



Improving Your Unit Record Report Experience: From Interim Report to URR

SFA Workshop Webinar Series

June 18, 2025





Presenters



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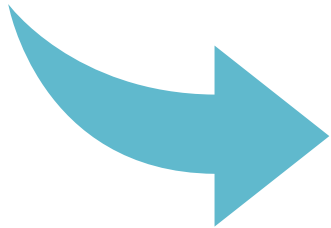
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- We will utilize the Q&A feature for questions. Please ask anything using that feature!
- Reactions are available! Let us know what you think.

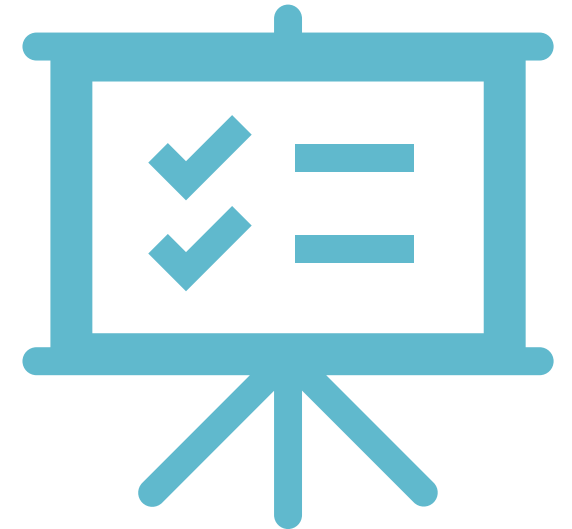




Agenda

Today we'll be covering:

- Goals
- Interim Reporting
- Differences in Interim Reporting vs. URR
- URR
- Q&A





Upcoming Trainings

Today – after this training!

You can still
register for
sessions!

DAY/DATE/TIME	SESSION TITLE AND PRESENTER
June 18 11:00 am– 12:00 pm	WASFA Application and Portal Functionality Leslie Gonzalez and Victor Fernandez
June 24 10:00 – 11:30 am	State Financial Aid Training for CTCs Carlie Curlee (WSAC) and Kelly Forsberg (SBCTC)
June 24 1:00 – 2:00 pm	WG-A Lyle Irimata and Remy Plate
June 25 2:00 – 3:00 pm	College Bound from A to Z Carlie Curlee and Kathie Pham
June 26 1:00 – 2:00 pm	Passport to Careers Dawn Cypriano-McAferly

Next week!

Time for a quick poll!





Goals for Today



1. Understand both Interim and URR processes and how they interconnect
2. Understand how each reporting process differs
3. Tips on how to be successful with your reports
4. The importance of final reconciliation during the final interim reporting period



Interim Report

What is the interim report?

- The Interim Report is a quarterly data submission that includes student details for every eligible student awarded the Washington College Grant, College Bound, and Passport to College (and Bridge Grant for 2024-25).
- There are four interim reports to submit each year:
 - Fall
 - Winter
 - Spring
 - Final





Interim Report

Why is interim reporting important?

- Data reported on the interim reports provides the basis for WCG, CBS, and PTC funding projections.





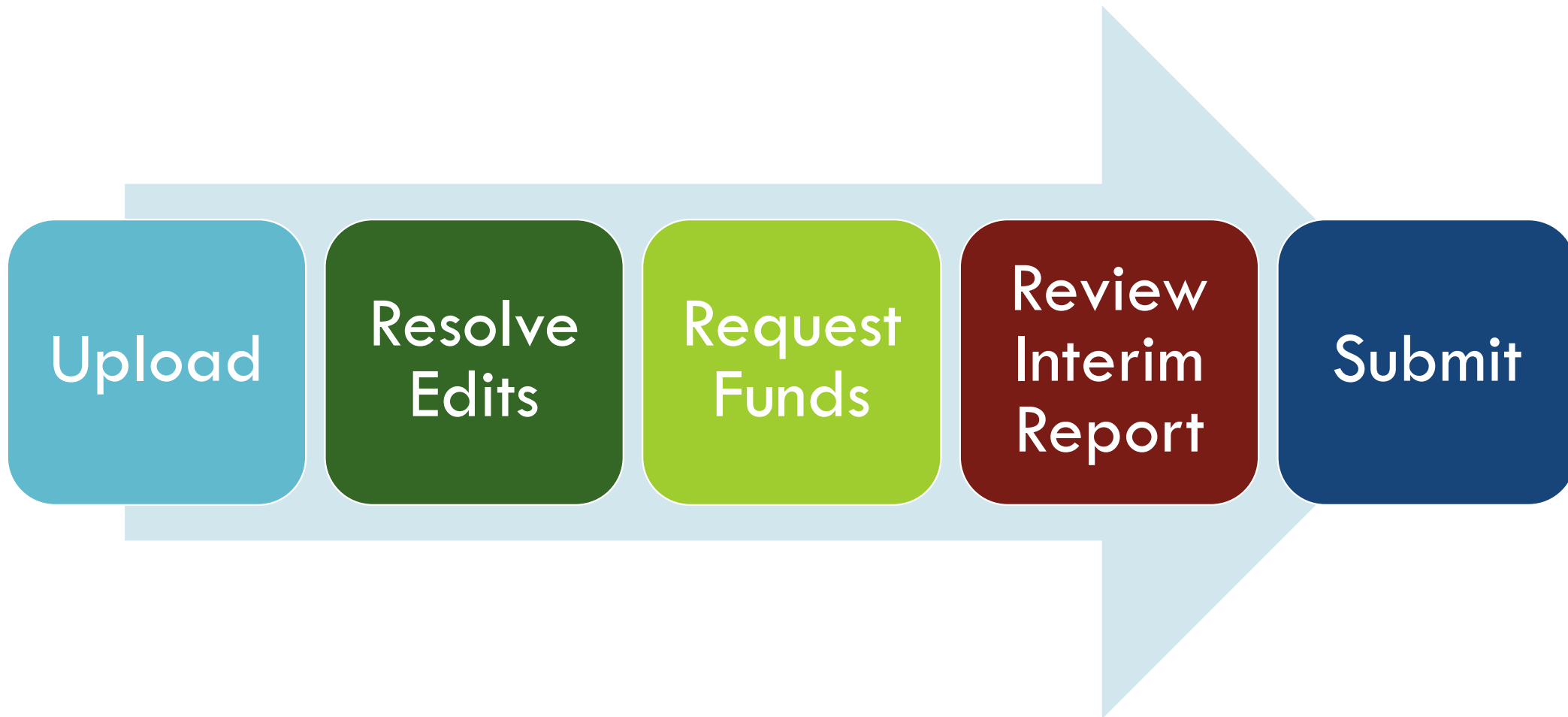
Interim Report

What is reported during interim reporting?

- Student Specific Information
- ISIR Transaction number from WASFA/FAFSA application
 - Unless the student is WCG-C Eligible and didn't file an application
- Credit Enrollment by Term
- Awards by Type and Term



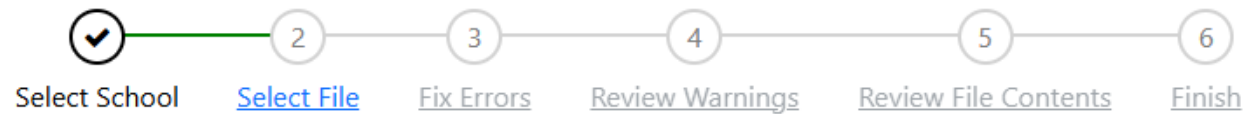
Interim Process





Step 1: Upload Your File

Upload



Which year and institution are you uploading data for?

Continue



Select the academic year for the file upload and click on “Continue”



Step 1: Upload Your File

Upload



Please select the file you would like to upload

[Choose File](#) No file chosen

Only CSV files are supported – Max Size: 10MB

[CSV Template](#)

[Start over](#) [Continue](#)



Choose your file to upload and click on “Continue”.

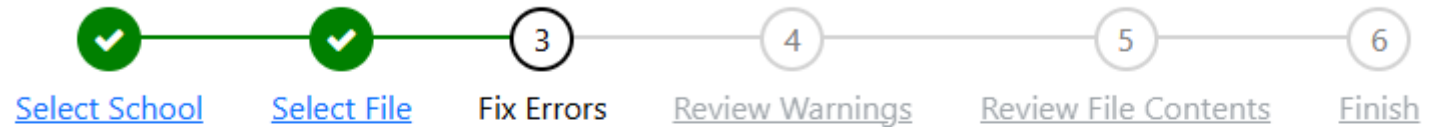
Click the “Start over” button anytime to start from the beginning



Step 1: Upload Your File

The system will check for errors. If there are any errors, they'll be listed. Click the "Start over" button to start the upload process again once your file is fixed.

Upload



There were errors processing your file. Please address them and resubmit.

Row ▾	Column ▾	Message ▾
		The SchoolCode was found multiple times in the same file. Duplicate SchoolCodes are not allowed

[Download errors](#)

Start over



Step 1: Upload Your File

Last step is to review your file contents and make sure it looks correct.

Click the “Confirm” button once you are ready to upload file contents into CSAW.

Upload



Please carefully review the summary of the file contents. If the summary looks correct, click “Confirm”.

This will apply the changes to CSAW and cannot be undone.

0 records marked for deletion.

		Total	Summer 1	Fall	Winter	Spring	Summer 2
WCG	Amount	\$25,580,491		\$8,224,622	\$8,065,417	\$7,524,638	\$1,765,814
	Total Awards	12584		4014	3978	3744	848
	Need Met Awards						
Bridge	Amount	\$929,428		\$322,362	\$307,271	\$294,182	\$5,613
	Total Awards	5138		1751	1740	1632	15
	Need Met Awards						
CBS	Amount	\$492,639		\$161,307	\$155,727	\$144,263	\$31,342
	Total Awards	3035		984	956	899	196
	Need Met Awards						
PTC	Amount	\$485,324		\$167,007	\$164,208	\$154,109	
	Total Awards	520		179	176	165	
	Need Met Awards						

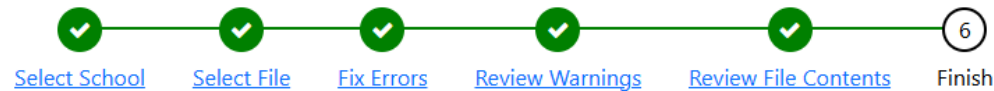
Start over

Confirm



Step 1: Upload Your File

Upload



Saving file to database...

Start a new upload

A status bar will appear as your file is saved to CSAW.

Once the file is uploaded, click on "Review Edits"

Upload



All records have been saved.

Start a new upload

Review Edits



Step 2: Resolve Edits

Upload



All records have been saved.

[Start a new upload](#)

[Review Edits](#)



Click on “Review Edits”
tab to access any edits
that need to be
resolved or access the
edit menu in CSAW >
Edits



Step 2: Resolve Edits

When you access the edits tab, a list of all edits will be there.

Those listed as informational do not have to be addressed to move on with the interim report but are helpful to review.

Click on an edit to view the students associated with the edit.



CSAW		2024-2025	send a secure message to WSAC	
Upload	Edits	Request Funds	Interim Report	Students
350 edits (38 informational)		csv		
Bridge Edits		52		
<input checked="" type="checkbox"/>	Bridge students must receive maximum WCG award	OVERRIDABLE		29
<input checked="" type="checkbox"/>	Not eligible for Bridge Grant if CBS Eligible	OVERRIDABLE		5
<input checked="" type="checkbox"/>	Student is Bridge Grant eligible but has not been awarded	OVERRIDABLE		6
<input checked="" type="checkbox"/>	Total Bridge Grant awards exceeds yearly max	OVERRIDABLE		12
CBS Edits		31		
<input checked="" type="checkbox"/>	CBS award exceeds maximum eligible amount	OVERRIDABLE		10
<input checked="" type="checkbox"/>	Must award the maximum CBS amount	OVERRIDABLE		6
<input checked="" type="checkbox"/>	Student is OK to pay but hasn't been awarded CBS	OVERRIDABLE		5
<input checked="" type="checkbox"/>	Total CBS awards for year cannot exceed \$2 of maximum	OVERRIDABLE		10
General Edits		59		
	Student not eligible for Bridge	NONOVERRIDABLE		7
	Student not eligible for WCG	NONOVERRIDABLE		2
<input checked="" type="checkbox"/>	CBS students must receive maximum WCG award	OVERRIDABLE		7
<input checked="" type="checkbox"/>	Combined enrollment status cannot exceed full-time for a single term	OVERRIDABLE		43
PTC Edits		22		
	PTC student has 3 or less QER	INFORMATIONAL		1



Step 2: Resolve Edits

← 29 Bridge students must receive maximum WCG award

<input type="checkbox"/>	SID ▾	SSN ▾	Name (last ▾, first ▾)	Term ▾	Credits ▾	Bridge ▾	WCG ▾	CBS ▾	PTC ▾	<input type="button" value="Delete all checked"/>
<input type="checkbox"/>				Fall	12.00 credits ▾	250	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Winter	12.00 credits ▾	250	2105			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Fall	15.00 credits ▾	250	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Winter	12.00 credits ▾	167	667			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Spring	12.00 credits ▾	167	667			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Fall	15.00 credits ▾	125	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Fall	15.00 credits ▾	167	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Fall	15.00 credits ▾	125	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Winter	12.00 credits ▾	250	667			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Winter	12.00 credits ▾	167	1318			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Summer 1	5.00 credits ▾	167	667			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>
<input type="checkbox"/>				Winter	12.00 credits ▾	166	2105			<input type="button" value="save"/> <input type="button" value="override"/> <input type="button" value="delete awards"/>

- Students' names will populate, and you can click the link to go to their student detail record.
- Sorting by last name can be helpful
- If you know the fix or the override, you can do it directly in the edit screen.
 - It is good to review the student detail information.



Step 2: Resolve Edits

Click on the triangle icon in the term detail or academic year to view edit/s.

This is also where any override information will be displayed if WSAC rejects an override.

Home | Csa | Students

Upload | Edits | Request Funds

Student detail - [redacted] award view

10.830 WCG QER [redacted] Student has no CBS Pledge

Add new year

2024-2025

2024-2025

1 edit

Bridge students must receive maximum WCG award Overrideable as of Sep 23, 2024

2022-2023

	Enrollment	WCG	Bridge	CBS	PTC
Spring	< Half Time	\$372.00			
Winter	3/4 time	\$1,116.00			
Fall	3/4 time	\$1,116.00	\$500.00		

2021-2022

	Enrollment	WCG	Bridge	CBS	PTC
Spring	3/4 time	\$651.00			
Winter	3/4 time	\$650.00			
Fall	3/4 time	\$650.00			

2020-2021

	Enrollment	WCG	Bridge	CBS	PTC
--	------------	-----	--------	-----	-----

2024-2025 Summer 1 term

Credits: 5.00 credits Calendar: Quarter

Award	Paid	Max Award	Receivable
-------	------	-----------	------------

Edits may be term specific or Academic year specific

This box contains information using restricted CUI//SP FTI data and may ONLY be used for the purpose of the application, award and administration of student (state) aid programs and is permitted under the HEA and IRC rules.

CUI//SP-TAX Family income: show CUI//SP-TAX Family size: show MFI Category: 65%

- Felony, fine up to \$5,000, or imprisonment up to 5 years, or both, plus the costs of prosecution
- Willful unauthorized inspection of tax return or return information (IRC §7213A)
- Fine up to \$1,000, imprisonment up to 1 year, or both, plus the costs of prosecution
- Knowing or negligent inspection or disclosure of tax return or return information by officer or employee in violation of any provision of IRC §6103
- Taxpayer may bring a civil action for damages against officer or employee



Step 3: Request Funds

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

TRAINING

WSAC Portal Training
Welcome Carlie Curlee
Logout

Home | CSAW | Request Funds

Choose a menu item

CSAW - Request Funds

2024-2025

send a secure message to WSAC

Upload Edits Request Funds Interim Report Students Account Status

* Choose all students by term/program

Upload a list of students from your existing CSAW population

Choose students individually

View previous requests

WASHINGTON STUDENT ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

TRAINING

WSAC Portal Training
Welcome Carlie Curlee
Logout

Home | CSAW | Request Funds

Choose a menu item

CSAW - Request Funds

2024-2025

send a secure message to WSAC

Upload Edits Request Funds Interim Report Students Account Status

* Choose all students by term/program

All Terms/Programs	WCG			BRIDGE			CBS			PTC						
	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits	Selected	Total	Edits				
Summer 1	<input checked="" type="checkbox"/>	\$318,972.00	\$318,972.00	▲ 44 Edits	<input checked="" type="checkbox"/>	\$37,164.00	\$37,164.00	▲ 16 Edits	<input checked="" type="checkbox"/>	\$3,934.00	\$3,934.00	▲ 9 Edits	<input checked="" type="checkbox"/>	\$0.00	\$5,596.00	▲ 1 Edits
Fall	<input type="checkbox"/>	\$0.00	\$951,426.00	▲ 104 Edits	<input type="checkbox"/>	\$0.00	\$82,894.00	▲ 29 Edits	<input type="checkbox"/>	\$0.00	\$16,472.00	▲ 16 Edits	<input checked="" type="checkbox"/>	\$0.00	\$6,531.00	
Winter	<input type="checkbox"/>	\$0.00	\$932,859.00	▲ 99 Edits	<input type="checkbox"/>	\$0.00	\$74,142.00	▲ 23 Edits	<input type="checkbox"/>	\$0.00	\$15,865.00	▲ 19 Edits	<input checked="" type="checkbox"/>	\$0.00	\$6,531.00	
Spring	<input type="checkbox"/>	\$0.00	\$897,924.00	▲ 94 Edits	<input type="checkbox"/>	\$0.00	\$71,800.00	▲ 18 Edits	<input type="checkbox"/>	\$0.00	\$15,197.00	▲ 14 Edits	<input checked="" type="checkbox"/>	\$0.00	\$6,538.00	
Total		\$318,972.00			\$37,164.00			\$3,934.00		\$0.00						

Summer 1

Showing 1-10 of 343 results

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Search for a student by name

CSV

Name	SSN	Credits	WCG	BRIDGE	CBS	PTC
		6.00 credits	<input checked="" type="checkbox"/> \$794.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input checked="" type="checkbox"/> \$1,318.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input checked="" type="checkbox"/> \$1,318.00	<input checked="" type="checkbox"/> \$125.00		<input checked="" type="checkbox"/> \$933.00

The easiest way to request funds is to select “Choose all students by program”.

Once there, select "All Terms/Programs" to request all funds for all terms.



Step 4: Request Funds

Click on “I Agree, Request Funds”.



Showing 1-10 of 788 results

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Search for a student by name

csv

Name ^	SSN ^	Credits ^	WCG ^	BRIDGE ^	CBS ^	PTC ^
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$167.00		
		13.00 credits	<input checked="" type="checkbox"/> \$1,588.00		<input checked="" type="checkbox"/> \$167.00	
		16.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		14.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		10.00 credits	<input type="checkbox"/> \$159.00			
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		<input type="checkbox"/> \$933.00
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$166.00		
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		
		12.00 credits	<input checked="" type="checkbox"/> \$1,588.00		<input checked="" type="checkbox"/> \$167.00	
		15.00 credits	<input checked="" type="checkbox"/> \$1,588.00	<input checked="" type="checkbox"/> \$125.00		

i

By submitting this funds request for state financial aid, I certify that each student meets this program's eligibility requirements, has a student directive on file, and has been paid the amount specified with institutional funds. Adjusted awards must all flow through a non-interest bearing account.

I Agree, Request Funds

back



Confirmation of the request will appear. A list of students in that request can be downloaded.

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EDUCATION • OPPORTUNITY • RESULTS

TRAINING

Home ▾ | Csw ▾ | Request Funds

CSAW - Request Funds

2024-2025 ▾

Upload Edits Request Funds

Request Submitted on 2024-09-23

WSAC staff has been notified. You should have received an email notification.
[view all previous funds requests](#)



Step 4: Review Report

Home ▾ | Csaw ▾ | Interim Report

Choose a menu item



2024-2025 Fall Interim Report for

[view other reports](#)

Upload	Edits	Request Funds	Interim Report	Students	Account Status
--------	-------	---------------	----------------	----------	----------------

Submit

Awards & Payments

Total Eligible

Receivables

Expenditure Type

WCG

BRIDGE

CBS

PTC

Funds Drawn

\$495,672.00

\$24,000.00

\$68,255.00

\$0.00

Returned by Institution

\$0.00

\$0.00

\$0.00

\$0.00

Net Funds Drawn

\$495,672.00

\$24,000.00

\$68,255.00

\$0.00

Total Funds Requested

\$495,672.00

\$24,000.00

\$68,255.00

\$0.00

Unrequested Awards

\$0.00

\$0.00

\$1,447.00

\$0.00

Awards Reported

\$495,672.00

\$24,000.00

\$69,702.00

\$0.00

Difference

✓ \$0.00

✓ \$0.00

⚠ -\$1,447.00

✓ \$0.00

Not yet submitted - due on 11/18/24

Submit Interim Report

Make sure to
review all
awards

Once the report has been reviewed and
looks correct, click on “Submit Interim
Report” to submit.

If the report button is not present or
grayed out, there are still edits to resolve.



Step 5: Submit Report

A confirmation email will be sent to you and to wcg@wsac.wa.gov

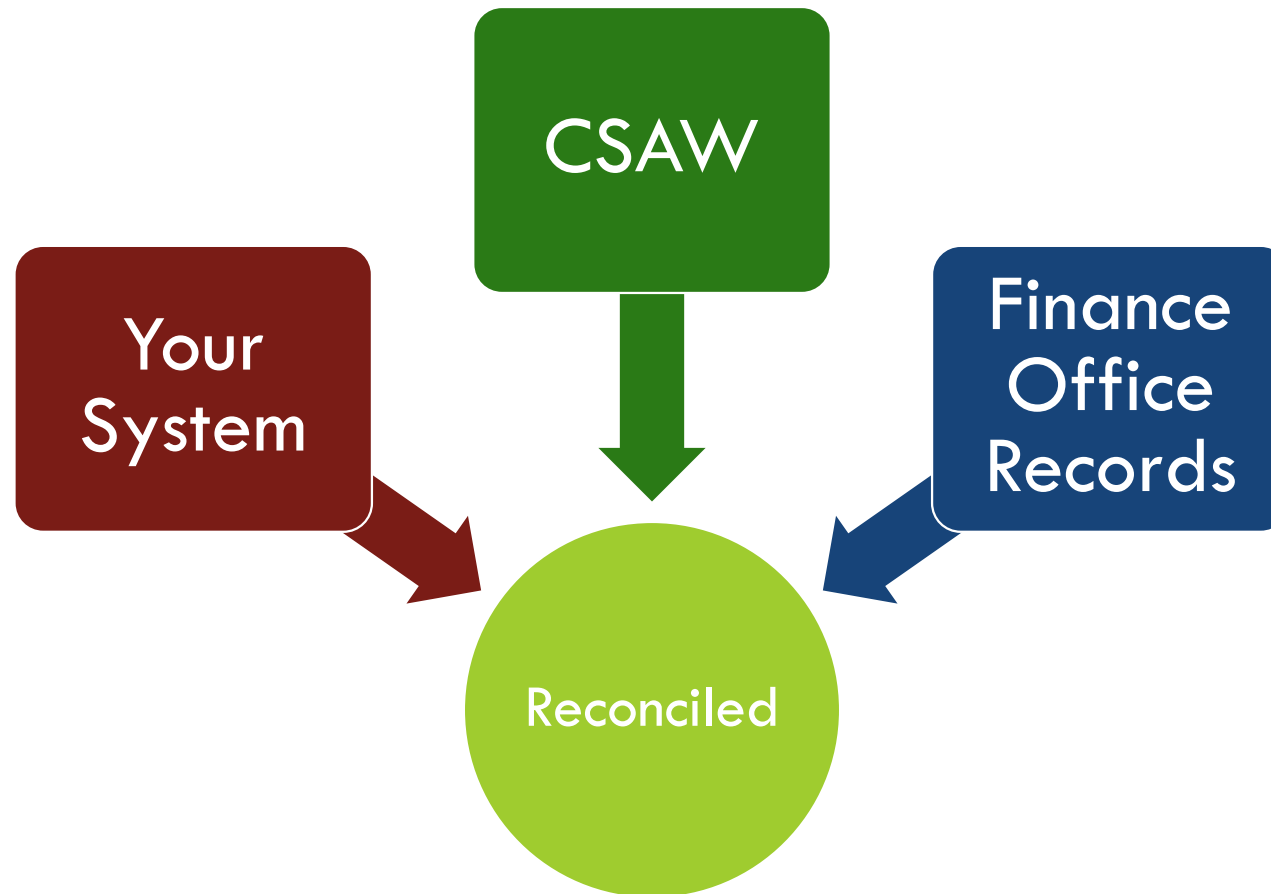


Our team will review any overrides and will contact you if there are any changes needed



Interim Report Reconciliation

Reconciling during interim reporting is essential, especially during the final interim reporting period. This means:





Interim Data vs. URR Data

Interim

Uses the reported ISIR transaction # to check family income/MFI compared to award in CSAW

Does not look at residency, cost of attendance, or need

Unit Record

Uses the reported ISIR/WASFA transaction # to check family income/MFI compared to awards in CSAW; Report if Rejected ISIR/WASFA status

Requires residency status, need duration, cost of attendance, SAI, and Need calculation; also, Year in School and Ethnicity



Unit Record Report (URR)

What is the Unit Record Report?

- The URR collects comprehensive, student-specific data about federal, state, private, and institutional aid distributed to resident and nonresident, need-based financial aid recipients who attend Washington institutions that participate in the WA College Grant (WCG) program. The report also includes information about federal borrowing for non-need-based loan recipients.
- The URR data is submitted annually, in August, after fiscal year-end.



Unit Record Report (URR)

Why is the Unit Record Report important?

- WSAC collects this data to analyze who benefits from aid programs. The report helps determine how well federal, state, institutional, and other aid sources are meeting student need.
- It is used to evaluate state financial aid programs, support budget requests, and improve services to students.



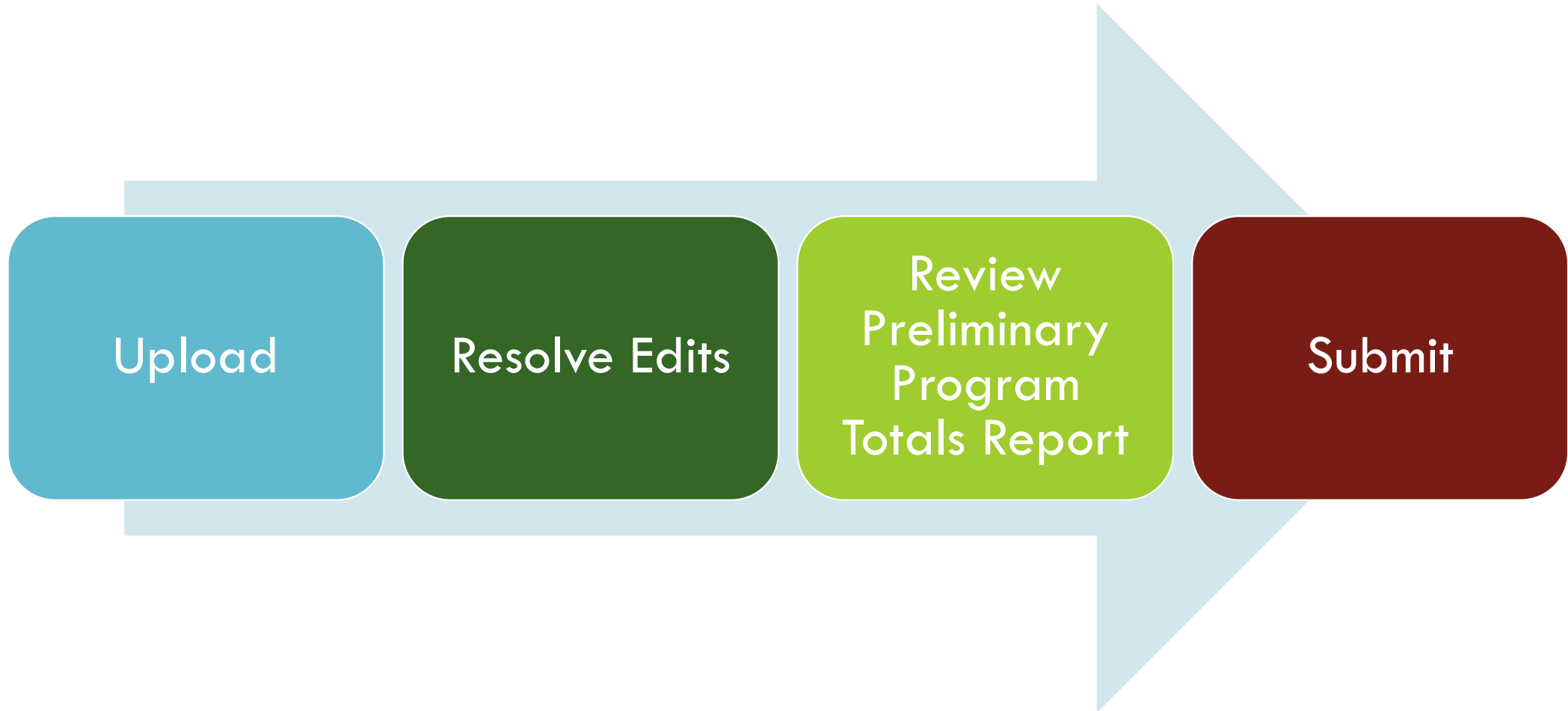
Unit Record Report (URR)

What is reported in the URR?

- Student Specific Information
 - Includes SSN/WASFA ID, Institution Student ID (public schools), Date of Birth, Gender, Residency status, Year in School, Race/Ethnicity
- ISIR Transaction number from FAFSA/WASFA application
 - Rejected ISIR/WASFA indicator, Yes or No
- Cost of Attendance, Student Aid Index (SAI), Need Duration, Need Amount
- Credit Enrollment by Term ("0 credits" - "30.00 credits")
- Awards by Type and Term (Federal, State, Institutional, Other)



Unit Record Report Process





Unit Record Report Upload

Browse to choose your file to upload
and click on “Start Upload”.



7162 - Test school



2024-2025



Add a Note

or



Send us an Email

Upload

Errors

Review

Submit

Upload an Excel (or CSV) file with unit record information for your students **(large CSV files (over 10MB) should be zipped before uploading).**

Note: During the upload, unit records will be created for students not included in this report, but who have award data on file (from CSAW or another reporting application)

Download the template [here](#).

7162 Test School unit-record-report - 2025-06-15T150604.777.csv

Browse

Start Upload

Create Record Manually



Unit Record Upload



⚠ This file cannot be saved due to errors. Please correct your file and resubmit.

Row Errors

- Row 3987 Field IsStateResident: " is an invalid value
- Row 3987 Field RejectedIsirWasfa: " is an invalid value
- Row 3988 Field IsStateResident: " is an invalid value
- Row 3988 Field RejectedIsirWasfa: " is an invalid value

Download Errors

Try Again

The system will check for critical errors. If there are any errors, they'll be listed. Download the error list and correct errors in your file. Click the "Try Again" button to start the upload process again once your file is fixed.



7162 - Test school 2024-2025

[Add a Note](#) or [Send us an Email](#)



Successfully Uploaded ✓

Search Students

Add File

Add Record

Students reported to date: ⓘ

Year in School	Count
Freshman/1st Year	2
Sophomore/2nd Year	2
Junior/3rd Year	2
Senior/4th Year	2
Graduate	1
Other	1
Total	10

Delete All URR Data

Download Report

Continue



After you receive the "Successfully Uploaded" message, click "Continue"



Address Student Record Errors Listed

You can sort your Error list by Error Status or Type, or by column Titles

Click the blue highlighted SSN to open the student record for review and edit.



Upload

Errors

Review

Submit

Unit Record Errors

35 errors (35 overrideable - 0 must fix - 0 overridden - 0 informational)

Override Reason

Override Reason

Override 0 errors

Delete 0 overrides

Status: All

Error Type: View All Error Types

* Resolved errors with no comment history do not appear in this table

Search: Search errors by all fields

< Page 1 of 4 >

Show 10

Download 35 Results to CSV

<input type="checkbox"/> SSN	Student ID	Name	Error (hover over the error to see the full text)	Overrideable
<input type="checkbox"/> 900000001		A, Student	WA College Grant award not found in CSAW	Overrideable
<input type="checkbox"/> 900000001		A, Student	Student Id Number must be provided by public schools - the f...	Overrideable
<input type="checkbox"/> 900000001		A, Student	WA College Grant amount differs from CSAW (CSAW: 0; unit rec...	Overrideable



Review Errors tab within student record

Student D (9000000004)

[◀ Prev](#) [Next ▶](#) [Return to List](#)

Delete

Save

[Details](#)

[Terms](#)

[On File](#)

[Errors \(5\)](#)

Override Reason

Override Reason

Override 0 errors

Delete 0 overrides

Status:

All

Error Type:

View All Error Types

* Resolved errors with no comment history do not appear in this table

Search:

<

Page

1

of 1

>

Show 10

▼

[Download 5 Results to CSV](#)

<input type="checkbox"/>	SSN	Student ID	Name	Error (hover over the error to see the full text)	Overrideable
<input type="checkbox"/>	900000004		D, Student	College Bound Scholarship award not found in CSAW	Overrideable
<input type="checkbox"/>	900000004		D, Student	Cost Of Attendance minus SAI does not equal Need	Overrideable
<input type="checkbox"/>	900000004		D, Student	Student Id Number must be provided by public schools - the f...	Overrideable
<input type="checkbox"/>	900000004		D, Student	College Bound Scholarship amount differs from CSAW (CSAW: 0;...	Overrideable
<input type="checkbox"/>	900000004		D, Student	Total Awarded Financial Aid exceeds the reported Need Amount	Overrideable



Review On File tab for URR and CSAW/other Portal comparisons

Student D (9000000004)

[◀ Prev](#) [Next ▶](#) [Return to List](#)

Delete

Save

[Details](#)

[Terms](#)

[On File](#)

[Errors \(5\)](#)

	Program Data	Unit Record	
WCG	\$0	\$0	✓
WA Bridge	\$0	\$0	✓
CBS	\$0	\$1,000	✗
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	✓



Make corrections in Details tab and "Save," before exit

Student D (9000000004)

[◀ Prev](#) [Next ▶](#) [Return to List](#)

Delete

Save

Details Terms On File Errors (5)

Student Information

First name	Student
Middle name	Middle name
Last name	D
SSN or WASFA Id	9000000004
Date of birth	06/15/2005
Gender	Male
Is resident	Yes

Ethnicity

Hispanic origin	No
Asian	No
Black/african american	Yes
American indian alaska native	No
Native hawaiian/pacific islander	No
White	No
Other race	No

ISIR WASFA & School Information

Transaction number	1
Rejected	No
Student id	Student id
Year in school	Sophomore/2nd Year

Need

Duration (months)	11
COA	30000
SAI	0
Need amount	5000



Make corrections in Terms tab and "Save," before exit

Student D (9000000004)

◀◀ Prev

Next ▶▶

[Return to List](#)

Delete

Save

[Details](#)

[Terms](#)

[On File](#)

[Errors \(5\)](#)

☐ Show All [Click to lock](#)

	Summer 1	Fall	Winter	Spring	Summer 2	Total
Credits	12.00 credits ▾	0 credits ▾	0 credits ▾	0 credits ▾	0 credits ▾	
Federal						
Federal Pell Grant	3173	0	0	0	0	3,173
Federal Direct Subsidized Loans	1732	0	0	0	0	1,732
Federal Direct Unsubsidized Loans	2969	0	0	0	0	2,969
State						
College Bound Scholarship	1000	0	0	0	0	1,000
Total	8,874	0	0	0	0	8,874



Entering Override comments and "Save," before exit

Click square next to error message you want to enter override comment, which will activate the Override Reason field..

Click the blue highlighted "Override _ errors" button to add the comment.

Student D (9000000004)

Prev Next Return to List

Delete

Save

Details Terms On File Errors (5)

Override Reason

Override Reason

Override 0 errors

Delete 0 overrides

Status:

All

Error Type:

View All Error Types











* Resolved errors with no comment history do not appear in this table

Search: Search errors by all fields

Page 1 of 1

Show 10

Download 5 Results to CSV

<input type="checkbox"/>	SSN 	Student ID 	Name 	Error (hover over the error to see the full text) 	Overrideable 
	900000004		D, Student	College Bound Scholarship award not found in CSAW	Overrideable
	900000004		D, Student	Cost Of Attendance minus SAI does not equal Need	Overrideable
	900000004		D, Student	Student Id Number must be provided by public schools - the f...	Overrideable
	900000004		D, Student	College Bound Scholarship amount differs from CSAW (CSAW: 0;...	Overrideable
	900000004		D, Student	Total Awarded Financial Aid exceeds the reported Need Amount	Overrideable



Next step: Continue to Review

Upload Errors Review Submit

Unit Record Errors

35 errors (0 overrideable - 0 must fix - 35 overridden - 0 informational)

Add Record Revalidate **Continue to Review**

Override Reason

Override Reason

Override 0 errors Delete 0 overrides

Status: All

Error Type: View All Error Types

* Resolved errors with no comment history do not appear in this table

Search: Page 1 of 4 Show 10 [Download 35 Results to CSV](#)

<input type="checkbox"/>	SSN	Student ID	Name	Error (hover over the error to see the full text)	Overrideable
<input type="checkbox"/>	900000001		A, Student	WA College Grant award not found in CSAW	Overridden
<input type="checkbox"/>	900000001		A, Student	Student Id Number must be provided by public schools - the f...	Overridden
<input type="checkbox"/>	900000001		A, Student	WA College Grant amount differs from CSAW (CSAW: 0; unit rec...	Overridden
<input type="checkbox"/>	900000001		A, Student	Summer1 term Enrollment cannot be 0 Credits when Summer1 ter...	Overridden
<input type="checkbox"/>	900000002		B, Student	WA College Grant award not found in CSAW	Overridden

After all errors have been addressed with a correction or an Override comment, then "Continue to Review" button will appear.



Review and Confirm Preliminary Program Totals Report

7162 - Test school

2024-2025

Add a Note

 or

Send us an Email

Upload ✓

Errors ✓

Review

Submit

Program Totals Report i

Confirm Report

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

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, confirm the report and continue.

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.

Show All

Download PDF

	2021-2022		2022-2023		2023-2024		2024-2025		% Change	
Federal Aid	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount
Federal Pell Grant	n/a	n/a	n/a	n/a	n/a	n/a	1	\$3,173	0.0%	0.0%
Federal SEOG	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal TEACH Grant	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal Nursing Scholarship	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal Workstudy	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
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	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%

Review the Preliminary Program Totals Report for any unusual program data patterns in the current year compared to prior years; make note of % changes between last two years. If accurate, download the PDF, then click "Confirm Report."

Washington Student Achievement Council

41



Re-affirm accuracy of Preliminary Program Totals Report

7162 - Test school 2024-2025

[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

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, confirm the report and continue.

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.

Show All

[Download PDF](#)

	2021-2022		2022-2023		2023-2024		2024-2025		% Change	
Federal Aid	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount	Awards	Amount
Federal Pell Grant	n/a	n/a	n/a	n/a	n/a	n/a	1	\$3,173	0.0%	0.0%
Federal SEOG	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal TEACH Grant	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal Nursing Scholarship	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
Federal Workstudy	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%
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	n/a	n/a	n/a	n/a	n/a	n/a	0	\$0	0.0%	0.0%

Continue to Submit

The Portal will ask you to re-affirm the accuracy of the Preliminary Program Totals Report.

Click "Continue to Submit."



Pre-Submission Steps

7162 - Test school ▼ 2024-2025 ▼

[Add a Note](#) or [Send us an Email](#)

Upload ✓ Errors ✓ Review ✓ Submit

Before submitting, please review the WCG, CBS & Passport Differences report in the list below.

I've reviewed the report

If all errors and differences have been addressed, and your Program Totals Report appears reasonable, click submit.

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

Please note: The Profile Reports will be produced in January. WSAC will notify institutions when the Profile Reports are available for download:

- [Demographic Distribution Reports](#)
- [Program Totals Report](#)
- [WCG, CBS & Passport Differences](#)
- [Profile Reports](#)

Before attempting to Submit, open and review the differences reports (WCG/Bridge/CBS/Passport) for unaddressed errors that need correction



Confirm all errors have been addressed before clicking "Return to Report Summary."

CSAW Differences Report

WCG, CBS & Passport Differences Between Unit Record and CSAW

wcg

— Select —

wcg

cbs

ptc

bridge

When the Awarded column is blank, it means the student has no award data (for any grant) in our system for the selected year. Additional research is needed.

< Page 1 of 1 >

Show 10

Download 2 Results to CSV

Student ID	Awarded	Unit Record	Difference	Overridden
900000001 A, Student	\$0	\$1,000	\$1,000	Yes
900000002 B, Student	\$0	\$1,000	\$1,000	Yes



Click "I've reviewed the report," which will activate the "Submit" button. Then click "Submit."

7162 - Test school 2024-2025

[Add a Note](#) or [Send us an Email](#)

Upload Errors Review Submit

Before submitting, please review the WCG, CBS & Passport Differences report in the list below.

I've reviewed the report

If all errors and differences have been addressed, and your Program Totals Report appears reasonable, click submit.

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

Please note: The Profile Reports will be produced in January. WSAC will notify institutions when the Profile Reports are available for download:

- [Demographic Distribution Reports](#)
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- [WCG, CBS & Passport Differences](#)
- Profile Reports

7162 - Test school 2024-2025

[Add a Note](#) or [Send us an Email](#)

Upload Errors Review Submit

Ready To Submit?

Submit

If all errors and differences have been addressed, and your Program Totals Report appears reasonable, click submit.

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

Please note: The Profile Reports will be produced in January. WSAC will notify institutions when the Profile Reports are available for download:

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- [WCG, CBS & Passport Differences](#)
- Profile Reports



If ready to submit, click "Confirm." The "Successfully Submitted" message will appear or a **red** notice to address additional errors.

7162 - Test school 2024-2025

[Add a Note](#) or [Send us an Email](#)

Upload Errors Review **Submit**

Ready To Submit?

Confirm Cancel

If all errors and differences have been addressed, and your Program Totals Report appears reasonable, click submit.

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

Please note: The Profile Reports will be produced in January. WSAC will notify institutions when the Profile Reports are available for download:

- [Demographic Distribution Reports](#)
- [Program Totals Report](#)
- [WCG, CBS & Passport Differences](#)
- Profile Reports

7162 - Test school 2024-2025

[Add a Note](#) or [Send us an Email](#)

Upload Errors Review **Submit**

Successfully Submitted

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

Please note: The Profile Reports will be produced in January. WSAC will notify institutions when the Profile Reports are available for download:

- [Demographic Distribution Reports](#)
- [Program Totals Report](#)
- [WCG, CBS & Passport Differences](#)
- Profile Reports



Most common errors found in URR - #1

- Discrepancy between WSAC payment records in CSAW or other Portal programs and institutional reporting of awards in the URR. Reconcile individual student level program and internal records before year-end.

Details	Terms	On File	Errors
Program Data		Unit Record	
WCG	\$11,536	\$14,420	✗
WA Bridge	\$500	\$500	✓
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	✓

Details	Terms	On File	Errors
Program Data		Unit Record	
WCG	\$14,420	\$11,536	✗
WA Bridge	\$0	\$0	✓
CBS	\$625	\$500	✗
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	✓



Most common errors in the URR - #2

- Resolve inaccurate Social Security Number or WASFA IDs (mismatches), OR duplicate reporting of student under two different identifiers, before submitting the URR. Duplicate records require that a Person Merge be performed.
 - If error originates in the URR, go to the Details tab of the student record and make correction directly in the SSN or WASFA ID field. Remember to click "Save."
 - If the error originates outside of the URR (in CSAW, for example), WSAC assistance is required to make the correction. Click "Send us an Email" on any screen where it is available and securely notify WSAC to initiate the correction. Include pertinent details.



Most common errors in the URR - #3

- Inaccurate ISIR/WASFA transaction number;

OR

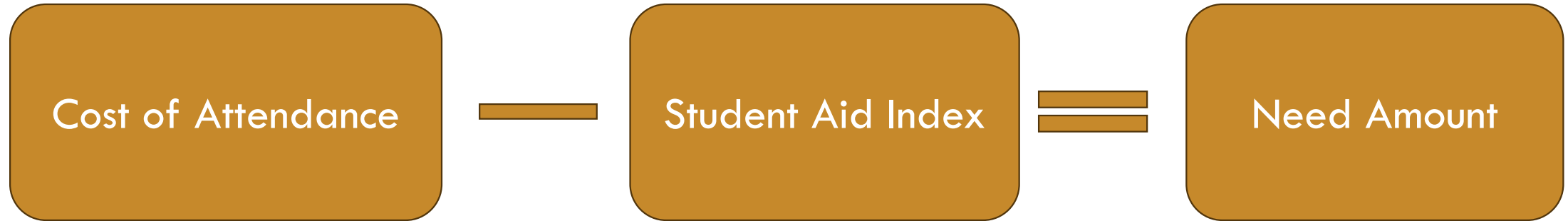
- Failing to report "Yes" in the IsRejected field for invalid or rejected ISIR/WASFAs.

These inaccuracies trigger errors in other sections of the URR:

- Mismatch to CSAW data
- SAI mismatch to ISIR/WASFA record
- Students with Rejected ISIR/WASFA are ineligible for need-based aid. Leave COA, Need Duration, SAI, and Need Amount fields blank. No need-based awards.



Most common errors in the URR - #4



Overaward reminder - All aid counts toward Need if the student received \$1 of need-based aid. Limited exceptions (OFA) may count toward replacing the value of the Student Aid Index (SAI), such as Direct Unsubsidized and PLUS Loans. Non-need-based gift aid does not replace SAI.

Negative SAIs are reported as negative integers. Negative Need Amounts are to be reported as zero.



Most common errors in the URR - #5

Enrollment status/credits

If a student fully "earned" and received state aid for a term in which the student met the WSAC requirement to attend all classes for at least one day before stopping out/withdrawing, report the Enrollment at the credit level for which the student was originally enrolled. These instances should not be reported as "0 credits."



Proration of Need Duration and COA reductions

"For the 2024-25 award year, federal guidance no longer permits proration of the SAI for enrollment periods other than 9 months. The use of a non-prorated SAI means less eligibility for students enrolled in less than a full 9 months. In many instances, this may make an otherwise eligible student, suddenly ineligible for state financial aid."

Please thoroughly review the July 15, 2024 WCG email containing WSAC's official guidance regarding Proration of COA and SAI for periods of enrollment other than 9 months related to state aid programs, including examples. (see Program Guidance at <https://wsac.wa.gov/FAA-resources>)



Proration of Need Duration and COA reductions

- Proration applies only if the student enrolls for other than 9 full months.
- In the event proration results in an overaward, other aid must be reduced if there is at least \$1 of need-based aid awarded. (Overawards should be identified and resolved before completion of final interim or URR submission.)
- WSAC permits professional judgment decisions using institutional methodology when awarding state aid. Federal Methodology must be used to report in URR (unreduced SAI), however, recalculated SAI for institutional methodology must be included in override comment when used to award state aid.



Reminder of 2024-25 revisions to URR

- Significant .csv header layout changes:
 - Fields removed due to status as Federal Tax Information (FTI)
 - MaritalStatus
 - IsDependent
 - FamilySize
 - NumberInCollege
 - FamilyIncome

Error messaging associated with these fields no longer apply and have been removed.

- StudentAidIndex field header replaces ExpectedFamilyContribution



Reminder of 2024-25 Revisions to URR, continued

- Negative SAI is to be reported in the URR as a negative integer
- If negative SAI results in a negative Need Amount in the budget calculation ($\text{COA} - \text{SAI} = \text{Need Amount}$), the Need Amount must be adjusted to zero. Negative Need Amount is invalid.
- [TERM]EnrollmentStatus has been modified to accept enrollment intensity credits (incremental reporting range "0 credits" to "30.00 credits"). Use two decimal points, with the exception of "0 credits" which is reported without decimals.
- Two new Health programs added:
 - [TERM]BehavioralHealthConditionalScholarship
 - [TERM]SubstanceUseDisorderProfessionalGrant



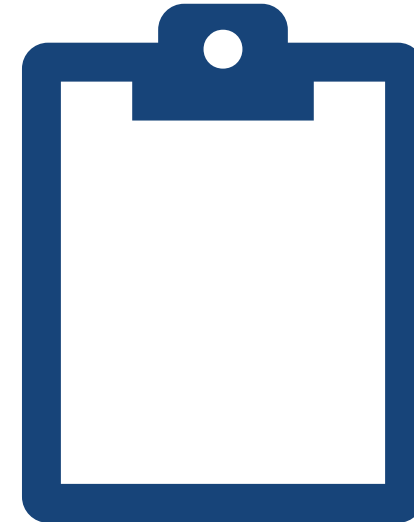
Reminder of 2024-25 revisions to URR, continued

- Maximum award values revisions:
 - Washington College Grant (WCG) - \$17,835 (formerly \$19,000)
 - College Bound (CBS) - \$6,180 (formerly \$12,000)
 - Passport Scholarship - \$4,200 (formerly \$7,500)
 - National Guard Grant - \$7,000 (formerly \$6,000)
 - SBCTC Opportunity Grant - \$10,120 (formerly \$9,888)
- Three Unit Record Report training webinars scheduled:
 - Tuesday, July 29 – 1:30 p.m. - 3:30 p.m.
 - Tuesday, August 12 – 1:30 p.m. - 3:30 p.m.
 - Thursday, August 14 – 9:30 a.m. - 12:00 p.m. - co-presented with SBCTC



Your Feedback

A short survey will pop up after this presentation. Please let us know how we did and what you'd like to see in the future. Your feedback is important to us!





Questions?

**Thanks for
your time!**

Contact Us at
wsg@wsac.wa.gov or
unitrecord@wsac.wa.gov