WASHINGTON STUDENT ACHIEVEMENT COUNCIL

EDUCATION · OPPORTUNITY · RESULTS

Final Interim Walkthrough and Q&A

June 2024

Presenter

Carlie Curlee (she/her)

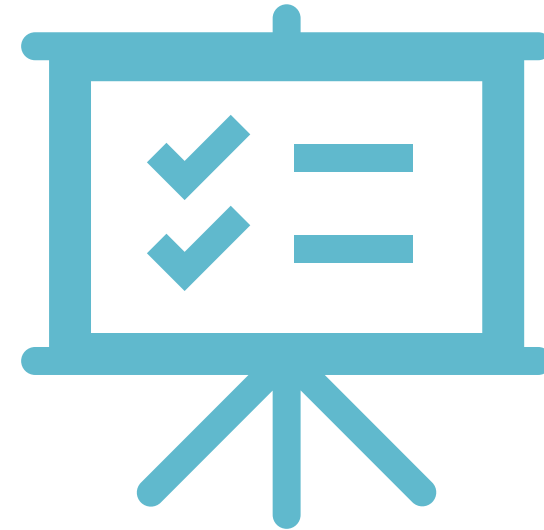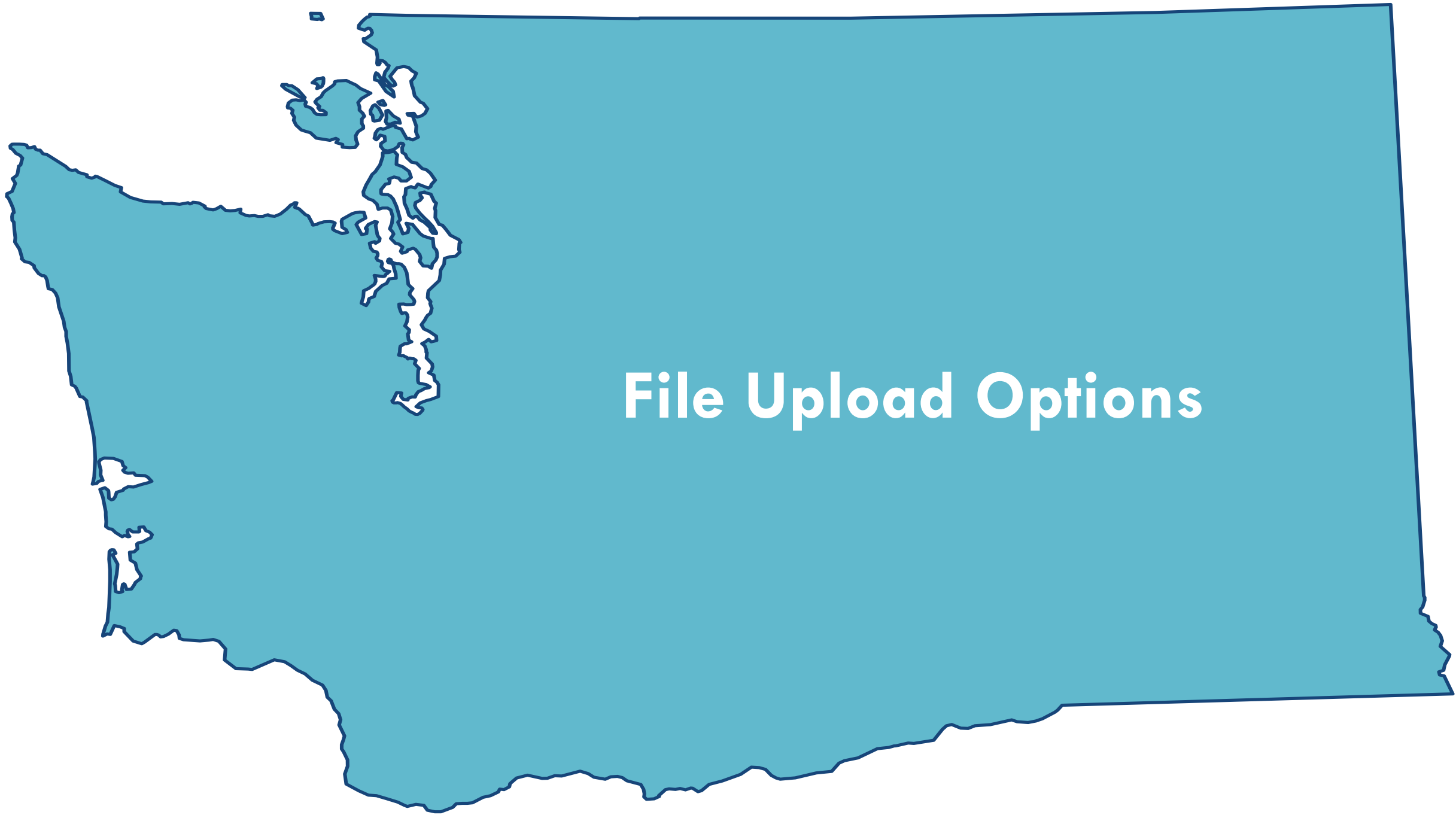Assistant Director – Need Based Programs

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Agenda

➢ **Introduction**

➢ **File Upload Options**

➢ **Interim Process Walkthrough**

➢ **Final Interim Reminders**

➢ **Q&A**

File Upload Options

Full file upload

- Full file upload is used to load all student data.
  - Requires all student enrollment data and awards to be included or awards will be deleted.
  - Will overwrite all data currently in the portal.
  - Requires you to re-address edits after each file load.
  - This file upload type will be phased out in early 2024-25, so it is important to become familiar with incremental file.

Incremental file upload

Incremental file upload allows you to load partial student data instead of a full file, also called a change only file. Will be used to load all student data as well.

- The incremental file requires that you add one new column at the beginning of your file.
  - "IsDelete" column, mark "Y" if you want to delete student awards.

- Uploading incremental student data will not affect any of the student awards that are not listed on the file.
  - Similar to the Unit Record Report

Reminder:

- $0 awards on the file equals "Need Met"
  - Leave award amount blank if student doesn't meet eligibility

Sample Files/Templates

Found at www.wsac.wa.gov/faa-resources

Sample Files/Templates

And in the Portal at CSAW > Upload

Edits to be aware of for the final interim:

- **New**: "The student has been awarded WCG and WG-A in the same academic year"
  - This edit appears when a student who has received WCG at your school, has also received WA Grant for Apprenticeship through an approved apprenticeship program.
    - *2 override options*
      - WSAC to verify that the student is not over-awarded between WCG and WG-A.
      - My college paid on adjusted COA - tuition and books only

Edits to be aware of for the final interim:

- "Student is OK to award, not OK to pay, and hasn't been awarded CBS"
  - If there are students with this edit still, it is because either (a) the CBS Eligibility Checker has not been updated with high school documentation or (b) the documentation was never received.
    - *Options*
      - Update Checker with high school graduation or GED documentation
      - Update Checker to "Transcript requested, but not received" for HS Grad Year.

It's CSAW Time!

Choose a menu item

Welcome to the **C**ollege Bound WCG and PTC, too **S**cholarship **A**ward **W**arehouse!

Upload	Edits	Request Funds	Interim Report	Students	Account Status

To get started:

1. Upload
2. Address Edits
3. Request Funds/Submit Interim Report

Other useful tools:

- Summary of account status: WCG CBS PTC
- Search for students
- Submit a receivable transmittal

Final Interim Reminders

Final Interim Reminders

- ✓ Request all payments before submitting your report (all terms)

- ✓ If there is an owing balance, you'll receive an email letting you know what is owed to WSAC and additional information
  - Information is always available at CSAW > Account Status

- ✓ Pay close attention to the due date and start early

- ✓ Ask questions! If you don't understand something, reach out – we're here for you! Email wcg@wsac.wa.gov

Questions?