



# Unit Record Report

*Submitting the 2020-21 Report  
and SBCTC ctcLink Update*

Training Webinar Presentation

August 20, 2021





# Presenters

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# Purpose of the Unit Record Report

- Provide institutional reports and profiles
- Assess the needs of students
- Guide legislative and other policy decisions
- Inform changes to state aid programs
- Minimize ad hoc data requests to institutions



# Timeline

- **URR Manual available electronically:**  
<https://www.wsac.wa.gov/unit-record>
- **August 9:** Unit Record Report (URR) application opens
- **October 11:** Finalized report due
- **October/November:** WSAC analysis
- **December:** Reports to policy makers
- **January 2022:** Institutional profiles available



# Manual Overview

- **Introduction**
  - Overview, purpose, changes, and timeline
- **Chapter 1 – General Instructions**
- **Chapter 2 – Data Definitions**
- **Chapter 3 – Reporting Application User's Guide**
- **Appendices**



# Manual Overview, continued:

- **Appendices**

- A – Need-Based and Non-Need Based Program Recipients to Report

- B – Record Layout – File Format and Valid Inputs

- C – System Edits that Prevent File Upload and Import

- D – Quick Lookup by Financial Aid Program

- E – Quick Lookup by Unit Record Report Field Name



# Portal CSV File Submission

- **Building a CSV file for submission**
  - Report only students who received financial aid based on the 2020-21 FAFSA or WASFA year.
  - Report files in CSV format with a header row.
  - Review the field definitions in Chapter 2 of the Manual and the record layout in Appendices B and C to determine valid field content.



# Reporting Requirements

- **Determine which students to report**
  - Need-Based Recipients – 2020-21 FAFSA or WASFA required.
  - Need-Based Aid Recipients – other programs where FAFSA or WASFA data may or may not be available.
  - Non-Need Based Federal Loan Recipients (i.e., Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans, and Federal Grad PLUS Loans).

*Appendix A in the Manual details these categories*



- **State FA Reporting Component**
  - Enter Institution and Aid Year
  - Enter designated File Path
  - Report Type = Blank
  - Select RUN button




Navigator > Financial Aid > CTC Custom > CTC Reports > State FA Reporting

Run Control ID WA130\_URR Report Manager Process Monitor **Run**

---

**State FA Report**

*Institution	WA130	Lower Columbia College
*Aid Year	2021	2021-2022 Financial Aid Year
File Path	/CSTRANSFER/WA130/WCG2021/	
Report Type	<input type="text"/>	

 Save  Add  Update/Display

- Select 'Unit Record Report'
- Click OK button
- Report file is generated in csv format with header row- which includes who received awards for 20-21 aid year

### Process Scheduler Request

User ID

CTC\_DENGLEHARDT

Run Control ID

WA130\_URR

---

Server Name

Run Date

07/22/2021

Recurrence

Run Time

5:18:37PM

Reset to Current Date/Time

Time Zone

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	WA College Grant Report	CTC_SNGRP_AE	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Unit Record Report	CTC_URR_AE	Application Engine	Web	TXT	Distribution

OK

Cancel



# Reporting Requirements, continued:

- **Need-Based Recipients**

- Intent is to capture all financial aid disbursements in a Unit Record Report.
- Report this year all financial aid received based on filing of the 2020-21 FAFSA or WASFA.
- Report on next year's URR all financial aid received based on the 2021-22 FAFSA or WASFA.

- **The ctcLink Unit Record Report selects:**
  - Need-Based Recipients
  - Non-Need-Based Federal Loan Recipients



# Programs to Report, 1 of 3

- **Need-Based Recipients – FAFSA fields required**

- ☐ Federal Pell Grant
- ☐ Federal SEOG
- ☐ Federal Work Study
- ☐ Federal Direct Subsidized Loan
- ☐ Washington College Grant\*
- ☐ College Bound Scholarship\*
- ☐ Passport to College Scholarship\*
- ☐ State Work Study (On- and Off-Campus)\*\*
- ☐ National Guard Grant\*
- ☐ Alternative Routes to Teaching\*
- ☐ Pipeline for Paraeducators\*
- ☐ Teacher Shortage Conditional Grant \*
- ☐ Student Teaching Grant \*
- ☐ Need-Based Institutional Gift Aid

**\* FAFSA or WASFA required**

**\*\* FAFSA or WASFA required; DACA students must have a valid work authorization**



# Programs to Report, 2 of 3

- **Need-Based Recipients – Other Programs**

- Federal TEACH Grant
- Federal Health Professional Scholarships & Grants
- Federal Health Professional Loans
- WSOS BA Scholarship (former Opportunity Scholarship)
- WSOS Career Tech Scholarship
- Other State Funded Assistance
- Worker Retraining Program Funds
- Need-Based Institutional Gift Aid
- Institutional Employment (if need based)



# Programs to Report, 3 of 3

- **Federal Non-Need Based Loan Recipients**
  - Federal Direct Unsubsidized Loan
  - Federal Parent PLUS Loan
  - Federal Grad PLUS Loan

*Note: The information reported will be minimal for Federal loan recipients who are not also receiving need-based assistance.*



# Basic Food Employment and Training (BFE&T or BFET)

- If your need-based recipients receive BFET funds and they are easily reportable from your system, include the amounts received for the same period of time reported for your recipients.
- Should be reported as WorkForceTrainingFunds



- **Global Setup for the ctcLink Unit Record Report:**
  - Ethnicity Category
  - Award Category:
    - Need-Based FAFSA/WASFA data Required or Optional
    - Non-Need-Based Loans or Other
    - Award Maximum Amounts

- **Institution-based Configuration for the ctcLink Unit Record Report:**
  - URR ethnicity category linked to PeopleSoft Ethnic Group values
  - Award category:
    - Linked to FA Item Type and Award Status (example: Offered, Accepted, or Disbursed)



# Changes for the 2020-21 Unit Record Report Portal,

1 of 3

- **Reporting Category Updates:**

- Formerly reported in Teacher Conditional Scholarship Programs, these are now to be reported in separate program categories:
  - Alternative Routes to Teaching
  - Pipeline for Paraeducators
  - Teacher Shortage Conditional Scholarship
- The Student Teaching Grant program continues to be reported in the Teacher Grant Programs category



# Changes for the 2020-21 Unit Record Report Portal,

2 of 3

- **New Field Additions to the .CSV Header File Record Layout**
  - Rejected ISIR WASFA
  - National Guard Grant (NGG) \*
  - Alternative Routes for Teaching Certification
  - Pipeline for Paraeducators
  - Teacher Shortage Conditional Scholarship
  - VA Benefit

\* Schools may experience overrideable edits for NGG as WSAC implements the program Portal payment system



# Changes for the 2020-21 Unit Record Report Portal,

3 of 3

- **Field Deletions to .CSV Header File Record Layout**
  - Teacher Conditional Scholarship Programs
- **Refer to Page iii in the Manual for additional details**



# Early Announcement: Changes for the 2021-22 Unit Record Report Portal

- **WSOS Graduate Scholarship Program – new program reportable in 2021-22**
- **URR Portal is undergoing overhaul to a new 3.0 version for the 2021-22 reporting cycle. WSAC will reach out to institutions soon to incorporate user comments and feedback as the project moves forward.**



# Valid Input Ranges – Changes for 2020-21

Category	Old Value	New Value
Pell Grant	0 to 9293	0 to 9518
Passport to College Scholarship	0 to 6750	0 to 7500
National Guard Grant	n/a	0 to 11540
Alternative Routes to Teaching	n/a	0 to 8000
Pipeline for Paraeducators	n/a	0 to 4000
Teacher Shortage Conditional Scholarship	n/a	0 to 8000
Teacher Grant Programs	0 to 10000	0 to 8000
WSOS Career Technical Scholarship	0 to 6000	0 to 10000
VA Benefit	n/a	0 to 99999

Washington College Grant Apprenticeships will not be separately reported for 2020-21. Include these funds in the Washington College Grant category.



# Reporting Requirements, 1 of 3

- **For all financial aid recipients reported**
  - Report Financial Aid for each of five terms
  - Report Enrollment status for each of five terms
  - Report non-need-based aid received for all need-based recipients
  - Required fields:
    - SSN
    - First Name
    - Last Name
    - Gender
    - Is State Resident
    - Year In School
    - Rejected ISIR WASFA
    - Enrollment Status per term
    - Financial Aid per term – even if '0'





# Reporting Requirements, 2 of 3

- **.CSV file requires header row (sample is available)**
- **Financial aid reported for each of five terms:**
  - Summer 1 (used primarily for leader/header awards)
  - Fall
  - Winter (semester schools to report as zeros '0')
  - Spring
  - Summer 2 (used primarily for trailer awards)
  - Clock hour schools may have awards for all 5 terms



# Reporting Requirements, 3 of 3

- **When to include summer aid in your reporting**
  - Review Chapter 2 of Manual for detailed information.
  - Summer aid reported are amounts received based on 2020-21 FAFSA or WASFA.
  - In general:
    - Leader/Header schools to report Summer 1 aid (Report Summer 2 as '0')
    - Trailer schools to report Summer 2 aid (Report Summer 1 as '0')
    - Clock hour schools may report aid for both summer terms
  - If recipient enrolled more than one “term” in same summer – report total amount received and enrollment status as one enrollment term.



# FAFSA & WASFA Related Fields

- **Fields to also report for 2020-21 FAFSA & WASFA filers**

- ISIR/WASFA Transaction #
- Rejected ISIR/WASFA
- Marital Status
- Is Dependent
- Family Size
- Number in College
- Family Income
- Expected Family Contribution (EFC)
- Cost of Attendance (COA)
- Need Duration
- Need Amount

# SPECIAL NOTES ABOUT SELECTED FIELDS





# Social Security Numbers

- Duplicates are not accepted.
  - Files containing duplicate SSNs will not upload.
- Invalid SSN sequences are flagged. Don't use “dummy” numbers
- SSNs of WA College Grant and College Bound Scholarship recipients will be compared to the SSNs reported in the WCG/CBS CSAW records.
- SSNs of Passport to College recipients will be compared to recipient Portal records.
- Discrepancies will show on edit reports.



# Year in School

<b>'1' or 'Freshman/1st Year'</b>	<b>Required for all recipients. Report the status as of the beginning of the term of the recipient's last financial aid disbursement for the 2020-21 year.</b>
<b>'2' or 'Sophomore/2nd Year'</b>	
<b>'3' or 'Junior/3rd Year'</b>	
<b>'4' or 'Senior/4th Year'</b>	
<b>'5' or 'Unclassified/5th Year'</b>	
<b>'6' or 'Graduate'</b>	
<b>'7' or 'Professional'</b>	
<b>'8' or 'Other'</b>	



# Year in School – Other Considerations

- Do not automatically use the Year in School reported on FAFSA or WASFA.
- Report the highest Year in School for which the student attended when the student's financial aid was disbursed.
- Code '8' or 'Other' – Use to report need-based aid for Running Start students or other students who have not yet graduated from high school.



# Family Information \*

- **Family Size**
  - Generally reported from the FAFSA or WASFA
  - Must be 2 or higher for dependent students
  - Must be 1 or higher for independent students
    - If married, must be 2 or higher
- **Number in College**
  - Must be 1 or higher
  - Cannot exceed the Family Size
  - Parents' enrollment in college should not be included unless it was a professional judgment

\* These data elements should align across URR, CSAW, and FAFSA/WASFA.





# Family Income \*

- **Report the Family Income (taxable and untaxed) based on a review of the 2020-21 FAFSA or WASFA**
    - Usually, will be the 2018 income from FAFSA or WASFA.
    - If a professional judgment decision was made, report that income. \*\*
    - Report integers without dollar signs or cents (e.g., 44010 and -10123).
    - The only place in the file where negative numbers can be used.
- \* These data elements should align across URR, CSAW, and, generally, FAFSA/WASFA.
- \*\* Ensure changes are submitted through federal processor or WASFA, and update CSAW record.



# Expected Family Contribution \*

- **Report the Expected Family Contribution (EFC)**
  - Use the Federal Methodology (FM) calculation produced by U.S. Department of Education based on the 2020-21 FAFSA, or WASFA, EFC.
    - Report FM EFC if Institutional Methodology produces different EFC
  - May be adjusted by professional judgment decisions.
  - Should reflect the number of months reported in Need Duration.

\*These data elements should align across URR and FAFSA/WASFA unless adjusted for Need Duration less than or greater than nine-month regular academic year.



# Cost of Attendance

- Most campuses use several student budgets to reflect changes in living expenses.
- Report the student budget amount related to Need Amount.
- Should be based on the number of months reported in Need Duration.



# Need Amount

## **Cost of Attendance**

$$\begin{aligned} & - \text{ Expected Family Contribution } \\ & = \text{ **Need Amount** } \end{aligned}$$

- Base all three items on number of months reported in Need Duration.
- For Need Amount, report the amount used in the disbursement of aid.
- Report Need Amount as '0' or higher (do not report negative values).



# Need Duration

- Report Need Duration based on the number of months for which the Need Amount and Cost of Attendance were reported.
- Normally report as integers from 1 - 12.



# Term Enrollment Status

Undergraduate Enrollment Status	Credits	Scheduled Clock Hours	URR Codes
Not Enrolled	n/a	n/a	'0' or 'Not enrolled'
Full-Time	12.0 or more	300 or more *	'1' or 'Full time'
Half-Time	6.0 – 8.9	150 – 224	'2' or 'Half time'
Three-Quarter Time	9.0 – 11.9	225 – 299	'3' or '3/4 time'
Less Than Half-Time	3.0 – 5.9	75 – 149	'5' or '< Half time'

\* Typically, clock hour term awards are for full time enrollment status, except that the final term may be paid for part-time enrollment status – unless a student is out of QER

- **Term Enrollment Status**

- Enrollment statuses are pulled from the FA Load field on the FA Term page
- FA Term values are translated and included in the csv data file.
  - F = 'Full time'
  - T = '3/4 time'
  - H = 'Half time'
  - L = '< Half time'
  - N = 'Not Enrolled'



# Reporting Term Enrollment

## Approximate Term Date Ranges for Clock-Hour Institutions

Term	From	To
Summer 1	July 1, 2020	September 11, 2020
Fall	September 12, 2020	November 22, 2020
Winter	November 23, 2020	February 5, 2021
Spring	February 6, 2021	April 18, 2021
Summer 2	April 19, 2021	June 30, 2021





# WA College Grant, College Bound Scholarship, and Passport to College

- Report the final awards and enrollment levels of student at time of disbursement.
- The Unit Record Reporting tool checks against CSAW records.
- Review the “WCG, CBS, & Passport Differences Report” to verify all recipients and awards are correctly reported.



# Reporting of tuition waiver dollars for WCG and CBS recipients

- Required for 2020-21
  - Accurate representation of all forms of assistance that needy students are receiving.
  - Include the full assessed tuition & fee amounts in each student's Cost of Attendance to reflect tuition prior to application of waiver(s).
  - Report waivers as a financial aid resource in the appropriate field:
    - Need-Based Institutional Gift Aid
    - Non-Need Based Institutional Gift Aid



# State Work Study

- Report on-campus & off-campus employment separately.
- Report students' total gross earnings, including employer match or institutional share.
- Include summer employment.

Report either:

- Actual gross earnings based on monthly cut-off dates or institutional payroll dates.
- Average gross term earnings over the academic year for all terms student was enrolled at least half-time.



# Institutional Gift Aid

## Report Institutional Gift Aid as either:

- Need-Based Institutional Gift Aid – all institutional grants, scholarships, and/or waivers awarded solely or partially on a review of the 2020-21 FAFSA or WASFA.
- Non-Need Based Institutional Gift Aid – all institutional grants, scholarships, and/or waivers awarded without regard to the FAFSA or WASFA (i.e., includes institutional funds awarded to Running Start or non-matriculated students).



# Other State Funded Gift Assistance

## **Report sources of state aid not reported elsewhere.**

Examples include:

- American Indian Endowed Scholarship
- Early Achievers Opportunity Grant
- Global Opportunity Grant (UW only)
- Gold Star Book Stipend
- Student Emergency Assistance Grant (SEAG)
- Supporting Students Experiencing Homelessness (SSEH) Pilot
- Washington Award for Vocational Excellence (WAVE)
- Washington Scholars

# EDITS



# Edits to Ensure Data Quality

- Edits help ensure data quality.
- Edits are “softer” for students receiving only Non-Need Based Federal Loans.
- FAFSA related edits also are “softer” for students not receiving FAFSA or WASFA required aid types.



# Edits that Prevent File Upload

## Refer to **Appendix C (page 47)** in the **Manual**

Examples of errors that prevent upload:

- Header row missing or invalid
- Duplicate SSNs
- Invalid codes
- Blanks reported in required fields
  - Beginning 2020-21, new RejectedISIRWASFA is a required field

*Be sure to review all 12 items!*





# Non-Overrideable Edit Examples

- **Refer to Appendix C (page 48-50) in the Manual**
  - Total Aid Reported is Zero
  - Non-resident with WCG or other state aid
  - Number in College is greater than Family Size
  - No Valid Institutional SWS Allocation in Portal



# Overrideable Edit Examples

- **Refer to Appendix C (pages 48-50) – Field Content**

- Need Amount is Zero with Need Based Aid.

Budget changed with dropped credits

- Year in School for Aid Type (Federal Grad PLUS Loan).

Student graduated mid-year, changed to graduate status the following term

- Date of Birth outside normal range.

- Cost of Attendance minus Expected Family Contribution (calculated by the edit program) does not equal Need Amount reported by college.

- **Edit Reports**

- Recommended that reports be reviewed and worked in order shown here to verify that set up and errors are addressed prior to reviewing data to be included in the URR extract file.

- **Report C (CTCFAURR\_C)-Missing Item Type Report**

- This report will identify any FA Item Type that has been awarded to a student with an amount greater than zero and qualifies to be reported in the Unit Record Report extract file, but the item type does not exist in the Unit Record Report Config setup page.

- **Report B (CTCFAURR\_B) – Error Detail and Summary Report – this sample report is separated into 2 sections:**
  - The first tab contains a list of students, sorted by Last Name, First Name, and then EmplID, who have one or more errors. The error message number and description are included
  - The second tab contains a list of all error messages encountered on the first tab with a total student count for each

- **See Appendix C in the URR Doc for suggestions on resolving each error condition.**
- **Report A (CTCFAURR\_A) – Student-detailed report**
  - This report provides a list of student details to be included in the extract file. In addition, the dollar amounts for each award received by the student is tallied and provided in the total columns



# Reminders

- Keep Override comment(s) brief, but with sufficient detail to directly explain the edit response.
- Report Family Income using WCG income calculation, not federal Total Income field from FAFSA. Should match income reported in CSAW student record for 2020-21.
- The FAFSA/WASFA transaction number reported is the most recent used to award the student, not necessarily the last one filed. This field used to compare FAFSA/WASFA to URR/CSAW discrepancies related to Family Income, Family Size, Number in College, or Expected Family Contribution.



## Reminders, continued:

- Report an adjusted Expected Family Contribution according to Need Duration if student attended less than full time/full year if your standard practice is to do so. Need, COA and duration must all be consistent.
- Report all known Race categories for each student, even where Hispanic Origin is marked 'Y' (eliminates gaps in research data).

- **ctcLink Unit Record Report Basic Steps**

- Reconcile awards
- Add or update Unit Record Report Configuration tables
- Run Unit Record Report
  - Can be run as many times as needed
  - CSV data file is generated each time for review
- Review reports and correct errors
- Rerun Unit Record Report
- Download CSV data file to desktop or local network drive
- Upload CSV file to WSAC Portal





# Tips and Best Practices

- Upload your CSV file early – don't wait for the deadline!
- Review 2020-21 URR Manual and training materials, and test upload using the Portal training environment:

<https://portaltraining.wsac.wa.gov/>

(Data entered is temporary; information clears overnight)

- Use URR informational reports to check for consistency & validity.
- CTCs – Review SBCTC 2020-21 URR Processing Guide when available.
- Contact WSAC with questions or problems not addressed in WSAC's URR Manual.

# USING THE WEB APPLICATION



# Lagon to the Portal

## <https://portal.wsac.wa.gov/>

WSAC Portal - Login

portal.wsac.wa.gov

**WASHINGTON STUDENT ACHIEVEMENT COUNCIL**  
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[forgot it?](#) [Login](#)

**Middle/High School Staff**  
[Enter College Bound applications](#) for students  
[View FAFSA Completion statistics](#) for public school students  
Request a portal account for:  

- [GEAR UP](#)
- [College Bound Scholarship](#)
- [FAFSA Completion](#)

**Financial Aid Administrators**  
[CSAW](#)  
[Unit Record Report](#)

**Students/Parents/Other**  
[Register](#) for a username and password  
[Apply](#) for the College Bound Scholarship  
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**READY SET GRAD** **theWashBoard.org** **WA529 GET Dream Ahead** **GEAR UP WASHINGTON STATE** **College Bound Scholarship WASHINGTON** **WASHINGTON OPPORTUNITY PATHWAYS**



# URR Portal Submission Tool

In the Programs menu, click on Unit Record.

The screenshot shows the WSAC portal interface. At the top is the WSAC logo with the text "WASHINGTON STUDENT ACHIEVEMENT COUNCIL" and "EDUCATION · OPPORTUNITY · RESULTS". Below the logo is a blue navigation bar with the following links: Home, Admin, Common, Csaw, and Programs. The Programs link is highlighted with an orange arrow. Below the navigation bar, a dropdown menu is open, showing the following options: American Indian, College Bound, Passport, SWS, Teacher, Unit Record, WASFA, and WCG. The Unit Record option is highlighted with an orange arrow. The main content area of the page includes a welcome message, a disclaimer about confidential student information, and a list of terms of use.

**WASHINGTON STUDENT ACHIEVEMENT COUNCIL**  
EDUCATION · OPPORTUNITY · RESULTS

Home ▾  
Admin ▾ | Common ▾ | Csaw ▾ | **Programs ▾**

**Welcome to the WSAC portal.**

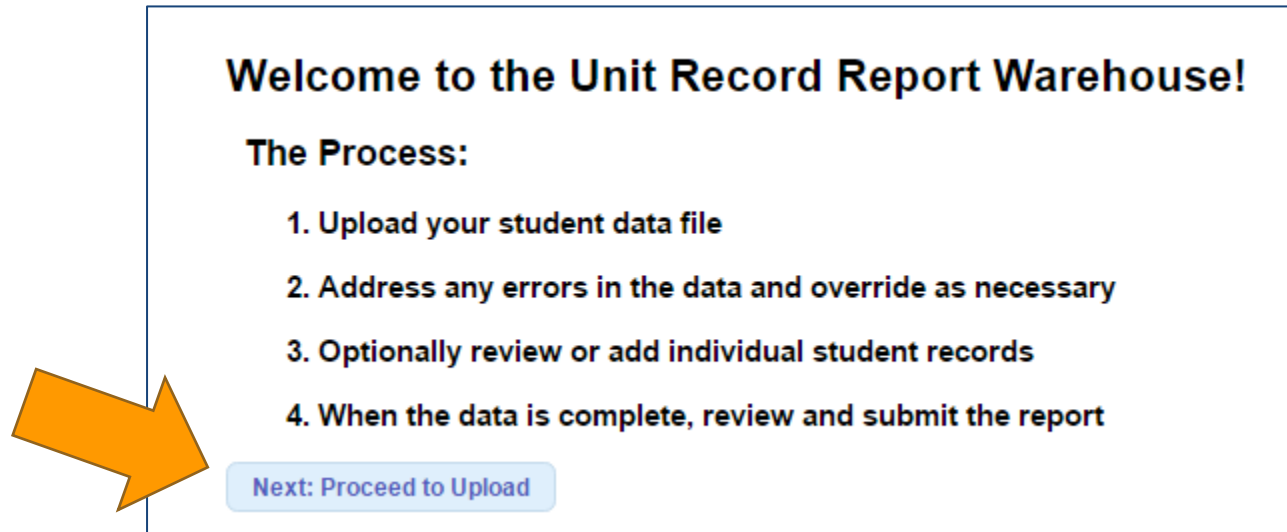
This site contains confidential student information on financial aid applicants provided by Washington Student Achievement Council. This site is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the public.

By logging in to this tool, I acknowledge that the terms of use include:

- Protecting WSAC data in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Protecting user authentication information from use by unauthorized persons.
- Using WSAC data only for purposes of administering and assisting students with state financial aid programs.



# URR Portal Submission Tool, continued:



**Welcome to the Unit Record Report Warehouse!**

**The Process:**

1. Upload your student data file
2. Address any errors in the data and override as necessary
3. Optionally review or add individual student records
4. When the data is complete, review and submit the report

Next: Proceed to Upload

- The welcome screen will appear on your first login.
- From the welcome screen, click “Next: Proceed to Upload.”
- After uploading URR data, you will be taken directly to the current step for subsequent logins: “Ready to Begin,” “In Progress,” or “Submitted.”



# Uploading Data from File, 1 of 4

PLEASE NOTE: Each upload attempt represents a FRESH start. All existing data for the year will be deleted.

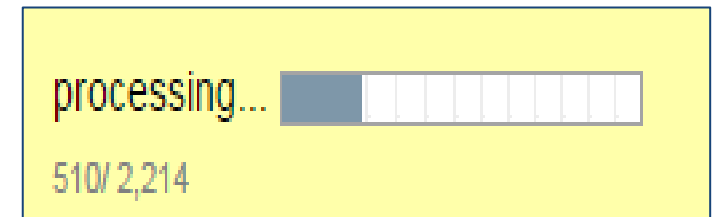
**Large CSV files (over 10MB) should be zipped before uploading.**

No file selected...

Or [Add Students Manually](#)

1

2



- Browse your PC to select a CSV file
- Click Upload

For large upload files, a progress bar allows the user to see how much of the file has been reviewed for upload errors.



## Uploading Data from File, 2 of 4

Error message(s) appear if the file fails the upload process.

The screenshot shows a light pink rectangular box containing an error message. At the top left of the box, there is a small orange arrow pointing to the text "Row #". The main text of the error message is in red: "This file cannot be saved due to errors. Please correct your file and resubmit." Below this, another line of red text reads "Row 79: Field 'LastName' is required". To the right of this line, there is a small orange arrow pointing to the text "Field error name". At the bottom left of the box, there is a light blue button with the text "discard file". A large orange arrow points from the bottom right towards this button, with the text "Discard button" written inside it.

Discard the file, correct the error, and re-upload.



# Uploading Data from File, 3 of 4

## Discard Upload button:

- Interrupts upload and deletes the defective file mid-process.
- Alleviates long wait time associated with processing high volume file upload before discard is possible.
- Discard button also remains available at traditional screen intervals.

## Upload Unit Record Data

**Processing file...**

initializing...

discard upload



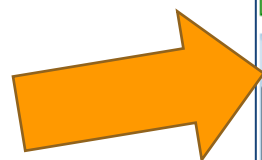




# Uploading Data from File, 4 of 4

Once the file upload is complete, verify the total number of students and the number of students by year in school.

Proceed to edits.



**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

<b>Total Student Rows</b>	457
<b>Class Counts -</b>	
Freshman/1st Year	25
Sophomore/2nd Year	27
Junior/3rd Year	42
Senior/4th Year	191
Graduate	169
Other	3



# Processing Edits, 1 of 6

This may take a while. Edits can be fixed while the Portal reviews remaining records for edits. Periodically click “Refresh.”

processing...

230/ 457

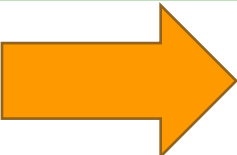
We're currently processing your edits. You may work on resolving edits as we process them. You can also leave this page or log out and come back when processing is complete.

Alternatively, we can [email you a csv download](#) of all your edits once processing completes.

### Unit Record Edits

Showing results 1 - 4 of 4

<u>SSN</u>	<u>Student ID</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Error</u>	<u>Overridable</u>
<a href="#">999999559</a>	Stu0484	Smith	A		Student not Enrolled	Overrideable
<a href="#">999999560</a>	Stu0483	Johnson	D	D	College Bound Scholarship award not found in WSAC records	Overrideable



refresh



# Processing Edits, 2 of 6

Filter by Edit Type, or Sort by SSN, Student ID, Name, Error message, or Overrideable status.

Last processed on [REDACTED] 4:16:40 PM

[download all edits into csv](#)

[Reprocess Edits](#)

[Delete Upload](#)

[Add a new unit record to the report](#)

## Unit Record Edits

28 errors (21 overrideable - 0 overridden; 0 informational)

Filter by Edit Type


<a href="#">SSN</a>	<a href="#">Student ID</a>	<a href="#">Last</a>	<a href="#">First</a>	<a href="#">Middle</a>	<a href="#">Error</a>	<a href="#">Overrideable</a>
<a href="#">999999955</a>	STU0484	Smith	K		Date Of Birth outside expected range	Overridden
<a href="#">999999955</a>	STU0484	Smith	K		Student Id Number must be at least 9 characters for publics	Overrideable
<a href="#">999999955</a>	STU0484	Smith	K		Student not Enrolled	Overrideable
<a href="#">999999955</a>	STU0484	Smith	K		Total aid reported is zero	



# Processing Edits, 3 of 6

The file cannot be submitted until all Non-Overrideable edits are corrected, and all Overrideable edits either are fixed or overridden with a reason.

To override or edit student data, click on student's SSN to open the record.

<u>SSN</u>	<u>Student ID</u>	<u>Last</u>	<u>First</u>	<u>Middle</u>	<u>Error</u>	<u>Overrideable</u>
<a href="#">999999955</a>	STU0484	Smith	K		Date Of Birth outside expected range	Overridden
<a href="#">999999955</a>	STU0484	Smith	K		Student Id Number must be at least 9 characters for publics	Overrideable
<a href="#">999999955</a>	STU0484	Smith	K		Student not Enrolled	Overrideable
<a href="#">999999955</a>	STU0484	Smith	K		Total aid reported is zero	



# Processing Edits, 4 of 6

**999-99-9996**      **Aardvark, Adam I**      SID: 999999977      [Add a new Unit Record](#)

**Errors**

Passport Amount Differs From CSAW (CSAW: 0; unit record: 10000) [+ Override](#)

Student Passport Amount not found in Awards on File [+ Override](#)

Summer1 term Enrollment Status cannot be Not Enrolled when Summer1 term aid has been reported [+ Override](#)

Total Passport To College Incentive Grant outside expected range (\$0-\$5,000) [+ Override](#)

Total Passport to College Scholarship outside expected range (\$0-\$6,667) [+ Override](#)

**Student Demographics and Need**      **Student Aid**

**SSN or WASFA Id**

**Institution Student Id**

**Marital Status**

**Last Name**

**First Name**

**Middle Name**

**Date of Birth**

**Is Dependent**

**Year in School**

**Gender**

**Family Size**

**# Family in College**

**ISIR WASFA Transaction Number**

**Rejected ISIR WASFA**

**Is State Resident**

**Need**

**+ Cost of Attendance**

**Total Family Income**

**- Expected Family Contribution**

**Need Duration (months)**

**= Need Amount**



# Processing Edits, 5 of 6

Edit the data or override with a reason. Click “Save.”

999-99-9996      Aardvark, Adam I      SID: 999999977      [Add a new Unit Record](#)

**Errors**

- Passport To College Amount Differs From CSAW (CSAW: 0; unit record: 10000) [+ Override](#)
- Student Passport Incentive not found in Awards on File [+ Override](#)
- Summer1 term Enrollment Status cannot be Not Enrolled when Summer1 term aid has been reported [+ Override](#)
- Total Passport To College Incentive Grant outside expected range (\$0-\$5,000) [+ Override](#)
- Total Passport to College Scholarship outside expected range (\$0-\$6,667) [+ Override](#)

**Student Demographics and Need**      **Student Aid**

	Summer 1	Winter	Spring	Summer 2	Total
<b>Enrollment Status</b>	Not enrolled ▾	Not enrolled ▾	Not enrolled ▾	Not enrolled ▾	
<b>Federal Pell Grant</b>	Not enrolled	0	0	0	500
<b>Federal SEOG</b>	Full time	0	0	0	0
<b>Federal TEACH Grant</b>	Half time	0	0	0	0
<b>Federal Nursing Scholarships</b>	3/4 time	0	0	0	0
<b>Federal Work Study</b>	< Half Time	0	0	0	0
<b>Federal Nursing Health Loans</b>	0	0	0	0	0
<b>Federal Direct Subsidized Loans</b>	0			0	0

**Federal**

<<Prev    Next>>    [Save](#)    [Delete](#)    [Return to the Edit List](#)



# Processing Edits, 6 of 6

Override Unit Record Edit Error

Edit: Summer1 term Enrollment Status cannot be Not Enrolled when Summer1 term

Override Comment -

Save Cancel

- If overriding, enter reason in the pop-up box and click “save.”
- Hover mouse over the information icon to review the override reason.

999-99-9996 Aardvark, Adam I SID: 999999977

**Errors**

- Passport To College Amount Differs From CSAW (CSAW: 0; unit record: 10000)
- Student Passport Incentive not found in Awards on File
- Summer1 term Enrollment Status cannot be Not Enrolled when Summer1 term aid has been reported **Overridden by A**
- Total Passport To College Incentive Grant outside expected range (\$0-\$5,000)
- Total Passport to College Scholarship outside expected range (\$0-\$6,667)

Comment will appear here.

+ Override

+ Override

+ Override



# Check for Missing Data Previously Reported in WSAC Records, 1 of 3

When you have addressed all edits, “Click to Continue.”

Last processed on [REDACTED] [download all edits into csv](#) [Reprocess Edits](#) [Delete Upload](#) [Add a new unit record to the report](#)

### Unit Record Edits

**4 errors** (4 overrideable - 4 overridden; 0 informational)  
Informational ☐ Overridden ☒

**All edits have been addressed** [Click To Continue](#) →

Showing results 1 - 4 of 4 [Show WCG/CBS/PTC differences report](#)

<a href="#">SSN</a>	<a href="#">Student ID</a>	<a href="#">Last</a>	<a href="#">First</a>	<a href="#">Middle</a>	<a href="#">Error</a>	<a href="#">Overrideable</a>
<a href="#">101111111</a>	300400500	Adrenaline	Rush	A	Fall term Enrollment Status cannot be Not Enrolled when Fall term aid has been reported	Overridden





# Check for Missing Data Previously Reported in WSAC Records, 2 of 3

Discrepancies already overridden are flagged with a 'Y' to differentiate those records from discrepancies not yet addressed.

Review the WCG, CBS & Passport differences below, then

Click to Continue →

[Return to the Edit List](#)

Edit or add student records if necessary. A 'Y' in the Override column denotes an addressed edit. You may be asked to explain significant discrepancies before your report is finalized by WSAC.

Discrepancies due to an SSN mismatch, originating in CSAW instead of the URR, cannot be corrected by the institution without WSAC assistance. Click on the "Send an Email" button to correct the SSN: [Send an Email](#)

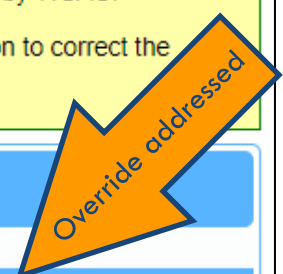
WA College Grant

College Bound Scholarship

Passport To College

[Download differences to csv](#)

SSN	Last, First	SID	WSAC WCG	Unit Record	Difference	Override Requested
999-99-9998	Aardvark, Abel I	9999999988		<u>\$5,000.00</u>	\$5,000.00	Yes <a href="#">i</a>





# Check for Missing Data Previously Reported in WSAC Records, 3 of 3

If unaddressed discrepancies also exist, click “Download differences to csv” to review a separate file and identify missing student records that must be added or corrected.

Review the WCG, CBS & Passport differences below, then [Click to Continue](#) → [Return to the Edit List](#)

Edit or add student records if necessary. A 'Y' in the Override column denotes an addressed edit. You may be asked to explain significant discrepancies before your report is finalized by WSAC.

Discrepancies due to an SSN mismatch, originating in CSAW instead of the URR, cannot be corrected by the institution without WSAC assistance. Click on the "Send an Email" button to correct the SSN: [Send an Email](#)

**WA College Grant** **College Fund Scholarship** **Passport To College**

[Download differences to csv](#)

SSN	Last, First	SID	WSAC WCG	Unit Record	Difference	Override Requested
999-99-9996	Aardvark, Adam I	999999977		<u>\$5,000.00</u>	\$5,000.00	Yes <a href="#">i</a>
999-99-9998	Aardvark, Abel I	999999988	<u>\$7,177.00</u>		\$7,177.00	

Unaddressed edit



# Edit to Correct or Add Data to an Existing URR Record

To add missing data to an existing record in your upload file, “Search” to locate and edit the student record.





# Add a Missing Record to the URR Upload

To add a missing student record, go back to the main Edits page and click “Add a new unit record to the report.”

Last processed on  [download all edits into csv](#) [Reprocess Edits](#) [Delete Upload](#) [Add a new unit record to the report](#)

Unit Record Edits

6 errors (6 overrideable - 6 overridden; 0 informational)

Filter by Edit Type

Show Informational ☐ Overridden ☒

All edits have been addressed

Click To Continue →

Showing results 1 - 6 of 6

[Show WCG/CBS/PTC differences report](#)

SSN	Student ID	Last	First	Middle	Error	Overrideable
<a href="#">101111111</a>	300400500	Adrenaline	Rush	A	Fall term Enrollment Status cannot be Not Enrolled when Fall term aid has been reported	Overridden



# Enter Data to Newly Added Record (or Edit an Existing Record)

This will open a new, blank record. Complete the fields in the “Student Demographics and Need” and “Student Aid” tabs. Remember to “Save” your work.

The screenshot shows a web form titled "New Unit Record". At the top, there are two tabs: "Student Demographics and Need" (highlighted in blue) and "Student Aid". An orange arrow points to the "Student Demographics and Need" tab. Below the tabs, the form is divided into sections. The first section contains fields for "SSN or WASFA Id", "Institution Student Id", "Marital Status" (dropdown), "Last Name", "First Name", "Middle Name", "Date of Birth" (mm/dd/yyyy), "Is Dependent" (dropdown), "Year in School" (dropdown), "Gender" (dropdown), "Family Size", "# Family in College", "ISIR WASFA Transaction Number", "Rejected ISIR WASFA" (dropdown), and "Is State Resident" (dropdown). Below this is a section titled "Need" with a light purple background, containing fields for "+ Cost of Attendance", "Total Family Income", "- Expected Family Contribution", "Need Duration (months)", and "= Need Amount". Below that is a section titled "Ethnicity/Race" with a light grey background, containing several dropdowns: "Is of Hispanic Origin", "Is Asian", "Is Black/African American", "Is American Indian Alaska Native", "Is Native Hawaiian/Pacific Islander", "Is White", and "Is Other Race". An orange arrow points to the "Save" button at the bottom of the form. The bottom of the form has navigation buttons: "<<Prev", "Next>>", "Save", and "Return to the Edit List".



# Student Aid Screen

All aid must be reported by term. If the term is not applicable, report “Not enrolled” and ‘0’ funding (typically).

	Summer 1	Fall	Winter	Spring	Summer 2
Enrollment Status	<input type="text" value="Not enrolled"/>	<input type="text" value="Not enrolled"/>	<input type="text" value="Not enrolled"/>	<input type="text" value="Not enrolled"/>	<input type="text" value="Not enrolled"/>

Federal	Federal Pell Grant
	Federal SEOG
	Federal TEACH Grant
	Federal Nursing Scholarships
	Federal Work Study
	Federal Nursing Health Loans
	Federal Direct Subsidized Loans
	Federal Direct Unsubsidized Loans
	Federal Parent PLUS Loans
	Federal Grad PLUS Loans

State	WA College Grant
	WCG Apprenticeship
	College Bound Scholarship
	Passport to College Scholarship
	Passport to College Incentive Grant
	National Guard Grant
	Alternative Routes
	Paraeducator
	Teacher Shortage Conditional Scholarship

	Teacher Grant Programs
	WSOS BA Scholarship
	WSOS Career Tech
	SBCTC Opportunity Grant
	Other State Funded Gift Assistance
	On Campus State Work Study
	Off Campus State Work Study
	WorkForce Training Funds

Institution	Need Based Institutional Gift Aid
	Non-Need Based Institutional Gift Aid
	Institutional Employment
	Institutional Loans
	Conditional Loans
Other	Private Loans
	Other Loans
	Outside Scholarships
	VA Benefit
	Other Agency Assistance



# Submitting the Report, 1 of 3

**Address any SSN Mismatches:** If the incorrect SSN originates outside of URR (in CSAW, for example), WSAC assistance is required to correct it. Press “Send an Email” and securely notify WSAC.

To edit incorrect SSNs that originate within the URR, click “Return to the Edit List” or “Search,” revise the student record, and then “Click to Continue” after all errors have been fixed or overridden.

Review the WCG, CBS & Passport differences below, then [Click to Continue](#) → [Return to the Edit List](#)

Edit or add student records if necessary. A 'Y' in the Override column denotes an addressed edit. You may be asked to explain significant discrepancies before your report is finalized by WSAC.

Discrepancies due to an SSN mismatch, originating in CSAW instead of the URR, cannot be corrected by the institution without WSAC assistance. Click on the "Send an Email" button to correct the SSN: [Send an Email](#)

[WA College Grant](#) [College Scholarship](#) [Passport To College](#)



# Submitting the Report, 2 of 3

- Review the preliminary Program Totals Report for missing information or unusual patterns. Download PDF for comparison with January 2022 final.
- Press “Click to Continue” if data appear to be correct.

We recommend that you review the Program Totals Report, **below**, to do an overall assessment of your **current** data to identify if there are any programs missing or unusual patterns present in your totals comparisons. Contact WSAC staff for further advice if you find that to be the case. If everything appears reasonable, proceed to submission.

[Click to Continue](#) → [Return to the Edit List](#)

Note! Preliminary Institutional Totals Report includes non-need based aid; Non-essential data will be removed from Final Institutional Totals Report after all URRs are finalized..

Uploaded by  on 7/7/2021

[Create a PDF of this page for your records](#)

(Name of Institution here)

## Need-Based Financial Aid Recipient Totals and Non-Need Based Federal Loan Recipient Totals

Financial Aid Type	2017-2018 Amount	2018-2019 Amount	2019-2020 Amount	2020-2021 Amount	%Change Current vs Previous	2017-2018 Recipients	2018-2019 Recipients	2019-2020 Recipients	2020-2021 Recipients	% Change Current vs Previous
Federal										





# Submitting the Report, 3 of 3

2020-2021

In Progress

After all edits and differences have been addressed, and your Program Totals Report appears reasonable, click submit:

☒ **Submit Your Unit Record Report**

[Return to the Edit List](#)

You may download the URR summary analysis reports at any time. The Profile Reports will be produced in January. WSAC will provide these reports to all institutions when the Profile Reports are available for download.

The following reports present a summary analysis of the Unit Record data for your institution:

<a href="#">Program Totals Report</a>	Details the total number of all reported students and aid amounts for the last four years.
<a href="#">Demographic Distribution Reports</a>	Shows student demographic changes for all reported students over the last four years.
<a href="#">WCG, College Bound &amp; Passport Differences</a>	Show differences between Unit Record data and CSAW.

**Profile Reports** - These reports allow your institution to compare the assistance your students have received from these programs to all institutions in Washington state and also to all institutions in your institutions sector. The comparison reports for this year will be available in January 2022. To view previous year comparison reports, select a previous year from the options shown above.

- Need-Based Aid Recipients
- State Work Study Recipients
- WA College Grant Recipients
- College Bound Scholarship Recipients

portal.wsac.wa.gov says

Once submitted you will no longer be able to update this report. Do you wish to continue?

OK

Cancel



# Before Exiting the URR Portal

- Successful submission brings you to the Confirmation/Reports page.
- Review and print available URR Summary Reports.

Unit Record Report -- Submitted 2020-2021 Institution name here Submitted

Your Unit Record data has been submitted to the Washington Student Achievement Council.

Uploaded by [User name and date here]  
Submitted by [User name and date here]

For questions or to unsubmit your Unit Record Report, contact the WSAC Unit Record staff at [UnitRecord@wsac.wa.gov](mailto:UnitRecord@wsac.wa.gov) or (360) 753-7851

The following reports present a summary analysis of the Unit Record data for your institution:

<a href="#">Program Totals Report</a>	Details the total number of all reported students and aid amounts for the last four years.
<a href="#">Demographic Distribution Reports</a>	Shows student demographic changes for all reported students over the last four years.
<a href="#">WCG_College Bound &amp; Passport Differences</a>	Show differences between Unit Record data and CSAW.

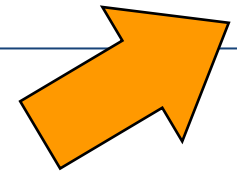
**Profile Reports** - These reports allow your institution to compare the assistance your students have received from these programs to all institutions in Washington state and also to all institutions in your institutions sector. The comparison reports for this year will be available in January 2022. To view previous year comparison reports, select a previous year from the options shown above.

- Need-Based Aid Recipients
- State Work Study Recipients
- WA College Grant Recipients
- College Bound Scholarship Recipients

WSAC Secure Portal

Welcome (Portal user)

[Logout](#)





# Other URR Summary Reports

Home ▾

Programs ▾

Unit Record ▾

Choose a menu item



Reports | Search

**The following reports present a summary analysis of the Unit Record data for your institution:**

[Program Totals Report](#)

Details the total number of all reported students and aid amounts for the last four years.

[Demographic Distribution Reports](#)

Shows student demographic changes for all reported students over the last four years.

[WCG, College Bound & Passport Differences](#)

Show differences between Unit Record data and CSAW.

**Profile Reports** - These reports allow your institution to compare the assistance your students have received from these programs to all institutions in Washington state and also to all institutions in your institutions sector.

The comparison reports for this year will be available in January 2022. To view previous year comparison reports, select a previous year from the options shown above.

- Need-Based Aid Recipients
- State Work Study Recipients
- WA College Grant Recipients
- College Bound Scholarship Recipients



## Where to go for help – ctcLink System

- The URR Processing Guide is available on the ctcLink Reference Center

<http://ctclinkreferencecenter.ctclink.us/>

- Contact FA ERP Support Team for questions or assistance with set up or running of the ctcLink Unit Record Report. File a ticket via the Service Desk at:

<https://servicedesk.sbctc.edu/helpdesk/WebObjects/Helpdesk.woa>



# Where to go for help – WSAC URR Portal Issues

- Review the 2020-21 URR Manual, available online at:  
<https://www.wsac.wa.gov/unit-record>
- Contact Washington Student Achievement Council staff at:  
[unitrecord@wsac.wa.gov](mailto:unitrecord@wsac.wa.gov)

<b>Ann Voyles</b>	<b>Marla Skelley</b>	<b>Carla Idohl-Corwin</b>
360-485-1311	360-485-1320	360-485-1302
<a href="mailto:annv@wsac.wa.gov"><u>annv@wsac.wa.gov</u></a>	<a href="mailto:marlas@wsac.wa.gov"><u>marlas@wsac.wa.gov</u></a>	<a href="mailto:carlai@wsac.wa.gov"><u>carlai@wsac.wa.gov</u></a>