

**Washington Student  
Achievement Council**

**UNIT RECORD REPORT MANUAL**

**2012-13  
ACADEMIC YEAR**

**SECURE SITE SUBMISSION**

**AUGUST 2013**



**WASHINGTON**  
OPPORTUNITY PATHWAYS

**UNIT RECORD REPORT**  
**Washington Student Achievement Council Staff**

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**UNIT RECORD**  
**2012-13 ACADEMIC YEAR**

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## OVERVIEW

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

### Unit Record Report History

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

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

- RCW 28B.92.040. "... (1) The office shall be research oriented, not only at its inception, but continually through its existence. (2) The office shall coordinate all existing programs of financial aid except those specifically dedicated to a particular institution by the donor. (3) The office shall take the initiative and responsibility ... to ensure that the state recognizes the maximum potential effect of these programs, and shall design state programs that complement existing federal, state, and institutional programs..."
- RCW 28B.92.050. "The office shall have the following powers and duties: (1) Conduct a full analysis of student financial aid ... Such an analysis will be a continuous one and will yield current information relevant to needed improvements in the state program of student financial aid ... (2) Design a state program of student financial aid based on the data of the study referred to in this section. The state programs will supplement available federal and local aid programs."

### Compliance with FERPA

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

As required by 34CFR99.35(a)(1), the Council ensures that use of the Unit Record Report data will not permit identification of students to individuals other than authorized representatives of the Washington Student Achievement Council or other agency officials; and that the data will not be used for purposes outside the scope indicated above.

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

## **Unit Record Report Uses**

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

Data from the Unit Record Report are used to:

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

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

## **Use of Unit Record Report Data for Research Purposes**

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

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

# CHANGES IN 2012-13 UNIT RECORD REPORT

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

- Option 1:** Submit the Unit Record Report using a new Portal submission process. The report requires reporting financial aid amounts received for each of five possible terms. **(Use the 2012-13 Unit Record Report Manual – Portal Submission for this option. Contact [unitrecord@wsac.wa.gov](mailto:unitrecord@wsac.wa.gov) if you need a copy of this manual.)**
- Option 2:** Submit the Unit Record Report using the Secure Site and the same basic format as was required for the 2011-12 submission. Changes to the data submitting will be very minimal and year-end financial aid award amounts will be reported. **(Use this manual for this option)**

## Fields no longer required:

**Field 40** Educational Opportunity Grant: this program is no longer operational – this field to be used by a new program (see below\*)

**Field 52** Need Associated Disbursement: no longer required, may be left blank

**Field 53** Disbursement Associated Need: no longer required, may be left blank

**Fields 54 and 55** Federal Academic Competitiveness Grants: programs are no longer available, may be left blank

**Fields 56 and 57** Federal Smart Grants: programs are no longer available, may be left blank

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

\***Field 40** Opportunity Scholarship: new program with first disbursements in 2012-13

**Field 49** Student's Last Name: now required, was optional in previous years

**Field 62** College Bound Scholarship: first disbursements in 2012-13

## TIMELINE

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

### **DUE DATE FOR 2012-13 UNIT RECORD REPORT**

**OCTOBER 11, 2013**

Institutions must submit complete and accurate Unit Record Reports each year by published due dates. In addition, institutions must reply promptly should requests be made to provide additional information or make corrections. Please know that the Washington Student Achievement Council staff are available for assistance both during the reporting process and throughout the year.

# **CHAPTER 1**

## **GENERAL INSTRUCTIONS**

**2012-13**

**UNIT RECORD REPORT  
SECURE SITE SUBMISSION**

# CHAPTER 1

## GENERAL INSTRUCTIONS

### STUDENTS TO BE INCLUDED

#### **All Data for Each Need-Based Recipient**

One record must be submitted for each student at your institution who received any need-based financial aid, as determined by the Federal Methodology needs analysis using data from a valid 2012-13 Free Application for Federal Student Aid (FAFSA) as submitted to the U.S. Department of Education when available. All sources of aid, including non-need based aid, awarded to need-based aid recipients should be included for these records.

#### **Federal Loan Data for Non-Need Based Loan Recipients**

One record should be submitted for each student at your institution who received any non-need based federal loan(s) (i.e. Federal Direct Unsubsidized Loans, Federal Parent PLUS Loans, Federal Grad PLUS Loans), but who did not receive any form of need-based aid.

These students may or may not have demonstrated financial need as determined by the Federal Methodology. Some students may or may not have filed a FAFSA in order to receive non-need based federal loans.

The required fields for non-need based aid recipients include: Institution Code (Field 1); Social Security Number (Field 2); State Residency Code (Field 3); Enrollment Status by Term (Fields 4-8); Year in School (Field 9); and Student's Last Name (Field 49).

### REPORTING PERIOD

Report financial aid distributed during the 2012-13 academic year. Aid reported may include summer 2012 funding and/or summer 2013 funding. Specific information on this is included in chapter 2.

### REPORT UPDATED INFORMATION

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

### GENERAL DATA FORMATS

- Data files must be in CSV format.
- All fields are numeric except Student's Last Name (Field 49), First & Middle Initial (Field 50), and Institutional ID (Field 51).
- Negative numbers are only allowed in Total Family Income (Field 23).

## **REPORTING APPLICATION**

Data will be collected through the web-based program, the *Unit Record Report Application*. This program allows each institution to enter and edit data before submitting the final report to the Council. The application is available at <https://fortress.wa.gov/wsac/secure/login.asp>. Information on the application is provided in Chapters 3 and 4.

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

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

## **PROFILE REPORTS**

Profile reports provide descriptive and summary statistics by sector and by institution for students who received need-based aid. These data are compiled for state financial aid programs and are made available upon request to financial aid administrators. Statistics include the number of recipients, and totals based on data reported in the Unit Record Report.

# **CHAPTER 2**

## **DATA DEFINITIONS**

### **2012-13 UNIT RECORD REPORT SECURE SITE SUBMISSION**

## CHAPTER 2 – DATA DEFINITIONS

### Before you begin...

*Please read Chapter 2, Chapter 4 (List of System Edits), and refer to Appendix C (Record Layout) in order to minimize errors during the submission process.*

This chapter lists the fields based on general categories. For a numerical listing of fields, refer to the Record Layout in Appendix C, which also provides valid field content and financial aid limits.

**Note:** *Community and technical colleges should refer to the SBCTC Unit Record Report Manual in addition to this Washington Student Achievement Council Manual.*

### STUDENT’S NAME & SCHOOL ID

*The Student’s Last Name is now a required field. The student’s first and middle initials are optional. If any part of the student’s data are flagged by the Unit Record Reporting Tool, the student’s name will appear along with Social Security Number on the Edit Report (see Chapter 4).*

#### STUDENT’S LAST NAME (Required in 2012-13)

*Field 49*

Student’s last name is required in 2012-13. (If a student only has a first name, report that name as first name and last name.)

#### FIRST & MIDDLE INITIAL (Optional)

*Field 50*

Student’s first and middle initials.

#### INSTITUTIONAL ID (Optional)

*Field 51*

Institution-assigned ID number.

## GENERAL, DEMOGRAPHIC, AND ENROLLMENT INFORMATION

#### INSTITUTION CODE

*Field 1*

Four-digit institution code assigned by the Council. See Appendix B for a list. If an institution students at branch campuses or off-campus sites, those students should be included with the main campus report data submitted.

## **SOCIAL SECURITY NUMBER**

### *Field 2*

The student's nine-digit social security number. Do not use blanks or other separators. Duplicate social security numbers are not allowed. Only one record per student is allowed.

## **STATE RESIDENCY CODE**

### *Field 3*

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

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

Use the following codes:

1. Washington Resident
2. Nonresident

## **GENDER**

### *Field 10*

Use the following codes:

1. Male
2. Female

## **DATE OF BIRTH**

### *Field 11*

Year, month, and day in format YYYYMMDD. Valid content range is 1/1/1935 to 12/31/1996, but edits can be overridden.

Example: 3/1/82 is coded 19820301.

Note: When manually entering data, the format is MM/DD/YYYY

## **NEED-BASED AID RECIPIENT**

### *Field 69*

Did the student receive at least one form of need-based aid? Use the following codes:

0. No
1. Yes

Refer to Appendix A for a listing of need-based aid programs.

## **FAFSA ON FILE**

### *Field 70*

Does the student have a 2012-13 FAFSA on file? Use the following codes:

0. No
1. Yes

A small number of SBCTC Opportunity Grant and Workforce Fund recipients and some recipients of non-need based federal loans may not have a FAFSA on file. For these students, the value reported in this field should be “No.” For all other students, the value should be “Yes.”

## **DEPENDENCY STATUS**

### *Field 20*

Use the following codes:

1. Dependent
2. Independent

## **MARITAL STATUS**

### *Field 21*

Use the following codes:

1. Unmarried; including single, divorced, or widowed
2. Married
3. Separated

## **NUMBER OF FAMILY MEMBERS**

### *Field 22*

The number of members in the student’s household, including the student.

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

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

## **NUMBER OF FAMILY IN COLLEGE**

### *Field 63*

The number of family members, including the student, expected to be enrolled in college at least half-time between July 1, 2012 and June 20, 2013 in programs of study leading to college degrees or certificates. For dependent students, this should not include student’s parents unless a professional judgment decision was made.

This number must be at least 1.

## YEAR IN SCHOOL

### *Field 9*

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

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

**Example 2:** Student was classified as a freshman at the time of the last disbursement. After this last disbursement term, the student's institutional classification was considered sophomore. This student should be reported as a freshman, '1'.

Report one of the following codes:

1. Freshman/First Year – Matriculated students with 0-44 quarter or 0-29 semester credit hours, or first-year students at vocational-technical or proprietary schools.
2. Sophomore/Second Year – Matriculated students with 45-89 quarter or 30-59 semester credit hours, or second-year students at vocational-technical or proprietary schools.
3. Junior/Third Year – Matriculated students with 90-134 quarter or 60-89 semester credit hours.
4. Senior/Fourth Year – Matriculated students with 135 or more quarter or 90 or more semester hours. Also, students in the fifth year of a five-year baccalaureate program.
5. Unclassified/Fifth Year – Students who hold a baccalaureate degree and are not enrolled in a program leading to a graduate degree.
6. Graduate – Students who hold a baccalaureate degree and are enrolled in a program leading to a graduate degree (master's or doctoral).
7. Professional – A student enrolled in any of the following degree programs: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (L.L.B. or J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (Pharm.D.), Podiatry (D.P.M., D.P., or Pod.D.), Theology (M.Div., M.H.L., B.D., or Ordination), or Veterinary Medicine (D.V.M.).
8. Other – Non-degree, non-matriculated, high school completion, or other students who cannot be classified as any of the above.

## REPORTING OF FINANCIAL AID RECEIVED BY YOUR STUDENTS

**For students you are reporting on who submitted 2012-13 FAFSAs, report all aid (both need-based and non-need-based) they received for the period of time they received their need-based financial aid.** In addition, for any students that you are required to report only non-need based financial aid (e.g. Federal Direct Unsubsidized Loans) who may not have demonstrated financial need, use the same time period for these students that you used for your 2012-13FAFSA filers.

For any aid disbursed that was based on the 2013-14 FAFSA, please note that that aid will be reported when the 2013-14 URR is submitted.

### Quarter and Semester Term Schools

**Quarter schools** will normally use the fall, winter and spring terms for the reporting of the enrollment of their academic year financial aid recipients.

**Semester schools** will normally report their students as enrolled for the fall and spring terms and showing that the winter term does not apply.

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

**Example 1:** A student at a “trailer” school received financial aid for two short summer sessions in 2013, based on the 2012-13 FAFSA. The student received financial aid for 6 credits for their first summer session (mid-May to late June) and also received financial aid for another 6 credits for their second summer session (early July to mid-August). Include summer 2013 aid and report the student’s enrollment status for ‘Summer 2’ as full-time. For ‘Summer 1’ enrollment status, indicate ‘9’ (does not apply) and show 0 aid received for all Summer 1 term aid.

**Example 2:** A student at a “leader” school received financial aid for the summer 2012 term. By the time the URR is being submitted, the student also received financial aid for the summer 2013 term (based on a 2013-14 FAFSA). Include assistance received during the summer of 2012 as ‘Summer 1’ aid and the enrollment status. For ‘Summer 2’ enrollment status, indicate ‘9’ (does not apply) and show 0 aid received for all Summer 2 term aid. (Note that in this case the 2013 summer enrollment and aid received will be reported on the 2013-14 Unit Record Report.

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

## **Continuous Enrollment Credit Hour and Clock-Hour Schools**

Some clock-hour schools do not divide their school year into academic terms. These schools should report their students' enrollment status and financial aid based largely on the number weeks/months each student received financial aid based upon the submission of their 2012-13 FAFSA. Each term may represent approximately 10 weeks. The reporting period should be based on when the majority of a student's enrollment period occurred.

For all 2012-13 State Need Grant and College Bound Scholarship recipients the terms reported should be consistent with the terms reported for each student in CSAW during the 2012-13 year.

### **Approximate Term Date Ranges for Clock-Hour Schools**

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

## ENROLLMENT STATUS BY TERM

### *Fields 4-8*

Enrollment should be reported based upon the student's status or scheduled clock hours at the time financial aid was disbursed or a fixed date such as the 10<sup>th</sup> day of enrollment

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

URR Code	Undergraduate Enrollment Status	Undergraduate Credits	Scheduled Clock Hours
(1)	Full-Time	12 or more	300 or more
(2)	Three-Quarter	9 - 11	225 -299
(3)	Half-Time	6 - 8	150 - 224
(4)	Less Than Half-Time	Less than 6	Less than 150
(5)	Not enrolled		
(9)	Does not apply (school calendar does not have the indicated term)		

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

URR Code	Graduate Enrollment Status
(1)	Full-Time
(2)	Three-Quarter
(3)	Half-Time
(4)	Less Than Half-Time
(5)	Not enrolled
(9)	Does not apply (school calendar does not have the indicated term)

## RACE / ETHNICITY

### *Fields 12-19*

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

Hispanic origin is the only "ethnic" category reported on the Unit Record Report. The "race" categories in Unit Record Report include: American Indian, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White. All others should be reported in the "Other Race" field.

Students who choose not to provide race/ethnicity information and students who select multiple race categories should be reported based on the field definitions below.

### **Hispanic Origin**

#### *Field 12*

Is the student of Hispanic origin? Use the following codes:

0. No
1. Yes
2. Unknown

### **Race Data Available**

#### *Field 13*

Was race data provided by student? Use the following codes:

0. No, the data were not given
1. Yes, student provided race data

If the student did not provide race data, fields 14-19 should be blank.

#### **American Indian or Alaska Native - Field 14**

0. No, this race was not selected
1. Yes, student selected this race

#### **Asian - Field 15**

0. No, this race was not selected
1. Yes, student selected this race

#### **Black or African American - Field 16**

0. No, this race was not selected
1. Yes, student selected this race

#### **Native Hawaiian or Pacific Islander - Field 17**

0. No, this race was not selected
1. Yes, student selected this race

#### **White - Field 18**

0. No, this race was not selected
1. Yes, student selected this race

#### **Other Race - Field 19**

0. No, this race was not selected
1. Yes, student selected this race

## NEED-RELATED FIELDS

The following fields relate to the **Amount of Need** and therefore, are closely connected to one another. Please read each definition carefully. Also note that for many students, the information provided in these fields will be from their 2012-13 FAFSA. If the financial aid administrator made adjustments (e.g. due to verification, updates from the student or professional judgment decisions) that information should be reported.

**Example 1:** The student filed the FAFSA as a dependent student. The financial aid administrator later documented a professional judgment decision that changed the student's dependency status to independent.

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

For the following five fields, **Parent Contribution, Student Contribution, Cost of Attendance, Duration of Need,** and **Amount of Need**, they should all be reported for the number of months that the student was expected to be receiving aid at the time of the student's first term of disbursed aid. **If a school chooses to report changes to any one of these five fields, then all five of the fields should be changed in the reporting.**

### TOTAL FAMILY INCOME

#### *Field 23*

The family income used in computing the student's **Amount of Need**. This income should be for 12 months. For most families, this figure will be for the base calendar year of 2011 as reported on the 2012-13 FAFSA

Indicate negative amounts with a negative sign (-). For example, a negative income of -\$9,875 would be reported as: "-9875." Family income below -\$50,000 and above \$350,000 will receive an overrideable edit. The lowest reportable amount is -\$99,999.

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

**Independent Student:** Student's and/or spouses taxable and non-taxable income.

### AMOUNT OF NEED

#### *Field 24*

The amount of need used to determine the student's award. This is calculated by subtracting Parent and Student Contributions (Fields 26 & 27) from Cost of Attendance (Field 64).

Need should be based on the number of months a student received aid as indicated in Field 25 (Duration of Need).

Amount of need is expected to be greater than zero if “Yes” is reported in Field 69 (Need-Based Aid Recipient). Overrides are allowed on this edit.

Amount of need may also be greater than zero for some students who did not receive any form of need-based aid [i.e., where “No” is reported in Field 69 (Need-Based Aid Recipient)].

## DURATION OF NEED

### *Field 25*

The number of months for which the need amount reported in Field 24 (Amount of Need) is calculated. For example, if a student’s need is based on a 9-month budget, the figure “9” would be reported.

Duration of need must be greater than zero if “Yes” is reported in Field 69 (Need-Based Aid Recipient) and/or if an amount greater than zero is reported in Field 24 (Amount of Need).

## PARENT CONTRIBUTION

### *Field 26*

Based on dependency status reported in Field 20.

**Dependent Student:** The expected parent contribution used to calculate the student’s need.

**Independent Student:** In most cases, the expected parent contribution will be zero. If expected parent contribution was used to determine financial need, it should be reported here.

**Orphans/Wards of the Court:** Report the parent contribution as zero.

## STUDENT CONTRIBUTION

### *Field 27*

The expected student contribution used to calculate the student’s **Amount of Need**. The student’s contribution can include summer State or Federal Work Study.

## COST OF ATTENDANCE

### *Field 64*

The estimated student budget upon which the **Amount of Need** reported in Field 24 was calculated.

Institutions may adjust Cost of Attendance and related fields if any financial aid disbursements were adjusted during the year, but are not required to do so.

## **FEDERAL AID PROGRAMS**

*Use whole dollar amounts (no decimals) when reporting financial aid disbursements. Report the total amount received based on the submission of the 2012-13 FAFSA.*

### **FEDERAL PELL GRANT**

*Field 28*

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

### **FEDERAL SEOG**

*Field 29*

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

### **FEDERAL PERKINS LOAN**

*Field 30*

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

### **FEDERAL WORK STUDY**

*Field 31*

The student's gross compensation for the 2012-13 academic year and summer if applicable. Include federal, employer, and institutional shares.

### **FEDERAL NURSING SCHOLARSHIPS**

*Field 32*

Federal grants to nurses. Nurses Conditional Scholarships should be reported in Field 44 (Other Loans).

### **FEDERAL NURSING & HEALTH LOANS**

*Field 33*

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

### **FEDERAL DIRECT SUBSIDIZED LOANS**

*Field 34*

The total gross amount borrowed, including fees, of Federal Direct Subsidized Loans (also known as Stafford Subsidized Loans.)

Unsubsidized Stafford Loans should be reported in Field 35 (Federal Direct Unsubsidized Loans). Parent PLUS Loans should be reported in Field 65 (Federal Parent PLUS Loans). Grad PLUS Loans should be reported in Field 66 (Federal Grad PLUS Loans).

## **FEDERAL DIRECT UNSUBSIDIZED LOANS**

### *Field 35*

The total gross amount borrowed for the year, including fees, of Federal Direct Unsubsidized Loans (also known as Unsubsidized Stafford Loans.) Note that this may not be the amount requested on the application form.

Subsidized Stafford Loans should be reported in Field 34 (Federal Direct Subsidized Stafford Loans). Parent PLUS Loans should be reported in Field 65 (Federal Parent PLUS Loans). Grad PLUS Loans should be reported in Field 66 (Federal Grad PLUS Loans).

## **FEDERAL ACADEMIC COMPETITIVENESS GRANT – YEAR 1**

### *Field 54*

Program no longer funded – indicate -0- or leave blank.

## **FEDERAL ACADEMIC COMPETITIVENESS GRANT – YEAR 2**

### *Field 55*

Program no longer funded – indicate -0- or leave blank.

## **FEDERAL SMART GRANT – YEAR 3**

### *Field 56*

Program no longer funded – indicate -0- or leave blank.

## **FEDERAL SMART GRANT – YEAR 4**

### *Field 57*

Program no longer funded – indicate -0- or leave blank.

## **FEDERAL TEACH GRANT**

### *Field 59*

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

## **FEDERAL PARENT PLUS LOANS**

### *Field 65*

The total gross amount borrowed for the year, including fees from the Federal Parent PLUS Loan program. This may not be the amount requested on the application form.

## **FEDERAL GRAD PLUS LOANS**

### *Field 66*

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

## **STATE AID PROGRAMS**

*Use whole dollar amounts (no decimals) when reporting financial aid disbursements.*

### **STATE NEED GRANT**

#### *Field 36*

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

### **TOTAL STATE WORK STUDY**

#### *Field 37*

The student's total gross compensation during the 2012-13 academic year and summer if applicable. Include both the state and employer's share and any earnings from SWS Community Service and/or SWS High Demand projects. This amount should be the sum of On-Campus and Off-Campus earnings (Fields 38 and 39). State Work Study is limited to Washington resident students only.

### **ON-CAMPUS STATE WORK STUDY**

#### *Field 38*

The student's on-campus gross State Work Study earnings for the 2012-13 academic year and summer, if applicable, including institutional share.

### **OFF-CAMPUS STATE WORK STUDY**

#### *Field 39*

The student's off-campus State Work Study gross earnings for the 2012-13 academic year and summer, if applicable, including employer share.

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

### **WORKFORCE TRAINING FUNDS**

#### *Field 42*

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

## **ALL OTHER STATE-FUNDED GIFT ASSISTANCE**

### *Field 43*

The amount of other state funds received by the student such as: GEAR UP, Washington Scholars, WAVE, and / or the American Indian Endowed Scholarship, etc. that are not included in another state category.

## **SBCTC OPPORTUNITY GRANT**

### *Field 58*

(Community, technical, and select private career colleges only)  
The amount of State Board for Community and Technical College (SBCTC) Opportunity Grant funds received by the student.

## **PASSPORT TO COLLEGE SCHOLARSHIP**

### *Field 60*

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

## **GET READY FOR MATH & SCIENCE**

### *Field 61*

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

## **COLLEGE BOUND SCHOLARSHIP**

### *Field 62*

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

## **OPPORTUNITY SCHOLARSHIP**

### *Field 40*

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

## INSTITUTIONAL & OTHER AID PROGRAMS

*Use whole dollar amounts (no decimals) when reporting financial aid disbursements.*

**Institutional Aid Fund (*public institutions only*):** Assistance from the Institutional Aid Fund – formerly known as 3 ½ Percent Institutional Aid Fund – should be reported in the category (Other Loans, Institutional & Off-Campus Employment, or Institutional Aid Fund Grants & Scholarships) that best represents how the funds were spent. The public four-year institutions should include the additional 1/7<sup>th</sup> of tuition revenue awarded as aid in Field 67 (Institutional Aid Fund Grants and Scholarships).

### NEED-BASED TUITION & FEE WAIVERS

#### *Field 41*

The amount of tuition and fee waivers granted on the basis of need. Report waivers awarded based on a combination of need and merit here.

(Publics only)

Report need-based waivers authorized by RCW 28B.15.740 here.

Waivers awarded only on the basis of merit or other non-need based criteria should be reported in Field 68 (Non-Need Based Waivers).

Do not report waivers awarded from Institutional Aid Fund here. These funds should be reported in “Institutional Aid Fund Grants and Scholarships” (Field 67).

### INSTITUTIONAL GRANTS & SCHOLARSHIPS

#### *Field 45*

The amount of institutional scholarships or grants received by the student regardless of need. Include scholarships and grants awarded from the institution’s foundation or endowment.

(Publics only)

Grants or scholarships awarded from the 3 ½% Institutional Financial Aid Fund should be reported in Institutional Fund Grants & Scholarships (Field 67).

### INSTITUTIONAL AID FUND GRANTS AND SCHOLARSHIPS

#### *Field 67*

(Public institutions only)

The amount of grants or scholarships from the Institutional Aid Fund received by the student. Public four-year institutions should include the additional 1/7<sup>th</sup> of tuition revenue awarded as aid in this field. Formerly known as 3 ½% Grants and Scholarships.

## **NON-NEED BASED WAIVERS**

### *Field 68*

The amount of tuition and fee waivers granted on the basis of non-need criteria not reported elsewhere.

Report waivers awarded based on a combination of need and merit in Field 41 (Need-Based Tuition & Fee Waivers).

## **INSTITUTIONAL & OFF-CAMPUS EMPLOYMENT**

### *Field 46*

Gross earnings from non-work study institutional and off-campus employment if employment was awarded on the basis of need and included in the student's financial aid package.

Include WorkFirst work study and any amounts from the Institutional Aid Fund distributed as institutional employment.

Do not include work study earnings reported in Fields 31 (Federal Work Study) or 37-39 (SWS Total, SWS On-Campus, and SWS Off-Campus).

## **OUTSIDE SCHOLARSHIPS**

### *Field 47*

The amount of outside scholarships funds received by the student.

Include Washington State Achievers Scholarships; Governors' Scholarships; Bureau of Indian Affairs (BIA); National Merit; Reserve Officers' Training Corps (ROTC); employer-funded tuition assistance; organizational, company, or service club scholarships; and AmeriCorps.

Scholarships funded by the institution's foundation or endowment should be reported in Field 45 (Institutional Grants & Scholarships).

## **OTHER AGENCY ASSISTANCE**

### *Field 48*

The amount of funds from other government or outside agencies received by the student.

Include funds received from the Department of Labor and Industries, Services for the Blind, Workforce Investment Act, or Vocational Rehabilitation.

## **OTHER LOANS**

### *Field 44*

The amount received from any other loan or “conditional scholarship” program including: Nurses Conditional Scholarships; Canadian, Micronesian, or Alaska Student Loans; PREP; and other non-federal loan programs not reported elsewhere.

Report Future Teachers Conditional Scholarships and Health Professional Loan Repayment and Scholarship program funds here.

Include loans from the Institutional Aid Fund and other loans not reported in Fields 30 (Federal Perkins), 34 (Federal Direct Subsidized Loans), 35 (Federal Direct Unsubsidized Loans), 59 (Federal TEACH Grant), 65 (Federal Parent PLUS Loans), or 66 (Federal Grad PLUS Loans).

## NEED AND DISBURSEMENT DATA

### CROSSING OVER TWO TRADITIONAL ACADEMIC YEARS (OPTIONAL REPORTING FOR 2012-13 – WILL NOT BE ASKED FOR IN 2013-14 REPORTING)

*The following two fields indicate whether or not all disbursement data are associated with the need reported.*

#### **NEED ASSOCIATED DISBURSEMENT (Optional Reporting for 2012-13. This field may be left blank for 2012-13 URR.)**

*Field 52*

Have all the disbursements reported been associated with the Amount of Need (Field 24) reported in this Unit Record Report?

Use the following codes:

- 0. No
- 1. Yes

**Example in which the answer is “No”** – The student’s aid is based on one FAFSA but the disbursements occur in two different academic years. For instance, the student enrolls in May for a 7-month course.

A FAFSA is filed, financial aid is packaged, but only half of all financial aid is disbursed. The other half will be disbursed in September, which falls during the next academic year and should be reported on that Unit Record Report. **The correct code for this example is 0.**

#### **DISBURSEMENT ASSOCIATED NEED (Optional Reporting for 2012-13. This field may be left blank for 2012-13 URR.)**

*Field 53*

Are all the aid disbursements reported on this Unit Record Report associated with a FAFSA from only one year and whose data are shown in Field 24 (Amount of Need)?

Use the following codes:

- 0. No
- 1. Yes

**Example in which the answer is “No”** – The aid reported on this Unit Record Report is based on FAFSA’s from two different academic years.

For instance, the student receives two disbursements during the academic year. The first disbursement was made in July for a term that began in June and was based on a FAFSA from the previous academic year. The second disbursement was made in September and based on a FAFSA from the next academic year. **The correct code for this example is 0.**

# **CHAPTER 3**

## **REPORTING APPLICATION USER'S GUIDE**

**2012-13  
UNIT RECORD REPORT  
SECURE SITE SUBMISSION**

## REPORTING APPLICATION USER'S GUIDE

This section provides help using the web-based reporting application. This program is used to create and submit your institution's Unit Record Report to the Council.\*

This section starts with an overview of the web-based application and continues with step-by-step instructions on page 28.

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

### Accessing the Application

The Unit Record Report application is found on the Washington Student Achievement Council's Secure Website - <https://fortress.wa.gov/wsac/secure/login.asp>.

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**Washington Student  
Achievement Council**

[Login](#)

#### Washington Student Achievement Council Secure Web Site

This Web site is a tool for authorized users only.

It is not designed for students, parents, or other members of the general public.

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The WSAC has updated our website to conform to Washington State Department of Information Services password requirements.

- 1) Passwords will expire after 120 days. You will then be required to select a new password
- 2) Passwords must be between 8 and 32 characters long
- 3) Passwords must contain characters from three of the following four categories: Uppercase, Lowercase, Numbers, Special Symbols (!@#5%^&\*)
- 4) Passwords history will be tracked to prevent the re-use of passwords

---

Email Address:

Password:

---

Call (360)753-7800 if you're having problems logging in.

Don't have an account? [Register Here](#).

If you are not currently registered to access this secure site, please click the **Register Here** link and follow the instructions.

\*The Higher Education Coordinating Board is now the Washington Student Achievement Council.

## Accessing the Application

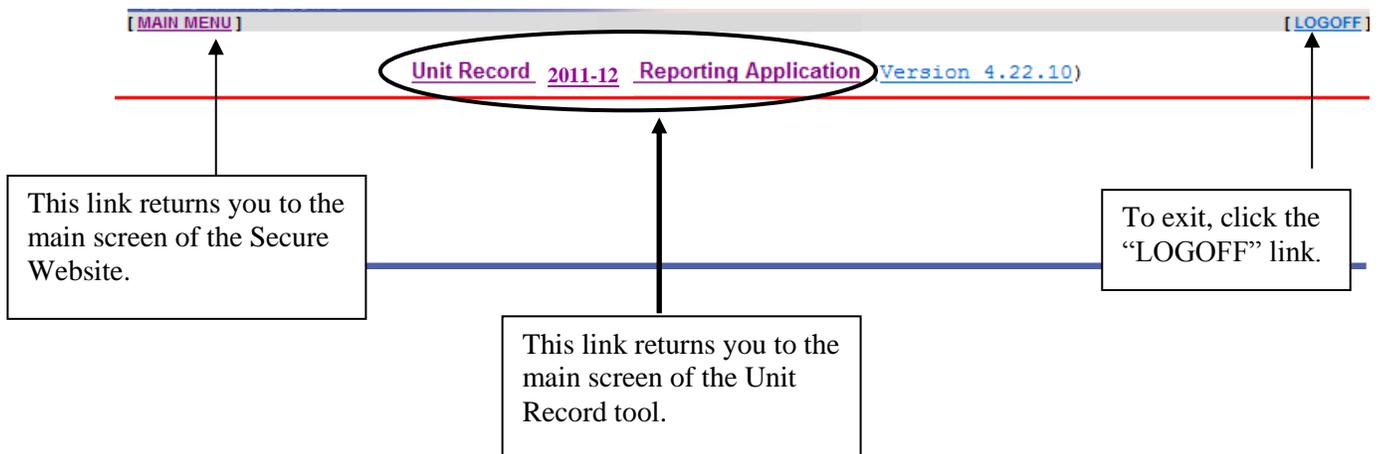
After you log in you will see the Main Menu. Your menu may have different options depending on the programs you have permission to access.

### Main Menu

- [EOG - redirect to portal](#)
- [Future Teachers - redirect to portal](#)
- [SNG Interim Reporting Tool](#)
- [State Need Grant - redirect to portal](#)
- [State Work Study - redirect to portal](#)
- [Unit Record](#)

## Overview of the Unit Record Report Menu

You can return to this menu any time by clicking on the “Unit Record 2012-13 Reporting Application” link.



The data entry section allows you to manually add student records, edit existing records, or upload a CSV file. If you choose to edit existing records, you can search by SSN or by institutional ID (if the institutional ID is already contained in the Unit Record Report data).

Data Entry
<a href="#">Add Record Level Data</a>
<a href="#">Edit Record Level Data</a>
<a href="#">Upload Data From a File</a>

## Overview of the Unit Record Report Menu (continued)

After entering data, the application will check for errors. An edit report containing a list of errors will be available through the following links. The first three links provide access to the same report. Choose the sorting method you prefer: SSN, error type, or student's last name. The last link provides a report that shows any discrepancies between Unit Record Report data and the reconciled State Need Grant Final Interim Report.

Edit Reports
<a href="#">Edit Report Listing by SSN</a>
<a href="#">Edit Report Listing by Error Type</a>
<a href="#">Edit Report Listing by Last Name</a>
<a href="#">SNG Students Not Reported</a>

Informational Reports are provided to compare and analyze current data with previous years' data. These aggregate reports are explained in greater detail in subsequent pages. Review the Informational Reports to check for accuracy. The last link listed below contains a list of all possible edits for which the tool checks.

Informational Reports
<a href="#">Program Totals Report **</a>
**Program Total Report takes a while to run, please be patient.
<a href="#">Residency Status Distribution</a>
<a href="#">Gender Distribution</a>
<a href="#">Dependency Status Distribution</a>
<a href="#">Marital Status Distribution</a>
<a href="#">Age Distribution</a>
<a href="#">List of All Possible Edits</a>

After all data has been submitted and checked for accuracy, submit your finalized report.

Finalize Your Report
<a href="#">Submit Your Unit Record to the WSAC</a>

At some point in the process, you may decide to start over by loading a new CSV file. Before uploading a new file, you must delete the data that are currently in the application. Start by clicking the "Erase All Data" link. NOTE: Any edits previously corrected will not be saved.

Utilities
<a href="#">Erase All Data</a>

# STEP 1: DATA ENTRY

## Uploading Data from a File

Most institutions begin by loading a CSV file following the record layout provided in this manual (see Appendix C for Record Layout). The other option is to manually enter a record for each student one at a time.

If submitting a file, click the link “Upload Data From a File.”



**Upload a Unit Record File**

Your file must be comma-delimited.

Fixed format files are no longer accepted.

We can NOT accept Excel files. To upload your Excel file, from within Excel, choose the File menu and "Save As..." and select "CSV (MS-DOS) (\*.csv)" as the file type. Make sure that your exported file does not have any dollar signs or other erroneous information.

File:

Click the Browse button to locate your data file. After selecting your saved file, continue by clicking "Upload File and Add To Database".

If data are formatted correctly, the following message will indicate the file has been loaded into the system. Proceed by clicking “Process Uploaded File.”

**File Upload Results**

The file has been successfully uploaded. (411.673k)

Click "Process Uploaded File" below to begin importing the file into the database.

If the data in the text file is not in the correct format, a message similar to the one shown below will pop up. Line numbers are provided to help locate errors in the file. Make corrections to the file and reload the data. Click “Return to Menu” to upload the corrected file through the “Upload Data From a File” link.

File Upload Results	
Line #000007	Perkins Is Not Numeric.
Line #000012	WorkforceTraining Is Not Numeric.
<b>Fix the file and try your upload again.</b>	
<input type="button" value="Return to Menu"/>	

If no formatting errors were found, the following screen will appear. Click “Run Error Report” to find any records that did not pass the edits (see page 28 for Step 2: Editing Data).

File Process Results Test
Comma Detected, assuming CSV file.
File was found to have NO formatting errors.
File successfully loaded into database.
<input type="button" value="Run Error Report"/>

The tool will run the data through the edit checking process. A prompt will guide the user to return to the menu to view the edit report.

Unit Record Data Validation
Your records have been run against the edits.
<input type="button" value="Return to Menu"/>

## Manual Data Entry

Manually add student records one at a time using the “Add Record Level Data” link. This method can be used to enter records instead of uploading a CSV file. Student records can also be added after uploading a file if necessary.



The following form will appear. Many of the fields have drop down menus like the “marital status” example below.

Unit Record Details				Save Student Record	
<a href="#">SSN</a>	<input type="text"/>	<a href="#">Dependant Status</a>	SELECT ONE ▾	<a href="#">SNG</a>	<input type="text"/>
<a href="#">Resident</a>	SELECT ONE ▾	<a href="#">Marital Status</a>	SELECT ONE ▾	<a href="#">SWS On Campus</a>	<input type="text"/>
<a href="#">Fall Enroll</a>	SELECT ONE ▾	<a href="#">No. Of Family Members</a>	SELECT ONE 1: Single 2: Married 3: Separated	<a href="#">SWS Off Campus</a>	<input type="text"/>
<a href="#">Winter Enroll</a>	SELECT ONE ▾	<a href="#">Net Family Income</a>	<input type="text"/>	<a href="#">SWS Total</a>	<input type="text"/>
<a href="#">Spring Enroll</a>	SELECT ONE ▾	<a href="#">Need Amount</a>	<input type="text"/>	<a href="#">Ed Opp Grant</a>	<input type="text"/>
<a href="#">Summer 1 Enroll</a>	SELECT ONE ▾	<a href="#">Need Duration</a>	SELECT ▾	<a href="#">3%/4% Tuition Fee Waiver</a>	<input type="text"/>
<a href="#">Summer 2 Enroll</a>	SELECT ONE ▾	<a href="#">Parent Contribution</a>	<input type="text"/>	<a href="#">Workforce Training</a>	<input type="text"/>
<a href="#">School Year</a>	SELECT ONE ▾	<a href="#">Student Contribution</a>	<input type="text"/>	<a href="#">Other State Gift Assist</a>	<input type="text"/>
<a href="#">Gender</a>	SELECT ONE ▾	<a href="#">Pell Grant</a>	<input type="text"/>	<a href="#">Other Loans</a>	<input type="text"/>

## Manual Data Entry (continued)

View the definition of each field by clicking on the name of the field.

After filling in all the fields, save the record by clicking the “Save Student Record” link at the top or the bottom of the screen.

The record will be checked for errors through the edit screening process. If no errors were found, a notification will indicate that the record was saved.

Unit Record Details					Save Student Record
<a href="#">SSN</a>	<input type="text"/>	<a href="#">Dependant Status</a>	SELECT ONE ▾	<a href="#">SNG</a>	<input type="text"/>
<a href="#">Resident</a>	SELECT ONE ▾	<a href="#">Marital Status</a>	SELECT ONE ▾	<a href="#">SWS On Campus</a>	<input type="text"/>
<a href="#">Fall Enroll</a>	SELECT ONE ▾	<a href="#">No. Of Family Members</a>	<input type="text"/>	<a href="#">SWS Off Campus</a>	<input type="text"/>
<a href="#">Winter Enroll</a>	SELECT ONE ▾	<a href="#">Net Family Income</a>	<input type="text"/>	<a href="#">SWS Total</a>	<input type="text"/>
<a href="#">Spring Enroll</a>	SELECT ONE ▾	<a href="#">Need</a>	<input type="text"/>	<a href="#">Ed Opp Grant</a>	<input type="text"/>
<a href="#">Race Black</a>	: Not Provided ▾	<a href="#">Fed Sub Stafford Loan</a>	<input type="text"/>	<a href="#">First/Middle Initial</a>	<input type="text"/>
<a href="#">Race Pac Islander</a>	: Not Provided ▾	<a href="#">Fed PLUS/Unsub Stafford Loans</a>	<input type="text"/>	<a href="#">Impaired</a>	SELECT ONE ▾
<a href="#">Race White</a>	: Not Provided ▾			<a href="#">Institutional ID</a>	<input type="text"/>
<a href="#">Race Other</a>	: Not Provided ▾			<a href="#">Need Associated Disbursements</a>	<input type="text"/>
				<a href="#">Disbursement AssociatedNeed</a>	<input type="text"/>
					Save Student Record

## STEP 2: EDITING DATA

After the file has been uploaded and the edit process has been completed, verify that all records passed the edits. Begin by clicking one of the edit report options: sorted by SSN, error type, or last name.

Edit Reports
<a href="#">Edit Report Listing by SSN</a>
<a href="#">Edit Report Listing by Error Type</a>
<a href="#">Edit Report Listing by Last Name</a>
<a href="#">SNG Students Not Reported</a>

If all your records passed the edits you will see this message.

Records with Errors				
SSN	Name	Error	Edit	Overrides
None found.				

If data did not pass the edits, a list of records for correction or verification are provided under the “Edit Reports” section on the Unit Record Report menu. Data are verified by overriding the edit as shown below. If the data are correct and the edit is overrideable, provide a detailed explanation by clicking “Override.” If the data are incorrect, make corrections by clicking on the “Edits” button. Some edits cannot be overridden.

For example, if data contains an invalid code, the record must be corrected. Valid codes for gender are “1” (male) and “2” (female). A gender with a code “3” is invalid. This is an example of invalid data which must be corrected. The screen below shows an example of invalid enrollment codes. All edits must be corrected or overridden before the file can be submitted.

Sort the list below by SSN, Name, Error, or Overrides by clicking the column headings.

Records with Errors				
SSN	Name	Error	Edit	Overrides
456789123	ZYXCBA AL	Date of Birth is out of range ( (1/1/1933-12/31/1997)	<input type="button" value="Edits"/>	<input type="button" value="Override"/>
486251234	LMNOP B	Invalid Enrollment Codes Used.	<input type="button" value="Edits"/>	Non
654123789	HIJK J	Invalid Enrollment Codes Used.	<input type="button" value="Edits"/>	Non

## Editing Data (continued)

Clicking the “Edits” button displays the student’s record. The field(s) with questionable data will be highlighted as shown below.

Data Validity Edits					
<b>This record is saved, but did not pass the Edits.</b>					
<b>Invalid Enrollment Codes Used for Fall.</b>					
Unit Record Details					
<a href="#">SSN</a>	<input type="text" value="654123789"/>	<a href="#">Net Family Income</a>	<input type="text" value="35712"/>	<a href="#">SWS On Campus</a>	<input type="text" value="0"/>
<a href="#">Resident</a>	<input type="text" value="1: Washington Resident"/>	<a href="#">Need Amount</a>	<input type="text" value="14696"/>	<a href="#">SWS Off Campus</a>	<input type="text" value="0"/>
<a href="#">Fall Enroll</a>	<input type="text" value="SELECT ONE"/>	<a href="#">Need Duration</a>	<input type="text" value="9"/>	<a href="#">SWS Total</a>	<input type="text" value="0"/>
<a href="#">Winter Enroll</a>	<input type="text" value="1: Full-Time"/>	<a href="#">Parent</a>	<input type="text" value="0"/>	<a href="#">Frd Onn Grant</a>	<input type="text" value="0"/>

Save changes by clicking the “Save Student Record” button at the top and bottom of the data form.

<a href="#">Dependent Status</a>	<input type="text" value="2: Independent"/>	<a href="#">SNG</a>	<input type="text" value="1305"/>	<a href="#">Impaired</a>	<input type="text" value="2: No"/>
<a href="#">Marital Status</a>	<input type="text" value="2: Married"/>			<a href="#">Last Name</a>	<input type="text" value="Student"/>
<a href="#">No. Of Family Members</a>	<input type="text" value="4"/>			<a href="#">First/Middle Initial</a>	<input type="text" value="A"/>
<b>Save Student Record</b>					

Delete This Record

View Error Listing

Return to Menu

Click here to delete the student’s record.

Click here to return to the error report to select another record.

Click here to return to the Unit Record report menu.

## Editing Data (continued)

When overriding an edit, sufficient information is needed to explain why the data should be accepted. Click “Override Edit” to save and continue.

Records with Errors				
SSN	Name	Error	Edit	Overrides
456789123	ZYXCBA AL	Date of Birth is out of range (1 /1/1934-12/31/1995)	Edits	Override
654123789	HIJK J	Invalid Enrollment Codes Used.	Edits	Non

Error Override Details	
<b>Record:</b>	456789123 -- ZYXCBA , AL
<b>Error:</b>	Date of Birth is out of range (1 /1/1935-12/31/1996)
<b>Reason:</b>	<input type="text"/>
<b>Note:</b>	Provide a brief explanation of your data for this edit error.
<input type="button" value="Override Edit"/>	

A notification will indicate the override request has been saved. Click “Return to Errors” to continue.

[Unit Record](#): [2011-12 Reporting Application](#) (Version 4.22.10)

---

Your override has been saved.

## Editing Data (continued)

Overridden edits will remain on the edit error report list as shown below. However, they will not prevent a file from being submitted. The Council staff will review the override explanations after the file has been submitted and contact financial aid administrators with any questions if necessary.

	<a href="#">Student ID</a>	<a href="#">Name</a>	<a href="#">Error</a>	<a href="#">Edit</a>	<a href="#">Overrides</a>
578		Silver LJ	Federal Grad PLUS Loan outside expected range (\$0 - \$99,999)	<input type="button" value="Edits"/>	Overridden <input type="button" value="Edit Override"/>

## State Need Grant Students Not Reported

Discrepancies between a school's Unit Record Report data and reconciled Washington Student Achievement Council's State Need Grant Final Interim records should be resolved before data will be accepted as complete. From the Unit Record Report Menu, select "SNG Students Not Reported." Make corrections if the Unit Record Report data are not accurate. If the Unit Record Report data are accurate please send an email to [unitrecord@wsac.wa.gov](mailto:unitrecord@wsac.wa.gov) explaining why the data are different.



## State Need Grant Students Not Reported (continued)

Discrepancies in reported SNG amounts will appear in this table.

Students With SNG Amounts That Do Not Match HCEB Disbursement Records					
<a href="#">SSN</a>	<a href="#">Name</a>	<a href="#">Disbursement Records</a>	<a href="#">UR Reported</a>	<a href="#">Delta</a>	

Students in the Unit Record Report, but not included on the Final Interim Report will appear in this table.

Students In Your UR That We Have No Disbursements For		
<a href="#">SSN</a>	<a href="#">Name</a>	<a href="#">SNG Reported</a>
234567891	abcd a	200

Students reported as SNG recipients on the Interim Report, but not in the Unit Record report will appear in this table.

Students We Have Disbursements At Your Institution For Whom There is No Unit Record		
<a href="#">SSN</a>	<a href="#">Name</a>	<a href="#">Disbursements</a>

If errors in Unit Record Report data are discovered, for example through the SNG discrepancy report or a review of institutional reports, edit individual records under the “Edit Record Level Data” link. Search by social security number.

Data Entry
<a href="#">Add Record Level Data</a>
<a href="#">Edit Record Level Data</a>
<a href="#">Upload Data From a File</a>

## STEP 3: REVIEW INFORMATIONAL REPORTS

Review the informational reports to compare the current data submission with prior years' data. Large discrepancies in reported data may indicate problems that need correcting.

Informational Reports
<a href="#">Program Totals Report **</a>
**Program Total Report takes a while to run, please be patient.
<a href="#">Residency Status Distribution</a>
<a href="#">Gender Distribution</a>
<a href="#">Dependency Status Distribution</a>
<a href="#">Marital Status Distribution</a>
<a href="#">Age Distribution</a>
<a href="#">List of All Possible Edits</a>

Below is an example of the Program Totals Report. The Totals Report only includes financial aid received by need-based aid recipients. Use this report to compare this year's totals with previous years' and also with your institution's records.

Institutional Totals												
Aid	UR05-06 Dollars	UR06-07 Dollars	UR07-08 Dollars	UR08-09 Dollars	UR09-10 Dollars	Change 08-09/09-10	UR05-06 Recipients	UR06-07 Recipients	UR07-08 Recipients	UR08-09 Recipients	UR09-10 Recipients	Change 08-09/09-10
<b>Federal Aid</b>												
AcademicCompetitivenessGrantYear1	\$0.00	\$147,126.00	\$173,065.00	\$174,098.00	\$309,771.00	77.93%	0	218	272	282	487	72.70%
AcademicCompetitivenessGrantYear2	\$0.00	\$63,262.00	\$61,042.00	\$82,565.00	\$130,966.00	58.62%	0	52	60	95	141	48.42%
Federal Workstudy	\$525,919.00	\$418,957.00	\$284,545.00	\$413,249.00	\$312,986.00	-24.26%	252	210	146	190	167	-12.11%
FederalGradPLUSLoan	\$0.00	\$0.00	\$0.00	\$25,264.00	\$224,704.00	789.42%	0	0	0	5	40	700.00%
FederalParentPLUSLoan	\$0.00	\$0.00	\$0.00	\$14,010,879.00	\$15,882,677.00	13.36%	0	0	0	1560	1683	7.88%
FederalSMARTGrantYear3	\$0.00	\$113,170.00	\$68,800.00	\$98,670.00	\$148,602.00	50.61%	0	51	27	39	66	69.23%
FederalSMARTGrantYear4	\$0.00	\$347,281.00	\$126,923.00	\$116,010.00	\$237,712.00	104.91%	0	108	56	47	96	104.26%
FederalTEACHGrant	\$0.00	\$0.00	\$0.00	\$0.00	\$582,003.00	100.00%	0	0	0	0	180	100.00%
Nurse Health Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0	0	0	0	0	0.00%
Nurse Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0	0	0	0	0	0.00%
Pell	\$6,633,039.00	\$7,012,573.00	\$7,344,880.00	\$8,234,543.00	\$13,681,970.00	66.15%	2536	2619	2642	2642	3501	32.51%
Perkins	\$1,382,448.00	\$1,609,195.00	\$1,041,565.00	\$945,690.00	\$1,011,398.00	6.95%	553	722	515	460	518	12.61%
PLUS	\$16,716,419.00	\$17,053,482.00	\$16,250,720.00	\$0.00	\$0.00	0.00%	3208	3100	2857	0	0	0.00%
SEOG	\$371,954.00	\$305,010.00	\$270,244.00	\$291,765.00	\$277,893.00	-4.75%	446	402	332	353	353	0.00%
Stafford	\$15,553,062.00	\$15,927,904.00	\$16,191,951.00	\$16,561,676.00	\$21,060,845.00	27.17%	4098	4197	4048	4124	5058	22.65%
Unsub	\$0.00	\$0.00	\$0.00	\$20,208,708.00	\$24,381,384.00	20.65%	0	0	0	4489	5366	19.54%
<b>Subtotals:</b>	<b>\$41,182,841.00</b>	<b>\$42,997,960.00</b>	<b>\$41,813,735.00</b>	<b>\$61,163,117.00</b>	<b>\$78,242,911.00</b>	<b>27.92%</b>	<b>11093</b>	<b>11679</b>	<b>10955</b>	<b>14286</b>	<b>17656</b>	<b>23.59%</b>
<b>Institutional/Other Aid</b>												
Institutional Grants, Etc.	\$3,710,779.00	\$4,238,580.00	\$4,435,257.00	\$1,541,964.00	\$1,209,236.00	-21.58%	1635	1805	1690	770	663	-13.90%
Institutional Off Campus Employment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0	0	0	0	0	0.00%
NonNeedBasedWaivers	\$0.00	\$0.00	\$0.00	\$4,761,326.00	\$4,356,650.00	-8.50%	0	0	0	1185	1082	-7.85%
Other Agency Assistance	\$2,113,076.00	\$1,840,509.00	\$1,210,168.00	\$1,098,912.00	\$284,676.00	-74.09%	367	343	215	175	70	-60.00%
Other Loans	\$2,481,943.00	\$2,776,492.00	\$3,140,192.00	\$4,252,900.00	\$2,581,014.00	-39.31%	350	370	401	502	323	-35.66%
Outside Scholarships	\$1,991,480.00	\$2,073,667.00	\$2,771,229.00	\$3,265,042.00	\$2,554,474.00	-21.76%	711	671	842	997	862	-13.54%
ThreeAndOneHalfPercentGrantsAndScholarships	\$0.00	\$0.00	\$0.00	\$1,899,091.00	\$1,801,800.00	-5.12%	0	0	0	1453	1511	3.99%
<b>Subtotals:</b>	<b>\$10,297,278.00</b>	<b>\$10,929,248.00</b>	<b>\$11,556,846.00</b>	<b>\$16,819,235.00</b>	<b>\$12,787,850.00</b>	<b>-23.97%</b>	<b>3063</b>	<b>3189</b>	<b>3148</b>	<b>5082</b>	<b>4521</b>	<b>-11.04%</b>

## Review Informational Reports (continued)

There are five additional reports available: Residency Status Distribution, Gender Distribution, Dependency Status Distribution, Marital Status Distribution, and Age Distribution. These reports allow the user to compare summary data for other Unit Record Report fields. In most cases, the data trends in these reports will be similar to previous year reports.

Informational Reports	
<a href="#">Program Totals Report</a> **	
**Program Total Report takes a while to run, please be patient.	
<a href="#">Residency Status Distribution</a>	
<a href="#">Gender Distribution</a>	
<a href="#">Dependency Status Distribution</a>	
<a href="#">Marital Status Distribution</a>	
<a href="#">Age Distribution</a>	
<a href="#">List of All Possible Edits</a>	

Example of the Gender Distribution Report:

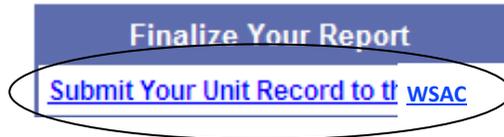
Gender Distribution						
Gender	UR06-07	UR07-08	UR08-09	UR09-10	Change	Visual
Male	2401	2345	3487	3698	6.05%	
Female	3007	2953	4086	4320	5.73%	
<b>Total:</b>	<b>5408</b>	<b>5298</b>	<b>7573</b>	<b>8018</b>	<b>5.88%</b>	

Example of the Dependency Status Distribution Report:

Dependency Status Distribution						
Dependency Status	UR06-07	UR07-08	UR08-09	UR09-10	Change	Visual
Dependent	2933	3032	4529	5106	12.74%	
Independent	2475	2266	2466	2912	18.09%	
<b>Total:</b>	<b>5408</b>	<b>5298</b>	<b>6995</b>	<b>8018</b>	<b>14.62%</b>	

## STEP 4: SUBMIT YOUR REPORT

After completing data entry, either through uploading a file or by manual entry, correcting all edits, reviewing the SNG discrepancy report and the informational reports, it is time to submit the report. Click “Submit Your Unit Record Report to the WSAC” button on the Unit Record Report Menu. The form below will display requesting contact information for a financial aid and a technical support contact person. The contact can be the same for both fields, but each field on this screen must be completed before the tool will accept the report.



Verify the number of records being submitted. If the number of errors equals the number of overrides, the report can be submitted. If non-overrideable errors are not addressed, the report cannot be submitted.

Fill in the contact information requested.

Click to Submit.

Submit Unit Record	
Total Records:	15
<b>Total Errors:</b>	1
Total Overrides:	1
Person at this institution to contact for questions related to financial aid data is:	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Person to contact for technical question related to the data file and layout is:	
Name:	<input type="text"/>
Email:	<input type="text"/>
Phone:	<input type="text"/>
Submit Your Unit Record to WSAC	

The application tool will confirm the submitted data was received. Once official submission is complete, changes cannot be made. If you need to make corrections, contact [Council](#) staff at [unitrecord@wsac.wa.gov](mailto:unitrecord@wsac.wa.gov) or (360) 753-7820

# **CHAPTER 4**

## **LIST OF SYSTEM EDITS**

**2012-13**

**UNIT RECORD REPORT  
SECURE SITE SUBMISSION**

# LIST OF SYSTEM EDITS

## File Format

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

## Special Circumstances

Records indicating no FAFSA on file (Field 70 coded with “0”) will not be checked against edits associated with number in family, number in college, dependency status, marital status, gender, or family income. Non-need based records (Field 69 coded with “0”) will not be checked against edits for need-based aid, such as “SMART Grant greater than zero, but Pell equal to zero.”

## Non-Overrideable Edits

### Duplicate SSN

If the application finds duplicate social security numbers it will reject the file.

### SSN is Not a 9-digit Number

The social security number for the student should contain 9 numbers. If fewer than 9 numbers are present in Field 2, the URR Reporting Tool will automatically insert leading zeros.

### Last Name is Missing

Student's last name is required in 2012-13. (If a student only has a first name, report the first name as the last name also.)

### Total Aid Reported is Zero

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

### Code Not Valid

Use valid field content as outlined in Appendix C.

### Need Duration Not Selected

Report a valid number of months for calculated student need and report a number from 0 to 12.

### Need-Based Aid

Need-based aid recipients (coded “1” in Field 69), should have at least one form of need-based aid reported as outlined in Appendix A.

### Need-Based Aid Reported for Non-Need Based Recipients

Students reported with at least one form of need-based aid should be reported as a need-based recipient in Field 69 (Need-based Aid Recipient).

### Race Data

If Field 13 (Race Data Available) is coded yes “1,” additional race information is required in fields 14-19. If Field 13 (Race Data Available) indicates no “0,” fields 14-19 must also indicate “no, student did not select race” (“0”).

## **Non-Overrideable Edits (continued)**

### **State Work Study (SWS) Total**

Field 37 (Total SWS) must equal the sum of Field 38 (SWS On-Campus) and Field 39 (SWS Off-Campus SWS).

### **Washington State Resident**

A student must be a state resident to receive a State Need Grant or State Work Study. If a student was incorrectly awarded, contact program staff at (360) 753-7850.

### **FAFSA on File**

All students, except SBCTC Opportunity Grant recipients, Workforce Fund recipients, and some non-need based federal loan (Unsubsidized Stafford Loans, Parent PLUS Loans, Grad Plus Loans) recipients should have a FAFSA on file.

### **Number in College**

The number of students in college must be at least 1 and cannot exceed the reported value in Field 22 (Number in Family).

## **Overrideable Edits**

### **Amount of Need is Zero (or negative), Yet Need-Based Aid Was Reported**

Most need-based aid recipients (coded 1 in Field 69), should have some amount of financial need, though there may be exceptions. Review and make corrections or override with an explanation.

### **Duration of Need is Zero**

Field 25 (Duration of Need) should be greater than zero if the student was reported as a need-based recipient in Field 69 or if Field 24 (Amount of Need) is greater than zero. Review and make corrections or override with an explanation

### **Financial Aid Program Exceeds Limits**

The amount reported is greater than the maximum expected for the field. See Appendix C. Review and make corrections or override with an explanation.

### **Cost of Attendance Minus (Parent and Student Contribution) Does Not Equal Amount of Need**

Review and make corrections or override with an explanation. If the calculation would be less than -0-, report -0- as Amount of Need. See Chapter 2 for more information.

## **Overrideable Edits (continued)**

### **Number in Family**

The number of family members reported is less than or greater than usual. Review and make corrections or override with an explanation.

- All students: Number in Family must be at least 1
- All students: Number in Family is greater than 20
- Married students: Number in Family must be at least 2
- Dependent students: Number in Family must be at least 2

### **Net Family Income Out of Range**

The reported family income is less than or greater than expected range of -\$50,000 and \$350,000. The lowest reportable amount is -\$99,999. Review and make corrections or override with an explanation.

### **Date of Birth Out of Range**

The student is older or younger than usual. Review and make corrections or override with an explanation.

### **SNG Discrepancies**

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

### **Student Not Enrolled**

The student must be enrolled at least one term during the school year, with the exception of Work Study recipients. Review and make corrections or override with an explanation.

**APPENDIX A**  
**FINANCIAL AID BY TYPE**

<b>Field No.</b>	<b>Financial Aid Field</b>	<b>Need-based</b>	<b>Non-need based</b>
(Field 28)	Federal PELL Grant	x	
(Field 29)	Federal SEOG	x	
(Field 30)	Federal Perkins Loan	x	
(Field 34)	Federal Direct Subsidized Loan	x	
(Field 35)	Federal Direct Unsubsidized Loan		x
(Field 31)	Federal Work Study	x	
(Field 66)	Federal Grad PLUS Loan		x
(Field 33)	Federal Nurse Health Loans	x	x
(Field 32)	Federal Nurse Scholarship	x	x
(Field 65)	Federal Parent PLUS Loan		x
(Field 59)	Federal TEACH Grant		x
(Field 61)	GET Ready for Math And Science		x
(Field 41)	Need-Based Tuition Fee Waiver	x	
(Field 45)	Institutional Grants Etc.	x	x
(Field 67)	Institutional Aid Fund Grants & Scholarships	x	
(Field 68)	Non-Need-Based Waivers		x
(Field 46)	Institutional Off Campus Employment	x	x
(Field 44)	Other Loans	x	x
(Field 40)	Opportunity Scholarship	x	
(Field 48)	Other Agency Assistance	x	x
(Field 43)	Other State Gift Assistance		x
(Field 47)	Outside Scholarships	x	x
(Field 60)	Passport to College	x	
(Field 62)	College Bound Scholarship	x	
(Field 58)	SBCTC Opportunity Grant	x	
(Field 36)	State Need Grant	x	
(Field 39)	State Work Study Off Campus	x	
(Field 38)	State Work Study On Campus	x	
(Field 37)	State Work Study Total	x	
(Field 42)	Workforce Training	x	

## APPENDIX B

### INSTITUTIONAL CODES 2012-13

1010	University of Washington	4400	Highline Community College
1020	Washington State University	4410	Lower Columbia College
<hr/>		4460	North Seattle Community College
		4570	Northwest Indian College
2030	Central Washington University	4430	Olympic College
2040	Eastern Washington University	4440	Peninsula College
2050	The Evergreen State College	4370	Pierce College
2060	Western Washington University	4450	Seattle Central Community College
<hr/>		4480	Shoreline Community College
		4490	Skagit Valley College
3080	Antioch University	4420	South Puget Sound Community College
3090	Bastyr University	4470	South Seattle Community College
3100	Cornish Institute	4500	Spokane Community College
3310	DigiPen Institute of Technology	4510	Spokane Falls Community College
3120	Gonzaga University	4520	Tacoma Community College
3110	Heritage University	4530	Walla Walla Community College
3130	Northwest University - Kirkland	4540	Wenatchee Valley College
3240	Northwest College of Art - Poulsbo	4550	Whatcom Community College
3140	Pacific Lutheran University	4560	Yakima Valley College
3150	Saint Martin's University	<hr/>	
3160	Seattle Pacific University	5700	Bates Technical College
3170	Seattle University	5710	Bellingham Technical College
3490	Trinity Lutheran College	5720	Clover Park Technical College
3190	University of Puget Sound	5730	Lake Washington Technical College
3200	Walla Walla University	5740	Renton Technical College
3210	Whitman College	5750	Seattle Vocational Institute
3220	Whitworth University	<hr/>	
<hr/>		6820	Art Institute of Seattle
4300	Bellevue Community College	6740	Divers Institute of Technology
4310	Big Bend Community College	6810	Everest College - Renton
4580	Cascadia Community College	6780	Gene Juarez Academy
4320	Centralia College	6970	Glen Dow Academy
4330	Clark College	6760	Interface College
4340	Columbia Basin College	6750	International Air & Hospitality Academy
4350	Edmonds Community College	6710	ITT Technical Institute
4360	Everett Community College	6890	Lucas Marc Academy
4380	Grays Harbor College	6840	Perry Technical Institute
4390	Green River Community College		

**APPENDIX C**  
**RECORD LAYOUT FOR 2012-13 UNIT RECORD REPORT**  
**(DO NOT INCLUDE A HEADER ROW)**

<b>Field No.</b>	<b>Length</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Valid Field Content</b>
1	4	Institution Code	Number	1010 to 6890
2	9	Social Security Number	Number	001010001 to 999999999
3	1	State Residency Code	Number	1 = Washington Resident 2 = Nonresident
4	1	Fall Term Enrollment Status	Number	1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply
5	1	Winter Term Enrollment Status	Number	1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply
6	1	Spring Term Enrollment Status	Number	1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply
7	1	Summer 1 Term Enrollment Status	Number	1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply
8	1	Summer 2 Term Enrollment Status	Number	1 = Full-Time 2 = Three-Quarter Time 3 = Half-Time 4 = Less Than Half-Time 5 = Not Enrolled 9 = Does Not Apply
9	1	Year in School	Number	1 = Freshman/First Year 2 = Sophomore/Second Year 3 = Junior/Third Year 4 = Senior/Fourth Year 5 = Unclassified/Fifth Year 6 = Graduate 7 = Professional 8 = Other

**APPENDIX C (CONTINUED)**  
**RECORD LAYOUT FOR 2012-13 UNIT RECORD REPORT**

<b>Field No.</b>	<b>Length</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Valid Field Content</b>
10	1	Gender	Number	1 = Male 2 = Female
11	8	Date of Birth	Number	Format is YYYYMMDD YYYY=1935-1996 MM = 01-12 DD = 01-31
12	1	Hispanic Origin	Number	0 = No, not of Hispanic Origin 1 = Yes, Hispanic Origin 2 = Unknown
13	1	Race Data Available	Number	0 = No 1 = Yes
14	1	American Indian or Alaska Native	Number	0 = No, this race not selected 1 = Yes Blank = data not provided
15	1	Asian	Number	0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided
16	1	Black or African American	Number	0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided
17	1	Native Hawaiian or Pacific Islander	Number	0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided
18	1	White	Number	0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided
19	1	Other Race	Number	0 = No, this race not selected 1 = Yes, this race selected Blank = data not provided
20	1	Dependency Status	Number	1 = Dependent 2 = Independent
21	1	Marital Status	Number	1 = Unmarried 2 = Married 3 = Separated
22	2	Number of Family Members	Number	1 to 20
23	6	Total Family Income	Number	-99999 to 999999
24	5	Amount of Need	Number	0 to 99999
25	2	Duration of Need	Number	0 to 12
26	5	Parent Contribution	Number	0 to 99999
27	5	Student Contribution	Number	0 to 99999
28	5	Federal Pell Grant	Number	0 to 5550
29	4	Federal SEOG	Number	0 to 6000
30	4	Federal Perkins Loan	Number	0 to 8500

**APPENDIX C (CONTINUED)**

**RECORD LAYOUT FOR 2012-13 UNIT RECORD REPORT**

<b>Field No.</b>	<b>Length</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Valid Field Content</b>
31	5	Federal Work Study	Number	0 to 99999
32	5	Federal Nursing Scholarships	Number	0 to 99999
33	5	Federal Nursing & Health Loans	Number	0 to 99999
34	5	Federal Direct Subsidized Loans	Number	0 to 5500
35	5	Federal Direct Unsubsidized Loans	Number	0 to 12500
36	5	State Need Grant	Number	0 to 17000
37	5	Total State Work Study	Number	0 to 99999
38	5	On-Campus State Work Study	Number	0 to 99999
39	5	Off-Campus State Work Study	Number	0 to 99999
40	5	Opportunity Scholarship	Number	0 to 99999
41	4	Need-Based Tuition & Fee Waivers	Number	0 to 99999
42	5	WorkForce Training Funds	Number	0 to 99999
43	5	All Other State-Funded Gift Assistance	Number	0 to 99999
44	5	Other Loans	Number	0 to 99999
45	5	Institutional Grants & Scholarships	Number	0 to 99999
46	5	Institutional & Off-Campus Employment	Number	0 to 99999
47	5	Outside Scholarships	Number	0 to 99999
48	5	Other Agency Assistance	Number	0 to 99999
49	12	Student's Last Name	Character	Required
50	2	First & Middle Initial	Character	Optional
51	20	Institutional ID	Character and/or numeric	Optional
52	1	Need Associated Disbursement	Number	0 = No 1 = Yes May be left blank
53	1	Disbursement Associated Need	Number	0 = No 1 = Yes May be left blank
54	3	Federal Academic Competitiveness Grant – Year 1	Number	0 = No or May be left blank
55	4	Federal Academic Competitiveness Grant – Year 2	Number	0 = No or May be left blank

**APPENDIX C (CONTINUED)**

**RECORD LAYOUT FOR 2012-13 UNIT RECORD REPORT**

<b>Field No.</b>	<b>Length</b>	<b>Field Name</b>	<b>Field Type</b>	<b>Valid Field Content</b>
56	4	Federal SMART Grant – Year 3	Number	0 for 2012-13
57	4	Federal SMART Grant – Year 4	Number	0 for 2012-13
58	5	SBCTC Opportunity Grant	Number	0 to 20000
59	4	Federal TEACH Grant	Number	0 to 99999
60	4	Passport to College Scholarship	Number	0 to 8000
61	5	GET Ready for Math & Science	Number	0 to 18000
62	4	College Bound Scholarship	Number	0 to 18000
63	2	Number of Family in College	Number	1 to 20
64	5	Cost of Attendance	Number	1 to 99999
65	5	Federal Parent PLUS Loans	Number	0 to 99999
66	5	Federal Grad PLUS Loans	Number	0 to 99999
67	5	Institutional Aid Fund Grants & Scholarships	Number	0 to 99999
68	5	Non-Need Based Waivers	Number	0 to 99999
69	1	Need-Based Aid Recipient	Number	0 = No 1 = Yes
70	1	FAFSA on File	Number	0 = No 1 = Yes

**APPENDIX D**  
**QUICK LOOK-UP BY PROGRAM**

<b>Financial Aid Program</b>	<b>Unit Record Report Category</b>	<b>Field</b>	<b>Notes</b>
Institutional Aid Fund	Report in the category that best corresponds to how the funds were spent at your institution.	Field 44, 46 & 67	Public institutions only
3% / 4% Waivers	Need-based Tuition & Fee Waiver	Field 41	
Academic Competitiveness Grant (ACG) Year 1	Academic Competitiveness Grant, Year 1	Field 54	0 or May be left blank
Academic Competitiveness Grant (ACG) Year 2	Academic Competitiveness Grant, Year 2	Field 55	0 or May be left blank
All Other State-Funded Gift Assistance	All Other State-Funded Gift Assistance	Field 43	
American Indian Endowed Scholarship	All Other State-Funded Gift Assistance	Field 43	
AmeriCorps	Outside Scholarships	Field 47	
Athletic Waiver	Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based	Field 41 or 68	
Bureau for Indian Affairs (BIA) Scholarships	Outside Scholarships	Field 47	
Canadian, Micronesian or Alaska Student Loans	Other Loans	Field 44	
Chapter 33 Veterans' Benefits	Other Agency Assistance	Field 48	
College Bound Scholarship	College Bound Scholarship	Field 62	
Company Scholarships	Outside Scholarships	Field 47	
Conditional Awards in Special Education	Other Loans	Field 44	
Employer funded tuition assistance	Outside Scholarships	Field 47	
Federal Academic Competitiveness Grant, Year 1	Federal Academic Competitiveness Grant, Year 1	Field 54	0 or May be left blank
Federal Academic Competitiveness Grant, Year 2	Federal Academic Competitiveness Grant, Year 2	Field 55	0 or May be left blank
Federal Grad PLUS Loans	Federal Grad PLUS Loans	Field 66	
Federal Nursing & Health Loans	Federal Nursing & Health Loans	Field 33	
Federal Nursing Scholarships	Federal Nursing Scholarships	Field 32	
Federal Parent PLUS Loans	Federal Parent PLUS Loans	Field 65	
Federal Pell Grant	Federal Pell Grant	Field 28	
Federal Perkins Loans	Federal Perkins Loans	Field 30	
Federal Scholarships for TRIO Students	Other Agency Assistance	Field 48	
Federal SMART Grant Year 3	Federal SMART Grant, Year 3	Field 56	0 or May be left blank
Federal SMART Grant Year 4	Federal SMART Grant, Year 4	Field 57	0 or May be left blank
Federal Subsidized Stafford Loan	Federal Direct Subsidized Loan	Field 34	
Federal Unsubsidized Stafford Loan	Federal Direct Unsubsidized Loan	Field 35	
Federal Work Study	Federal Work Study	Field 31	
Federal TEACH Grant	Federal TEACH Grant	Field 59	
Future Teachers Conditional Scholarships	Other Loans	Field 44	

<b>Financial Aid Program</b>	<b>Unit Record Report Category</b>	<b>Field</b>	<b>Notes</b>
GEAR UP	All Other State-Funded Gift Assistance	Field 43	
GET Ready for Math & Science	GET Ready for Math & Science	Field 61	
Grad PLUS Loan	Federal Grad PLUS Loan	Field 66	
Graduate Tuition Waivers	Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based	Field 41 or 68	
Health Professional Loan Repayment & Scholarship program funds	Other Loans	Field 44	
Health Professions Student Loan	Federal Nursing & Health Loans	Field 33	
Institutional & Off-Campus Employment	Institutional & Off-Campus Employment	Field 46	
Institutional grants & scholarships	Institutional Grants & Scholarships	Field 45	
L & I assistance	Other Agency Assistance	Field 48	
National Merit Scholarships	Outside Scholarships	Field 47	
Need-based Tuition & Fee Waiver	Need-based Tuition & Fee Waiver	Field 41	
Non-Federal Loan programs	Other Loans	Field 44	
Non-need based Tuition & Fee Waiver	Non-Need Based Tuition & Fee Waivers	Field 68	
Non-Work Study Institutional & Off-Campus Employment	Institutional & Off-Campus Employment	Field 46	
Nonresident Enrollment Incentive Waiver	Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based	Field 41 or 68	
Nurses Conditional Scholarships	Other Loans	Field 44	
Off-Campus State Work Study	Off-Campus State Work Study	Field 39	
On-Campus State Work Study	On-Campus State Work Study	Field 38	
Opportunity Scholarship	Opportunity Scholarship	Field 40	
Organizational Scholarships	Outside Scholarships	Field 47	
Other Agency Assistance	Other Agency Assistance	Field 48	
Other Loans	Other Loans	Field 44	
Outside Scholarships	Outside Scholarships	Field 47	
Passport to College Scholarship	Passport to College Scholarship	Field 60	
Parent PLUS Loan	Federal Parent PLUS Loan	Field 65	
Pell	Federal Pell Grant	Field 28	
Perkins loans	Federal Perkins Loan	Field 30	
PLUS	Federal Grad PLUS Loans - 66 Federal Parent PLUS Loans -65	Fields 65 & 66	
PREP	Other Loans	Field 44	
Robert C. Byrd Honors Scholarship	Outside Scholarships	Field 47	
ROTC Scholarships	Outside Scholarships	Field 47	
SEOG	Federal SEOG	Field 29	
Service Club Scholarships	Outside Scholarships	Field 47	
Services for the Blind assistance	Other Agency Assistance	Field 48	
SMART Grant Year 3	Federal SMART Grant, Year 3	Field 56	0 or May be left blank
SMART Grant Year 4	Federal SMART Grant, Year 4	Field 57	0 or May be left blank
SNG	State Need Grant	Field 36	

<b>Financial Aid Program</b>	<b>Unit Record Report Category</b>	<b>Field</b>	<b>Notes</b>
Stafford Loan (subsidized)	Federal Direct Subsidized Loans	Field 34	
Stafford Loan (unsubsidized)	Federal Direct Unsubsidized Loans	Field 35	
State Need Grant	State Need Grant	Field 36	
State Work Study	State Work Study	Fields 37-39	
State Work Study Off-Campus	Off-Campus Work Study	Field 39	
State Work Study On-Campus	On-Campus Work Study	Field 38	
SBCTC Opportunity Grant	SBCTC Opportunity Grant	Field 58	CTC's only
Supplemental Educational Opportunity Grant	Federal SEOG	Field 29	
SWS	State Work Study	Fields 37-39	
TEACH Grant	Federal TEACH Grant	Field 59	
Tuition & Fee Waiver (need-based)	Need-based Tuition & Fee Waiver	Field 41	
Tuition & Fee Waiver (non-need based)	Non-Need Based Tuition & Fee Waivers	Field 68	
Unsubsidized Stafford Loans	Federal Unsubsidized Stafford Loans	Field 35	
Veterans' Benefits	Other Agency Assistance	Field 48	
Vocational Rehabilitation assistance	Other Agency Assistance	Field 48	
Washington Award for Vocational Excellence (WAVE)	All Other State-Funded Gift Assistance	Field 43	
Washington Scholars	All Other State-Funded Gift Assistance	Field 43	
Washington State Achievers Scholarship	Outside Scholarships	Field 47	
Western Undergraduate Exchange Waiver	Tuition & Fee Waiver Field 41 - need-based Field 68 - non-need based	Field 41 or 68	
Work-based Learning Tuition Assistance Funds	Workforce Training Funds	Field 42	
Worker Retraining	Workforce Training Funds	Field 42	
WorkFirst Work Study	Institutional & Off-Campus Employment	Field 46	
Workforce Investment Act assistance	Other Agency Assistance	Field 48	
Workforce Training Program	Workforce Training Funds	Field 42	

## APPENDIX E

### QUICK LOOK-UP BY UNIT RECORD REPORT CATEGORY

Unit Record Report Category	Financial Aid Program	Field	Notes
<b>Academic Competitiveness Grant Year 1</b>	Academic Competitiveness Grant, Year 1	Field 54	0 or May be left blank
<b>Academic Competitiveness Grant Year 2</b>	Academic Competitiveness Grant, Year 2	Field 55	0 or May be left blank
<b>All Other State-Funded Gift Assistance</b>	Washington Scholars Washington Award for Vocational Excellence (WAVE) GEAR UP American Indian Endowed Scholarship	Field 43	
<b>College Bound Scholarship</b>	College Bound Scholarship	Field 62	
<b>Federal Grad PLUS Loans</b>	Federal Grad PLUS Loans	Field 66	
<b>Federal Nursing &amp; Health Loans</b>	Federal Nursing & Health Loans Federal Nursing Student Loan Health Professions Student Loan	Field 33	
<b>Federal Nursing Scholarships</b>	Federal Nursing Scholarships and other federal health scholarships	Field 32	
<b>Federal Parent PLUS Loans</b>	Federal Parent PLUS Loans	Field 65	
<b>Federal Perkins Loan</b>	Perkins loans	Field 30	
<b>Federal SEOG</b>	Supplemental Educational Opportunity Grant (SEOG)	Field 29	
<b>Federal Direct Subsidized Loans</b>	Subsidized Stafford Loans	Field 34	
<b>Federal TEACH Grant</b>	Federal TEACH Grant	Field 59	
<b>Federal Direct Unsubsidized Loans</b>	Unsubsidized Stafford Loans	Field 35	
<b>Federal Work Study</b>	Federal Work Study	Field 31	
<b>GET Ready for Math &amp; Science</b>	GET Ready for Math and Science	Field 61	
<b>Institutional &amp; Off-Campus Employment</b>	WorkFirst Work Study	Field 46	
	Non-Work Study Institutional & Off-Campus Employment	Field 46	
<b>Institutional &amp; Off-Campus Employment</b>	Institutional Aid Fund disbursed as work	Field 46	Public institutions only
<b>Institutional Grants &amp; Scholarships</b>	Institutional grants & scholarships including foundation scholarships	Field 45	
<b>Need-based Tuition &amp; Fee Waiver</b>	Need-based Tuition & Fee Waivers	Field 41	
<b>Institutional Aid Fund Grants &amp; Scholarships</b>	Institutional Aid Fund disbursed as grants	Field 67	Publics only
<b>Non-need based Tuition &amp; Fee Waiver</b>	Non-need-based Tuition & Fee Waivers	Field 68	
<b>Off-Campus State Work Study</b>	State Work Study Off-Campus	Field 39	
<b>On-Campus State Work Study</b>	State Work Study On-Campus	Field 38	
<b>Opportunity Scholarship</b>	Opportunity Scholarship	Field 40	

## QUICK LOOK-UP BY UNIT RECORD REPORT CATEGORY

<b>Other Agency Assistance</b>	Employment Security Education & Training Voucher (ETV) Federal Scholarships for TRIO Students L & I assistance Services for the Blind assistance Veterans' Benefits Vocational Rehabilitation assistance Workforce Investment Act assistance	Field 48	
<b>Other Loans</b>	Nurses Conditional Scholarships Conditional Award In Special Education Other Loans Canadian, Micronesian or Alaska Student Loans Non-Federal Loan programs Future Teachers Conditional Scholarships Health Professional Loan Repayment & Scholarship program funds	Field 44	
	Institutional Aid Fund disbursed as loans		Public institutions only
<b>Outside Scholarships</b>	Washington State Achievers Program Governor's Scholarship National Merit Scholarships ROTC Scholarships BIA Scholarships Employer funded tuition assistance Organizational Scholarships Other state scholarships (i.e. Oregon) Company Scholarships Service Club Scholarships AmeriCorps	Field 47	
<b>Passport to College Scholarship</b>	Passport to College Scholarship	Field 60	
<b>Pell Grant</b>	Pell	Field 28	
<b>SBCTC Opportunity Grant</b>	SBCTC Opportunity Grant	Field 58	CTC's only
<b>SMART Grant Year 3</b>	SMART Grant Year 3	Field 56	0 or May be left blank
<b>SMART Grant Year 4</b>	SMART Grant Year 4	Field 57	0 or May be left blank
<b>State Need Grant</b>	State Need Grant	Field 36	
<b>State Work Study</b>	State Work Study	Fields 37- 39	
<b>Workforce Training Funds</b>	Workforce Training Program Work- First Worker Retraining Work-based Learning Tuition Assistance Funds	Field 42	