial aid . . . Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid . . . (2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs."

COMPLIANCE WITH FERPA

34 CFR 99.31(a)(3)(iv) authorizes institutions to disclose personally identifiable information on the Unit Record Report without the student's consent. This authority is based on the Council's statutory charge, as cited above, and the need for student-specific information to carry out the administrative and research responsibilities of the Council.

As required by 34 CFR 99.35(a)(1), the Council ensures that use of the Unit Record Report data will not permit identification of students to individuals other than authorized representatives of the Washington Student Achievement Council or other agency officials and that the data will not be used for purposes outside the scope indicated above.

Personal identifiers in the Unit Record Report data will be destroyed when they are no longer needed to serve the purposes for which the data were collected.

UNIT RECORD REPORT USES

Student-level data with term-by-term program-specific financial aid information is needed by the Office to conduct research; design state financial aid programs that complement other existing federal, state, and institutional programs; describe recipient populations; and administer and evaluate state financial aid programs as required by state law. The Unit Record Report is the primary data source used by the Council to comply with these statutory requirements.

Data from the Unit Record Report are used to:

- Conduct longitudinal research with the Education Research & Data Center (ERDC) to examine student characteristics such as academic achievement and education/workforce outcomes for financial aid recipients;
- Analyze the adequacy of financial aid resources available to financially-needy Washington students;
- Describe funding trends and the characteristics of students receiving various types of financial assistance;
- Estimate funding needs and support budget requests for state-funded financial aid programs;
- Estimate the impact of new financial aid programs, changes in program policies, and altered funding levels;
- Contribute to student financial aid policy analysis and program evaluation; and
- Respond to legislative requests for information about student financial aid programs available to Washington students.

The Unit Record Report significantly reduces the number of ad hoc data requests of institutions.

USE OF UNIT RECORD REPORT DATA FOR RESEARCH PURPOSES

The Washington Student Achievement Council has expanded the scope of data uses for the Unit Record Report. Data-sharing requirements were established with House Bill 2261 to answer "critical questions" from various stakeholders and policy makers. This Bill requires the Education Research & Data Center at Office of Financial Management (OFM) to gather P-20 data for public colleges and universities in order to conduct longitudinal data analysis.

Data-sharing agreements have been developed that restrict and prohibit disclosure beyond the terms of the agreement for research purposes. Unit Record Report data for private colleges will not be disclosed to OFM.

CHANGES IN 2012-13 UNIT RECORD REPORT

There are two options for submitting the 2012-13 Unit Record Report:

Option 1: Submit the Unit Record Report using a new Portal submission process. In addition to an improved tool and edits, there are some changes to the record layout including reporting financial aid amounts received for each of five possible terms. **(Use this manual for this option)**

Option 2: Submit the Unit Record Report using the Secure Site and the same basic format as was required for the 2011-12 submission. Changes to the data submitting will be very minimal. **(Use the 2012-13 Unit Record Report Manual - Secure Site Submission for this option)**

Fields previously requested but not included in Portal submission:

- *Institution Code:* Portal will determine this from the login
- *Race Data Available:* Portal will determine this based on other data reported
- *Total State Work Study:* Portal will determine the sum of On-Campus and Off-Campus State Work Study
- *Educational Opportunity Grant:* program no longer funded
- *Need Associated Disbursement:* no longer required
- *Disbursement Associated Need:* no longer required
- *Federal Academic Competitiveness Grant Years 1 and* 2: programs no longer funded
- *Federal SMART Grant Years 3 and 4:* programs no longer funded
- *Need-Based Aid Recipient:* Portal will determine this based on the types of aid reported for the student
- *FAFSA on File:* Portal will determine if 10 FAFSA-related fields are completed for the student

Field changes (changes from previous Secure Site compared to new Portal submission):

- *Parent Contribution* (field 26) and *Student Contribution* (field 27) are now combined into one *Expected Family Contribution* (EFC) field.
- Institutional grants and scholarships that previously were reported in four fields (i.e. *Need-Based Tuition & Fee W*aivers (field 41), *Institutional Grants & Scholarships (field 45), Institutional Aid Fund Grants & Scholarships (field 67), and Non-Need Based Waivers (field 68)*), should now be reported as two aid types:
  - *Need-Based Institutional Gift Aid*
  - *Non-Need Based Institutional Gift Aid*

Field changes (changes for Portal submission – continued):

- All *Other Loans* (field 44) were previously reported together in one field. Loan amounts received should now be reported as four separate aid types:
  - *Institutional Loans*
  - *Conditional Loans*
  - *Private Loans*
  - *Other Loans*

Changes in requirements for 2012-13 Unit Record Report Portal submission:

- *Last Name:* now required for each student
- *Washington State Opportunity Scholarship*: new program with first disbursements in 2012-13
- *College Bound Scholarship*: first disbursements in 2012-13
- *Term Enrollment Statuses*: the coding has changed and is now consistent with the coding used for reporting enrollment statuses to WSAC through the CSAW portal.

Undergraduate Enrollment Status

Undergraduate Enrollment Status	Credits	Scheduled Clock Hours	URR Codes
Not Enrolled			'0' or 'Not enrolled'
Full-Time	12 or more	300 or more	'1' or 'Full time'
Half-Time	6 - 8	150 - 224	'2' or 'Half time'
Three-Quarter	9 - 11	225 - 299	'3' or '3/4 time'
Less Than Half-Time	Less than 6	Less than 150	'5' or '< Half time'

In addition, only one enrollment code ['0' or 'Not Enrolled'] is used to report students who were not enrolled and to report terms that do not apply. (Note: Previously '5' and '9' codes were used to differentiate these two situations.)

Graduate Enrollment Status: Use Institutional Definitions

Graduate Enrollment Status	URR Codes
Not Enrolled	'0' or 'Not enrolled'
Full-Time	'1' or 'Full time'
Half-Time	'2' or 'Half time'
Three-Quarter	'3' or '3/4 time'
Less Than Half-Time	'5' or '< Half time'

TIMELINE

August 2013:	Unit Record Report training webinars
August 20, 2013:	Unit Record Report Application available for submission
October 11, 2013:	Edited Unit Record Report due
October/November 2013:	WSAC data editing and review
December 2013:	Unit Record Report data finalized
January 2014:	Unit Record Report Institutional Profile reports available

DUE DATE FOR 2012-13 UNIT RECORD REPORT
OCTOBER 11, 2013

Institutions must submit complete and accurate data by the due date to meet the reporting deadline. Please note: Washington Student Achievement Council staff are available for assistance if problems arise during the reporting process. Institutions that do not meet this deadline or do not follow-up promptly with necessary corrections, will not be considered as having met minimum administrative capability requirements, and may be placed in a probationary or terminated status for participation in state financial aid programs.

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CHAPTER 1

GENERAL INSTRUCTIONS

2012-13

UNIT RECORD REPORT

PORTAL SUBMISSION

CHAPTER 1 – GENERAL INSTRUCTIONS

STUDENTS TO BE INCLUDED

1. **Need-Based Recipients**
   One record must be submitted for each student at your institution who received any need-based financial aid. This includes Washington residents and nonresidents. In addition, other aid, including from non-need based aid programs, must be reported for each need-based recipient. All data for need-based recipients will go through a series of edits to help insure accuracy of reported data.

   Appendix B identifies the financial programs and aid types Washington Student Achievement Council considers as need-based for the Unit Record Report. They are further differentiated by whether 2012-13 Free Application for Federal Student Aid (FAFSA) data are required to be submitted:

   - **Need-Based Recipients (FAFSA required) -** Complete 2012-13 FAFSA data must be reported for all students receiving any aid shown in Appendix B as "Need-Based Recipients (FAFSA required)."

   - **Need-Based Recipients -** For students receiving aid from programs shown in Appendix B as "Need-Based Recipients," most will have 2012-13 FAFSA data, and if available, all FAFSA related fields must be reported.

2. **Non-Need Based Federal Loan Recipients**
   One record must also be submitted for each student at your institution who received "Non-Need Based Federal Loan" assistance (i.e. Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans, and Federal Grad PLUS Loans).

   FAFSA data and other non-need based program data should not be submitted for non-need based federal loan recipients not receiving need-based financial aid. Unnecessary data will be deleted from student records.

REPORTING PERIOD

Report financial aid disbursed during the 2012-13 academic year. For need-based recipients this will include all academic and summer terms for which 2012-13 FAFSA data was used. Aid reported may include summer 2012 funding and/or summer 2013 funding. Specific information on which summer aid terms should be reported is included in chapter 2.

REPORT CURRENT INFORMATION

Unless specific instructions say otherwise, report the most current information on file. If adjustments were made in the needs analysis, or if a change in the student's status occurred during the year, report the latest information available from your system.

REPORTING APPLICATION

Data will be collected through the Secure Portal. This program allows each institution to enter and edit data before submitting the final report to the Washington Student Achievement Council. Information on the application requirements is provided in Chapter 3 and edit information is included in Chapter 4.

Entering and editing data are an institutional responsibility. Washington Student Achievement Council staff will provide technical assistance as needed to any school experiencing problems with the application.

Every attempt is made by the Washington Student Achievement Council to ensure the accuracy of Unit Record Report data. Council staff should be notified if an institution anticipates or identifies any errors after the report has been submitted. Data can be corrected if necessary.

GENERAL FILE AND DATA FORMATS

- Data files must be in CSV format. A sample CSV file with required header labels is available by contacting unitrecord@wsac.wa.gov
- All term financial aid fields are numeric. Refer to Chapter 2 and Appendix C for valid inputs for each field.
- Negative numbers are only allowed in the Family Income field.

UPLOADING THE CSV FILE

When uploading your CSV file, please know that there can be no spaces in the header row descriptions (e.g. Last Name will need to appear in the header row as **LastName**).

If a CSV file is not correctly formatted and/or does not contain all expected data elements, it will fail the upload. In this case, information will be provided by the system to assist in fixing any errors or omission in the upload process.

Once a file uploads correctly, all records will go through an edit process.

PROFILE REPORTS

Profile reports provide descriptive and summary statistics by sector and by institution for students who received need-based aid. These data are compiled for state financial aid programs and are made available upon request to financial aid administrators.

CHAPTER 2

DATA DEFINITIONS

2012-13

UNIT RECORD REPORT

PORTAL SUBMISSION

CHAPTER 2 – DATA DEFINITIONS

BEFORE YOU BEGIN…

Please review Appendix C (File Format) in order to minimize errors during the submission process. The order of presentation in this chapter generally follows the order of the File Format. The File Format also indicates those items that are required for all recipients, those required for FAFSA filers and optional reporting items. The box that follows shows the items required for all recipients reported:

Required Reporting Fields for All Recipients

- SSN (social security number)
- Last Name
- Is State Resident
- Gender
- Year In School
- Enrollment Status (for all five terms)
- Financial Aid Received (for all five terms for all programs reported).

Note: For students who received only non-need based federal loan assistance through Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans, and Federal Grad PLUS Loans, the above fields are the only required fields to report.

STUDENT'S SSN, ID AND NAME

SSN

The student's nine-digit **Social Security Number** must be included. Do not use spaces. Hyphens, however, may be used. Duplicate social security numbers are not allowed. Only one record per student is allowed.

Institution Student ID

Identification number assigned to the student by the institution. This is an optional item**.**

Last Name

Student's last name. Required in 2012-13. If a student only has a first name, report that name as first name and last name.

First Name

Student's first name (optional).

Middle Name

Student's middle name or initial (optional)

GENERAL AND DEMOGRAPHIC INFORMATION

Date of Birth

Report date of birth using standard numerical U.S. date format - mm/dd/yyyy. The date should be in the range of 1/1/1938 to 12/31/1997. Note, 01/01/1980 (leading zeros for month and day) and 1/1/1980 (no leading zeros for month and day) are both acceptable forms.

Gender

Report one of the following codes:

'1' or 'Male'
'2' or 'Female'
'3' or 'Unknown'

Marital Status

Report one of the following codes:

'1' or 'Unmarried' (including single, divorced, or widowed)
'2' or 'Married'
'3' or 'Separated'
'4' or 'Unknown'

Is State Resident

Public Institutions: A "Washington resident" is defined as any student classified by the institution as a Washington resident for fee-paying purposes (RCW 28B.15.011-013).

Private Institutions: A "Washington resident" is defined as a student who meets the residency requirements for the purposes of the State Need Grant program. If the determination of residency has not been made for state-funded financial aid programs, the student's permanent mailing address may be used for determining residency on the Unit Record.

Report one of the following codes:

Washington Resident: 'y' or 'true'
Nonresident: 'n' or 'false'

Year In School

Report the highest year in school for which financial aid was disbursed. This is from the institution's official records and may not match what the student reported on the FAFSA.

Example 1: Student was classified as a sophomore in the fall term of the school year and received a disbursement. After the fall term, the student's classification changed to that of a junior. The student was classified as a junior at the final disbursement. This student should be reported as a '3' or 'junior/3rd year'.

Example 2: Student was classified as a freshman at the time of the last disbursement. After this last disbursement, the had enough credits to enroll as a sophomore. This student should be reported as a '1' or 'freshman/1st year'.

Report one of the following codes:

‘1’ or ‘Freshman/1st Year’ – Matriculated students with 0-44 quarter or 0-29 semester credit hours, or first-year students at vocational-technical or proprietary schools.

‘2’ or ‘Sophomore/2nd Year’ – Matriculated students with 45-89 quarter or 30-59 semester credit hours, or second-year students at vocational-technical or proprietary schools.

‘3’ or ‘Junior/3rd Year’ – Matriculated students with 90-134 quarter or 60-89 semester credit hours.

‘4’ or ‘Senior/4th Year’ – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.

‘5’ or ‘Unclassified/5th Year’ – Students who hold a baccalaureate degree and were not enrolled in a program leading to a graduate degree (master’s or doctoral).

‘6’ or ‘Graduate’ – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master’s or doctoral).

‘7’ or ‘Professional’ – A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), or Veterinary Medicine (D.V.M.).

‘8’ or ‘Other’ – Non-degree, non-matriculated, high school completion, or other students who cannot be classified as any of the above.

RACE/ETHNICITY

The race and ethnicity categories in the Unit Record Report reflect the U.S. Census Bureau data format adopted by the state's Office of Financial Management (OFM).

Hispanic origin is the only "ethnic" category to be reported in the Unit Record Report. The "race" categories in Unit Record Report include: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White. Any other race information should be reported in the "Other Race" field. Two or more races may be reported.

If race or ethnicity information is unknown these fields may be left blank.

Is of Hispanic Origin

Report one of the following codes:

Yes: 'y' or 'true'
No: 'n' or 'false'
Leave blank if not reported or unknown

Is Race American Indian or Alaska Native

Report one of the following codes:

Yes: 'y' or 'true'
No: 'n' or 'false'
Leave blank if not reported or unknown

Is Race Asian

Report one of the following codes:

Yes: 'y' or 'true'
No: 'n' or 'false'
Leave blank if not reported or unknown

Is Race Black or African American

Report one of the following codes:

Yes: 'y' or 'true'
No: 'n' or 'false'
Leave blank if not reported or unknown

Is Race Native Hawaiian or Pacific Islander

Report one of the following codes:

Yes: ‘y’ or ‘true’
No: ‘n’ or ‘false’
Leave blank if not reported or unknown

Is Race White

Report one of the following codes:

Yes: ‘y’ or ‘true’
No: ‘n’ or ‘false’
Leave blank if not reported or unknown

Is Race Other

Report one of the following codes:

Yes: ‘y’ or ‘true’
No: ‘n’ or ‘false’
Leave blank if not reported or unknown

FAFSA AND NEED-RELATED FIELDS

Information for the next eight (8) fields often comes directly from the student's valid 2012-13 FAFSA. These fields are:

1. **Is Dependent**
2. **Family Size**
3. **Number in College**
4. **Family Income**
5. **Expected Family Contribution (EFC)**
6. **Cost of Attendance (COA)**
7. **Need Duration**
8. **Need Amount**

If the financial aid administrator made any adjustments (e.g. due to verification, updates from the student or professional judgment decisions) the revised information should be reported.

Example 1: The student filed the FAFSA as a dependent student. The financial aid administrator later documented a professional judgment decision that changed the student's dependency status to independent. In this case, the student should be reported as "independent."

Example 2: The student's family income for 2011 reported on the FAFSA was $82,000. The student and parents petitioned to the financial aid office that the family income would be $55,000 for 2012 due to a lengthy period of unemployment. The adjusted income was approved and used to determine eligibility. In this case $55,000 would be reported as the family income.

If FAFSA data are **not** available, the above eight fields should be left blank. Do not report zeros '0" for any of these fields if FAFSA data are not available.

Is Dependent

Report one the following codes:

Dependent:	'y' or 'true'
Independent:	'n' or 'false'

Family Size

The number of members in the student's household, including the student, as the Family Size.

For Dependent Student: Include the student, parents, siblings, and other dependents used in the needs analysis calculation. This number must be at least 2.

For Independent Student: Include the student, the student's spouse if applicable, dependent children and any other persons used in the needs analysis calculation. This number must be at least 1.

Number in College

The number of family members, including the student, expected to be enrolled in college at least half-time between July 1, 2012 and June 30, 2013 in programs of study leading to college degrees or certificates. For dependent student filers, this should not include the student's parents unless a professional judgment decision was made. This number must be at least 1.

Family Income

The family income used in computing the student's financial need. For most students, the family income will be for the 2011 calendar year reported on the 2012-13 FAFSA.

Only include integers and do not include dollar ($) signs. For any negative amounts, include a negative sign (-). For example, a negative family income of -$9,875 would be reported as: '-9875.'

For Dependent Student: Parent(s)'s taxable and non-taxable income. Do not include the student's income.

For Independent Student: Student's and/or spouse's taxable and non-taxable income.

Information reported in the four fields that follow may be reported based on the information available at the time of the recipient's first financial aid disbursement during the 2012-13 year.

- **Expected Family Contribution**
- **Cost of Attendance**
- **Need Duration**
- **Need Amount**

Many students will receive financial aid throughout the year with no changes made to schools data record for these fields. However, if changes are made in a school's data record, it is important for the data to be as accurate as possible. The following examples may be of assistance.

Example 1 Student is expected to enroll for a nine-month academic year. All four fields should be reported on this basis.

Example 2 Same as #1 except the student did not return to school after the fall term. In this case the school may decide either to:

A. Not make any changes to these four fields. However, enrollment status and financial aid disbursement amounts must be reported accurately for all terms.
B. Adjust all four fields in order to report information about the term the student was actually enrolled.

Example 3 The student originally planned to enroll for winter and spring quarters. The school reports the **Need Duration** as '6', and adjusts the other three fields to reflect this period of enrollment

Expected Family Contribution

This will usually be the Federal Methodology calculation produced by the U.S. Department of Education based on the 2012-13 FAFSA. If a financial aid administrator has made a professional judgment decision to adjust the EFC the adjusted EFC amount should be reported. This should reflect the number of months reported in the **Need Duration**.

For Dependent Students: The expected family contribution is based on the information reported by the student and the student's parent(s) on the FAFSA.

For Independent Students: The expected family contribution is based on the information reported by the student, and the student's spouse, if applicable, on the FAFSA.

Cost of Attendance

The estimated student budget upon which the **Need Amount** was calculated. Include tuition, fees, books and supplies, living, personal and transportation expenses. The **Cost of Attendance** should reflect the number of months reported in the **Need Duration**.

Need Duration

The number of months for which the **Need Amount** was calculated and the **Cost of Attendance** was determined. For example, if a student's need amount and cost of attendance were based on 9 months, the figure '9' would be reported.

The **Need Duration** should be reported as integers from 1-12.

Need Amount

The amount of need used to determine the student's eligibility. This should equal the **Cost of Attendance** minus the **Expected Family Contribution** (EFC).

Do not report negative need amounts. If the calculation would be negative, report zero '0'.

REPORTING OF TERM ENROLLMENT AND FINANCIAL AID RECEIVED BY STUDENTS FOR ALL FIVE TERMS

Enrollment and financial aid received must be reported on a term-by-term basis. When preparing your CSV file, follow the sample file format which replaces the word 'Term' with 'Summer 1', 'Fall', etc. for all fields for all five terms.

Summer 1
Fall
Winter
Spring
Summer 2

Term enrollment and financial aid should be reported for all terms or time periods for which students received aid based upon the 2012-13 FAFSA. For some schools, this may cover the time period of July 2012 – June 2013. For others, it may more closely represent the dates of August 2012 – July 2013. It will not in most cases exceed 12 months. If you are reporting assistance for students who did not submit a FAFSA, use the same time period for these students as you use for FAFSA filers.

Institutions that do not offer financial aid during any above mentioned term(s) should report '0' for each aid field for those terms.

For any aid disbursed based on the 2013-14 FAFSA, that assistance will be reported on the 2013-14 Unit Record Report.

Quarter and Semester Term Schools

Quarter schools will use fall, winter, spring, and appropriate summer terms for the reporting of financial aid recipients.

Semester schools will normally use fall, spring, and appropriate summer terms for the reporting of financial aid recipients. In most cases they will indicate '0' financial aid for the winter term. If there was specific grant, scholarship or loan assistance disbursed to the student for the short period between the fall and spring semester, report as either winter term assistance, or as fall or spring term financial aid based on school reporting preferences.

Each school with a summer enrollment period (typically between May and August) should report summer aid disbursements as a "leader" school or as a "trailer" school based on federal program rules. Schools should report financial aid disbursed under "leader" rules as 'Summer 1' assistance. Schools should report financial aid disbursed under "trailer" rules as 'Summer 2' assistance. If a school has more than one summer term during the same summer, financial aid and term enrollment status should be combined and reported as a single summer term.

Example 1: A student at a "trailer" school received financial aid for two short summer sessions in 2013, based on the 2012-13 FAFSA. The student received financial aid for 6 credits the first summer session (mid May – late June) and

received financial aid for another 6 credits the second summer session (early July – mid August). Report all aid as 'Summer 2' with the student's enrollment status as full-time. 'Summer 1' enrollment and all financial aid fields will be '0.'

Example 2: A student at a "leader" school received financial aid for the summer 2012 term based on the 2012-13 FAFSA. When this URR was being submitted, the student also received financial aid for the summer 2013 term (based on a 2013-14 FAFSA). Report aid received during the summer of 2012 as 'Summer 1'. Report 'Summer 2' enrollment status and corresponding financial aid fields as '0.' (Note that in this case the 2013 summer enrollment and aid received will be reported on the 2013-14 Unit Record Report.)

Combination of leader and trailer awards: If your school awarded some programs under leader rules and other programs under trailer rules, leader awards should be reported in Summer 1 and trailer awards should be reported in Summer 2.

Continuous Enrollment Credit Hour Schools and Clock-Hour Schools

Some clock-hour schools do not divide their school year into academic terms. These schools should report each student's enrollment status and financial aid received in each of the five time periods. Each term should represent approximately 10 weeks. The reporting periods should be based on when the majority of enrollment occurred.

The terms and dates reported should be consistent with the information reported in the CSAW portal during the 2012-13 year.

Approximate Term Date Ranges for Clock-Hour Schools

Term	From:	To:
Summer 1	Beginning of July 2012	First Half of September 2012
Fall	First Half of September 2012	Last Half of November 2012
Winter	Last Half of November 2012	First Half of February 2013
Spring	First Half of February 2013	Last Half of April 2013
Summer 2	Last Half of April 2013	End of June 2013

Term Enrollment Status

Enrollment should be reported based upon the student's status or scheduled clock hours at the time financial aid was disbursed or a fixed date such as the tenth day of enrollment.

Undergraduate Enrollment Status: Use the following table for reporting enrollment status by number of undergraduate credits or scheduled clock hours per term.

Undergraduate Enrollment Status	Credits	Scheduled Clock Hours	URR Codes
Not Enrolled			'0' or 'Not enrolled'
Full-Time	12 or more	300 or more	'1' or 'Full time'
Half-Time	6 - 8	150 - 224	'2' or 'Half time'
Three-Quarter	9 - 11	225 - 299	'3' or '3/4 time'
Less Than Half-Time	Less than 6	Less than 150	'5' or '< Half time'

Graduate Student Enrollment Status: Use the following table for reporting enrollment status based on the institution's definition of enrollment status.

Graduate Enrollment Status	URR Codes
Not Enrolled	'0' or 'Not enrolled'
Full-Time	'1' or 'Full time'
Half-Time	'2' or 'Half time'
Three-Quarter	'3' or '3/4 time'
Less Than Half-Time	'5' or '< Half time'

REPORTING OF FINANCIAL AID RECEIVED

Use whole dollar amounts (no decimals and no dollar signs ($)) when reporting financial aid disbursements or funds received.

For each aid program that follows, five terms are to be reported. Indicate '0' for all terms that a student did not receive specified aid. Do not leave any fields blank.

FEDERAL AID PROGRAMS

Federal Pell Grant

The amount of Pell Grant funds received by the student.

Federal SEOG

The amount of Federal SEOG funds received by the student. Include federal and institutional match.

Federal TEACH Grant

The amount of Federal TEACH Grant funds received by the student.

Federal Nursing Scholarships

Federal grants received by nurses. Nurses Conditional Scholarships should be reported as Conditional Loans.

Federal Work Study

The student's gross Federal Work Study compensation. Include federal, employer, and institutional shares and include all employers, both on and off campus. For schools reporting fall and spring semesters, include any earnings received between the terms with either the fall or spring terms. Do not report this aid type as winter term aid.

Note: Two Options for Reporting Work-Study Earnings

Actual Term Earnings - Institutions may report actual gross term earnings based upon monthly cutoff dates or institutional payroll dates. For example, a semester college may report all earnings from September – December as fall term aid, and earnings from January – May as spring term aid (with '0' reported for winter aid). Quarter colleges may report September – December earnings for fall term, January - March earnings for winter term, and April – June earnings for spring term.

Average Term Earnings - Colleges may report average gross term earnings over the academic year for all terms for which the student had an Enrollment Status of half time or higher. For example, if a student received $3,261 in earning at a semester college over the course of an academic year, that could be reported as $1,631 fall earnings and $1,630 spring term earnings.

Federal Perkins Loan

The amount of Federal Perkins Loan funds received by the student.

Federal Nursing Health Loans

The amount of Federal Nursing Student Loan and Health Professions Student Loan funds received by the student.

Federal Direct Subsidized Loans

The total gross amount borrowed by the student, including fees, from the Federal Direct Subsidized Loan program. Note this amount may not be the amount requested on the application form. This program may also be called the Federal Stafford Subsidized Loan.

Federal Direct Unsubsidized Loans

The total gross amount borrowed by the student, including fees, from the Federal Direct Unsubsidized Loan program. Note this amount may not be the amount requested on the application form. This program may also be called the Federal Stafford Unsubsidized Loan.

Federal Parent PLUS Loans

The total gross amount borrowed by the student's parent(s), including fees, from the Federal Parent PLUS Loan program. Note this amount may not be the amount requested on the application form.

Federal Grad PLUS Loans

The total gross amount borrowed, including fees, from the Federal Grad PLUS Loan program. Note this amount may not be the amount requested on the application form.

STATE AID PROGRAMS

State Need Grant

The amount of State Need Grant funds received by the student. The amount reported should normally be the same amount reported on the Final Interim Report.

College Bound Scholarship

The amount of College Bound Scholarship funds received by the student. The amount reported should normally be the same amount reported on the Final Interim Report.

Passport to College Scholarship

The amount of Passport to College Scholarship funds received by the student.

GET Ready for Math & Science

The amount of GET Ready for Math & Science scholarship funds received by the student.

Opportunity Scholarship

The amount of Opportunity Scholarship funds received by the student. This program may also be called the Washington State Opportunity Scholarship administered by the College Success Foundation.

SBCTC Opportunity Grant

The amount of State Board for Community and Technical College (SBCTC) Opportunity Grant funds received by the student. Note this grant is only available to students attending community, technical, and select private career colleges.

Other State Funded Gift Assistance

The amount of other state scholarships and grants received by the student (e.g. GEAR UP, Washington Scholars, WAVE, and/or the American Indian Endowed Scholarship), that are not included in another state aid category.

On-Campus State Work Study

The student's gross on-campus State Work Study compensation. Include state and institutional share.

For schools reporting fall and spring semesters, include any earnings received between the terms with either the fall or spring terms. Do not report this aid type as winter term aid.

Note: Two Options for Reporting Earnings

Actual Term Earnings - Institutions may report actual gross term earnings based upon monthly cutoff dates or institutional payroll dates. For example, a semester college may report all earnings from September – December as fall term aid, and earnings from January – May as spring term aid (with '0' reported for winter aid). Quarter colleges may report September – December earnings for fall term, January – March earnings for winter term, and April – June earnings for spring term.

Average Term Earnings - Colleges may report average gross term earnings over the academic year for all terms for which the student had an Enrollment Status of half time or higher. For example, if a student received $3,261 in earning at a semester college over the course of an academic year, that could be reported as $1,631 fall earnings and $1,630 spring term earnings.

Off-Campus State Work Study

The student's gross off-campus State Work Study compensation. Include state and off campus employer share.

For schools reporting fall and spring semesters include any earnings received between the terms with either the fall or spring terms. Do not report this aid type as winter term aid.

Note: The same two options for reporting earnings (see above section)are available.

If the institution acts as the employer of record and the student works off campus, it is preferable for earnings to be reported as off-campus State Work Study. If accounting constraints do not permit earnings to be recorded as off-campus, the earnings may be reported as on-campus State Work Study.

WorkForce Training Funds

The amount of WorkForce Training Program (Worker Retraining) funds received by the student. Also include Work-Based Learning Tuition Assistance Funds.

INSTITUTIONAL AID PROGRAMS

Need-Based Institutional Gift Aid

Report the total amount of all institutional grants, scholarships and/or waivers awarded solely or partially on the basis of need based on a review of the 2012-13 FAFSA.

Institutional scholarships, grants and waivers awarded only on the basis of merit or other non-need based criteria should be reported as Non-Need Based Institutional Gift Aid.

Non-Need Based Institutional Gift Aid

Report the total amount of institutional scholarships, grants and/or waivers received by the student not based on a review of the 2012-13 FAFSA.

Institutional grants, scholarships and waivers awarded solely or partially on the basis need determined by a review of a 2012-13 FAFSA should be reported as Need-Based Institutional Gift Aid.

Institutional Employment

Report the student's gross non-work study institutional employment earnings (on- or off-campus) if the employment was included as part of the student's financial aid package.

Also include WorkFirst work study and any amounts from the institutional aid fund distributed as institutional employment.

Do not include work study earnings reported as Federal Work Study or State Work Study On-Campus or Off-Campus.

For schools reporting fall and spring semesters include any earnings between the terms with either the fall or spring terms. Do not report this aid as winter term aid.

Institutional Loans

Include all institutional loans disbursed to the students. Do not include "short term" or "emergency" loans generally paid within a few months. Institutional loans could include conditional loan criteria.

OTHER FINANCIAL AID PROGRAMS

Conditional Loans

Scholarships, grants or loans that have the potential for loan repayment and are not reported elsewhere. Include Future Teachers Conditional Scholarships, Health Professional Loan Repayment and Scholarship program and other conditional scholarship/loans.

Private Loans

Include PREP loans, community foundation loans and all other private loans not reported elsewhere.

Other Loans

Include Canadian, Micronesian, Alaska Student Loans and other agency or government loans not reported elsewhere.

Outside Scholarships

Total amount of outside or private scholarships funds received by the student.

Include: National Merit, employer-funded tuition assistance, company, service club, and any other private scholarships or grants not reported elsewhere.

Scholarships funded by the institution's foundation or endowment should be reported as either Need Based Institutional Gift Aid or Non Need Based Institutional Gift Aid.

Other Agency Assistance

Total amount of scholarships and grants received from other agencies or government sources not reported elsewhere.

Include: Department of Labor and Industries, Services for the Blind, Workforce Investment Act, Vocational Rehabilitation, AmeriCorps Education Award, Bureau of Indian Affairs (BIA), and Reserve Officers' Training Corps (ROTC)

CHAPTER 3

REPORTING APPLICATION

USER'S GUIDE

2012-13

UNIT RECORD REPORT

PORTAL SUBMISSION

REPORTING APPLICATION USER'S GUIDE

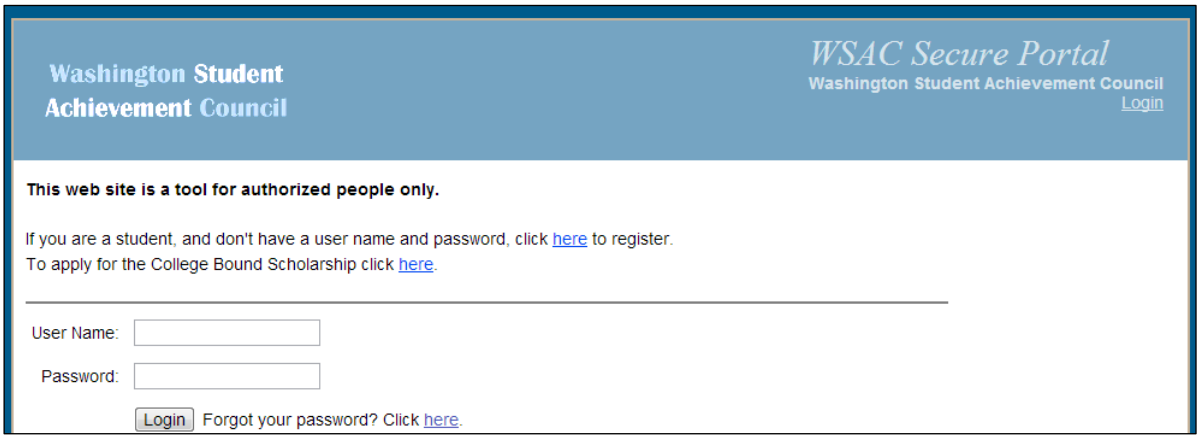
This section provides help using the Portal-based reporting application. This program is used to create and submit your institution's Unit Record Report to the Washington Student Achievement Council.

This section starts with an overview of the Portal-based application and continues with step-by-step instructions.

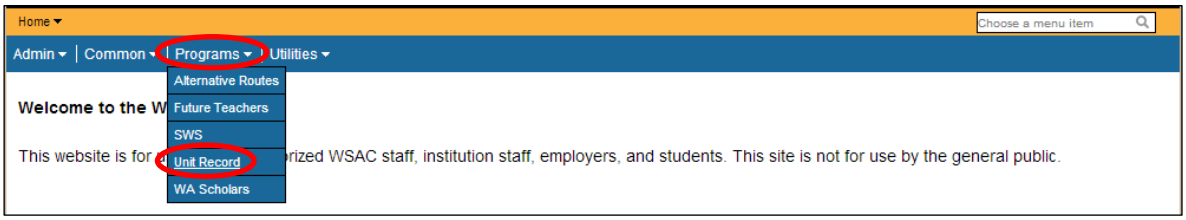
If you have any questions or need assistance with this program, please contact Council staff at unitrecord@wsac.wa.gov or (360) 753-7820.

ACCESSING THE PORTAL APPLICATION

The Unit Record Reporting application can be found on the Washington Student Achievement Council's Portal Website - https://fortress.wa.gov/wsac/portal/

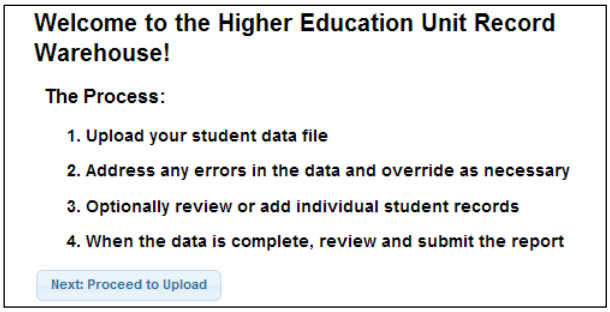


Under the "Programs" menu across the top, click on "Unit Record." (Note: Your menu may have different options depending on the programs you have permission to access.)



If "Unit Record" does not show in your menu, contact the Student Achievement Council at unitrecord@wsac.wa.gov.

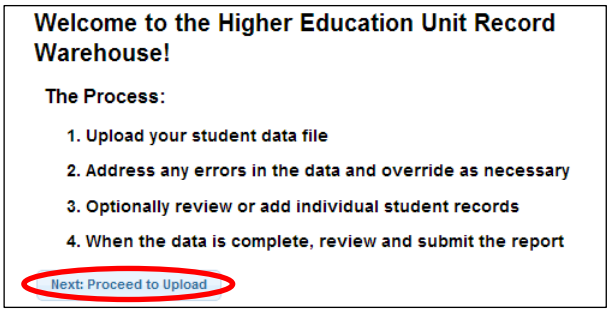
The following screen should appear on your first log in.

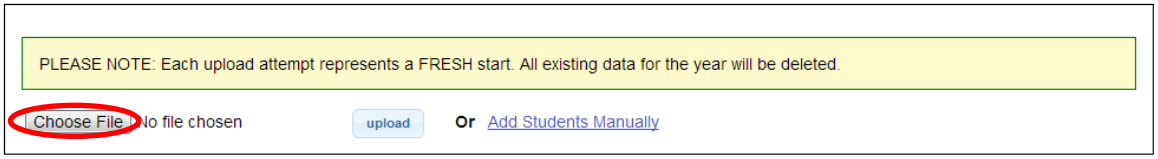


Once Unit Record Report data has been uploaded into the Portal Submission Tool, you will be taken directly to the current step on login: "Ready to Begin," "In Progress," or "Submitted."

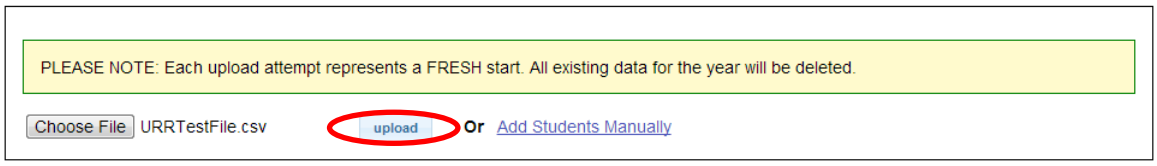
UPLOADING DATA FROM A FILE

From the "Welcome" screen, click on the "Next: Proceed to Upload" button.

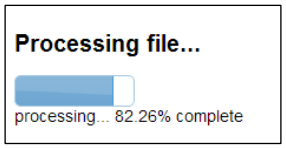




Be sure to select a file saved in a CSV format.



If uploading a new file, all prior data and overridden errors will be deleted from the system. The upload process may take a while, depending on file size. The following "Processing file" progress bar can be used to identify how much has been processed and how much remains.



Once the file is completely uploaded, you will get the following message. Verify the number of students uploaded and the Year In School distribution with your records. Click on "Proceed to Edits" button.

File Upload Complete!

Press 'Proceed to Edits' if the uploaded data appears to be correct. Otherwise, press 'Discard Upload' to start again.

Proceed to Edits | Discard Upload

Total Student Rows	457
Class Counts -	
Freshman/1st Year	25
Sophmore/2nd Year	27
Junior/3rd Year	43
Senior/4th Year	191
Graduate	168
Other	3

The Edit process may also take a while. Monitor the progress bar at the top.

processing...
310/ 457

We're currently processing your edits. You may work on resolving edits as we process them. You can also leave this page or log out and come back when processing is complete.
Alternatively, we can email you a csv download of all your edits once processing completes.

Unit Record Edits refresh

Showing results 1 - 10 of 18

SSN	Student ID	Last	First	Middle	Error	Overridable
999999562	Stu0481	BUSHEY	R	G	Total Federal Direct Subsidized Loans outside expected range	

The progress bar will go away when each student record has been reviewed for edits. Click on the "refresh" button for all of the edits to display.

Overridable
Overrideable
Overridden

Non Overrideable – must fix

Overrideable – must fix or give reason

Overridden – reason given

Last processed on 7/30/2013 2:35:08 PM | download all edits into csv | Reprocess Edits | Delete Upload | Add a new unit record to the report

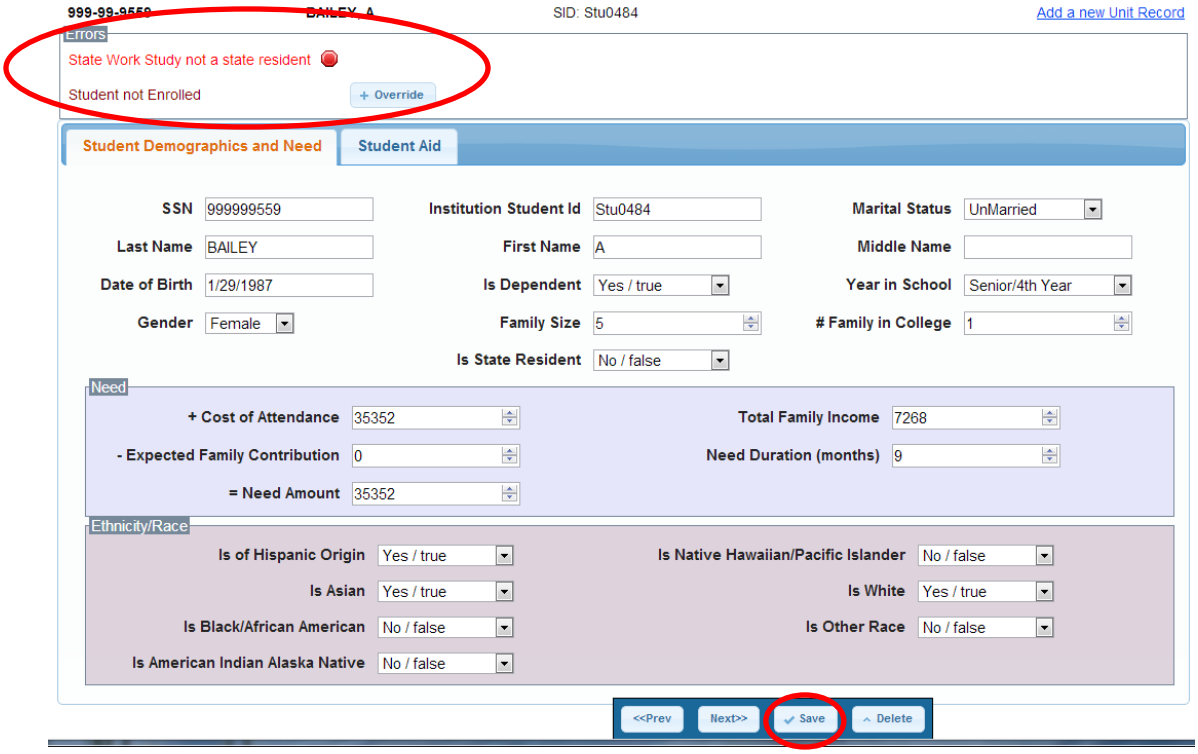
Unit Record Edits **3 errors** (2 overridable - 0 overridden; 0 informational) Filter by Edit Type

Showing results 1 - 3 of 3

SSN	Student ID	Last	First	Middle	Error	Overridable
999999559	Stu0484	BAILEY	A		Number In College cannot be greater than Family Size	
999999742	Stu0301	CABRAL	B	J	State Need Grant award not found in WSAC records	Overrideable
999999894	Stu0149	GLAHN	S	E	Federal Parent PLUS Loan recipient cannot be reported as graduate student	Overrideable

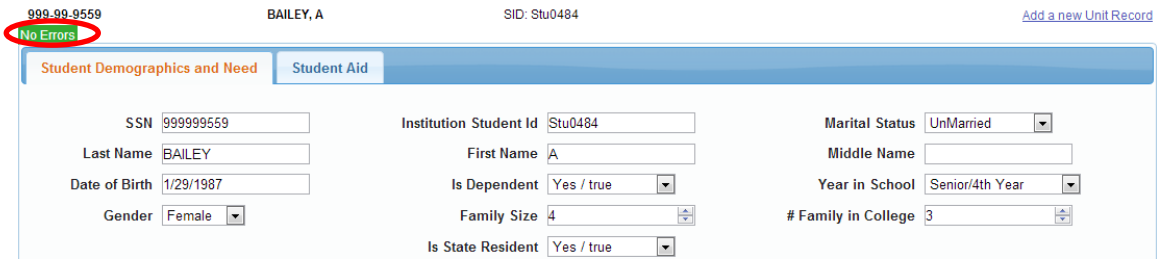
CHANGING DATA ON A STUDENT LEVEL

In the list of edits, as seen above, clicking on an SSN will open the student's record. In the student's record, the error title displays at the top of the screen, below the student's identifying information. Below is an example of a Student Demographic and Need tab.

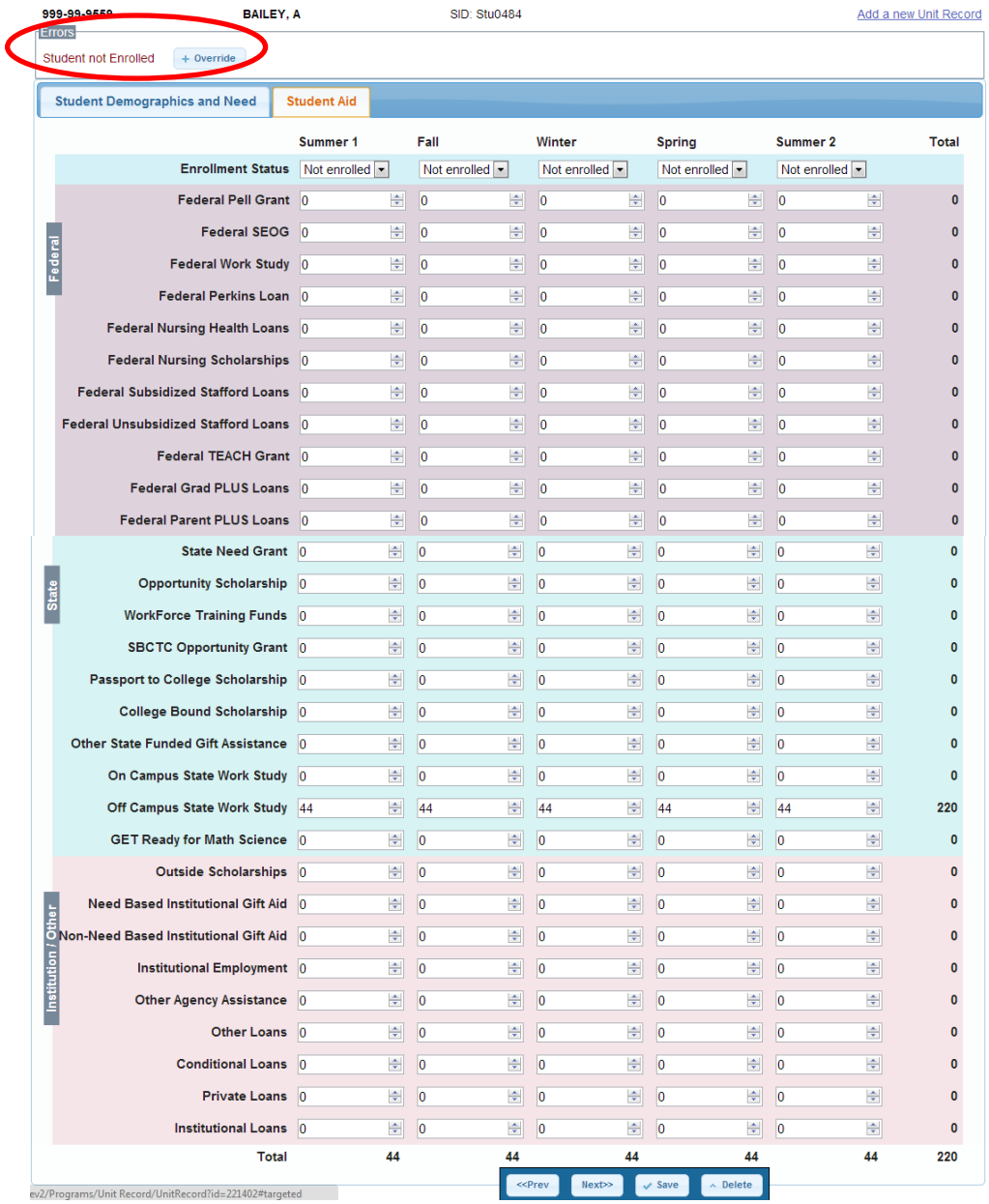


Save the changes by clicking "Save" at the bottom.

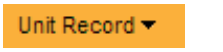
Once the corrections have been made (or overridden if applicable) and the record saved, the gray "Errors" box at the top of the screen will turn green and say "No Errors."



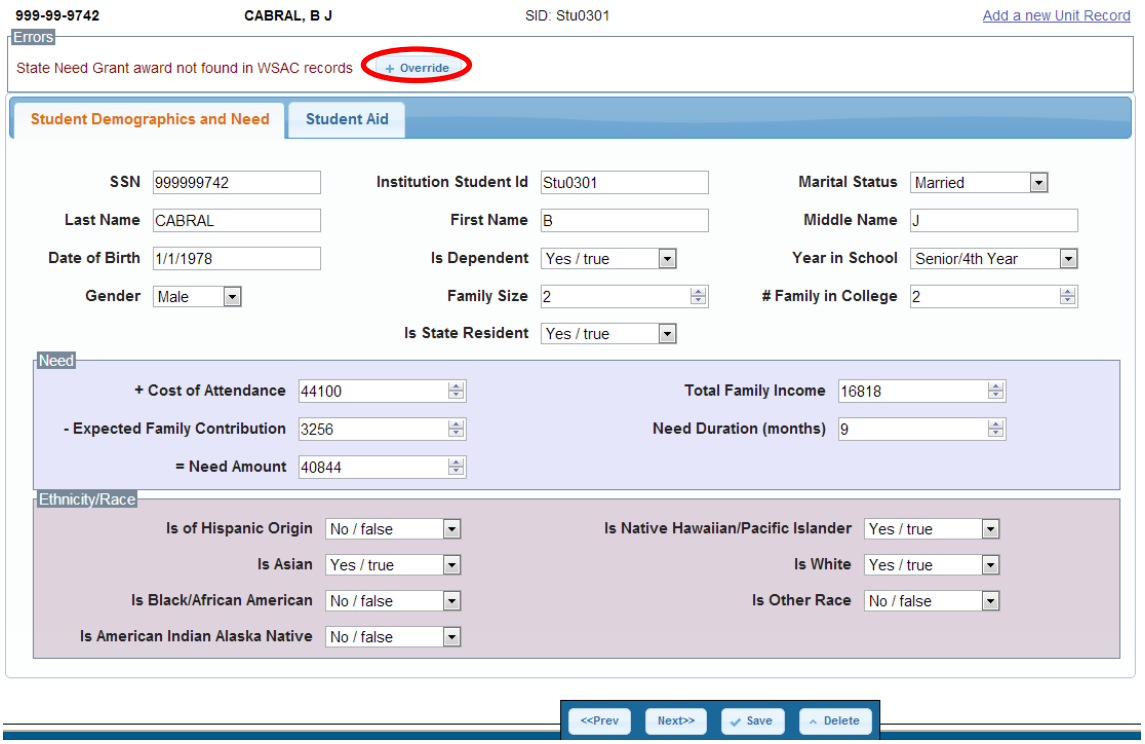
Below is an example of an error in the Student Aid tab of the student's record.



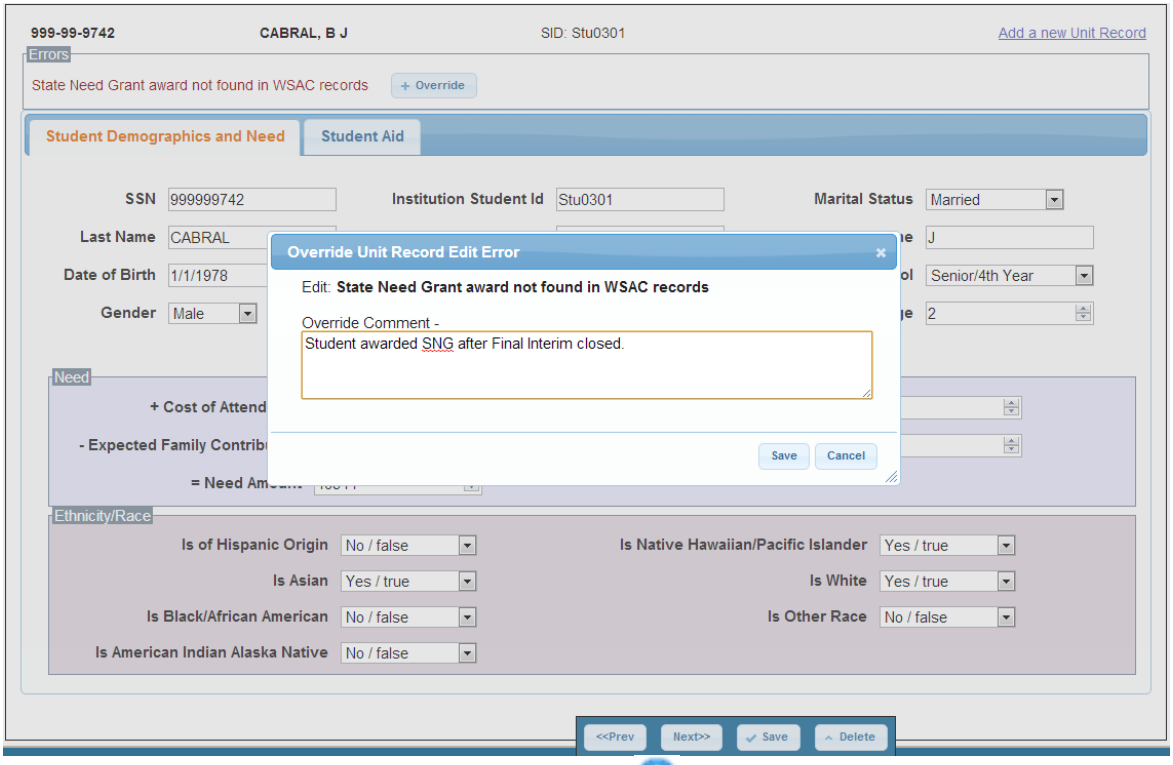
To return to the list of errors, click on Unit Record in the orange bar at the top of the screen.



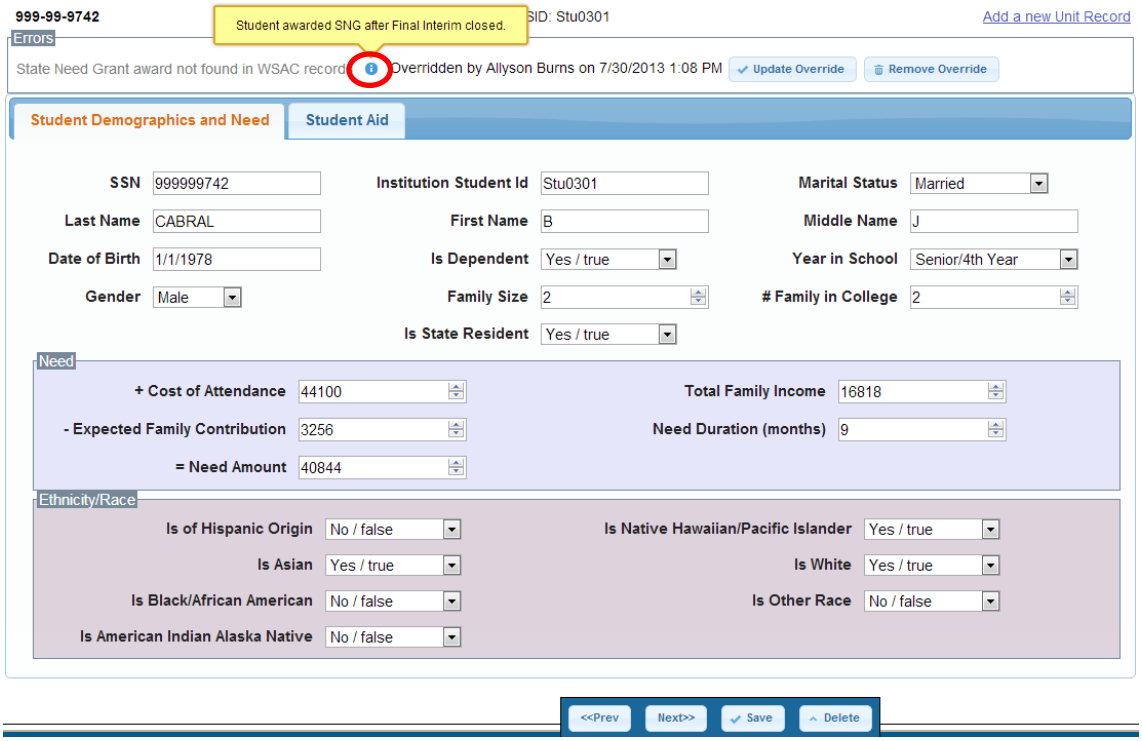
To override an edit, click on the “Override” button.



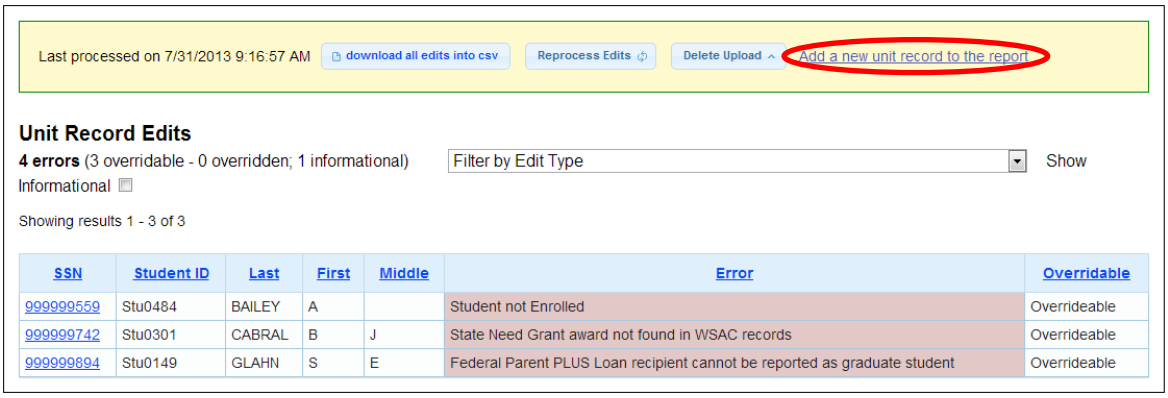
Provide an explanation, in this example why the student was awarded State Need Grant funding on the Unit Record Report, but not on the Final Interim. Click “Save”.



To review an override, hover the mouse over the .



To add records individually, click on "Add a new unit record to the report."



Enter the student's data in the blank form. Be sure to fill out all required fields (SSN, Last Name, Year In School, Gender, Is State Resident, and all fields on the Student Aid tab) and all other applicable fields.

New Unit Record

Student Demographics and Need | Student Aid

SSN		Institution Student Id		Marital Status	Unknown (blank)
Last Name		First Name		Middle Name	
Date of Birth	mm/dd/yyyy	Is Dependent	Unknown / blank	Year in School	
Gender		Family Size		# Family in College	
		Is State Resident	Unknown / blank		

Need

+ Cost of Attendance		Total Family Income	
- Expected Family Contribution		Need Duration (months)	
= Need Amount			

Ethnicity/Race

Is of Hispanic Origin	Unknown / blank	Is Native Hawaiian/Pacific Islander	Unknown / blank
Is Asian	Unknown / blank	Is White	Unknown / blank
Is Black/African American	Unknown / blank	Is Other Race	Unknown / blank
Is American Indian Alaska Native	Unknown / blank		

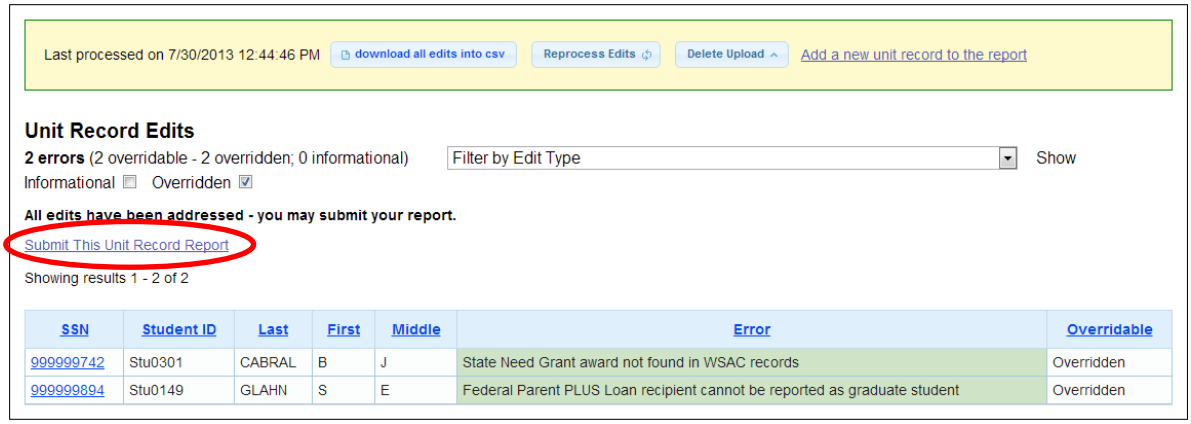
<<Prev | Next>> | Save

Student Demographics and Need | Student Aid

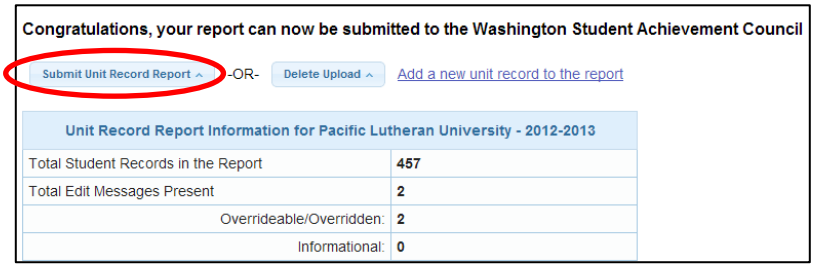
		Summer 1	Fall	Winter	Spring	Summer 2	Total
	Enrollment Status	Not enrolled	Not enrolled	Not enrolled	Not enrolled	Not enrolled	
Federal	Federal Pell Grant	0	0	0	0	0	0
	Federal SEOG	0	0	0	0	0	0
	Federal Work Study	0	0	0	0	0	0
	Federal Perkins Loan	0	0	0	0	0	0
	Federal Nursing Health Loans	0	0	0	0	0	0
	Federal Nursing Scholarships	0	0	0	0	0	0
	Federal Subsidized Stafford Loans	0	0	0	0	0	0
	Federal Unsubsidized Stafford Loans	0	0	0	0	0	0
	Federal TEACH Grant	0	0	0	0	0	0
	Federal Grad PLUS Loans	0	0	0	0	0	0
	Federal Parent PLUS Loans	0	0	0	0	0	0
State	State Need Grant	0	0	0	0	0	0
	Opportunity Scholarship	0	0	0	0	0	0
	WorkForce Training Funds	0	0	0	0	0	0
	SBCTC Opportunity Grant	0	0	0	0	0	0
	Passport to College Scholarship	0	0	0	0	0	0
	College Bound Scholarship	0	0	0	0	0	0
	Other State Funded Gift Assistance	0	0	0	0	0	0
	On Campus State Work Study	0	0	0	0	0	0
	Off Campus State Work Study	0	0	0	0	0	0
	GET Ready for Math Science	0	0	0	0	0	0
Institution / Other	Outside Scholarships	0	0	0	0	0	0
	Need Based Institutional Gift Aid	0	0	0	0	0	0
	Non-Need Based Institutional Gift Aid	0	0	0	0	0	0
	Institutional Employment	0	0	0	0	0	0
	Other Agency Assistance	0	0	0	0	0	0
	Other Loans	0	0	0	0	0	0
	Conditional Loans	0	0	0	0	0	0
	Private Loans	0	0	0	0	0	0
	Institutional Loans	0	0	0	0	0	0
	Total	0	0	0	0	0	0

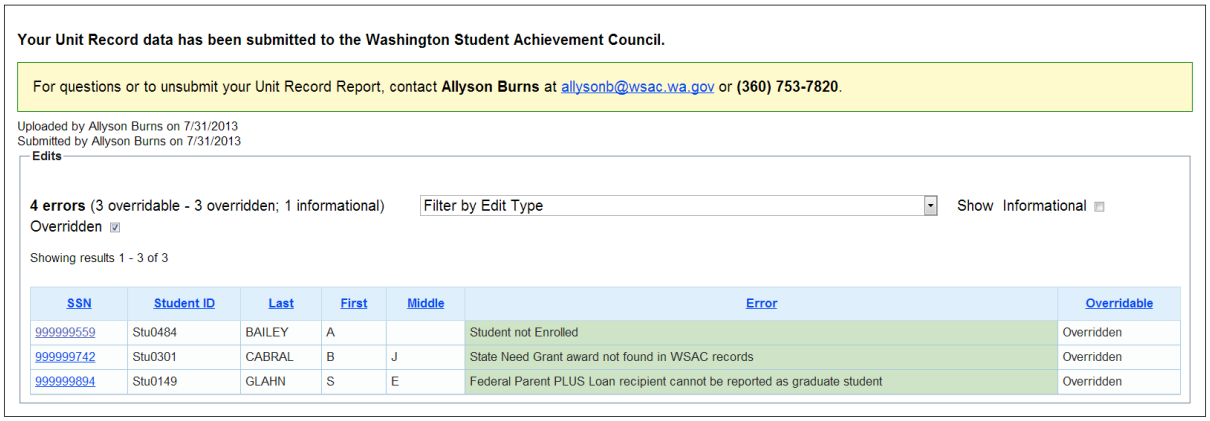
SUBMITTING THE UNIT RECORD REPORT

If the file has no edits or all edits have been addressed (either data changed or edits overridden) the Unit Record Report may be submitted. Click on the "Submit This Unit Record Report" link.



The overridden edits will display in green at the bottom of the screen. The following message will appear. Click on the "Submit Unit Record Report" button.





After the Unit Record Report has been submitted, changes cannot be made to the data without contacting the Washington Student Achievement Council. For questions or to unsubmit your Unit Record Report, contact Council staff at unitrecord@wsac.wa.gov or (360) 753-7820.

CHAPTER 4

LIST OF SYSTEM EDITS

2012-13

UNIT RECORD REPORT

PORTAL SUBMISSION

CHAPTER 4 – SYSTEM EDITS

FILE FORMAT

The file must be in CSV format and follow the specified guidelines in Chapter 2.

ERRORS THAT PREVENT FILE UPLOAD

Header Row is Missing or Not Valid

A header row is required and spaces in header titles are now allowed. For a sample file, contact unitrecord@wsac.wa.gov

Duplicate SSN

If the application finds duplicate social security numbers it will reject the file. Only one record per student is allowed.

SSN is Not a 9-digit Number

The social security number for the student must contain 9 numbers. Leading zeros must be added.

Date of Birth Not Properly Formatted

Report date of birth using standard numerical U.S. date format - mm/dd/yyyy. The date should be in the range of 1/1/1938 to 12/31/1997. Note, 01/01/1980 (leading zeros for month and day) and 1/1/1980 are both acceptable forms.

Code Not Valid for specific fields

Valid field content must be used. See Appendix B for valid content.

Required Fields Cannot be Blank or Missing

Required field must be completed. Term Aid Fields must have numerical values (including '0').

NON-NEED BASED FEDERAL LOAN RECIPIENTS

Records of Non-Need Based Federal Loan recipients who did not receive need-based financial aid will not be checked against FAFSA related edits for need-based aid, such as Family Income, Family Size, Dependency Status, Need Amount etc.

NON-OVERRIDEABLE EDITS FOR NEED-BASED AID RECIPIENTS

No Term Disbursements Reported

Students who did not receive any term financial aid disbursements are not to be included in this report.

Is State Resident

A student must be a state resident to receive State Need Grant, College Bound Scholarship, or State Work Study. If state funds were incorrectly disbursed to a student through one of these three programs, contact program staff at (360) 753-7850 in order to correct the situation.

Family Size

The number of family members reported is less the minimum number.

- Independent students: Family Size must be at least 1
- Married students: Family Size must be at least 2
- Dependent students: Family Size must be at least 2

Number in College

The number in college must be at least 1 and cannot exceed the reported value in Family Size.

OVERRIDEABLE EDITS FOR NEED-BASED RECIPIENTS

Need Amount is Zero '0' and Need-Based Aid Was Reported

Most need-based aid recipients should have financial need greater than zero, though there may be exceptions. Review and make corrections or override with an explanation.

Cost of Attendance Minus Expected Family Contribution Does Not Equal Need Amount

This edit reviews these three items reported by schools to look for computational accuracy. Review and make corrections or override with an explanation. See Chapter 2 for more information.

Family Size More Than 20

The Family Size reported was greater than 20. Review and make corrections or override with an explanation.

Family Income

The reported family income is less than -$99,000 or higher than $350,000. Review and make corrections or override with an explanation.

Date of Birth Out of Range

The student is older or younger than usual. Students are typically over the age of 15 and under the age of 75. Review and make corrections or override with an explanation.

SNG Discrepancy

A student's total State Need Grant reported amount does not match WSAC records on the State Need Grant Final Interim Report. Review and make corrections or override with an explanation.

College Bound Scholarship Discrepancy

A student's total College Bound Scholarship reported amount does not match WSAC records on the College Bound Scholarship Final Interim Report. Review and make corrections or override with an explanation.

Student Not Enrolled

The student must have an Enrollment Status showing as enrolled for at least one term with the exception of State Work Study, Federal Work Study and WorkForce Training recipients. Review and make corrections or override with an explanation.

Financial Aid Award Amounts Exceed Annual Program Limit

The amount reported for an individual aid program is greater than the maximum annual program limit. See the "Valid Inputs" column of Appendix C for annual program limits.

APPENDIX A
INSTITUTION CODES 2012-13

1010	University of Washington
1020	Washington State University

2030	Central Washington University
2040	Eastern Washington University
2050	The Evergreen State College
2060	Western Washington University

3080	Antioch University
3090	Bastyr University
3100	Cornish Institute
3310	DigiPen Institute of Technology
3120	Gonzaga University
3110	Heritage University
3130	Northwest University – Kirkland
3240	Northwest College of Art – Poulsbo
3140	Pacific Lutheran University
3150	Saint Martin's University
3160	Seattle Pacific University
3170	Seattle University
3490	Trinity Lutheran College
3190	University of Puget Sound
3200	Walla Walla University
3210	Whitman College
3220	Whitworth University

4300	Bellevue Community College
4310	Big Bend Community College
4580	Cascadia Community College
4320	Centralia College
4330	Clark College
4340	Columbia Basin College
4350	Edmonds Community College
4360	Everett Community College
4380	Grays Harbor College
4390	Green River Community College
4400	Highline Community College
4410	Lower Columbia College
4460	North Seattle Community College
4570	Northwest Indian College
4430	Olympic College
4440	Peninsula College
4370	Pierce College
4450	Seattle Central Community College
4480	Shoreline Community College
4490	Skagit Valley College
4420	South Puget Sound Community College
4470	South Seattle Community College
4500	Spokane Community College
4510	Spokane Falls Community College
4520	Tacoma Community College
4530	Walla Walla Community College
4540	Wenatchee Valley College
4550	Whatcom Community College
4560	Yakima Valley College

5700	Bates Technical College
5710	Bellingham Technical College
5720	Clover Park Technical College
5730	Lake Washington Technical College
5740	Renton Technical College
5750	Seattle Vocational Institute

6820	Art Institute of Seattle
6740	Divers Institute of Technology
6810	Everest College - Renton
6780	Gene Juarez Academy
6970	Glen Dow Academy
6760	Interface College
6750	International Air & Hospitality Academy
6710	ITT Technical Institute
6890	Lucas Marc Academy
6840	Perry Technical Institute

APPENDIX B
RECIPIENTS TO REPORT AS NEED-BASED AND NON-NEED BASED

Note: The aid types below are listed in the same order as the File Format shown in Appendix C

Are aid types need-based or not?	**Need-Based**	**Need-Based**	**Non-Need Based Federal Loans**	**Other Programs - Generally not based on need**
What students should be reported?	**Report all students**	**Report all students**	**Report all students**	**Only report students who are also need-based recipients**
Should FAFSA data be submitted?	**Yes**	**Provide FAFSA data if available**	**FAFSA data should not be submitted unless need-based aid is also received**	**Yes, for those with FAFSA data**
Name of Program or Aid Type				
Federal Pell Grant	X			
Federal SEOG	X			
Federal TEACH Grant		X		
Federal Nursing Scholarships		X		
Federal Work Study	X			
Federal Perkins Loan	X			
Federal Nursing Health Loans		X		
Federal Direct Subsidized Loans	X			
Federal Direct Unsubsidized Loans			X	
Federal Parent PLUS Loans			X	
Federal Grad PLUS Loans			X	
State Need Grant	X			
College Bound Scholarship	X			
Passport to College Scholarship	X			
GET Ready for Math Science		X		
Opportunity Scholarship		X		
SBCTC Opportunity Grant		X		
Other State Funded Gift Assistance		**X**		

APPENDIX B
RECIPIENTS TO REPORT AS NEED-BASED AND NON-NEED BASED
Continued

Name of Program or Aid Type				
On Campus State Work Study	X			
Off Campus State Work Study	X			
Work Force Training Funds		X		
Need Based Institutional Gift Aid	X			
Non-Need Based Institutional Gift Aid				X
Institutional Employment		X		
Institutional Loans				X
Conditional Loans				X
Private Loans				X
Other Loans				X
Outside Scholarships				X
Other Agency Assistance				X

APPENDIX C
RECORD LAYOUT

The following shows field header names, valid inputs and other remarks. A CSV file layout with headers is available by contacting unitrecord@wsac.wa.gov

Field/Column Header Name	Valid Inputs	Remarks
SSN	Numbers and hyphens Cannot be blank	Required for all recipients Nine-digit SSN Must include leading zeros
InstitutionStudentID	Any characters (up to 50)	Unique identifier for this student (SID) at your school.
LastName	Any characters (up to 100) cannot be blank	Required for all recipients
FirstName	Any characters (up to 50)	Optional, may be left blank
MiddleName	Any characters (up to 50)	Optional, may be left blank
DateOfBirth	Most standard US database date-only outputs are supported e.g. • 12/1/1987 • Dec 10 1990 • 12 Aug 1994 • ‘April 1, 1992’ • ‘1 May, 1990’	Optional, may be left blank Standard US dates. Two digit years will be accepted, but four digit years are preferred. If commas are included in the dates (or any column for that matter), then be sure to enclose the data in quotes.
Gender	'1' or 'Male' '2' or 'Female' '3' or 'Unknown'	Required for all recipients
MaritalStatus	‘1’ or ‘Unmarried’ ‘2’ or ‘Married’ ‘3’ or ‘Separated’ ‘4’ or ‘Unknown’	Leave blank if no FAFSA data available
IsStateResident	‘y’ or ‘true’ ‘n’ or ‘false’	Required for all recipients
YearInSchool	'1' or 'Freshman/1st Year' '2' or 'Sophomore/2nd Year' '3' or 'Junior/3rd Year' '4' or 'Senior/4th Year' '5' or 'Unclassified/5th Year' '6' or 'Graduate' '7' or 'Professional' '8' or 'Other'	Required for all recipients

APPENDIX C
RECORD LAYOUT
Continued

Field/Column Header Name	Valid Inputs	Remarks
IsOfHispanicOrigin	'y' or 'true' 'n' or 'false' blank if not reported	Leave blank if not reported
IsRaceAmericanIndianAlaskaNative	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsRaceAsian	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsRaceBlackAfricanAmerican	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsRaceNativeHawaiianPacificIslander	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsRaceWhite	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsRaceOther	'y' or 'true' 'n' or 'false' blank if not reported	Race may be reported as 'y' or 'true' in one or more fields
IsDependent	'y' or 'true' 'n' or 'false'	Leave blank if no FAFSA data available
FamilySize	Integer > 0 1 to 20	Leave blank if no FAFSA data available
NumberInCollege	Integer > 0 1 to 20	Leave blank if no FAFSA data available
FamilyIncome	Integer – may be negative -100000 to 350000	Leave blank if no FAFSA data available
ExpectedFamilyContribution	Non-negative Integer 0 to 99999	Leave blank if no FAFSA data available
CostOfAttendance	Non-negative Integer 0 to 99999	Leave blank if no FAFSA data available
NeedDuration	Integers 1 to 12 (number of months)	Leave blank if no FAFSA data available
NeedAmount	Non-negative Integer 0 to 99999	Leave blank if no FAFSA data available

APPENDIX C
RECORD LAYOUT
Continued

Enrollment Status and Payments By Term Section

The following set of fields appears five (5) times in in the sample csv. file with '*TERM*' in the column header name being replaced in turn by 'Summer1', 'Fall', 'Winter', 'Spring', and 'Summer2'. For example, *TERM*EnrollmentStatus becomes FallEnrollmentStatus for the Fall Enrollment. All of these fields are required for each student reported.

Field/Column Header Name	**Valid Inputs**	**Remarks**
*TERM*EnrollmentStatus	'0' or 'Not enrolled' '1' or 'Full time' '2' or 'Half time' '3' or '3/4 time' '5' or '< Half Time'	Must be reported for each of the five terms. If the school does not have that term (e.g. winter for semester schools, report as '0'). Same reporting as for CSAW.
*TERM*FederalPellGrant	Non-negative Integer 0 to 5550	Need-Based (FAFSA fields required)
*TERM*FederalSEOG	Non-negative Integer 0 to 6000	Need-Based (FAFSA fields required)
*TERM*FederalTEACHGrant	Non-negative Integer 0 to 99999	Need-Based
*TERM*FederalNursingScholarships	Non-negative Integer 0 to 99999	Need-Based
*TERM*FederalWorkStudy	Non-negative Integer 0 to 99999	Need-Based (FAFSA fields required)
*TERM*FederalPerkinsLoan	Non-negative Integer 0 to 8500	Need-Based (FAFSA fields required)
*TERM*FederalNursingHealthLoans	Non-negative Integer 0 to 99999	Need-Based
*TERM*FederalDirectSubsidizedLoans	Non-negative Integer 0 to 8500	Need-Based (FAFSA fields required)
*TERM*FederalDirectUnsubsidizedLoans	Non-negative Integer 0 to 41000	Non-Need Based Federal Loans
*TERM*FederalParentPLUSLoans	Non-negative Integer 0 to 99999	Non-Need Based Federal Loans
*TERM*FederalGradPLUSLoans	Non-negative Integer 0 to 99999	Non-Need Based Federal Loans
*TERM*StateNeedGrant	Non-negative Integer 0 to 17000	Need-Based (FAFSA fields required)
*TERM*CollegeBoundScholarship	Non-negative Integer 0 to 18000	Need-Based (FAFSA fields required)
*TERM*PassporttoCollegeScholarship	Non-negative Integer 0 to 8000	Need-Based (FAFSA fields required)
*TERM*GETReadyforMathScience	Non-negative Integer 0 to 17000	Need-Based
*TERM*OpportunityScholarship	Non-negative Integer 0 to 99999	Need-Based
*TERM*SBCTCOpportunityGrant	Non-negative Integer	Need-Based

APPENDIX C
RECORD LAYOUT
Continued

Field/Column Header Name	Valid Inputs	Remarks
*TERM*OtherStateFundedGiftAssistance	Non-negative Integer 0 to 99999	Need-Based
*TERM*OnCampusStateWorkStudy	Non-negative Integer 0 to 99999	Need-Based (FAFSA fields required)
*TERM*OffCampusStateWorkStudy	Non-negative Integer 0 to 99999	Need-Based (FAFSA fields required)
*TERM*WorkForceTrainingFunds	Non-negative Integer 0 to 99999	Need-Based
*TERM*NeedBasedInstitutionalGiftAid	Non-negative Integer 0 to 99999	Need-Based (FAFSA fields required)
*TERM*NonNeedBasedInstitutionalGiftAid	Non-negative Integer 0 to 99999	Not based on a review of FAFSA
*TERM*InstitutionalEmployment	Non-negative Integer 0 to 99999	Need-Based
*TERM*InstitutionalLoans	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA
*TERM*ConditionalLoans	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA
*TERM*PrivateLoans	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA
*TERM*OtherLoans	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA
*TERM*OutsideScholarships	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA
*TERM*OtherAgencyAssistance	Non-negative Integer 0 to 99999	Generally not based on a review of FAFSA

APPENDIX D
QUICK LOOK-UP BY FINANCIAL AID PROGRAM

Financial Aid Program	Unit Record Report Field Name
3.5% or 4% Waivers	NeedBasedInstitutionalGiftAid
All Other State-Funded Gift Assistance	OtherStateFundedGiftAssistance
Alternative Routes to Teaching Certification	ConditionalLoans
American Indian Endowed Scholarship	OtherStateFundedGiftAssistance
AmeriCorp	OtherAgencyAssistance
Athletic Waiver	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Bureau for Indian Affairs (BIA) Scholarship	OtherAgencyAssistance
Canadian, Micronesian or Alaska Student Loans	OtherLoans
Chapter 33 Veterans' Benefits	OtherAgencyAssistance
College Bound Scholarship	CollegeBoundScholarship
Company Scholarships	OutsideScholarship
Conditional Awards in Special Education	ConditionalLoans
Employer funded tuition assistance	OutsideScholarships
Federal Grad PLUS Loans	FederalGradPLUSLoans
Federal Nursing & Health Loans	FederalNursingHealthLoans
Federal Nursing Scholarships	FederalNursingScholarships
Federal Parent PLUS Loan	FederalParentPLUSLoans
Federal Pell Grant	FederalPellGrant
Federal Perkins Loans	FederalPerkinsLoans
Federal Scholarships for TRIO Students	OtherAgencyAssistance
Federal SEOG	FederalSEOG
Federal Subsidized Stafford Loan	FederalDirectSubsidizedLoan
Federal Supplemental Educational Opportunity Grant	FederalSEOG
Federal Work Study	FederalWorkStudy
Federal TEACH Grant	FederalTEACHGrant
Future Teachers Conditional Scholarships	ConditionalLoans
GEAR UP	OtherStateFundedGiftAssistance
GET Ready for Math & Science	GETReadyforMathScience
Governors' Scholarship	OutsideScholarships
Grad PLUS Loan	FederalGradPLUSLoans
Graduate Tuition Waivers	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Health Professional Loan Repayment & Scholarship program funds	ConditionalLoans
Institutional & Off-Campus Employment	InstitutionalEmployment
Institutional grants and scholarships	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Institutional Aid Fund (public institutions only)	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Leadership 1000 Scholarship	OutsideScholarships

APPENDIX D
QUICK LOOK-UP BY FINANCIAL AID PROGRAM
Continued

Financial Aid Program	Unit Record Report Field Name
Loans	ConditionalLoans or InstitutionalLoans or OtherLoans or PrivateLoans
National Merit Scholarships	OutsideScholarships
Need-Based Tuition & Fee Waiver	NeedBasedInstitutionalGiftAid
Non-Need Based Tuition & Fee Waiver	NonNeedBasedInstitutionalGiftAid
Non-Work Study Institutional & Off-Campus Employment	InstitutionalEmployment
Nonresident Enrollment Incentive Waiver	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Nurses Conditional Scholarships	ConditionalLoans
Off-Campus State Work Study	OffCampusStateWorkStudy
On-Campus State Work Study	OnCampusStateWorkStudy
Opportunity Grant (SBCTC)	SBCTCOpportunityGrant
Opportunity Scholarship	OpportunityScholarship
Organizational Scholarships	OutsideScholarships
Other Agency Assistance	OtherAgencyAssistance
Other Loans	ConditionalLoans or InstitutionalLoans or OtherLoans or PrivateLoans
Outside Scholarships	OutsideScholarships
Passport to College Scholarship	PassporttoCollegeScholarship
Parent PLUS Loan	FederalParentPLUSLoan
Pell Grant	FederalPellGrant
Perkins Loan	FederalPerkinsLoan
PLUS Loans	FederalGradPLUSLoan or FederalParentPLUSLoan
PREP	PrivateLoans
Private Loans	PrivateLoans
Private Scholarships	OutsideScholarships
Robert C. Byrd Honors Scholarship	OutsideScholarships
ROTC Scholarships	OtherAgencyAssistance
SEOG	FederalSEOG
Service Club Scholarships	OutsideScholarships
Services for the Blind assistance	OtherAgencyAssistance
SNG	StateNeedGrant
Stafford Loan (subsidized)	FederalDirectSubsidizedLoans
Stafford Loan (unsubsidized)	FederalDirectUnsubsidizedLoans
State Need Grant	StateNeedGrant
State Work Study	OnCampusStateWorkStudy orOffCampusStateWorkStudy

APPENDIX D
QUICK LOOK-UP BY FINANCIAL AID PROGRAM
Continued

Financial Aid Program	Unit Record Report Field Name
State Work Study Off-Campus	OffCampusStateWorkStudy
State Work Study On-Campus	OnCampusStateWorkStudy
SBCTC Opportunity Grant	SBCTCOpportunityGrant
Supplemental Educational Opportunity Grant	FederalSEOG
SWS	OnCampusStateWorkStudy or OffCampusStateWorkStudy
TEACH Grant	FederalTEACHGrant
Tuition & Fee Waiver (need-based)	NeedBasedInstitutionalGiftAid
Tuition & Fee Waiver (non-need based)	NonNeedBasedInstitutionalGiftAid
Unsubsidized Stafford Loans	FederalDirectUnsubsidizedLoans
Veterans' Benefits	OtherAgencyAssistance
Vocational Rehabilitation assistance	OtherAgencyAssistance
Washington Award for Vocational Excellence (WAVE)	OtherStateFundedGiftAssistance
Washington College Bound Scholarship	CollegeBoundScholarship
Washington Scholars	OtherStateFundedGiftAssistance
Washington State Achievers Scholarship	OutsideScholarships
Washington State Opportunity Scholarship	OpportunityScholarship
Washington State Need Grant	StateNeedGrant
Western Undergraduate Exchange Waiver (WUE)	NeedBasedInstitutionalGiftAid or NonNeedBasedInstitutionalGiftAid
Work-based Learning Tuition Assistance Funds	WorkforceTrainingFunds
Worker Retraining	WorkforceTrainingFunds
WorkFirst Work Study	InstitutionalEmployment
Workforce Investment Act assistance	OtherAgencyAssistance
Workforce Training Program	WorkforceTrainingFunds

APPENDIX E
QUICK LOOK-UP BY UNIT RECORD REPORT FIELD NAME

Unit Record Report Field Name	Financial Aid Programs
CollegeBoundScholarship	College Bound Scholarship
ConditionalLoans	Alternative Routes to Teaching Certification
	Conditional Award in Special Education
	Future Teachers Conditional Scholarship
	Health Professional Loan Repayment & Scholarship program funds
	Nurses Conditional Scholarship
FederalGradPLUSLoans	Federal Grad PLUS Loans
FederalNursingHealthLoans	Federal Nursing Health Loans
FederalNursingScholarships	Federal Nursing Scholarship
FederalParentPLUSLoans	Federal Parent PLUS Loans
FederalPellGrant	Federal Pell Grant
FederalPerkinsLoan	Federal Perkins Loan
FederalSEOG	Federal SEOG
FederalDirectSubsidizedLoans	Federal Subsidized Stafford Loans
	Federal Direct Subsidized Loans
FederalTEACHGrant	Federal TEACH Grant
FederalDirectUnsubsidizedLoans	Federal Unsubsidized Stafford Loans
	Federal Direct Unsubsidized Loans
FederalWorkStudy	Federal Work Study
GETReadyforMathScience	GET Ready for Math and Science
InstitutionalEmployment	Non-Work Study Institutional & Off-Campus Employment
	WorkFirst Work Study
	Institutional Aid Fund disbursed as work
InstitutionalLoans	Institutional Loans
NeedBasedInstitutionalGiftAid	3.5% or 4% Waivers
	Athletic Waivers (need-based)
	Graduate Tuition Waivers (need-based)
	Institutional Aid Fund (need-based)
	Institutional grants and scholarships (need-based)
	Need-Based Institutional Gift Aid
	Need-Based Tuition & Fee Waivers
	Nonresident Enrollment Incentive Waiver (need-based)
	Tuition & Fee Waivers (need-based)
	Western Undergraduate Exchange Waiver (need-based)
NonNeedBasedInstitutionalGiftAid	Athletic Waivers (non-need based)
	Graduate Tuition Waivers (non-need based)
	Institutional Aid Fund (non-need based)
	Institutional grants and scholarships (non-need based)
	Non-Need Based Institutional Gift Aid
	Nonresident Enrollment Incentive Waiver (non-need based)
	Tuition & Fee Waiver (non-need based)
	Western Undergraduate Exchange Waiver (non-need based)
OffCampusStateWorkStudy	Off-Campus State Work Study
	State Work Study Off Campus
	SWS (off campus)

APPENDIX E
QUICK LOOK-UP BY UNIT RECORD REPORT FIELD NAME
Continued

Unit Record Report Field Name	Financial Aid Programs
OnCampusStateWorkStudy	On-Campus State Work Study
	State Work Study On Campus
	SWS (on campus)
OpportunityScholarship	Opportunity Scholarship
	Washington State Opportunity Scholarship
OtherAgencyAssistance	AmeriCorp
	Bureau of Indian Affairs (BIA)
	Chapter 33 Veterans' Benefits
	Federal Scholarships for TRIO Students
	L&I assistance
	Other Agency Assistance
	ROTC Scholarship
	Services for the Blind Assistance
	Veterans' Benefits
	Vocational Rehabilitation Assistance
	Workforce Investment Act Assistance
OtherLoans	Canadian, Micronesian or Alaska Student Loans
	Other Loans not reported elsewhere
OtherStateFundedGiftAssistance	American Indian Endowed Scholarship
	GEAR UP
	Other State Funded Gift Assistance
	Washington Award for Vocational Excellence (WAVE)
	Washington Scholars
OutsideScholarships	Company Scholarships
	Employer funded tuition assistance
	Governors' Scholarship
	Leadership 1000 Scholarship
	National Merit Scholarships
	Organizational Scholarships
	Other State Scholarships (i.e. Oregon)
	Outside Scholarships
	Private Scholarships
	Robert C. Byrd Honors Scholarship
	Service Club Scholarships
	Washington State Achievers Scholarship
PassporttoCollegeScholarship	Passport To College Scholarship
PrivateLoans	Other Private Loans
	PREP Loan
SBCTCOpportunityGrant	SBCTC Opportunity Grant
StateNeedGrant	State Need Grant
	Washington State Need Grant
WorkForceTrainingFunds	Work-Based Learning Tuition Assistance Funds
	Worker Retraining
	WorkForce Training Fund