WASHINGTON STUDENT ACHIEVEMENT COUNCIL
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Unit Record Report 3.0

Submitting the 2025-26 Report

Training Webinar Presentation

August 14, 2026

Today's Presenters - 2025-26 URR Review Team

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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 2026**: URR Training; PortalTraining website available for file testing and practice of URR features
- **August 10**: Unit Record Report (URR) application opens
- **October 19: Finalized report due**
- **October/January**: WSAC analysis
- **December/January**: Reports to policy makers
- **February 2027**: 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 files in updated CSV layout format with a header row.
  - Report only students who received financial aid based on the 2025-26 FAFSA or WASFA year.
  - 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 – 2025-26 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).
  - Non-Need Based Recipients of WSAC-administered programs (e.g., WAVE)

Appendices A and B in the Manual detail these categories

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 2025-26 FAFSA or WASFA.
  - Report on next year's URR all financial aid received based on the 2026-27 FAFSA or WASFA.

Programs to Report, 1 of 4

- **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 *
  - ❑ Behavioral Health Conditional Scholarship *
  - ❑ 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 4

- **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
  - WSOS Graduate Scholarship
  - WSOS Promise Scholarship
  - Other State Funded Assistance
  - Worker Retraining Program Funds
  - Need-Based Institutional Gift Aid
  - Institutional Employment (if need based)

Programs to Report, 3 of 4

- **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.

FAFSA/WASFA required for dependent students without family information but are receiving federal loans

Programs to Report, 4 of 4

- **Non-Need Based Recipients of WSAC-administered Programs**
  - Washington Award for Vocational Excellence (WAVE)
  - SPEEA (Society of Professional Engineers in Aerospace) Tuition Assistance Grant – (Pilot program 2025-26).
    - Report SPEEA in OtherAgencyAssistance category (no separate program field header). After upload, click “Add a Note” and enter the total amount of SPEEA awards disbursed and the recipient count included in OtherAgencyAssistance.

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

Changes for the 2025-26 Unit Record Report Portal,
1 of 5

- **New programs added to 2025-26 header lay-out**
  - BehavioralHealthConditionalScholarship
  - WSOSPromiseScholarship
  - EmergencyAid
- **New program reportable in OtherAgencyAssistance**
  - SPEEA Tuition Assistance Grant (Society of Professional Engineers in Aerospace) – Pilot program in 2025-26 (Then create a URR Note and enter total SPEEA awarded and recipient count for WSAC review)

Changes for the 2025-26 Unit Record Report Portal,
2 of 5

- **Other Field Header Revisions:**
  - WCGApprenticeship now re-titled WGA in header field
  - WABridge retained in header; zero awards for 2025-26
  - SubstanceUseDisorderProfessionalGrant retained in header; zero awards for 2025-26

Changes for the 2025-26 Unit Record Report Portal,
3 of 5

Changes to Valid Field Input Ranges		
Field Header Name	2024-25 Range	2025-26 Range
WACollegeGrant	0 to 17835	0 to 18431
WGA	0	0 to 4923
WABridge	0 to 500	0
CollegeBoundScholarship	0 to 6180	0 to 19181
PassporttoCollegeScholarship	0 to 4200	0 to 3100

Changes for the 2025-26 Unit Record Report Portal,
4 of 5

Changes to Valid Field Input Ranges, continued:		
Field Header Name	2024-25 Range	2025-26 Range
BehavioralHealthConditional Scholarship	0	0 to 25500
SubstanceUseDisorderProfessional Grant	0 to 500	0
WSOSPromiseScholarship	N/A	0 to 10000
SBCTCOpportunityGrant	0 to 10120	0 to 10378
EmergencyAid	N/A	0 to 10000

Changes for the 2025-26 Unit Record Report Portal,
5 of 5

- **New error codes**
  - ISIRWASFA Transaction Number Doesn't Match the Transaction Number Reported in CSAW
  - Total Aid exceeds Cost of Attendance *
  - See Error Code Revisions associated with new programs on page iv, 2025-26 URR Manual, and check out Appendix C for full Error list
- **Refer to Pages iii and iv in the Manual for additional details**

*** Other Financial Assistance (OFA), as defined in federal regulations**

Reporting Requirements, 1 of 2

- **.CSV file requires header row (revised sample available)**
- **For all financial aid recipients reported**
  - Required fields:
    - SSN
    - First Name
    - Last Name
    - Gender
    - Is State Resident
    - Year In School
    - ISIR/WASFA Transaction #
    - Rejected ISIR WASFA
    - **Enrollment Status for each of all five terms**
    - **Financial Aid for each of all five terms – even if '0'**
  - Report non-need-based aid received for all need-based recipients
  - Report all recipients of WSAC-administered non-need-based programs

Reporting Requirements, 2 of 2

- **Financial aid reported for each of five terms - based on 2025-26 FAFSA or WASFA:**
  - Summer-1 (primarily leader/header schools; report Summer-2 as '0')
  - Fall
  - Winter (semester schools to report as zeros '0')
  - Spring
  - Summer-2 (primarily trailer schools; report Summer-1 as '0')
  - Clock hour schools may report aid for both summer terms (all 5 terms)
  - If recipient enrolled more than one "term" in same summer – report total amount received and enrollment status as one enrollment term.
  - Review Chapter 2 of Manual for detailed information.

FAFSA & WASFA Related Fields

- **Fields to also report for 2025-26 FAFSA & WASFA filers**
  - ISIR/WASFA Transaction #
  - Rejected ISIR/WASFA
  - Need Duration
  - Cost of Attendance (COA)
  - Student Aid Index (SAI)
  - Need Amount

SPECIAL NOTES ABOUT SELECTED FIELDS

Social Security Numbers

- No duplicates. Files with duplicate SSNs will not upload.
- Invalid SSN sequences are flagged. Don't use "dummy" numbers.
- Student SSNs are matched to CSAW and other Portal records for all WSAC state aid programs.
- Discrepancies will appear in the error/difference reports.
- Guidance to resolve SSN issues described in Chapter 3 of the URR manual.

Year in School

'1' or 'Freshman/1st Year'	Required for all recipients. Report the status as of the beginning of the term of the recipient's last financial aid disbursement for the 2025-26 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'	

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.

Student Aid Index (SAI) *

- **Report the Student Aid Index (SAI)**
  - Use SAI from the Federal Methodology (FM) calculation produced by U.S. Department of Education based on the 2025-26 FAFSA, or WASFA.
    - Report FM SAI if Institutional Methodology (IM) produces different SAI
  - FM SAI is not prorated for Need Duration of less than or greater than nine months, per federal regulations.
  - May be adjusted by professional judgment decisions using IM for the awarding of state aid only; report IM calculation in Override comment.

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

Cost of Attendance

- Most campuses use several student budgets to reflect changes in living expenses.
- Report the student budget amount related to the Need Amount.
- Should be based on the number of months reported in Need Duration.
- Overawards are flagged when Total Aid exceeds Cost of Attendance

Need Amount

Cost of Attendance
- Student Aid Index (SAI)
= Need Amount

- Based on months reported in Need Duration (ND); SAI not prorated for 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 Need values).
- Report negative SAI as a negative integer; however, negative SAI is treated as '0' in Need calculation.
- Overawards are flagged when COA – SAI – OFA * exceeds the Need Amount

  * Other Financial Assistance (OFA)

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
Full-Time	12.0 or more	300 or more *	12 to 30
Three-Quarter Time	9.0 – 11.9	225 – 299	9 to 11.75
Half-Time	6.0 – 8.9	150 – 224	6 to 8.75
Less Than Half-Time	3.0 – 5.9	75 – 149	1 to 5.75

* 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

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

- Report the final awards and enrollment levels of student at time of disbursement.
- The Unit Record Reporting tool checks awards 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 2025-26
  - 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 student's 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 2025-26 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

EDITS

Ensuring Data Quality

- Edits help ensure data quality.
- Only two informational edits effective 2025-26 URR:
  - Date of Birth Outside Expected Range
  - Student Aid Index (SAI) Outside Expected Range
- Appendix C lists all edit errors and what action needs to take place.

Errors that Prevent File Upload

Refer to Appendix C (page 86) in the Manual

Examples of errors that prevent upload:

- Header row missing or invalid
- Duplicate SSNs
- Invalid codes
- Blanks reported in required fields
  - RejectedISIRWASFA is a required field

Be sure to review all 12 items!

“Must Fix” (Non-Overrideable) Error Examples

- **Refer to Appendix C (pages 86-89) in the Manual**
  - Non-resident with WCG or other state aid
  - Cost of Attendance is required for FAFSA-based and WASFA Aid Types
  - No Valid Institutional SWS Allocation in Portal

Overrideable Error Examples

- **Refer to Appendix C (pages 86-89) – Field Content**
  - Need Amount is Zero with Need Based Aid.

    Example: 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

  - Cost of Attendance minus Student Aid Index (SAI) (calculated by the edit program) does not equal Need Amount reported by college.

Reminders

- Keep Override comment(s) brief, but with sufficient detail to clearly address the error message.

- The ISIR/WASFA transaction number reported should be the **most recent used to award the student,** not necessarily the last one filed. This is used to compare FAFSA/WASFA to URR and CSAW for discrepancies related to Student Aid Index (SAI). Comparisons appear in the On File tab in URR student record.

Reminders, continued:

- Report the full, non-prorated Student Aid Index, per federal regulations, even if student attended less than full time/full year.
  - WSAC allows professional judgement adjustment of SAI using institutional methodology for the awarding of state aid programs.
    - In these instances, report IM and SAI adjustment details for the state aid award in the Override comment or in Notes where an Override is not available.
    - Must be consistently applied to all students if applied to one student.
- Report all known Race categories for each student, even where Hispanic Origin is marked 'Y' (this eliminates gaps in research data).

Tips and Best Practices

- Upload your CSV file early – don't wait until the deadline!
- Review WSAC's 2025-26 URR Manual and training materials. Test uploads using the PortalTraining environment:

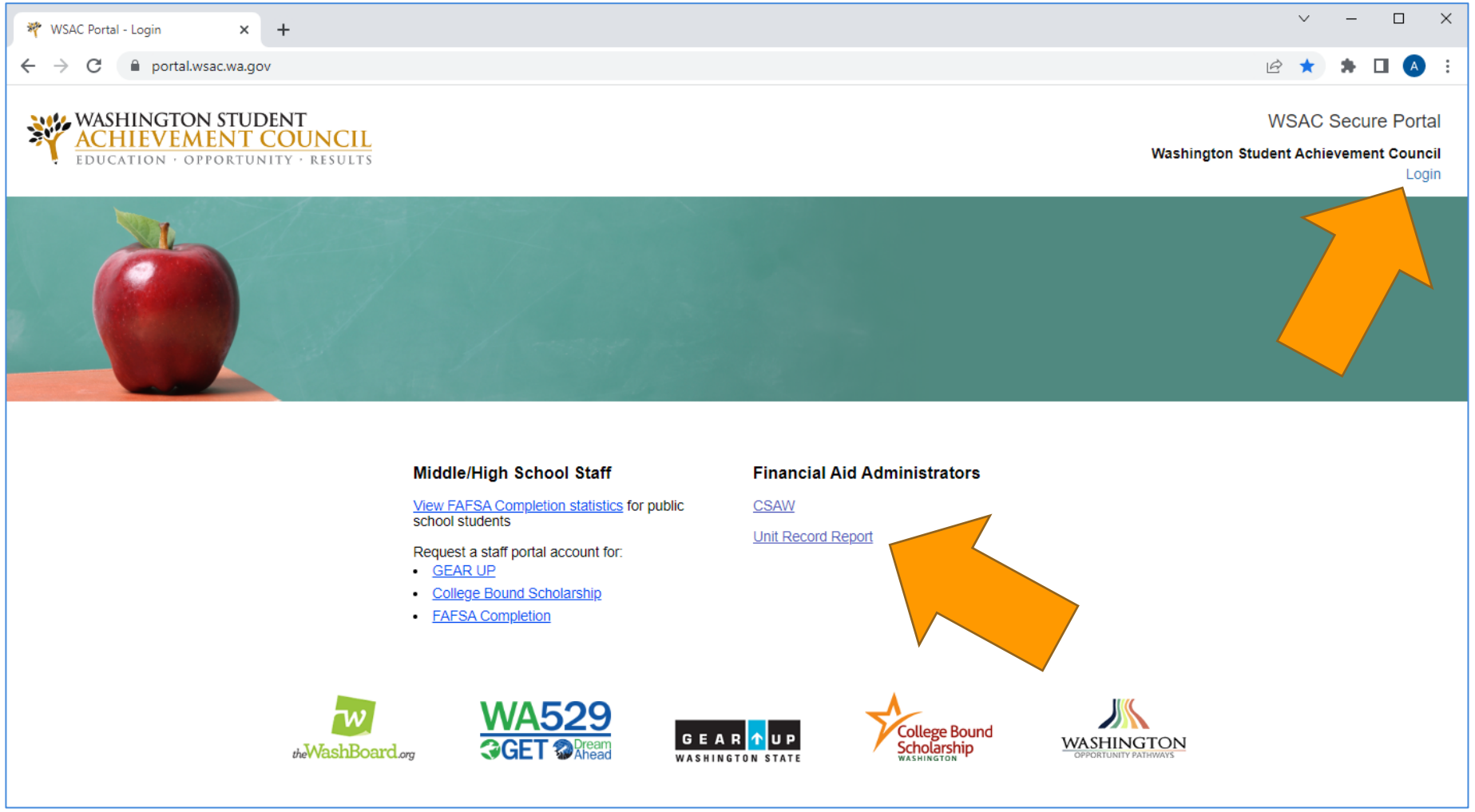
https://portaltraining.wsac.wa.gov/

(Data entered is temporary and clears overnight)

- Use URR informational reports to check for consistency & validity.
- CTCs – Review SBCTC 2025-26 URR Processing Guide(s) when available.
- Contact WSAC with questions or issues not addressed in WSAC's URR Manual.

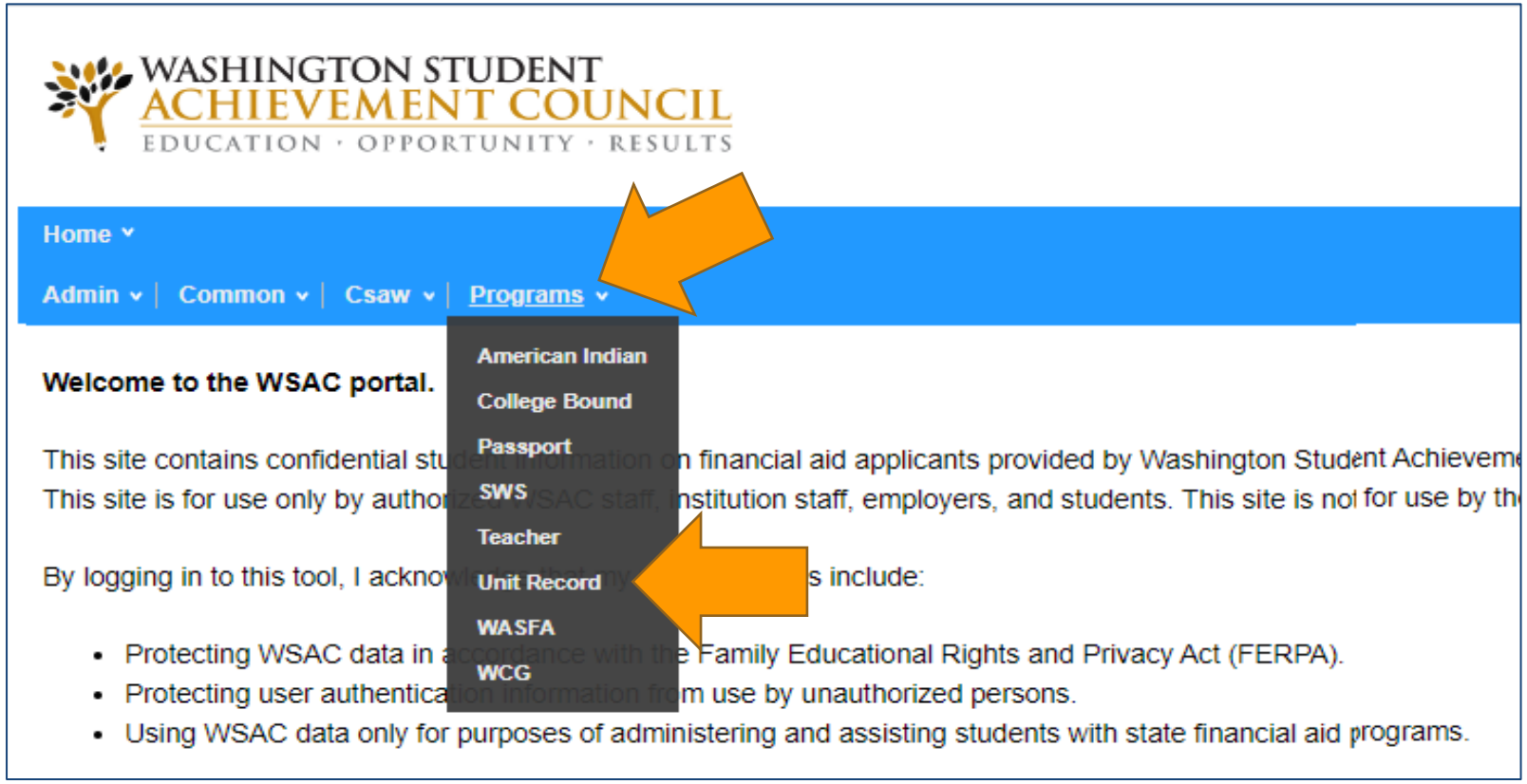
USING THE WEB APPLICATION

Logon to the Portal https://portal.wsac.wa.gov/



Portal URR Submission Tool

In the Programs menu, click on Unit Record.

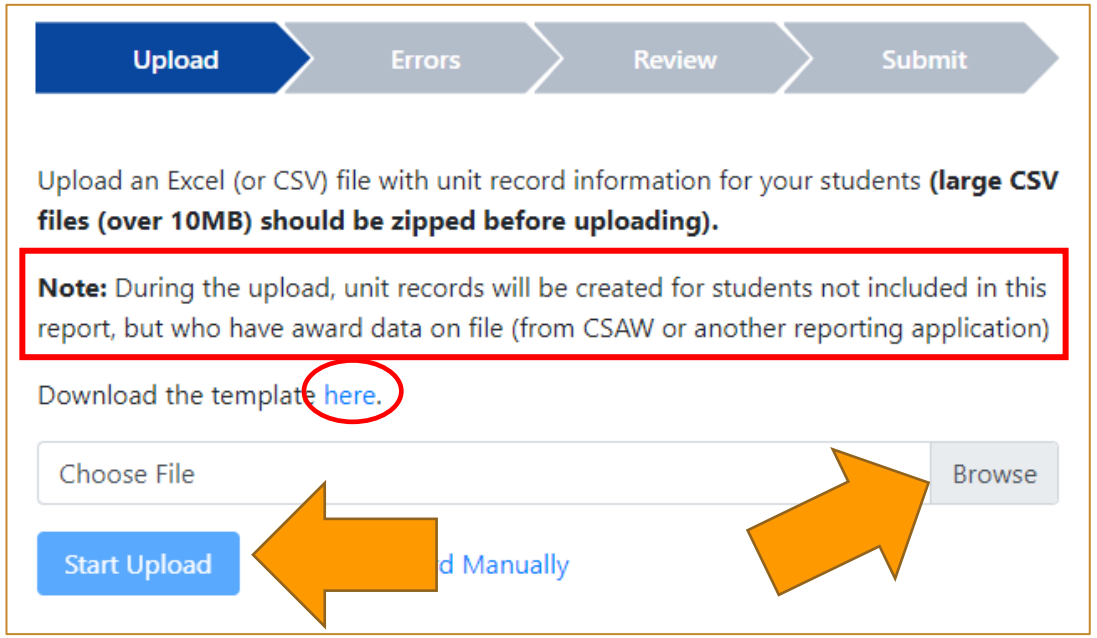


Uploading Data from File,
1 of 2

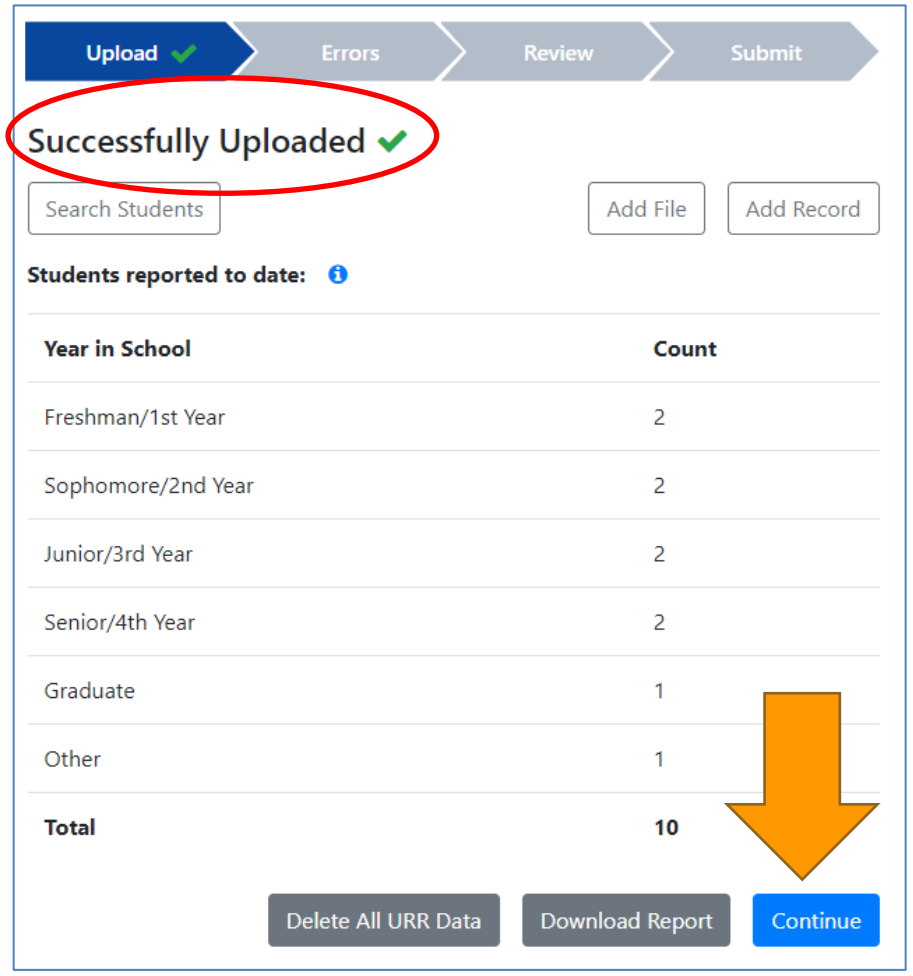
- The Welcome/Upload screen will appear, with a Navigation bar tracking progress.

- Browse your file directory to select the CSV file for upload
  - **NOTE:** WSAC **auto-creates** and **adds** records to URR for students who have award data in WSAC records but are omitted from the upload file

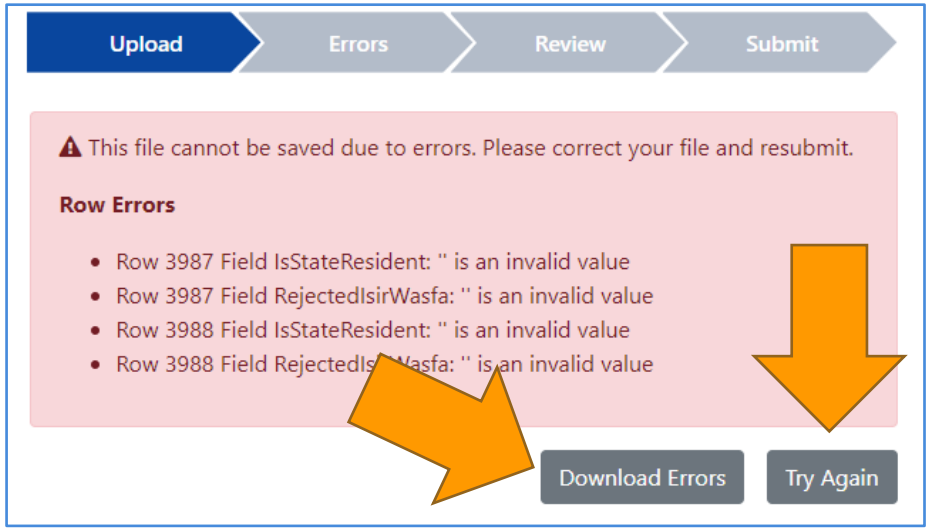
- Click the blue "Start Upload" button



Uploading Data from File, 2 of 2



After successful upload, verify accuracy of student numbers by year in school and total records. Click "Continue" if the data is good.



If the upload fails due to "critical errors," download error report to review errors, make corrections to the upload file, and then click "Try Again." Reattempt upload with the revised file.

Overview of Error Status Types (Appendix C)

- **"Critical Errors"**

  These errors prevent file upload. Errors must be corrected in the upload file before attempt to upload revised file.

- **"Must Fix"**

  Non-Overrideable errors are revealed after successful file upload. Must save correction to the student record before moving forward to complete URR submission.

- **"Overrideable"**

  Errors that require correction or an override explanation entry in the student record.

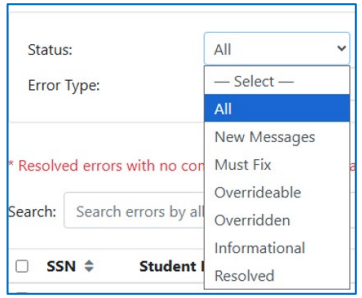
- **"Informational"**

  These errors may or may not require correction to ensure clarity in reporting, depending on circumstances. **Must review record** to determine: (1) if a correction is required, or (2) if an override comment or a "Note" entry is required, or (3) if record can be left with little or no comment. WSAC does review informational error records for accuracy.

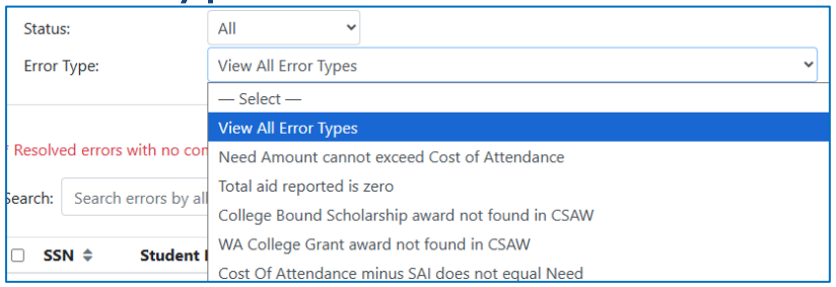
Main Institutional Error Screen

From Main Error Screen, sort by column headers, or Filter:

By Status:

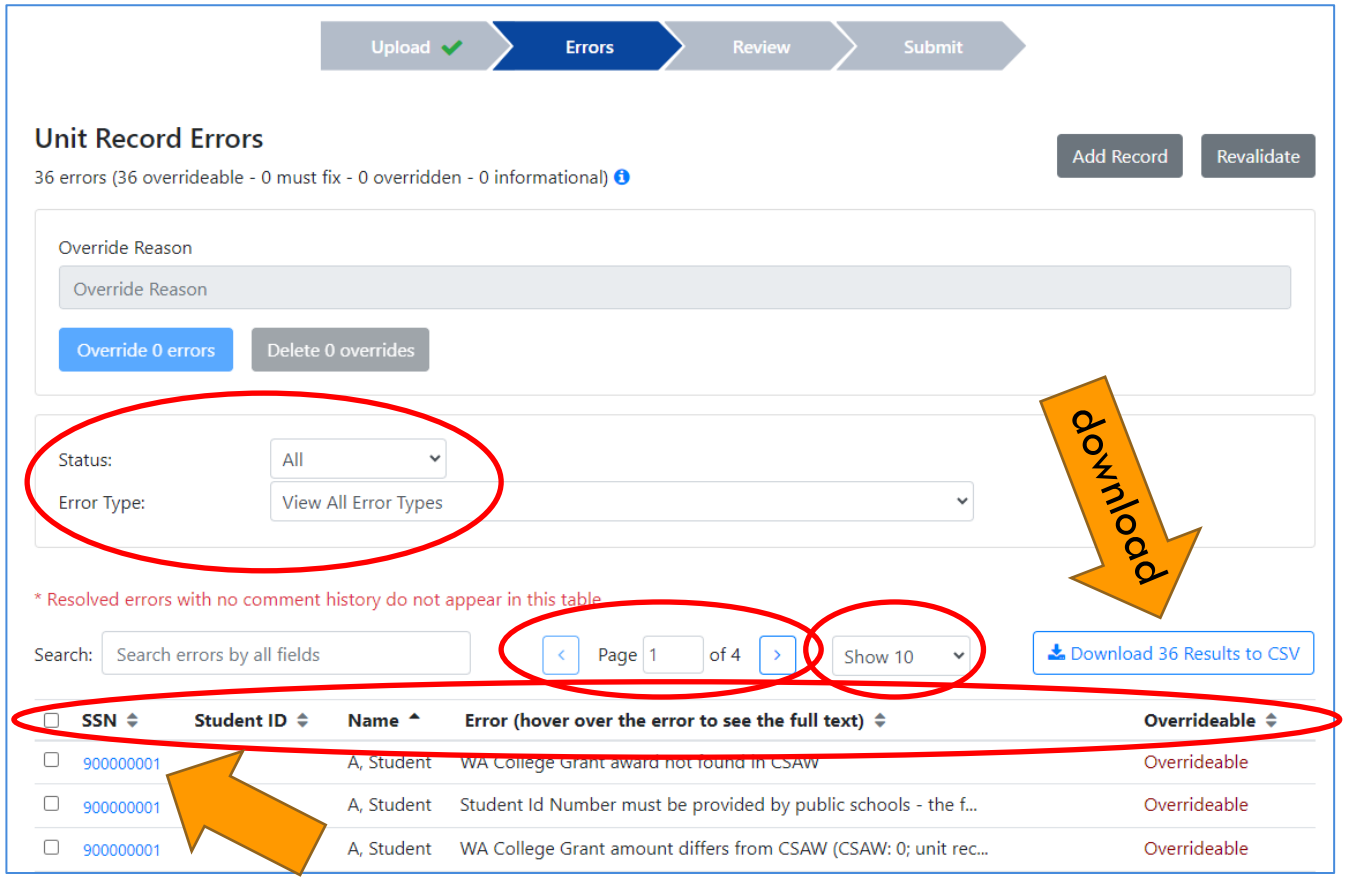


or, by Error Type:



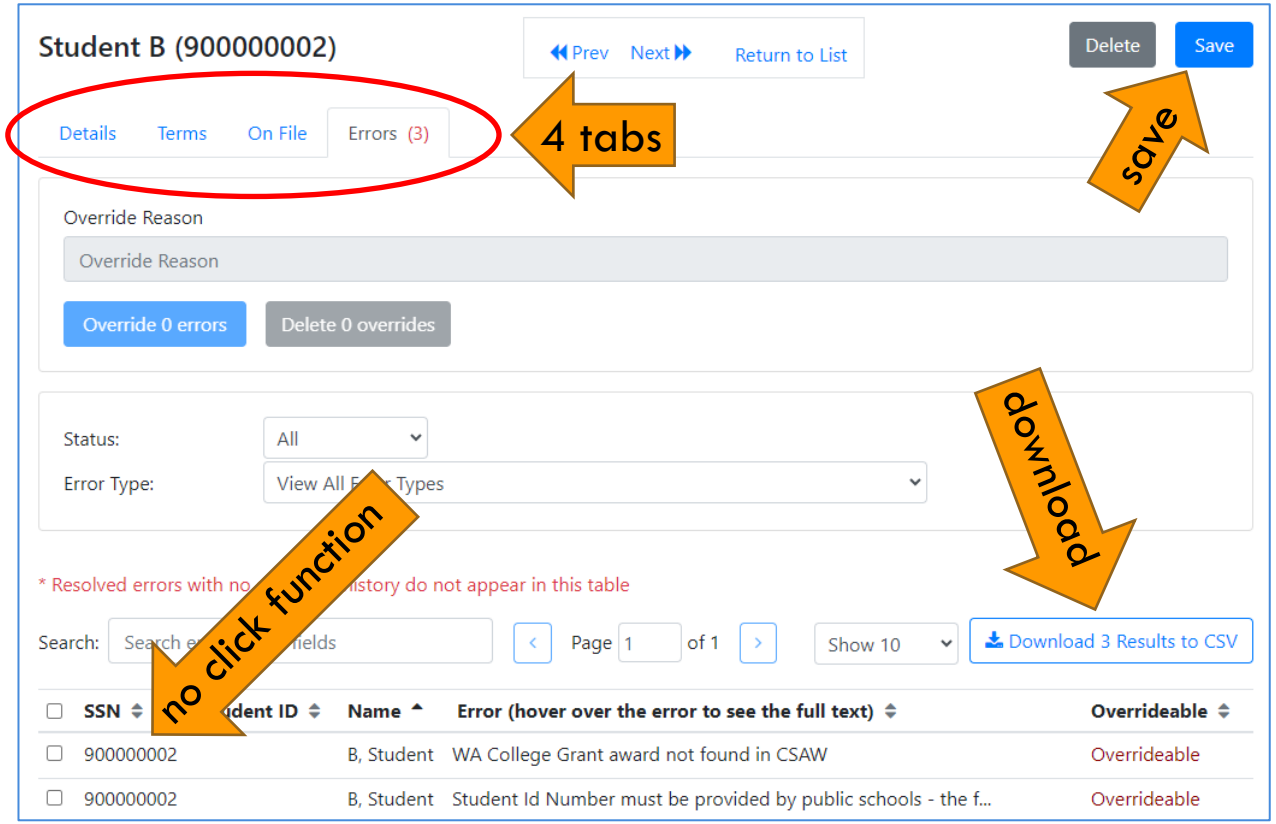
Dropdown selection of viewable records per screen

Click highlighted SSN to open record



Editing Student Records – Error tab, 1 of 7

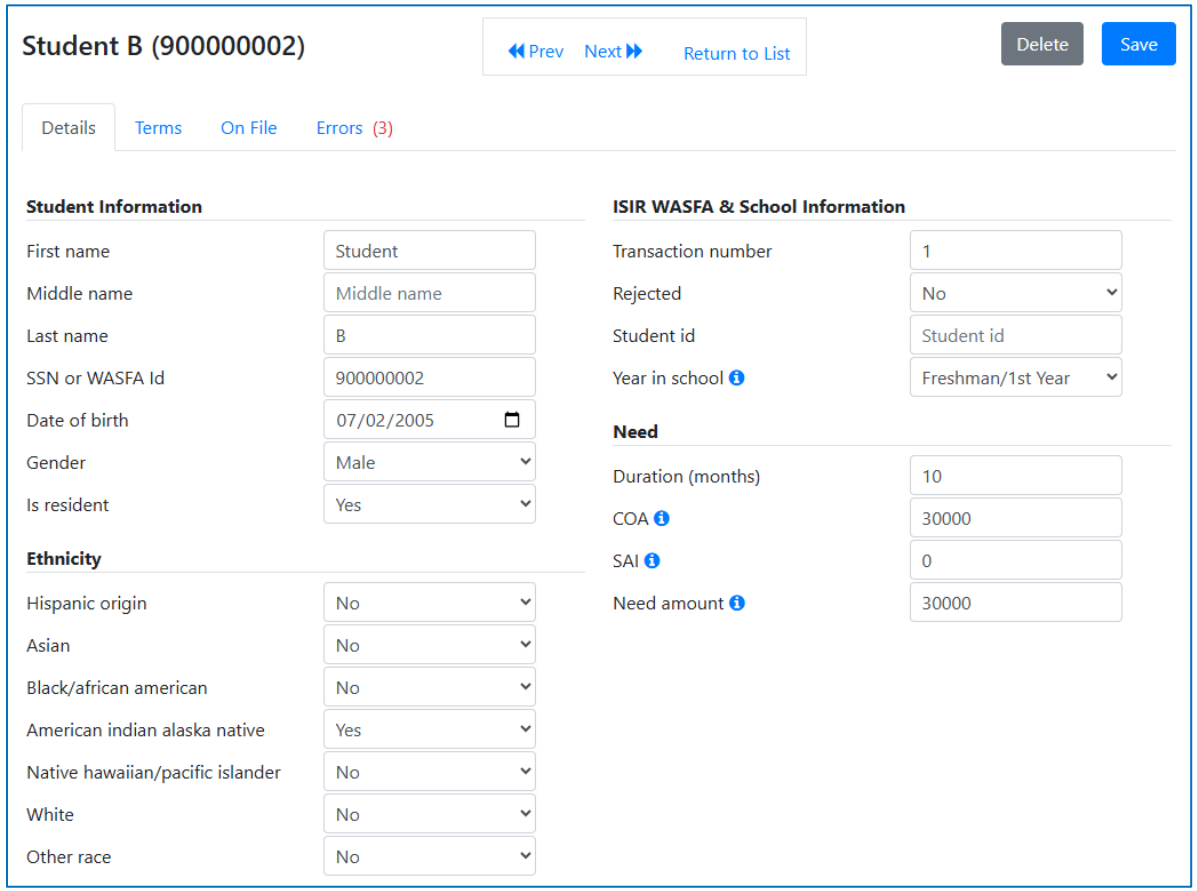
- Click one of four tabs to navigate within record
- No SSN "click" function while in the student record
- Error list downloadable
- Enter override comments from this screen or main Error screen
- Enter corrections in Details and Terms tabs. Resolved errors disappear from list if corrected before comment.



- Save all work by clicking blue "Save" button before exiting record

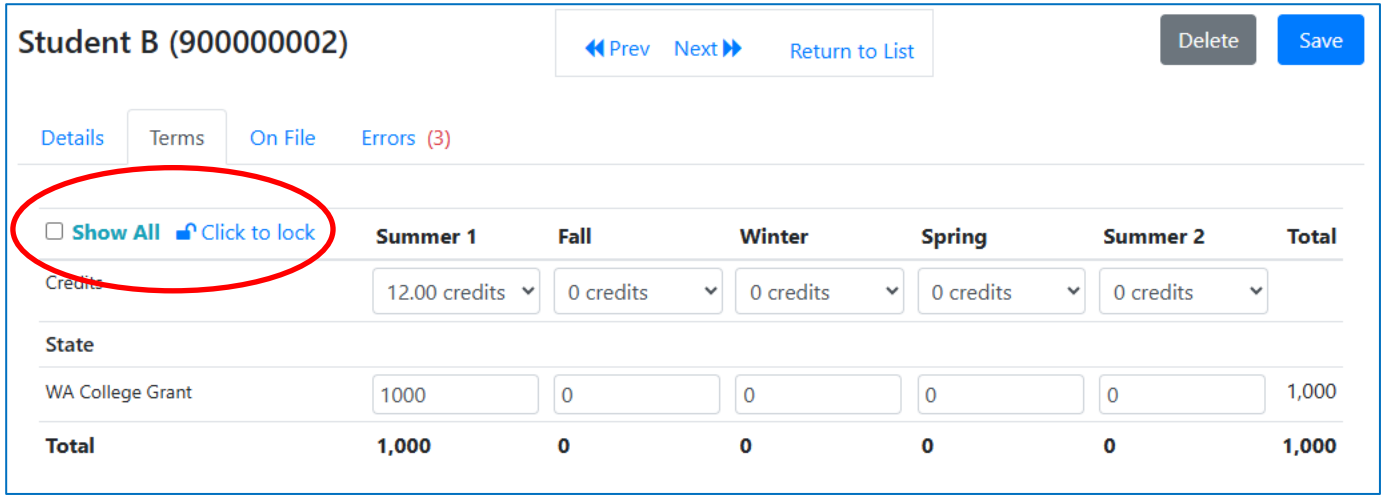
Editing Student Records – Detail tab, 2 of 7

- Student "Detail" tab
  - Student information
  - Race/Ethnicity data
  - ISIR WASFA transaction # and status (Rejected status)
  - Student ID
  - Year in School
- Edit directly in data field(s) and click Save



Editing Student Records – Terms tab, 3 of 7

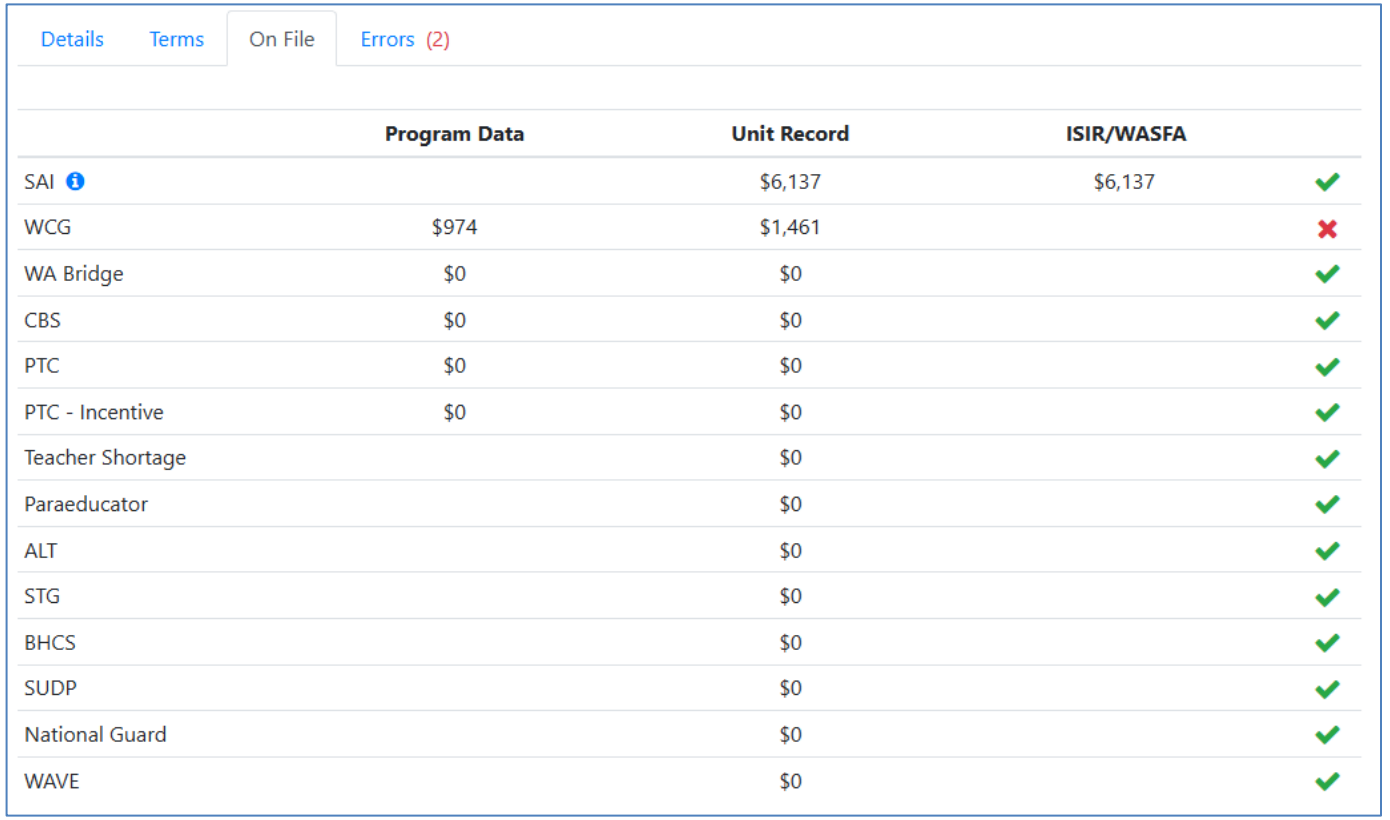
- Student "Terms" tab, abbreviated view (shows programs with awards)
  - Click/unclick "Show All" box to view/hide full programs list for editing
  - Click/unclick lock icon to "lock" and "unlock" list view



- Enter changes directly in data field(s)

Editing Student Records – On File tab, 4 of 7

- Student "On File" tab
  - Comparison of student URR and WSAC program data
  - Green checks show data matches
  - Red "X" indicates data mismatch needs addressing

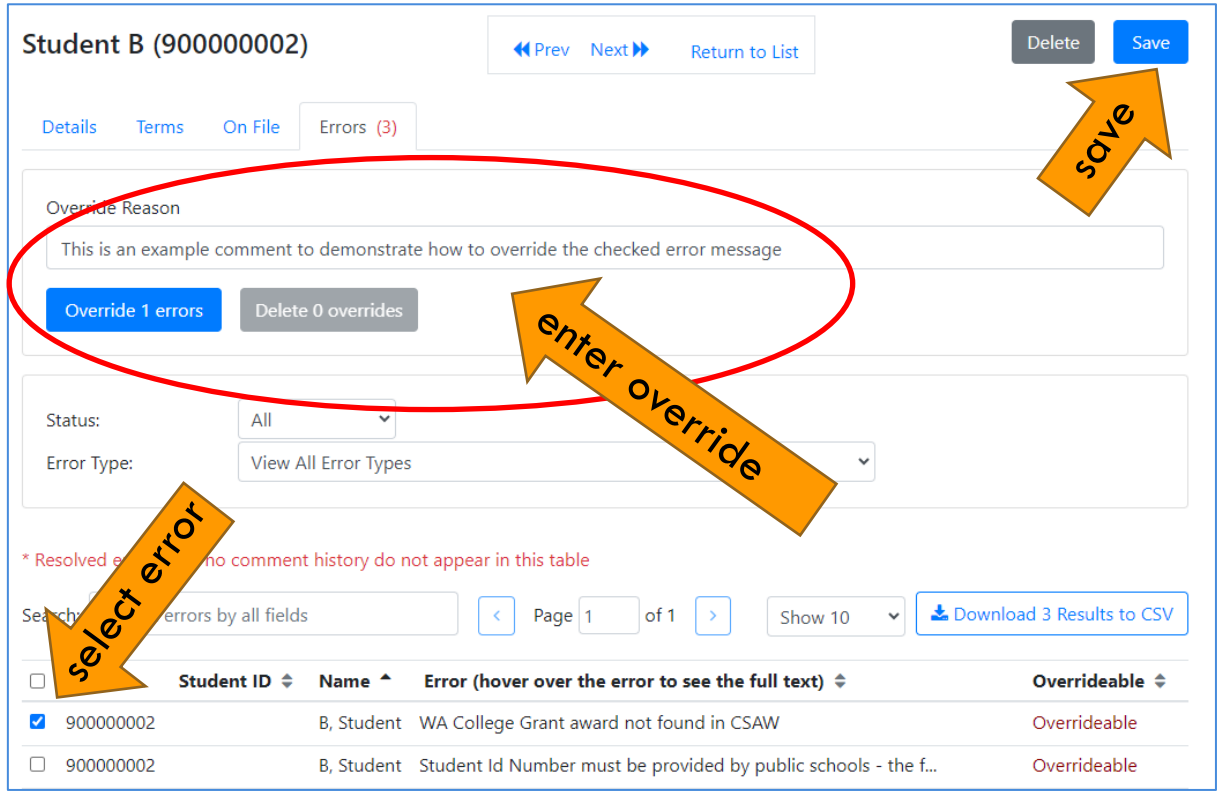


	Program Data	Unit Record	ISIR/WASFA	
SAI		$6,137	$6,137	✓
WCG	$974	$1,461		✗
WA Bridge	$0	$0		✓
CBS	$0	$0		✓
PTC	$0	$0		✓
PTC - Incentive	$0	$0		✓
Teacher Shortage		$0		✓
Paraeducator		$0		✓
ALT		$0		✓
STG		$0		✓
BHCS		$0		✓
SUDP		$0		✓
National Guard		$0		✓
WAVE		$0		✓

Editing Student Records - Overrides, 5 of 7

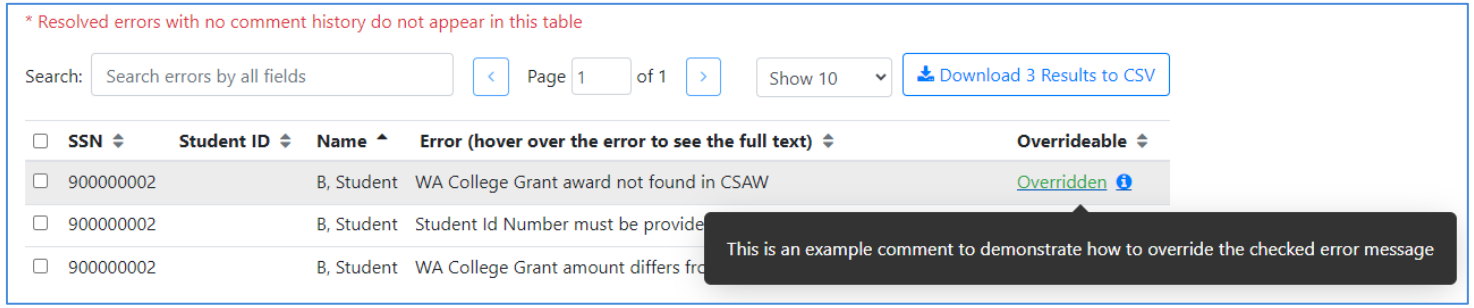
Initial Overrides may be applied from the student's Errors tab or main institution Errors screen. Recommend reviewing student record tabs first.

- Click error box to be fixed
- Enter Override reason above
- Click Override Errors button
- Click "Save"
- Red "Overrideable" text will become green text

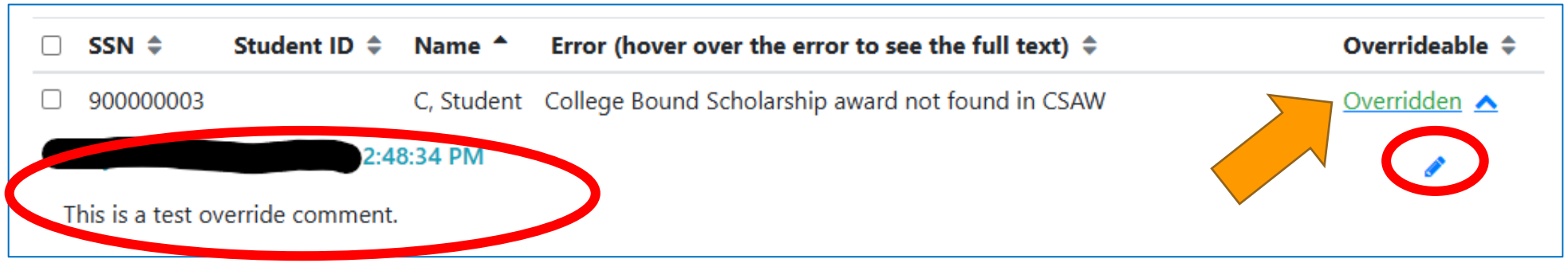


Editing Student Records, 6 of 7

- Quickly view saved Override comment by hovering cursor over blue icon next to "Overridden" message.

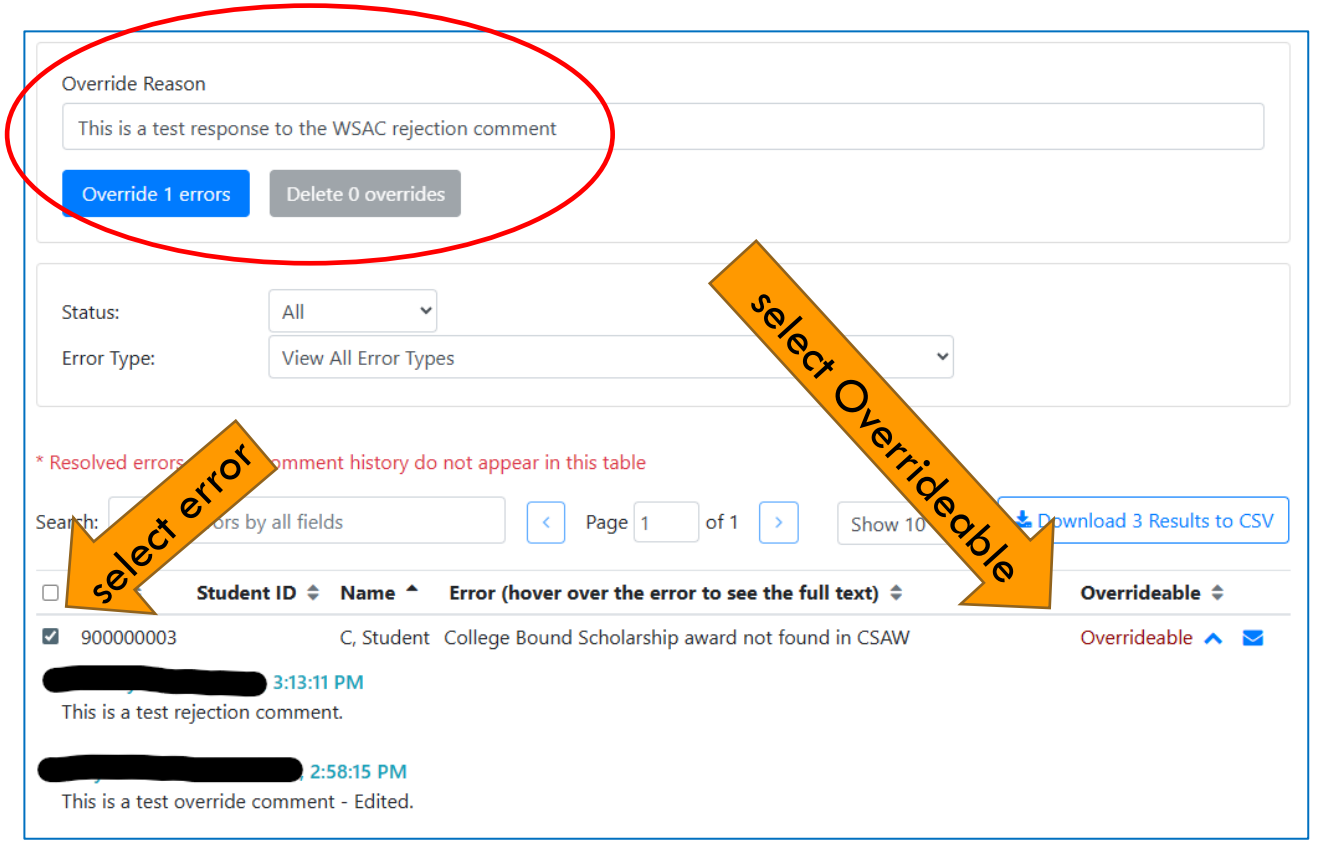


- Or, to view saved Override comment in the Errors list, click green "Overridden" text, and comment appears below Error message. Editable.



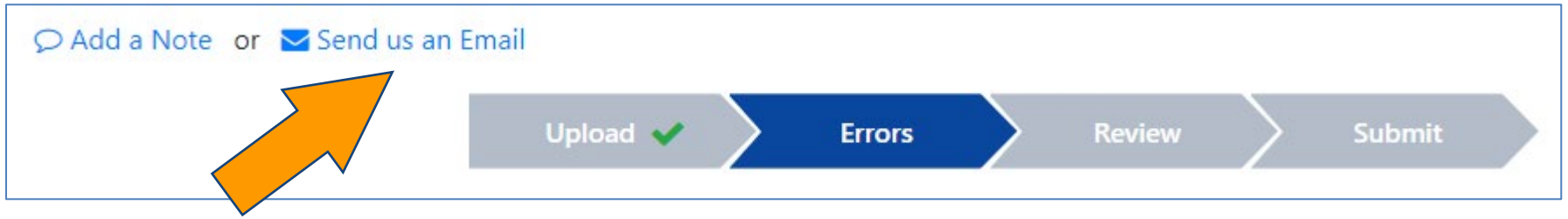
Editing Student Records, 7 of 7

- Override comments are editable by the original writer **prior** to URR submission and response by WSAC reviewer. New comment required if URR reverted.
- To add comment, select the Error and click "Overrideable," enter, and Save new comment. To Edit, click pencil icon (see previous slide), enter and Save new comment.
- New comments can be edited until URR resubmitted.
- See URR Manual, Chapter 3, page 43-46, for more detail.



Resolving Social Security Number Differences

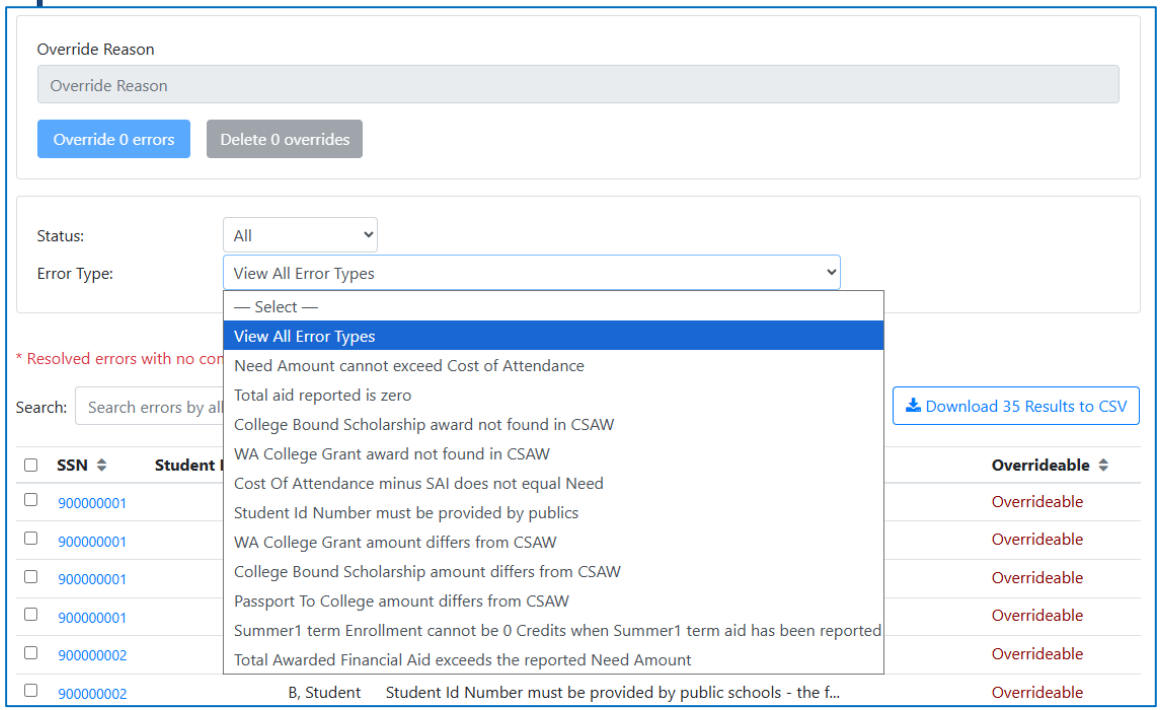
Address any SSN Mismatches. Incorrect SSNs that originate outside of URR require WSAC assistance to correct (in CSAW, for example). Click "Send us an Email" and securely notify WSAC to initiate correction.



If the SSN error originates in the URR, click the student's SSN in the main "Errors" screen to open and edit the student record, or enter "Search Students" to find and correct the student record. Remember to click "Save" to retain the change in the record.

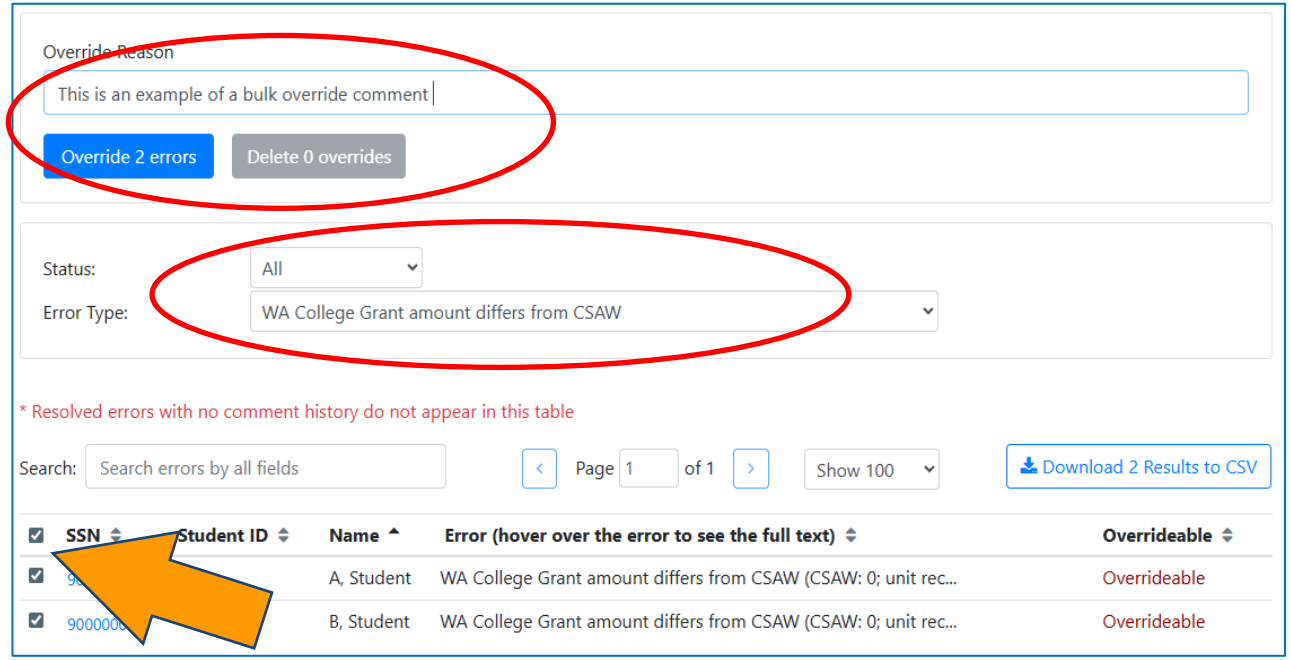
"Bulk" Override Processing, 1 of 2

- Apply "Bulk" overrides judiciously. Review records to determine if correction is required rather than applying a Bulk Override comment. From Institution Main Errors screen, select the Error Type from dropdown box. Many errors with similar messaging may require an individualized comment.



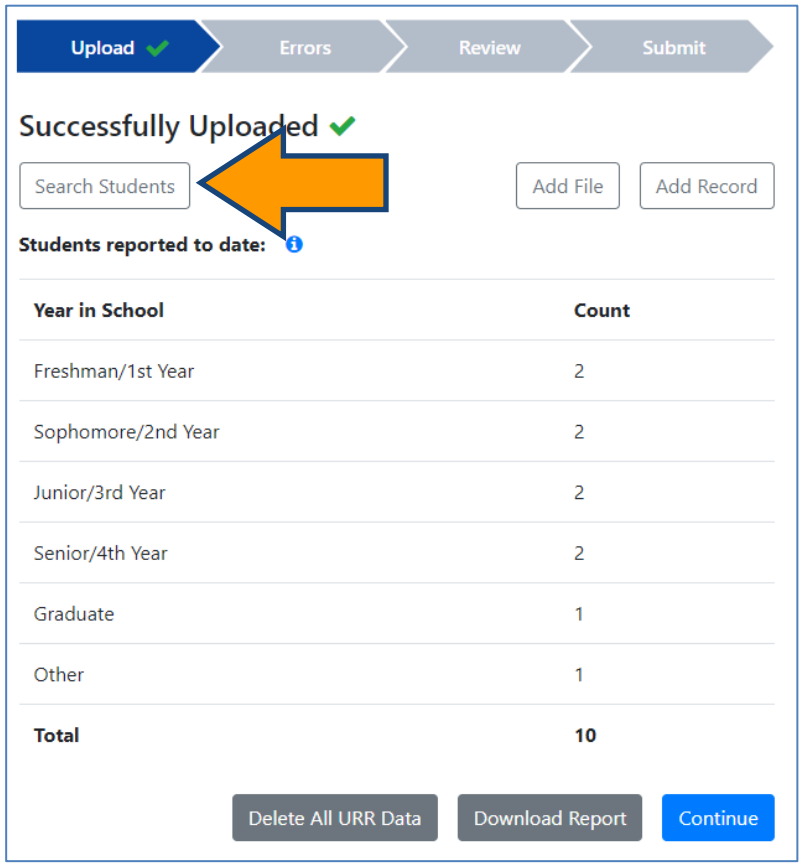
"Bulk" Override Processing, 2 of 2

- After review, check the boxes next to the student records to apply Override. If all records in that Error Type, click box next to SSN to "select all."
- Enter Override reason
- Click blue Override Errors box
- Overrides applied to all checked records. Click "Save."
- To delete bulk Overrides, check selected records and click gray "Delete Overrides."



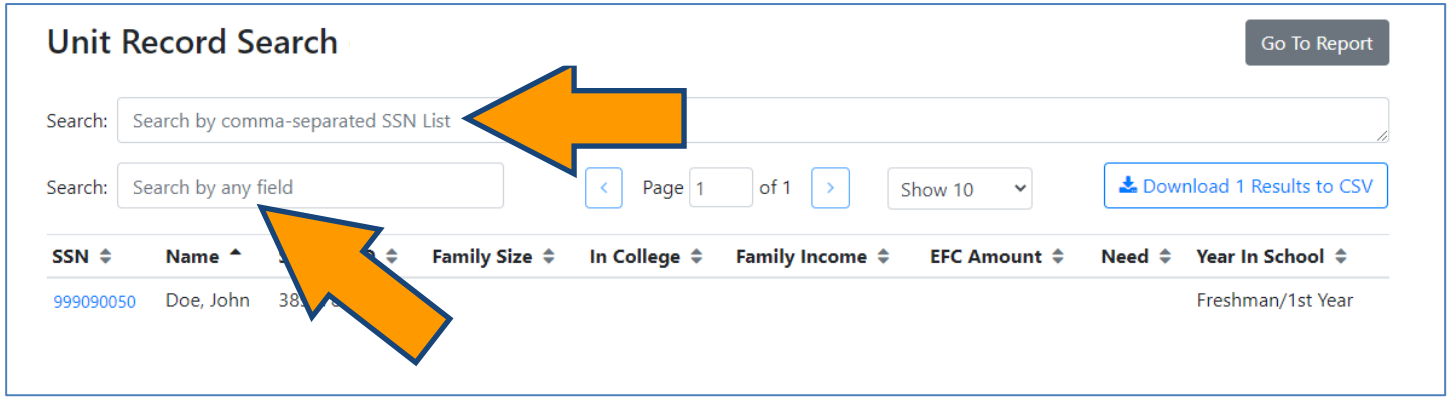
Search for Existing URR Records for Edit, 1 of 2

Navigate to the "Upload" screen and click "Search Students."



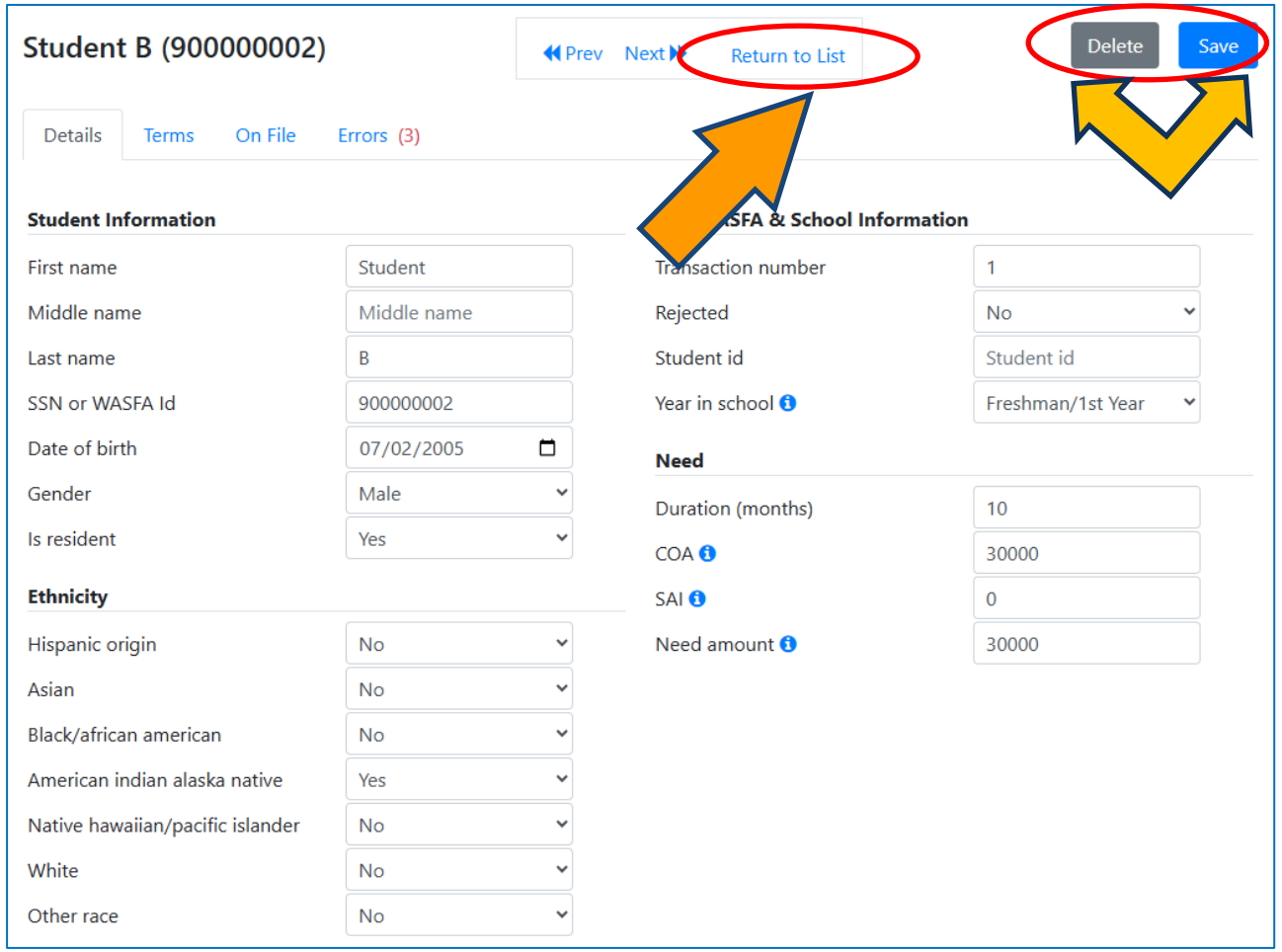
This opens the Search screen, where you can:

- Search for multiple records by adding a comma-separated SSN file (top arrow)
- Search individually ("Search by any field")



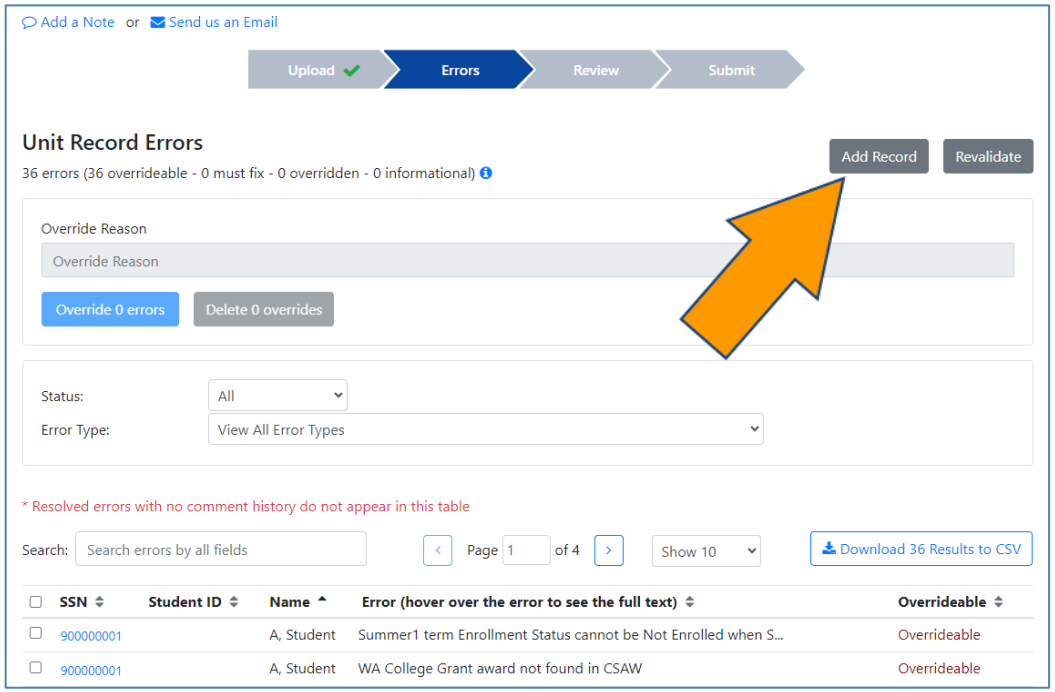
Search for Existing URR Records for Edit, 2 of 2

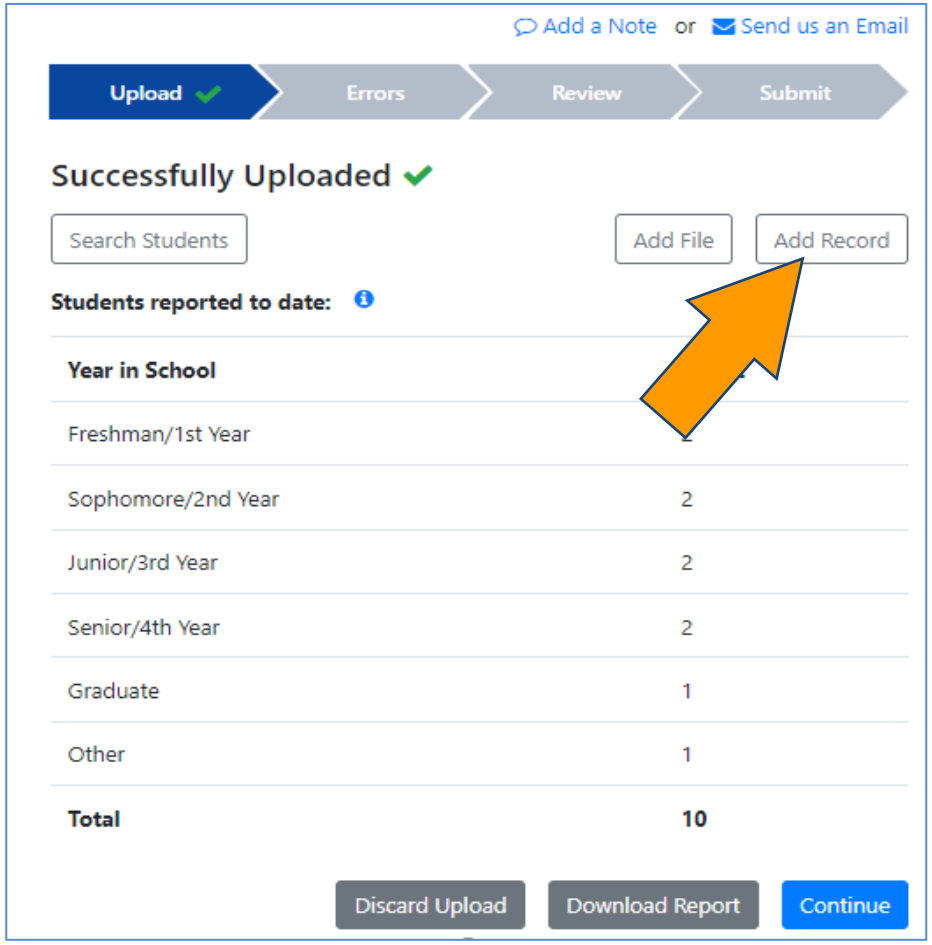
- Edit the record and click "Save," or click "Delete" to discard the record.
- Click "Return to List" to return to the Search screen.
- Then click "Go to Report" to exit "Search."



Manually Adding Student Records, 1 of 3

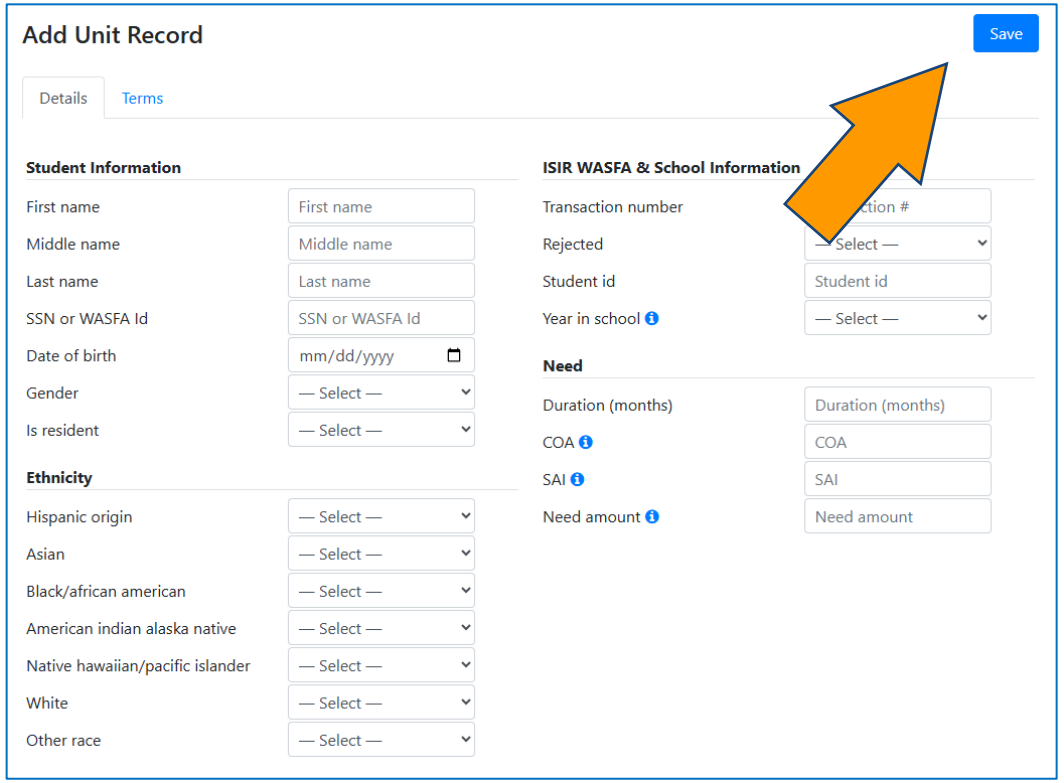
- Records may be added from either the "Upload" or "Errors" screen by clicking "Add Record"

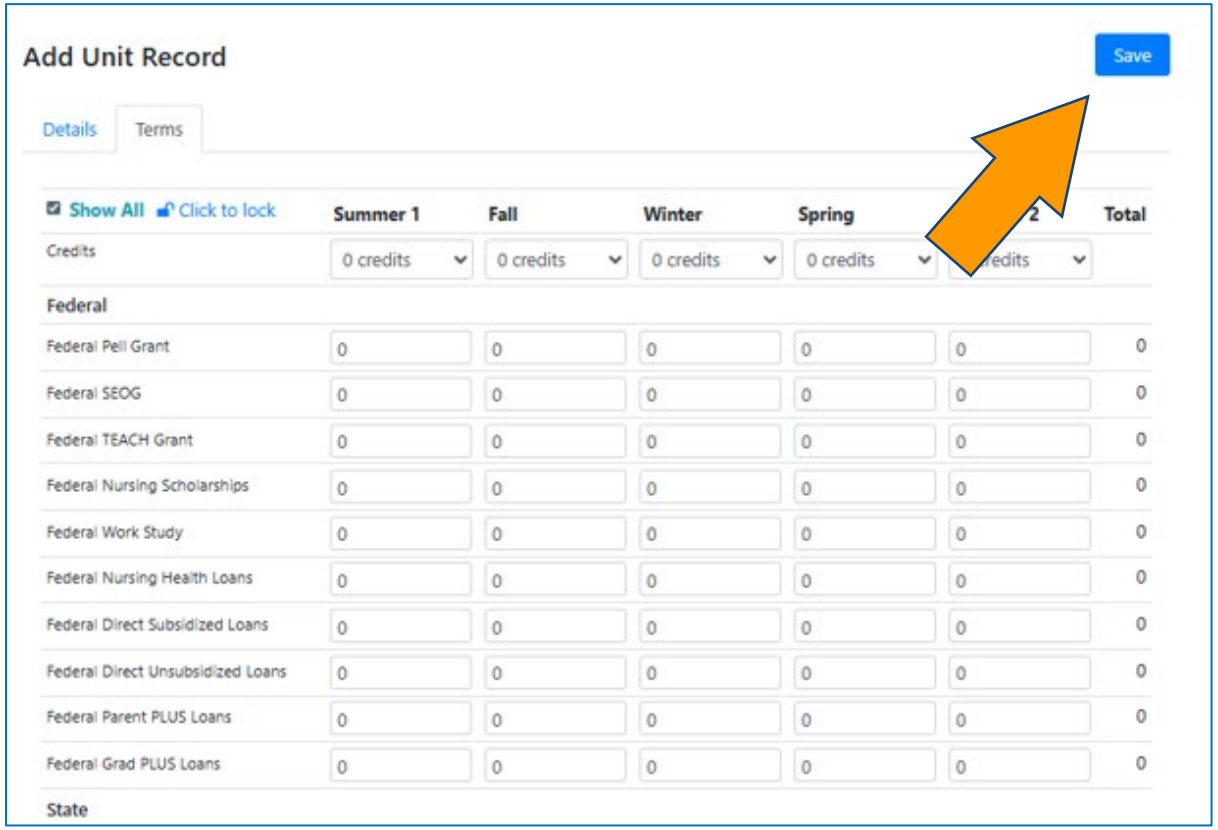




Manually Adding Student Records, 2 of 3

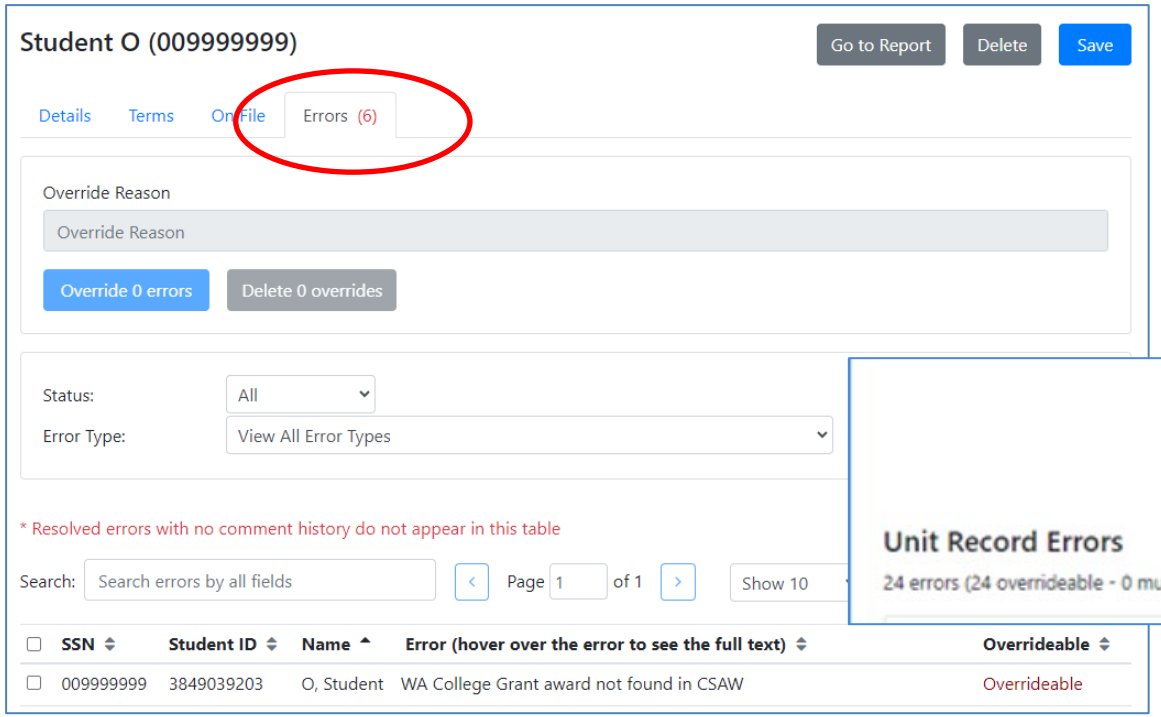
- In the blank record, complete all required fields in Detail and Terms screens, and "Save" to retain record.



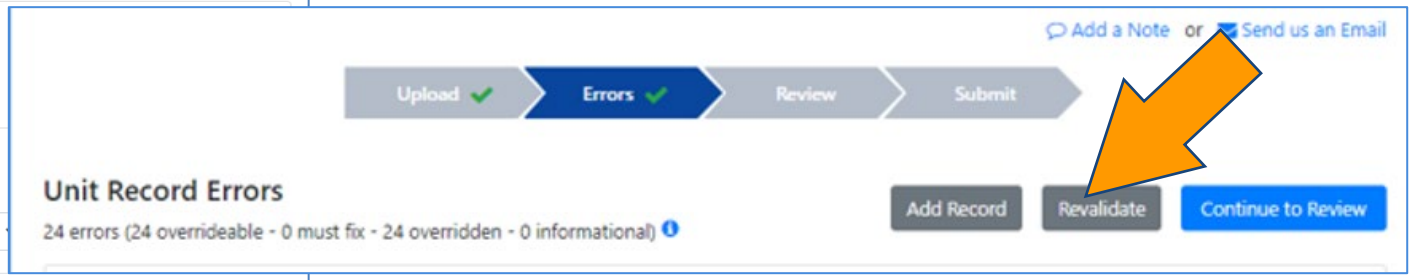


Manually Adding Student Records, 3 of 3

- Users generally receive immediate feedback in student's Errors tab if edits needed. Make corrections or enter override comment(s), then "Save."

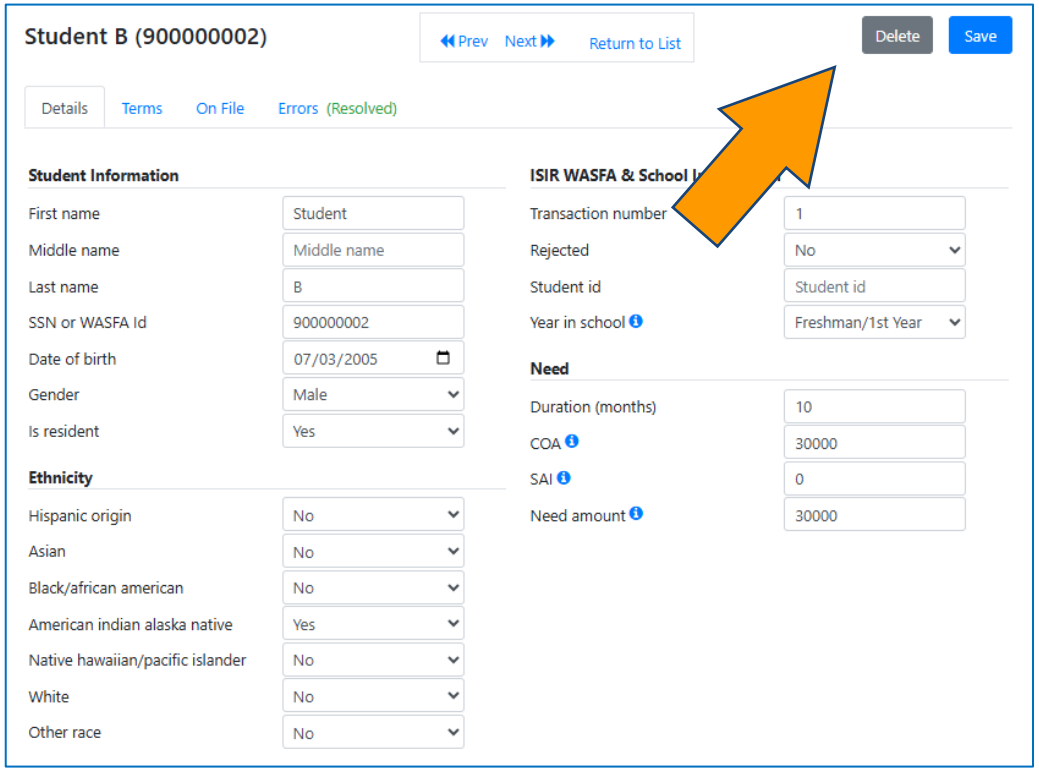


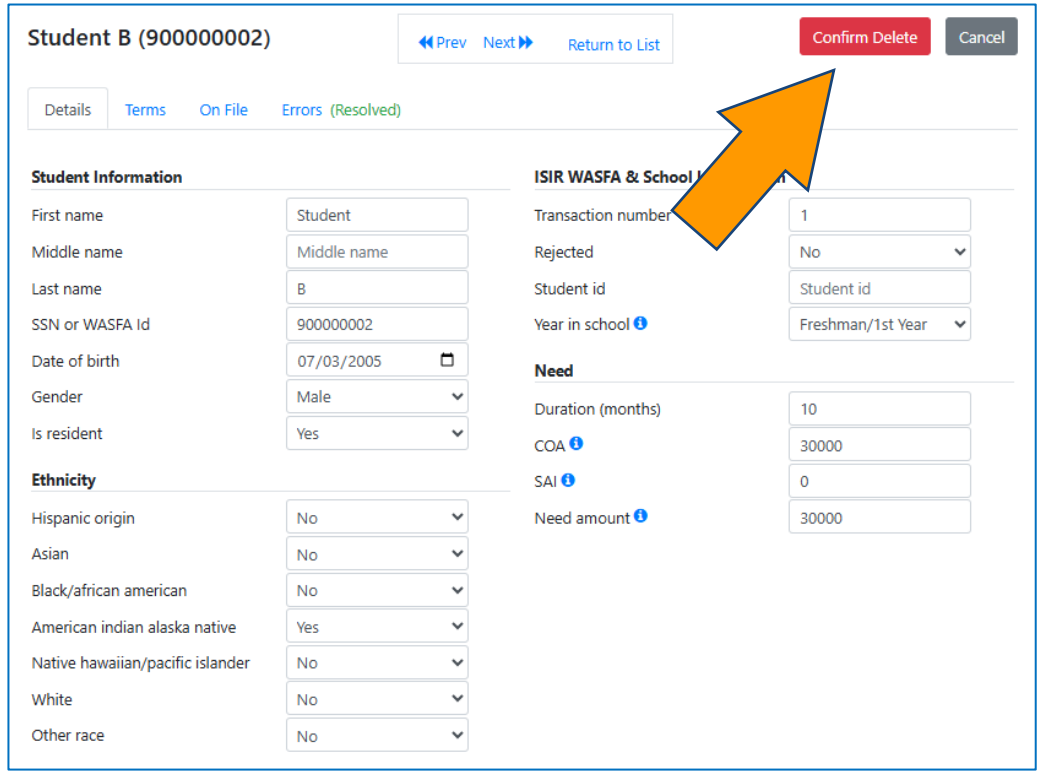
- Click "Revalidate" button after returning to the Main Institution Error screen and before proceeding to the "Review" step.



Manually Deleting Student Records, 1 of 2

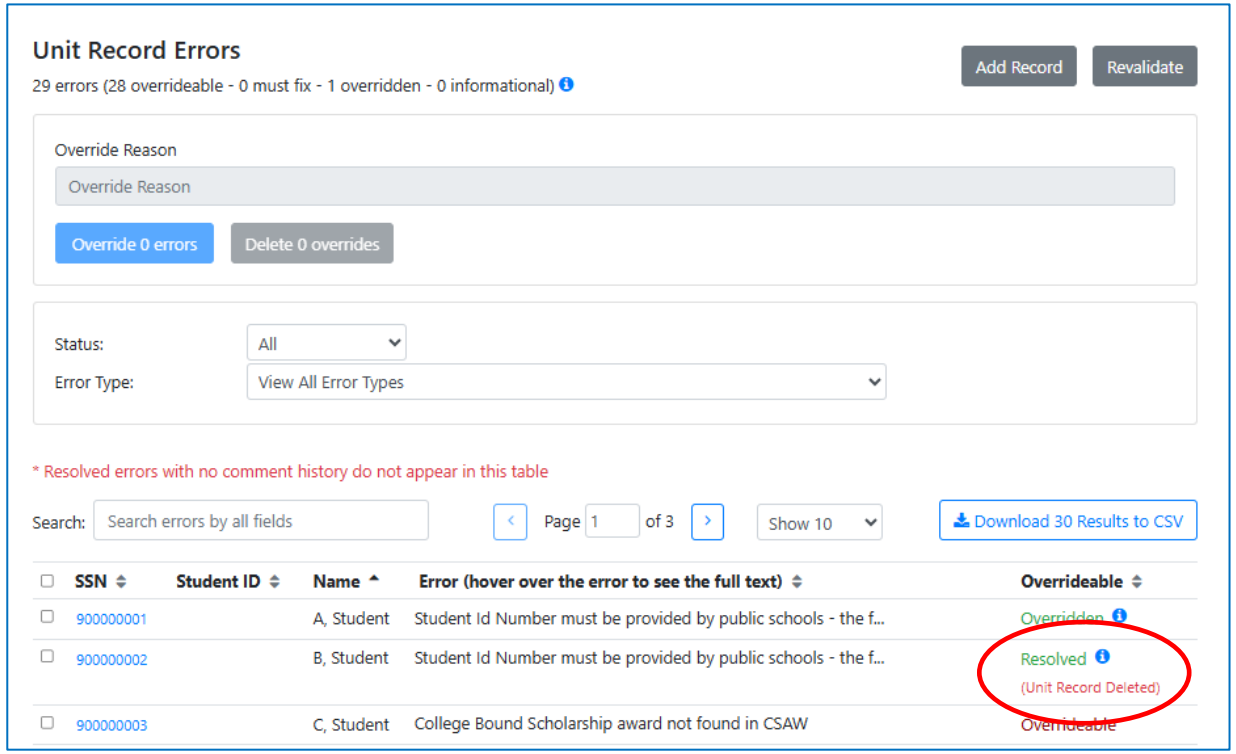
- Find and open the student record from the Errors or the Search screen. (Remember: auto-added records cannot be deleted from the URR.)
- Click "Delete," and then click "Confirm Delete" buttons

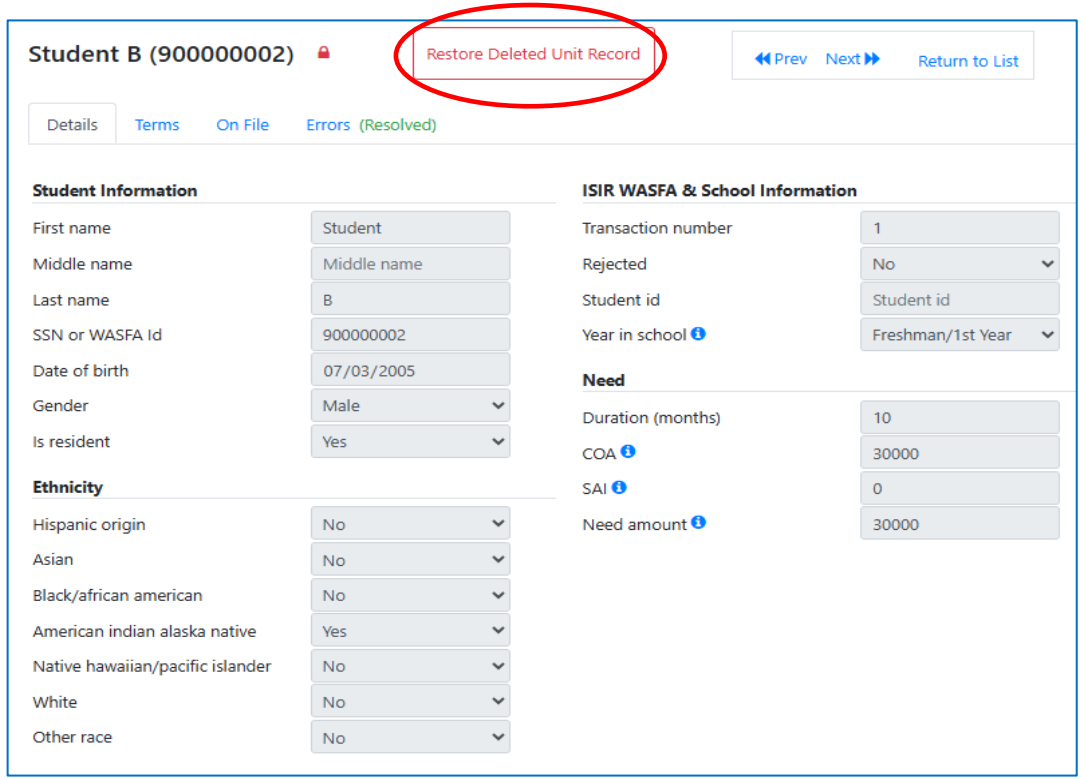




Manually Deleting Student Records, 2 of 2

- The record will be marked as deleted in the institution's main Error menu (Remember: auto-added records cannot be deleted from the URR.)
- Deleted records may be restored – click "Restore" in the student record



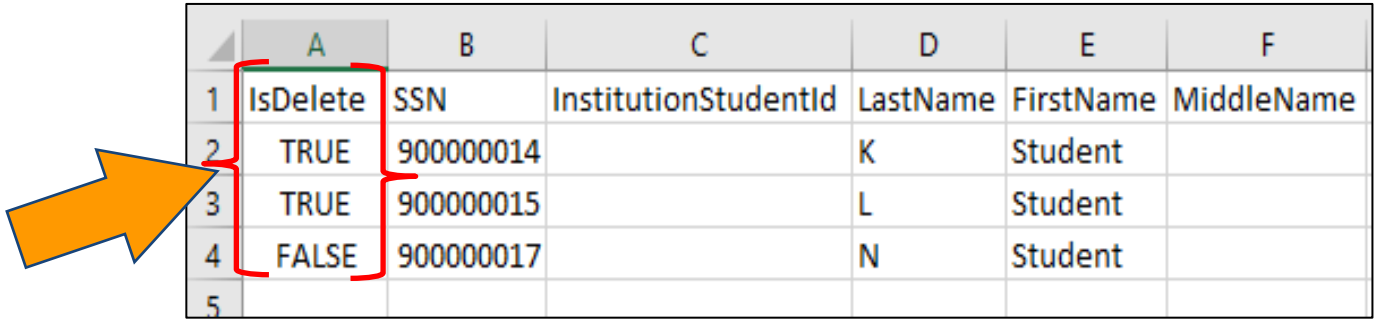


Supplemental File Uploads, 1 of 3

- Must use a valid .csv header as top row of file and include complete student record information in each data row.
- Add or delete records or make changes to multiple records simultaneously.
- Mixed types of changes may be included in a single supplemental file.
- If editing existing records, retain full data for the student and edit only fields needing change. File overwrites existing data for affected students.
- Cannot discard successful Supplemental File upload. Must edit records from the Search or Errors screen(s) or upload a compensating supplemental file. Unsuccessful Supplemental File uploads feature a "Try Again" button. Click "Download error file" for the critical error(s) list to identify/fix errors in supplemental file before attempting upload of the corrected file.

Supplemental File Uploads, 2 of 3

- Cut-away example shows supplemental file creation with correct IsDelete status for two records to be Deleted (“True”), and one record that is either an Add record or a record being updated and retained (“False”).

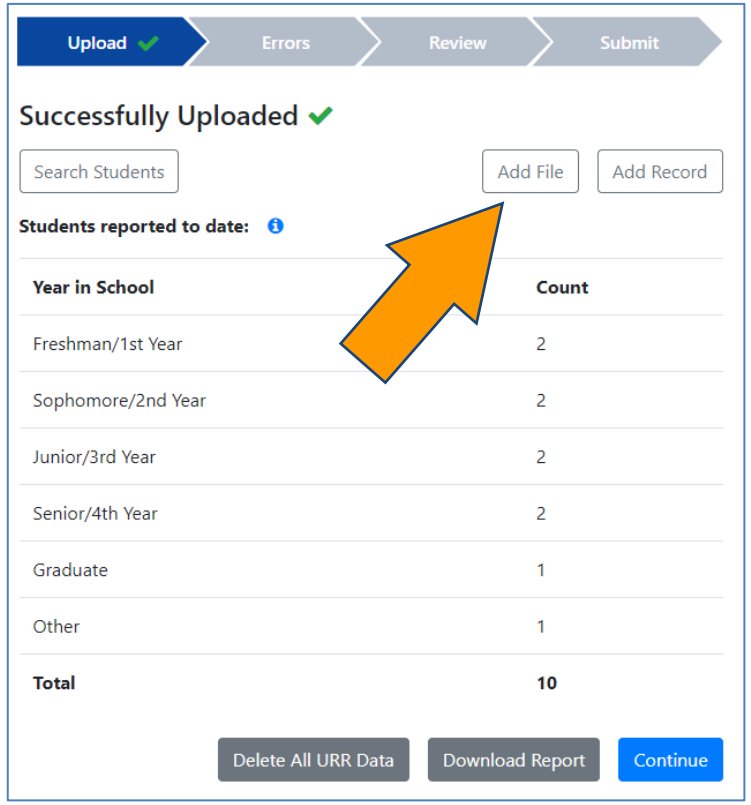


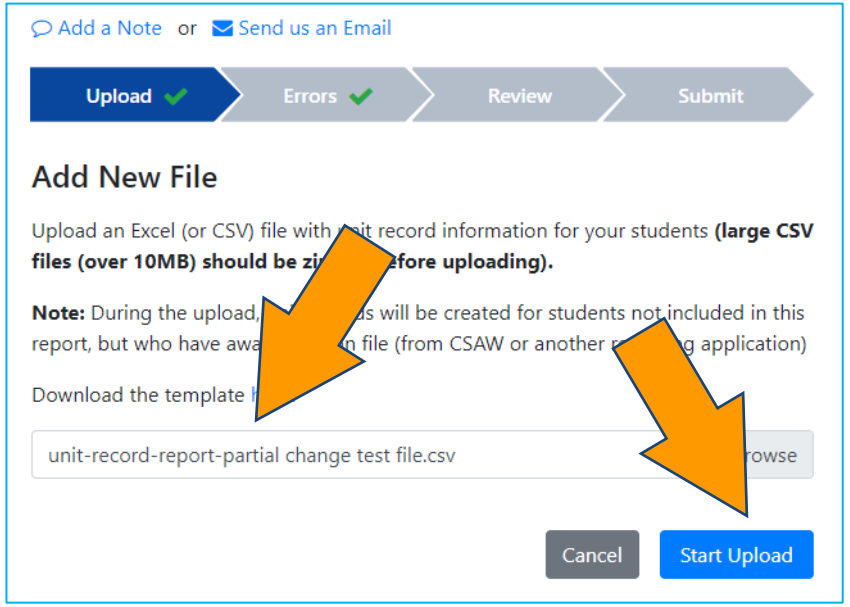
	A	B	C	D	E	F
1	IsDelete	SSN	InstitutionStudentId	LastName	FirstName	MiddleName
2	TRUE	900000014		K	Student	
3	TRUE	900000015		L	Student	
4	FALSE	900000017		N	Student	
5						

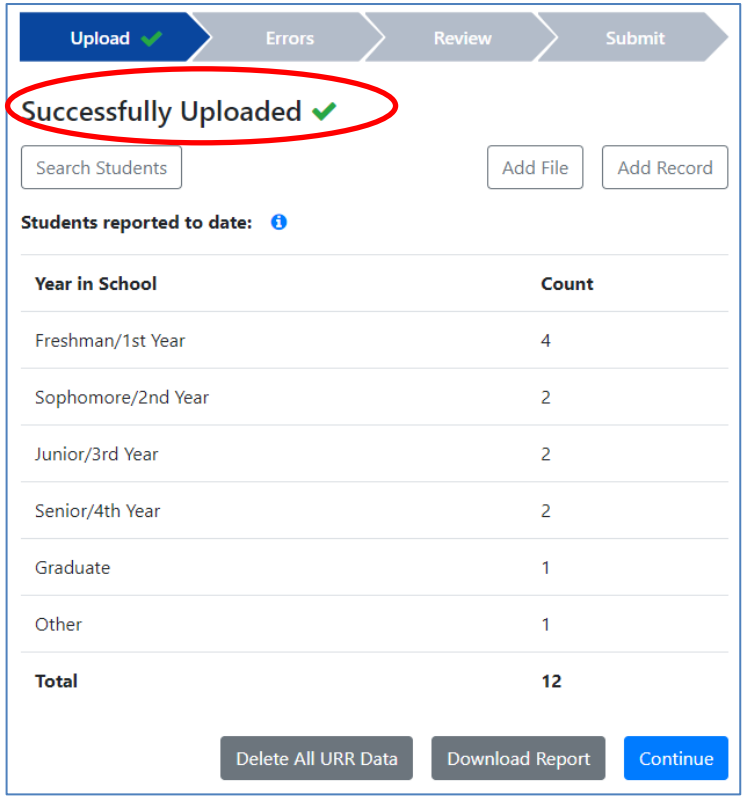
- Enter “True,” “Yes,” or “Y” in IsDelete field for record deletions from URR.
- Enter “False,” “No,” or “N” in IsDelete field to add new records or to install edits to existing records.

Supplemental File Uploads, 3 of 3

- After creating Supplemental File, navigate to Upload screen and click "Add File." Follow same steps to select and upload original file.

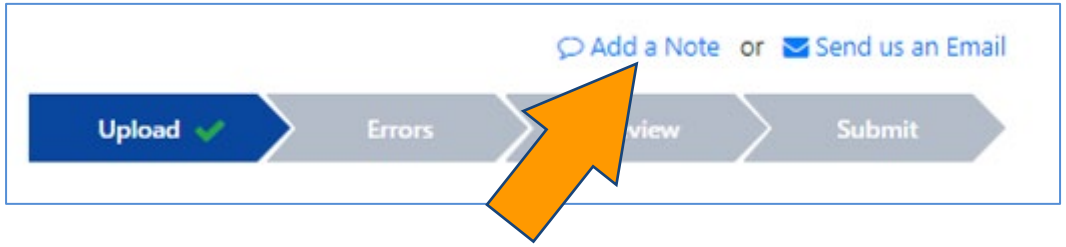


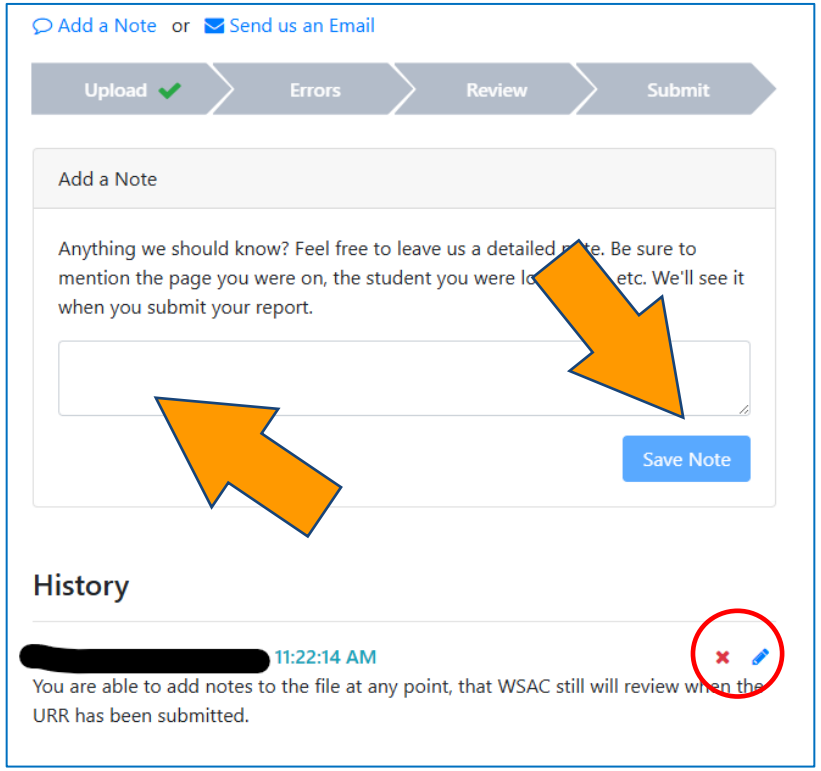




Add Notes to URR

- Explanatory notes may be added for WSAC staff to view after submission.
- Click “Add a Note” from any screen.

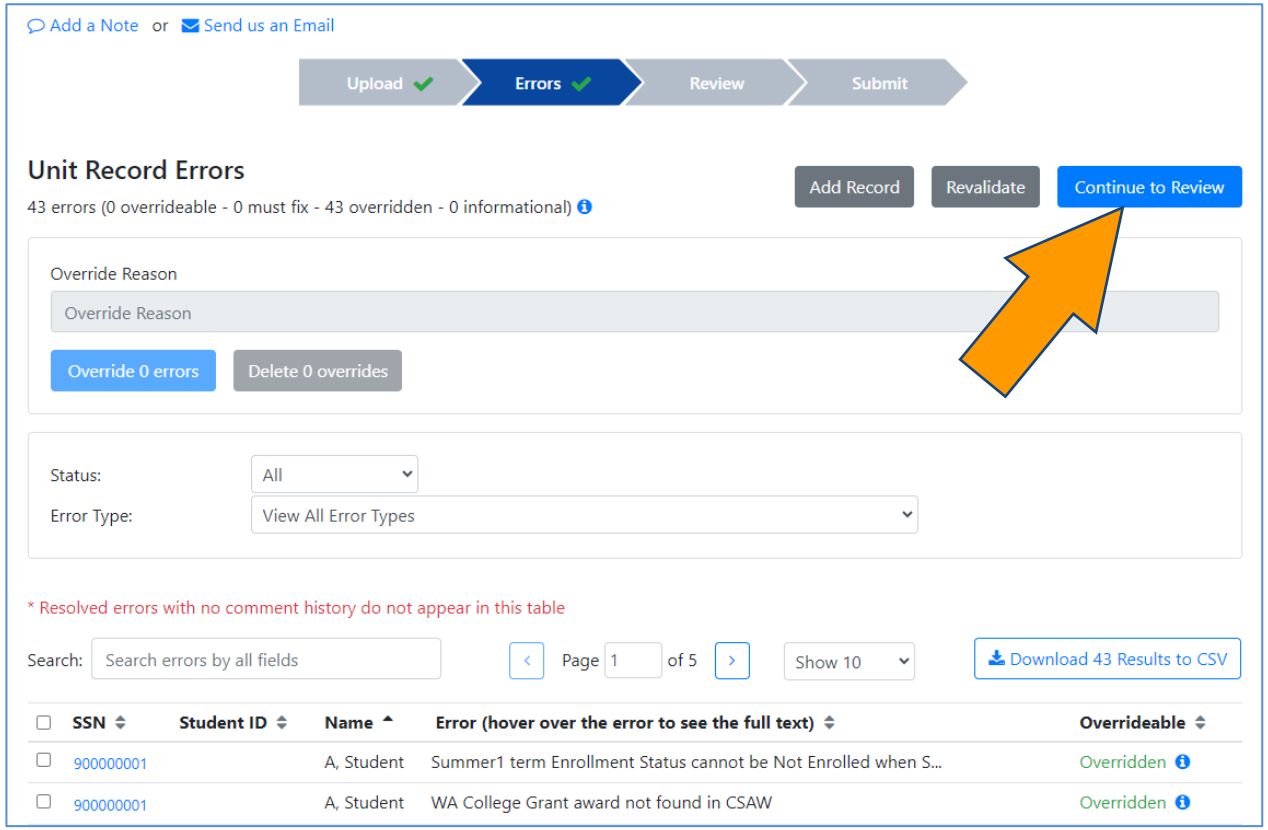




- Enter text and click “Save Note.”
- Notes are editable by the original writer.
- Multiple Notes may be entered by different Users and retained in URR history.

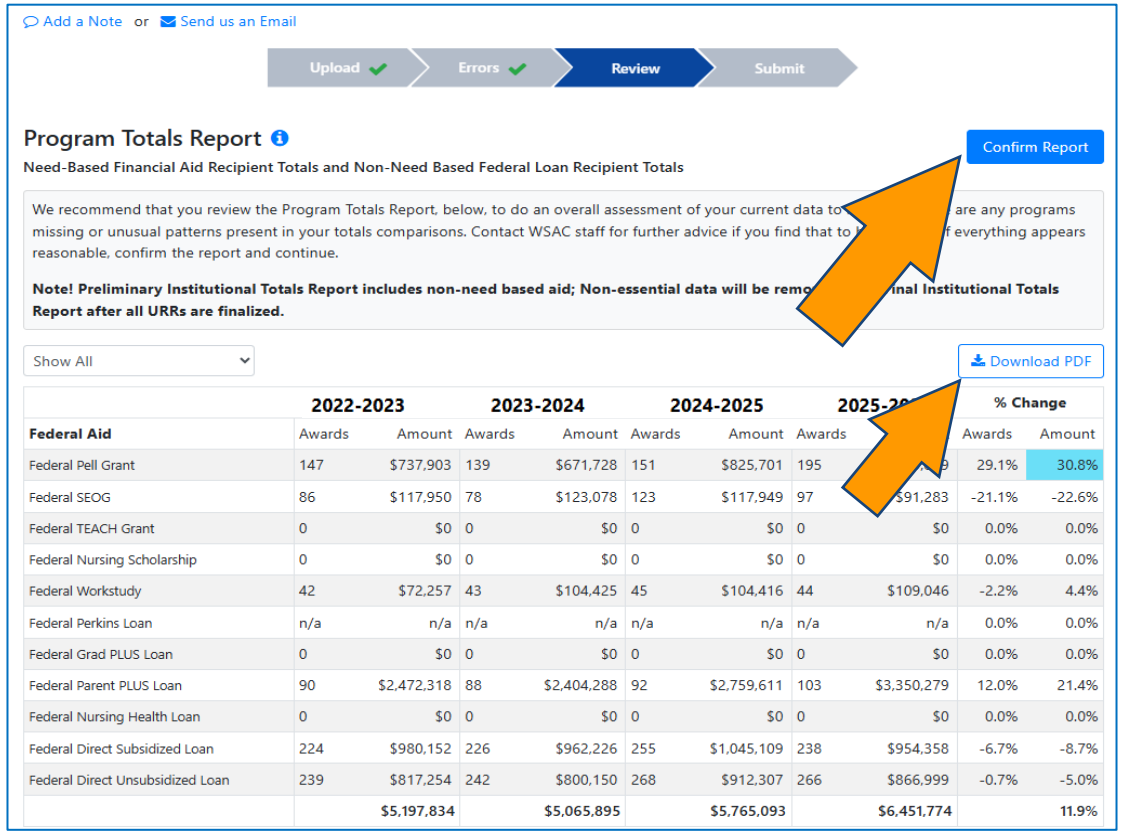
Review and Submit the URR, 1 of 6

After addressing all errors and any edits are complete, click "Continue to Review."



Review and Submit the URR, 2 of 6

- Review the preliminary Program Totals Report to determine if any programs are missing or if unusual patterns appear in Totals comparisons.
- Contact WSAC to discuss if any questions.
- Download PDF for comparison with January 2027 final report.
- If all appears in order, click "Confirm Report."
- Then click "Continue to Submit" in next screen that appears.



Add a Note or Send us an Email

Upload ✔ Errors ✔ Review Submit

Program Totals Report

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

Confirm Report

We recommend that you review the Program Totals Report, below, to do an overall assessment of your current data to … are any programs missing or unusual patterns present in your totals comparisons. Contact WSAC staff for further advice if you find that to … f everything appears reasonable, confirm the report and continue.

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

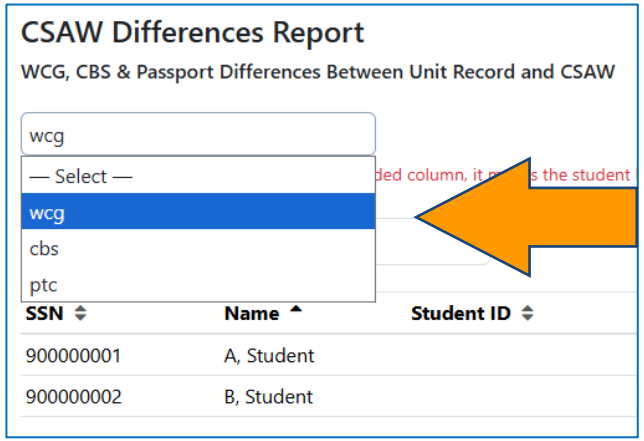
Show All

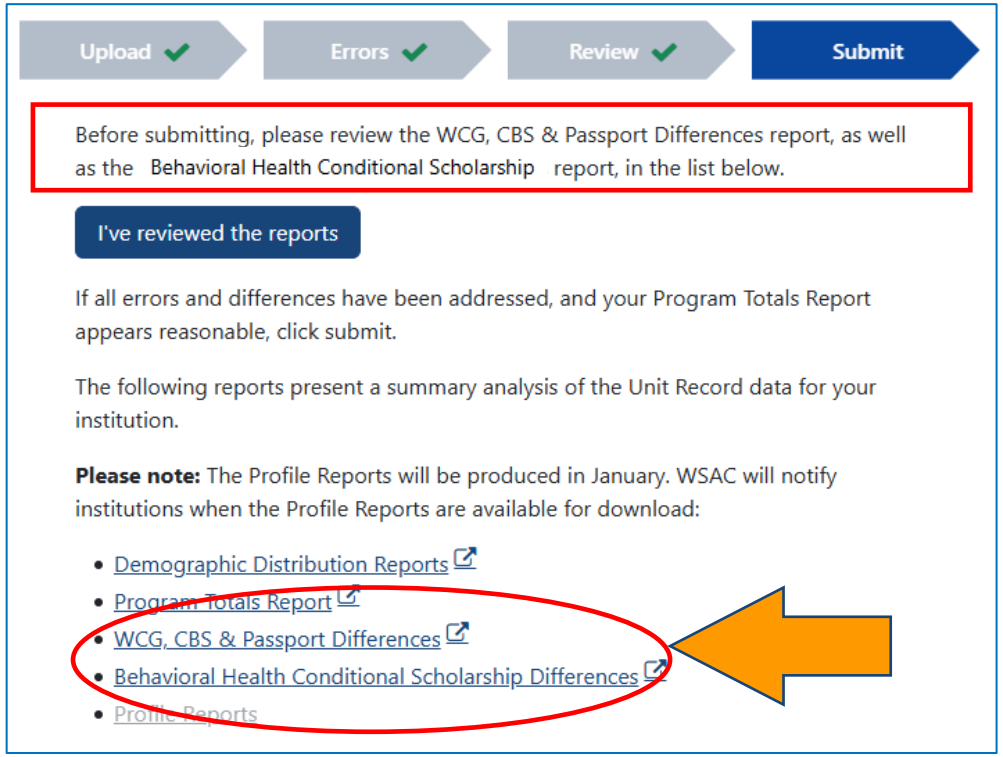
Download PDF

	2022-2023		2023-2024		2024-2025		2025-2…		% Change	
Federal Aid	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount
Federal Pell Grant	147	$737,903	139	$671,728	151	$825,701	195	…	29.1%	30.8%
Federal SEOG	86	$117,950	78	$123,078	123	$117,949	97	$91,283	-21.1%	-22.6%
Federal TEACH Grant	0	$0	0	$0	0	$0	0	$0	0.0%	0.0%
Federal Nursing Scholarship	0	$0	0	$0	0	$0	0	$0	0.0%	0.0%
Federal Workstudy	42	$72,257	43	$104,425	45	$104,416	44	$109,046	-2.2%	4.4%
Federal Perkins Loan	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.0%	0.0%
Federal Grad PLUS Loan	0	$0	0	$0	0	$0	0	$0	0.0%	0.0%
Federal Parent PLUS Loan	90	$2,472,318	88	$2,404,288	92	$2,759,611	103	$3,350,279	12.0%	21.4%
Federal Nursing Health Loan	0	$0	0	$0	0	$0	0	$0	0.0%	0.0%
Federal Direct Subsidized Loan	224	$980,152	226	$962,226	255	$1,045,109	238	$954,358	-6.7%	-8.7%
Federal Direct Unsubsidized Loan	239	$817,254	242	$800,150	268	$912,307	266	$866,999	-0.7%	-5.0%
		$5,197,834		**$5,065,895**		**$5,765,093**		**$6,451,774**		**11.9%**

Review and Submit the URR, 3 of 6

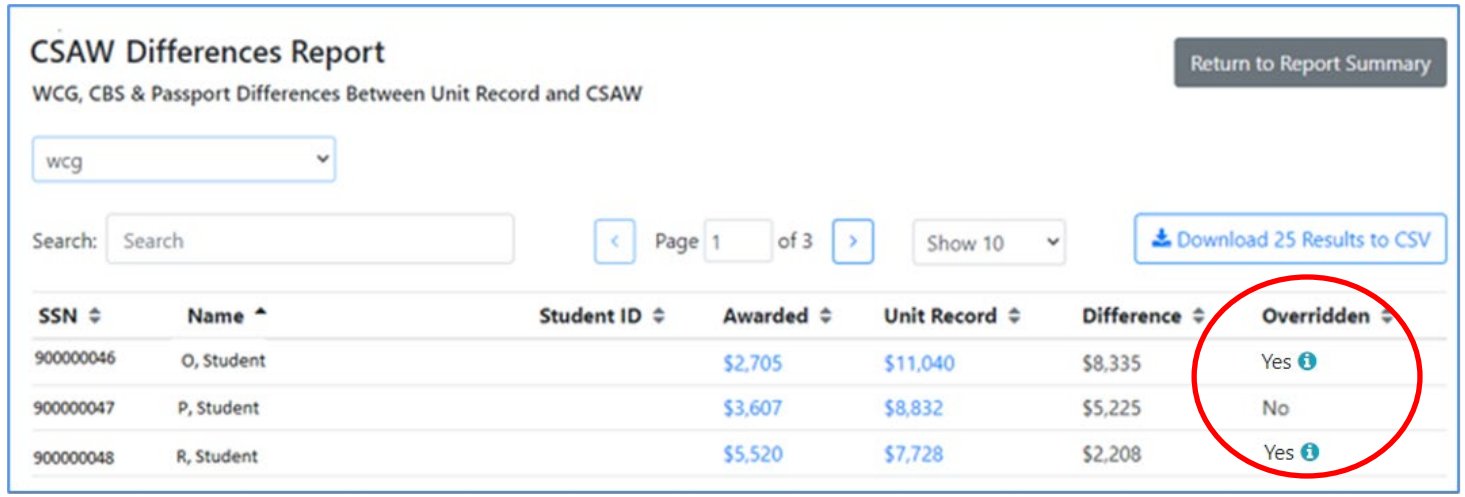
- Before Submit, WCG/CBS/PTC and BHCS Differences Reports must be reviewed to ensure no unresolved differences remain.
- Each program is a separate report.
- Any differences must be addressed or accounted for.





Review and Submit the URR, 4 of 6

- Example of Differences Report for WCG



CSAW Differences Report

WCG, CBS & Passport Differences Between Unit Record and CSAW

Return to Report Summary

wcg

Search: Search

Page 1 of 3

Show 10

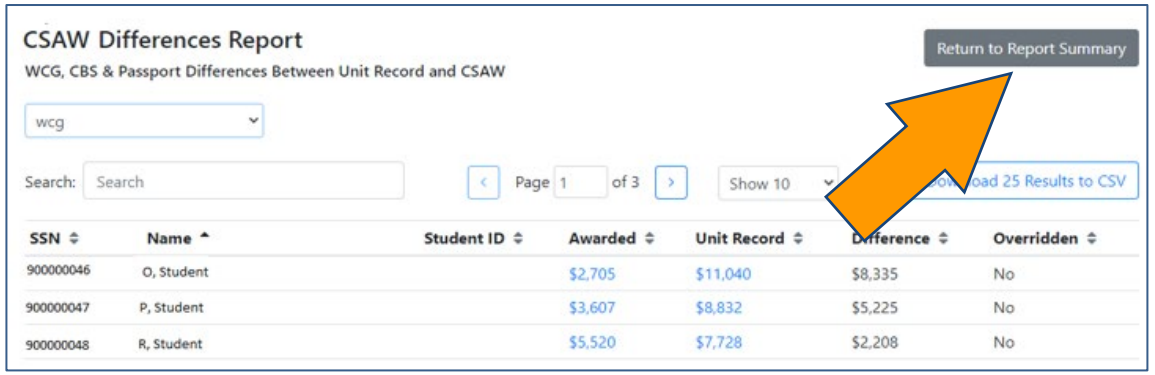
Download 25 Results to CSV

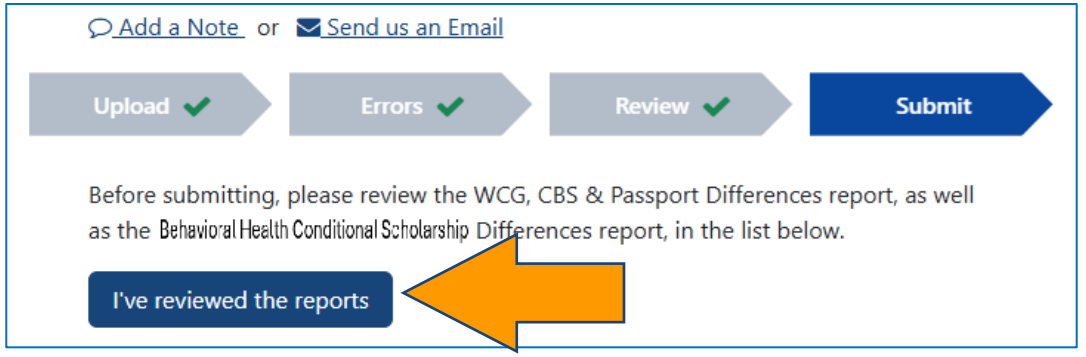
SSN	Name	Student ID	Awarded	Unit Record	Difference	Overridden
900000046	O, Student		$2,705	$11,040	$8,335	Yes
900000047	P, Student		$3,607	$8,832	$5,225	No
900000048	R, Student		$5,520	$7,728	$2,208	Yes

- "Yes" in Override column confirms differences already addressed through an Override request and/or funds to be returned to WSAC.
- "No" or blank indicates unaddressed errors, SSN issues, or missing student records.

Review and Submit the URR, 5 of 6

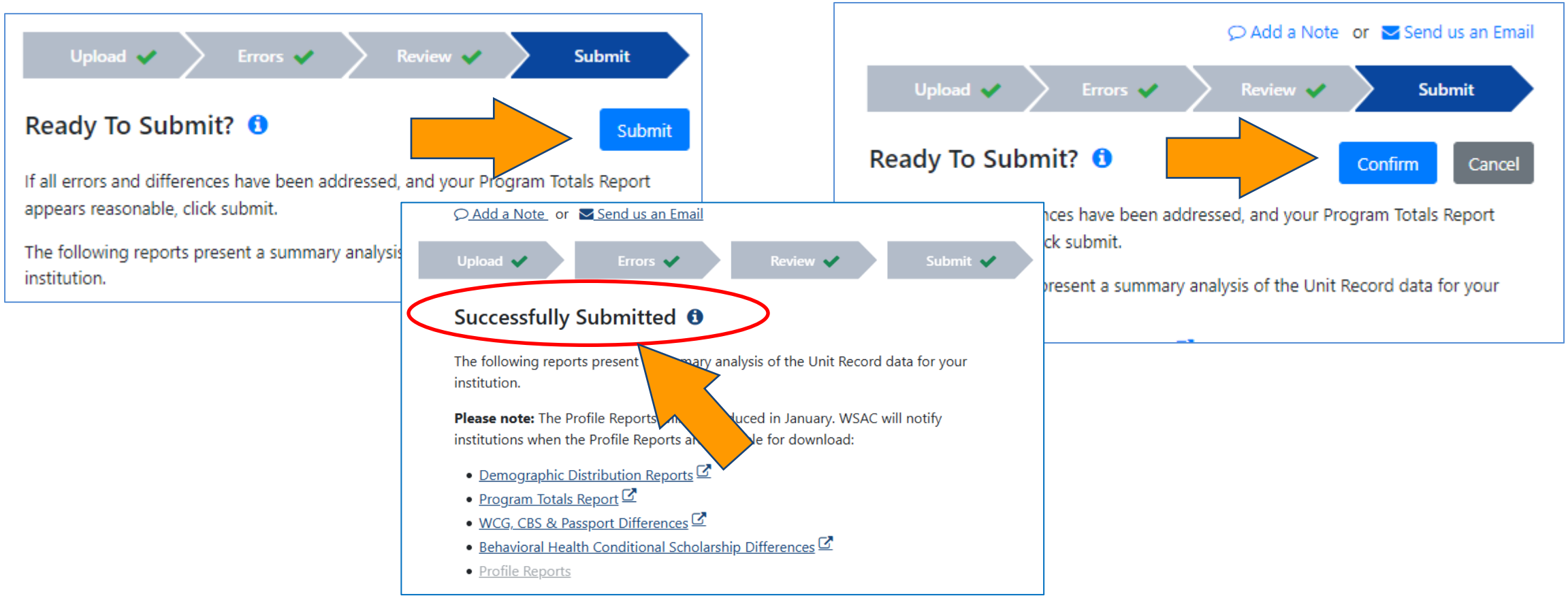
- If submitted with significant differences, WSAC staff will reach out to resolve questions about the differences before the URR is finalized.
- After addressing Differences Reports reviews for all three programs (WCG, CBS, and Passport), click "Return to Report Summary" to return to Submit screen. Then, click "I have reviewed the report."





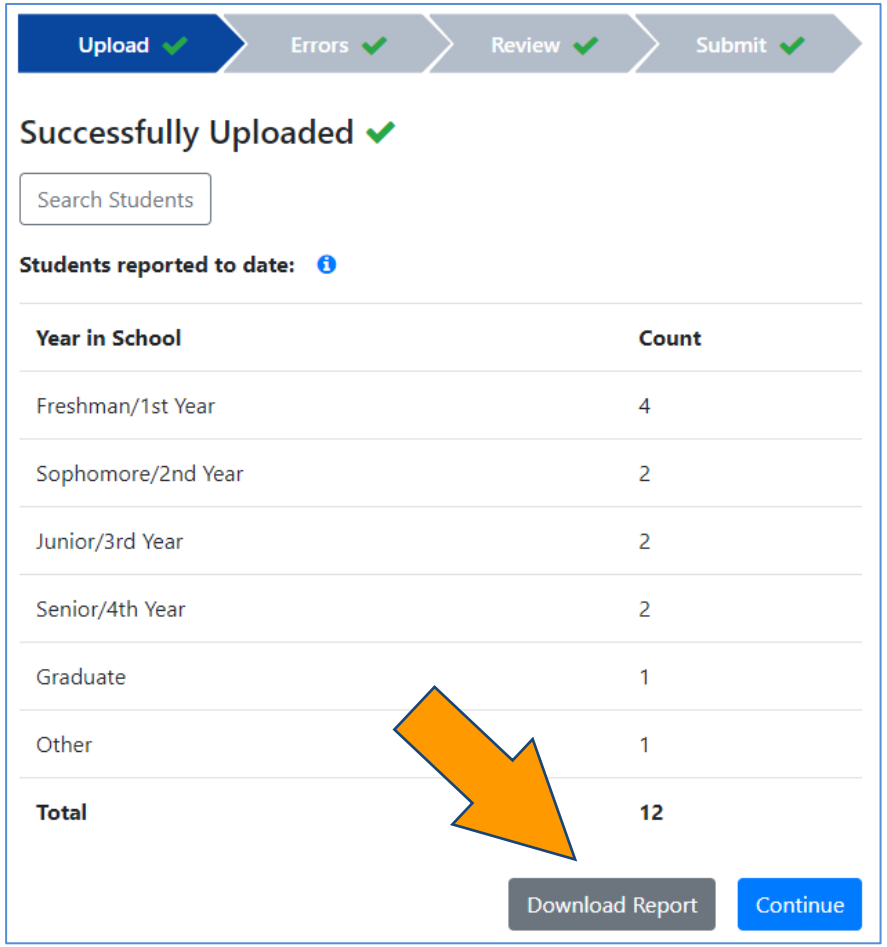
Review and Submit the URR, 6 of 6

- The "Submit" button will appear. Click "Submit," then "Confirm." Success!



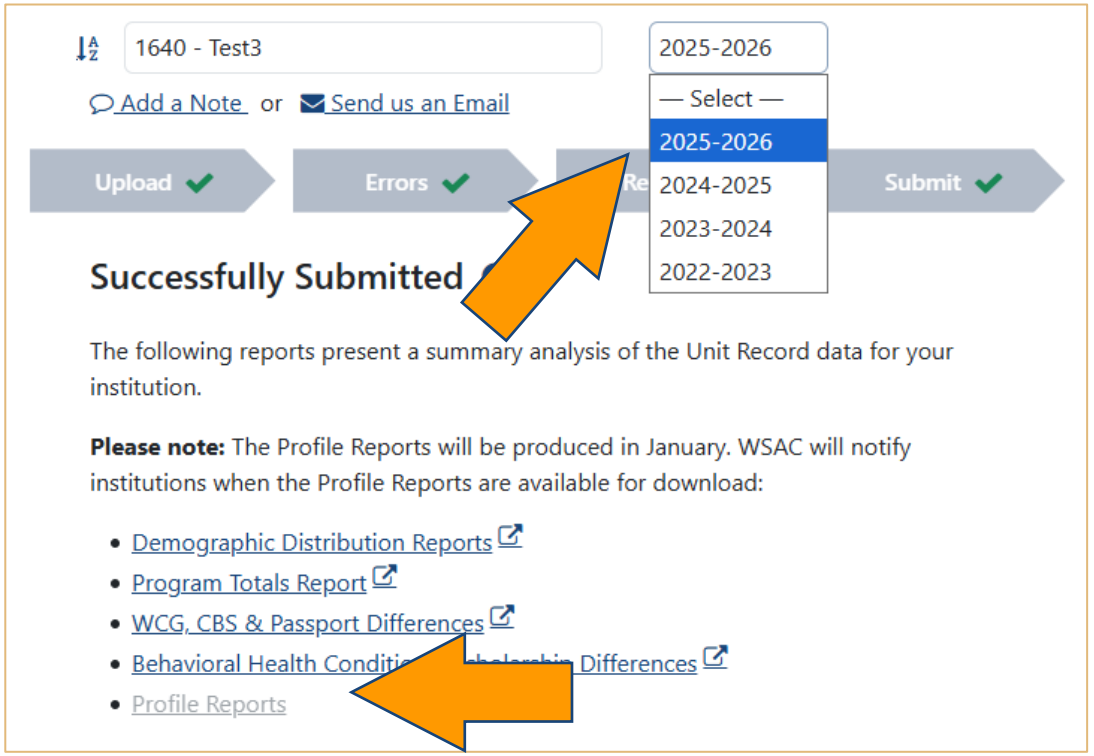
“Point-in-time” URR Data File Downloads

- Full URR “point-in-time” data file downloads are available on the “Upload” screen.
- Constitutes full URR file in the Portal, with all edits saved through the time of download. (Override comments omitted.)
- Download recommended at time of URR Submit for institutional records.
- May be useful to create data file for supplemental file uploads, retaining all edits to date, history.



Reports Available After Submission

- Reports (blue font) available from the Submit screen immediately after submission include:
  - Demographic Distribution Reports
  - Program Totals Report (Preliminary)
  - WCG, CBS & Passport Differences Reports
  - Behavioral Health Cond. Schol. Differences Report
- Profile Reports available February 2027
  - Need-Based Aid Recipients
  - State Work Study Recipients
  - WA College Grant Recipients
  - College Bound Scholarship Recipients



Questions?

Where to go for help – WSAC URR Portal Issues

- Review the 2025-26 URR Manual, available online at:

  https://www.wsac.wa.gov/unit-record

- Contact WSAC Unit Record Report team at:

  unitrecord@wsac.wa.gov

Ann Voyles	Marla Skelley	Neesha Griffiths
360-485-1311	360-485-1320	360-515-3008
annv@wsac.wa.gov	marlas@wsac.wa.gov	neeshag@wsac.wa.gov