Processing Federal Financial Aid Applications

Understanding Federal Financial Aid Application Processing

To coordinate incoming and outgoing data files with the U.S. Department of Education's Central Processing System (CPS), you transmit data using the Department of Education's Student Aid Internet Gateway (SAIG) communications software, vendor supplied software, or software developed by your own institution.

CPS sends the student's FAFSA information contained in the ISIR data record and you load the data into the Financial Aid system. You can then override assumptions and rejects, add your institution to a student's ISIR, make ISIR corrections, exchange data with the CPS, validate and manage corrections, view EFC status, and review comments.

Financial Aid application processing consists of inbound and outbound processing. Inbound processing refers to ISIR records sent to your institution from the CPS. Outbound processing refers to ISIR correction records and requests to add your institution to the student's ISIR.

To load financial aid application information from the ISIR, use inbound processes:

1. When you receive a download from the CPS, run the FA Inbound process to deposit the entire batch into ISIR staging tables.

   NSLDS and some Direct Loan files are loaded using this process.

2. Run the ISIR Load process (FAPSAR00) to load the files from the ISIR staging tables into the database.

   The ISIR Load process uses your ISIR data load parameters and process demographic settings. ISIR records that are not loaded are marked as suspended for manual review or are automatically discarded based on your institution's data load parameter settings.

To send out ISIR corrections or add institution requests to the CPS, use outbound processes:

1. Run the ISIR Correction Outbound (FAPCOR00) process to gather all the data files marked to send.

   This process selects corrected ISIR records, requests to add the institution, and ISIR signatures records and copies them into the outbound staging tables.

2. Run the inbound ISIR Correction Errors process (FASAREXX) to evaluate record level error files that have been received from the CPS (message classes CORE0XOP, EAPR0XOP, SIGA0XOP). If the file contains history correction errors, the process updates the matching Correction Management page records.

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3. Run the FA Outbound process to select records in the outbound staging tables and generate ISIR correction and FAFSA Signature files for transmission to CPS.

Processing Inbound Files

You load ISIRs from the CPS, create and send ISIR corrections and FAFSA signature files to the CPS. The FA Inbound process automatically determines the type of file from CPS and loads the file into the inbound staging tables.

First, the FA Inbound process loads records from the CPS files into the ISIR EDI staging tables. Then the ISIR Load process loads the data from the staging tables into the database using the ISIR data load parameters; only files meeting the criteria are moved into the database.

The FA Inbound process generates artificial header and trailer information for the files loaded into the staging tables. The header row contains a batch number assigned to the loaded file. The trailer row contains a count of the number of ISIRs in the file. You can view this information in the ISIR Inbound Summary components.

This section provides an overview of the FA inbound process and describes how to load ISIR files.

Pages Used to Process Inbound Files

Page Name	***Definition Name***	***Navigation***	***Usage***
FA Inbound	RUNCTL_FA_INBOUND	Financial Aid, File Management, Import Federal Data Files, FA Inbound	Load external financial aid electronic commerce files.
ISIR File Load	RUN_CNTL_FAPSAR00	Financial Aid, File Management, ISIR Import, Process ISIRs, ISIR File Load	Load the ISIR records from the ISIR staging tables into the database using the rules that you set up in the ISIR Data Load Parms page. This page supports multiple ISIR load criteria settings for a single run control ID.
ISIR File Review	FA_EDI_ECQUEUE	Financial Aid, File Management, Review CPS/ NSLDS Transactions, ISIR File Review	Review all inbound and outbound files to the CPS. You can use the search page to select the type of CPS files to review.
Financial Aid EDI Transactions	FA_ECTRANS	Set Up SACR, Product Related, Financial Aid, File Management, Maintain EDI Transactions, Financial Aid EDI Transactions	Control the EDI transactions that can be viewed in the ISIR EC Queue Review and Loan EC Queue Review pages.
ISIR Suspense Detail Report	SFA_RUNCTL_FA927	Financial Aid, File Management, ISIR Import, ISIR Suspense Detail Report	Generate a report of all suspended ISIRs for a selected Aid Year.

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Understanding the FA Inbound Process

The FA Inbound process reads the file and searches for the listed files using the path defined in the file list. After processing the file list, the system creates a new file in the same directory as the original file. The name of the new file is the name of the file list with an appended date/time stamp. For example, if LIST1.TXT were processed September 1, at 9 A.M., the name of the new file is LIST1.TXT20040901090000.

If an error is found for a file in the list file, the FA Inbound process loads the previous files into the database and then stops processing. The files after the file in error are not processed.

The new file lists the files that were successfully processed, and, if an error is found, the file in error. The error file is listed last with the message "Error not processed." appended to the file path. For example, if LIST1.TXT contained five ISIR files, and the third file, ISDF05OP.003, had an error, the LIST1.TXT20040901090000 file would read:

\\JSERVER1\2005\ISDF05OP.001

\\FILESERV\2005\ISDF05OP.002

Error not processed: C:\ISIR\2005\ISDF05OP.003

The remaining two files defined in the file list were not processed and are not listed.

Use the message log to view the files that the system loaded successfully or unsuccessfully and any error messages. Use the File/Log Viewer to read these messages.

Note: Even when a problem occurs with the load process, the Process Monitor might display the run status as Success. To determine whether all files in a file list were successfully processed, open the data stamped list file and verify that the last row in the file does not read: *Error not processed.*

The FA Inbound process assigns an ISIR TG number to ISIR files that are loaded into the staging tables. The ISIR File Load process selects ISIR files with matching TG numbers to process. All others are ignored until the ISIR load is run with the same TG number.

ISIR files may contain a request title record as the first row in the file if schools use queries to request ISIRs from the datamart. A blank first row may be present for schools that do not use queries. The FA Inbound process skips these rows.

Note: Because the FA Inbound process reads the first position of the ISIR file to determine the type of ISIR, if you use the request title functionality at the datamart, do not begin the query name with a number. This may cause the request title row to be loaded into the staging tables, but it does not stop the ISIR rows in the file from being loaded nor does this affect the further processing of the ISIRs.

Processing ISIRs for Multiple Schools at Same Destination

For destinations with multiple valid school codes, the load process attempts to identify and assign the owning school code. For example, destination TG51234 receives ISIRs for school codes E01300 and E01301. A student completes the FAFSA and lists both schools as recipients. The electronic destination receives a single ISIR.

The Multi School Flag field to determine which school codes belong to the same destination. The initiator of the ISIR is also identified. If one of the matching schools initiated the ISIR, then the ISIR is processed

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for that school. If none of the matching schools initiated the ISIR, such as when it was initiated by the student or another school, then the following occurs:

1. The system compares the identified school codes to the ISIR Data Load parameter records for the aid year. If a single school code match exists between the ISIR and data load parameters, the system processes the ISIR with the data load parameters of the matching school code.
2. If no match exists, the ISIR errors with a message of *2 – Invalid School Code.*
3. If multiple matches of the ISIR Data Load parameter records exist, the system checks for a previously loaded ISIR and uses the owning school code for the most recent loaded ISIR. Otherwise, the ISIR suspends with a message of *S – Unable to Select School Code.*

You can reassign the correct federal school code to suspended ISIRs on the ISIR Suspense Management page and then reprocess them.

Processing Multiple Institution Files

The ISIR load process evaluates each ISIR record to determine the appropriate recipient of the file. In most cases, by checking the school codes listed on the ISIR and the ISIR ETI and Multi School Flag fields, the process is able to determine the correct school code and institution to process the ISIR. One condition exists for which the process is unable to do so. Assigning a TG number during the FA EC Inbound process resolves this condition.

This condition occurs when a customer is set up with multiple institutions, where each institution is represented by a separate TG destination number, and where a student completes a FAFSA for schools belonging to separate TG numbers for the same customer.

For example, State University is comprised of two institutions and is set up as follows:

- Institution: SUWEST (TG number: 52222, School code: E52222)
- Institution: SUEAST (TG number: 53333, School code: E53333)

New students often apply for admissions to both schools and submit their FAFSA information to both. As a result, State University receives separate, identical ISIR records for these students (one per TG number). This is because the two institutions represent separate TG numbers, and the multi-school flag fields are not populated. Currently, when the ISIR load is run for one institution, the system processes both ISIRs of these students at the same time, where one file is processed with the incorrect ISIR Data Load parameters and can be loaded to the incorrect institution and owning school code.

By assigning the correct TG number for each ISIR file that is loaded, the condition described above is corrected.

Note: It is the responsibility of the school to assign the correct TG number when loading ISIR files into the staging tables.

Identifying Correction ISIRs Not Initiated by the School

The system performs the following evaluation to identify ISIRs corrected by the recipient school. The system checks the ISIR ETI field value and only those records with a value of 0, 2, 4, or 6 are selected. This indicates that the recipient school initiated the correction record, and you can process the ISIR normally. For all other values, an additional check against the ISIR Source of Correction field is performed to determine whether the ISIR was initiated by the student, another school, or the CPS.

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You can control which of these correction ISIRs are processed with the Suspend Student Initiated and Suspend Other School Initiated load options for corrected ISIRs. You may want to suspend all non-school initiated ISIRs first and then review the fields that were corrected in the nn/nn ISIR Suspense Management, Corrected fields page before determining how to process the record.

Note: Corrected ISIRs initiated by the CPS are treated as other school initiated.

Processing Corrections

Because application and correction ISIRs can be grouped in the same file, running the ISIR load process with only the Applications record type option selected causes the process to ignore any corrected (and system generated) ISIRs in the file. The load status of these skipped records remains unchanged until you use the correct record type option to process these records.

A school-initiated correction is processed with the Suspend on EFC Mismatch load option set. If no previously loaded ISIR exists, the process treats the condition as an application ISIR and follows the application ISIR load parameter settings. This allows initially rejected ISIRs corrected by the school to load as initial application ISIRs.

If you process a student initiated corrected ISIR with the Suspend Student Initiated ISIR load option deactivated, or process a non-school initiated corrected ISIR with the Suspend Other-School Initiated option deactivated, the system treats the ISIR as an application ISIR and follows the application ISIR load parameter settings. The correction ISIR load parameters are ignored.

Any ISIR that has the duplicate SSN indicator set always suspends. Because this indicates that the social security number on the ISIR has been used by another application, users should evaluate the record before loading the ISIR in the suspense management component.

Importing Federal Data Files

Access the FA Inbound page (Financial Aid, File Management, Import Federal Data Files, FA Inbound).

Run Option

Select one of the following run options:

Single File: The file listed in the Inbound File field is one of the supported EDI files. This is the default.

File List: The file listed in the Inbound File field is a list of files to be processed.

ISIR TG Number

Assign the appropriate ISIR TG number for the ISIRs that are loaded. When processing a file list, the system assigns the same TG number to all ISIRs in the list.

The FA_INBOUND process supports the loading of most ISIR file types for the current and following aid year as well as the following additional file types.

File Type	*Message Class/Input File Name*
Import School Account Statement (Fixed-Length, Disbursement Level Loan Detail)	DSDF07OP

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File Type	*Message Class/Input File Name*
Import School Account Statement (Fixed-Length, Loan Level Loan Detail)	DSLF07OP
Entrance Counseling Results (Fixed-Length)	DECF07OP
Exit Counseling Results (Fixed-Length)	DLFF07OP
NSLDS Transfer Alert	TRALRTOP
NSLDS Financial Aid History	FAHEXTOP

Loading ISIR Files

Access the ISIR File Load page (Financial Aid, File Management, ISIR Import, Process ISIRs, ISIR File Load).

The ISIR Load process uses the Aid Year and Institution values you select to identify the appropriate ISIR Data Load Parameters to use during the run.

TG Number Enter the TG Number of the ISIRs you wish to process. The TG Number is assigned to ISIR records during the FA Inbound process.

Load ISIRs, **Load System Generated ISIRs**, **Load ISIR Corrections** Select the type of ISIRs you want to process. The ISIR load process determines the type of ISIR record (applications, system generated or corrections) by reviewing each ISIR. The system does this by reviewing the Transaction Data Source/Type field on the ISIR.

For more information about Determining the ISIR Type During the ISIR Load:

See Understanding Financial Aid Processing Setup.

Managing Suspended ISIRs

All ISIR records are loaded into the ISIR staging tables before moving into the database. These records are never deleted. You can look at and review an entire batch of ISIR records or you can look at an individual student's ISIR processing information.

After the ISIR file has been loaded from the staging tables to the database, you can view the ISIR data from the ISIR Data Corrections component.

This section discusses how to:

- Use ISIR suspense management.
- View detailed status information from the ISIR Load process.
- View information generated by CPS for the ISIR.

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- View ISIR reject codes.
- Review corrected fields.
- Manage ISIRs suspended in batch.

Pages Used to Manage Suspended ISIRs

Note: The navigation paths for the pages listed in the following page introduction table are for aid year 20nn-20nn. Oracle supports access for two active aid years.

Page Name	*Definition Name*	*Navigation*	*Usage*
ISIR Suspense Management nn/nn	ISIR_SUSP_CNTRPIAnn	Financial Aid, File Management, ISIR Import, 20nn-20nn Suspense Management, ISIR Suspense Management nn/nn	Review all ISIR records processed by the FA Inbound and FAPSAR00 processes. ISIRs from batches that have been set to Processed in the ISIR EC Queue Review page are not viewable on this page.
View ISIR Load Information	ISIR_STAGEINF5_SEC	Click the ISIR Load Information link on the ISIR Suspense Management nn/nn page.	View detailed status information generated by the FAPSAR00 process for the selected ISIR.
CPS Generated Fields	ISIR_CPS_GEN_INFnn	Click the CPS Generated Data link on the ISIR Suspense Management nn/nn page.	View information generated by CPS to assist in resolving suspended ISIRs.
Reject Reasons	ISIR_SUSP00REJ_SEC	Click the ISIR Reject Reasons link on the ISIR Suspense Management page.	View ISIR reject codes.
Corrected Fields	ISIR_CORR_SEC	Click the Corrected Fields link on the ISIR Suspense Management page.	Review which fields were corrected in the current ISIR. This link is only available if corrections were made.
ISIR Inbound Load Summary	ISIR_nn_IN_SRCH	Financial Aid, File Management, ISIR Import, 20nn-20nn ISIR File Data, ISIR Inbound Load Summary	View processing information for all ISIRs within a single batch file. The page displays processing information for each ISIR record in the ISIR staging tables. View the load status to determine whether the record has been loaded into the database. If the file is suspended or erred after the ISIR Load process runs, view the reason. The page also provides data to help associate the ISIR record with a student.
Header and Trailer Data	ISIR_nn_IN_HSEC	Click the Header and Trailer Data link on the ISIR Inbound Load Summary page.	View header and trailer information for the ISIR record.

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Page Name	***Definition Name***	***Navigation***	***Usage***
ISIR Data 1	ISIR_nn_IN_1SEC	Click the ISIR Data 1 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View the FAFSA questions reported on the ISIR, in the staging tables.
ISIR Data 2	ISIR_nn_IN_2SEC	Click the ISIR Data 2 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View Federal database match and FM computational information reported on the ISIR, in the staging tables.
NSLDS Data 1	ISIR_nn_IN_3SEC	Click the NSLDS Data 1 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View NSLDS history information reported on the ISIR, in the staging tables.
NSLDS Data 2	ISIR_nn_IN_4ASEC	Click the NSLDS Data 2 link on the ISIR Inbound Load Summary page: Inbound File Data tab.	View NSLDS history information reported on the ISIR, in the staging tables.
NSLDS ACG	NSLDS_ACG	Financial Aid, Awards, View NSLDS Loan Data, . and click the NSLDS ACG tab.	Review a summary of a student's last three ACG awards.
NSLDS NSG	NSLDS_NSG	Financial Aid, Awards, View NSLDS Loan Data. and click the NSLDS NSG tab.	Review a summary of a student's last three NSG awards.
NSLDS Loan Detail	NSLDS_ERR_CD_SEC	Financial Aid, Awards, View NSLDS Loan Data click the NSLDS Loan Detail tab, and then click the Detail link.	View NSLDS error codes, change flags, master promissory note flags, and alert file flags for the effective-dated row.

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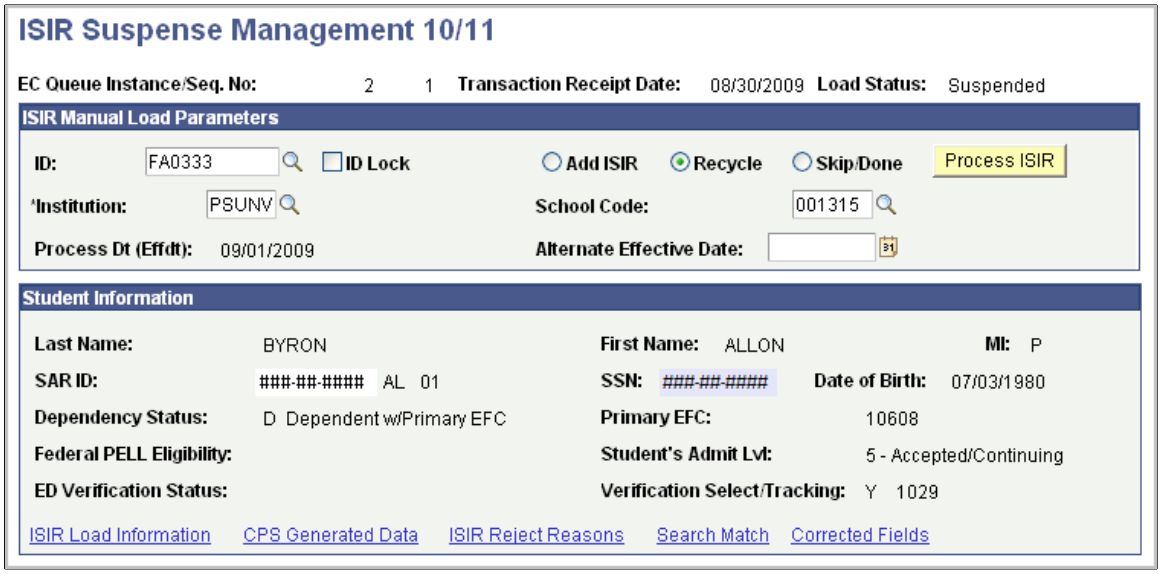
Using ISIR Suspense Management

Access the ISIR Suspense Management nn/nn page (Financial Aid, File Management, ISIR Import, 20nn-20nn Suspense Management, ISIR Suspense Management nn/nn).

Image: ISIR Suspense Management nn/nn page

This example illustrates the fields and controls on the ISIR Suspense Management nn/nn page. You can find definitions for the fields and controls later on this page.



EC Queue Instance/Seq. No

This is the unique internal number associated with the batch to which this record belongs.

Load Status

Displays the status of the student's ISIR record in the ISIR staging tables after the ISIR load process runs. Values include:

Loaded: The record successfully loaded from the ISIR staging tables into the database.

Error: An error occurred while trying to match the record to a similar record in the database. For example, if a batch of ISIR records for the wrong CPS School Code was loaded into the ISIR staging tables, then every record in the batch errors. Errors have an additional Error Code message. Use the ISIR Load Information link to view detailed information.

Skip/Done: Either the record has been successfully loaded into the ISIR application tables or the load program ignored the record because it was instructed to do so based on the ISIR data load parameters or manual set on the Suspense Management page.

Suspended: The record did not load into the database from the ISIR staging tables because the record did not meet the ISIR load parameters. Use the ISIR Load Information link to view detailed information.

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Unproc (unprocessed): The FA Inbound process loaded the record loaded into the ISIR staging tables, but the ISIR Load process has not yet be run for the record.

ISIR Manual Load Parameters

ID

Click the search button to open a search page to assign student's ID to a suspended ISIR.

ID Lock

Select to load the suspended ISIR record into the database to a specified ID. This works with the Add ISIR load option. When both this check box and the Add ISIR option are selected, the system adds the ISIR data to the record identified in the ID field. For example, a record status is suspended but an ID is found for the record. Activating the ID lock causes the record to load if all other ISIR load parameters are met.

Institution

Select an institution to which the selected ISIR loads directly from this page.

Process Dt (Effdt) (process date effective date)

The date the CPS processed this ISIR record. The Transaction Processed date on the ISIR record is used to set the effective date of the ISIR record. View the effective date in the ISIR Corrections component. If an unloaded ISIR record has a transaction processed date that predates the existing active ISIR record, the record suspends with *suspend reason #7 – ISIR Tran Num Out of Seq*.

School Code

The owning school code of the ISIR that is set when you run the ISIR Load process. When the load process cannot determine the owning school code, the system suspends the ISIR with a suspend reason of *Unable to Select School Code.* Schools must enter the school code for which the ISIR is to be assigned. Use the ISIR Load Information page to view the school codes listed on the student's ISIR.

Note: You must select one of the school codes entered by the student on the FAFSA or subsequent corrections to the student's ISIR may result in rejection by the CPS.

Alternate Effective Date

To load a suspended ISIR with suspend reason #7 into the database, change the effective date by entering an alternate effective date for this student. The alternate effective date should be greater than the current effective date. You cannot select a future date.

Add ISIR

Select this option to add the ISIR record to the database without enforcing the ISIR data load parameters. The system adds the ISIR record the next time the ISIR Load process runs. When you select *Add ISIR,* also select the ID Lock check box if you want to force the use of the ID in the ID field. Selecting the ID Lock prevents the system from looking for another ID when it is

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adding the ISIR. You can also use *Add ISIR* to reload previously loaded ISIR records.

Recycle

This is set by the ISIR load process if a student's ISIR cannot be loaded into the database because it does not fit the ISIR data load parameters.

Select to cause the system to attempt to load the record the next time the load process runs.

Skip/Done

This is set by the system when the ISIR record has been added to the database.

Select for any suspended ISIR records that you do not want loaded into the database.

Process ISIR

Click this button to run the ISIR load process for the selected ISIR that you want to load directly from this page. Unless you set the Add ISIR load option, the ISIR Load logic and load parameters for new ISIRs are performed.

Viewing Detailed Status Information from the ISIR Load Process

Access the View ISIR Load Information page (click the ISIR Load Information link on the ISIR Suspense Management nn/nn page).

Note: All suspended records have an ISIR Load Action status set to Recycle. All recycle status records that are not loaded are automatically reviewed the next time the ISIR Load process runs.

The ISIR Load process executes the ISIR load rules on individual ISIR records in the staging tables and tests for institutional review status, education verification completed, and for ISIR computation rejects.

The record is further verified to pass the ISIR routing control criteria. If it fails, the process posts a suspend status and suspend reason. Other load rules are performed on ISIR correction or system-generated files.

Load Information

Suspend Reason

Displays the reason the record was suspended and not loaded into the database and is blank if the record successfully loaded. Values include:

1 – Student Not Found (Max Match): Search Match/Search Match By-pass failed to identify an ID that matches the ISIR.

2 – Inst Review Status: This routing control option was triggered.

3 – Ed Verification Completed: This routing control option was triggered.

4 – ISIR Compute Rejects: This routing control option was triggered.

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5 – Record Suspend Level: The student's admit level.

7 – ISIR Tran Num Out of Seq: An ISIR with a greater transaction number, but an earlier process date was encountered.

D – Duplicate SSN Indicated: An ISIR suspends if the CPS reports that the SSN is used for another ISIR.

E – EFC Mismatch: The Correction ISIR Suspend reason if you select this as a correction data load parameter.

G – System Generated Record: All system generated ISIRs suspend if you select this data load option.

Unable to Select School Code: ISIR record was suspended because the load process could not determine the owning school code.

Skip Reason

Displays the reason the record did not load into the database. Values include:

2 – Inst Review Status: This routing control option was triggered.

3 – Ed Verification Completed: This routing control option was triggered.

4 – ISIR Compute Rejects: This routing control option was triggered.

5 – Record Suspend Level: This routing control option was triggered.

7 – Search/Match option set to Discard/Skip: ISIR skips if you select this Search/Match option.

G – System Generated Record: All system generated ISIRs skip if you select this data load option.

Error Code

Displays the reason the Suspend Reasons is set to Error Encountered. Values include:

1 – Invalid SSN

2 – Invalid School Code

3 – SQL Error Encountered

4 – Update/Add PD Error (personal data error)

5 – Update/Add Address Error

6 – Update/Add PS Names Error

7 – Blank Date for Effective Date

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	8 – Correction Record not found
Max Match Level (maximum match level)	Indicates the search/match level at which the ISIR record was matched to an ID.
Process Instance	Displays the process number that the load process assigned when the process last ran. Use to view and print messages generated by the load process.
Process Date	The date that the load process last ran.

School Choices / Multiple School Flags

School code choices reported on the ISIR record are listed when the ISIR is intended for multiple CPS schools of the same destination number (TG number). This group box indicates the school that generated the ISIR transaction or was listed on the transaction and whether the ISIR type is a daily, requested, or pushed.

Each character in the six-character code corresponds to one of the six federal school code fields listed on the ISIR. Any value reported represents the ETI value of the matching school. Only the schools of the same destination have a value in the field.

Viewing Information Generated by CPS for the ISIR

Access the CPS Generated Fields page (click the CPS Generated Data link on the ISIR Suspense Management nn/nn page).

Transaction Data Source/Type	Source of the current ISIR record (Electronic, Web Student, Web, FAA, Paper, CPS, FSAIC - Federal Student Aid Information Center) and the type of ISIR (application, correction, renewal, Signature page, and so on). The ISIR load process uses this value to determine which records are processed.
Application Data Source/Type	Source and type of the original ISIR transaction.
Address Only Change Flag	Indicates whether mailing or email information was the only item changed on the current ISIR.
CPS Pushed ISIR Flag	Indicates that CPS initiated the ISIR transaction. *Y* - Transaction is automatically sent to school in cases of an EFC change, SAR C change, or system-generated ISIR. ISIRs with a value of *Y* are treated as a system-generated ISIR.
NSLDS Post-Screening Code 1, NSLDS Post-Screening Code 2, and **NSLDS Post-Screening Code 3**	The NSLDS Post-screening field values on the ISIR.
Processed Record Type	Indicates whether the ISIR record is based on a Correction Application *(C),* a correction of an initial ISIR *(H),* or is an initial ISIR (blank).

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History Correction Applied	ISIR transaction number of an earlier ISIR record from which the current ISIR data is derived.
Source of Correction	Who initiated the current corrected ISIR record: *A:* Applicant *D :* CPS *S:* School Blank if not a corrected ISIR.
Electronic Institution Ind (electronic institution indicator)	School that initiated the current ISIR.
Reprocess Code	Code that explains why the CPS generated a revised ISIR.
EFC Change Flag	Indicates whether the EFC has increased or decreased from the previous ISIR.
ISIR SAR C Flag Changed	Indicates that the SAR C Flag has changed from the previous ISIR transaction.
Rejected Status Change Flag	Indicates that the rejection status is set or removed from the previous ISIR transaction.
Verification Select Chng Flag (verification select change flag)	Indicates that the ISIR is now selected for verification when the previous transaction was not selected.
ISIR Elec Trans Indicator (ISIR electronic transaction indicator)	Indicates whether the school receiving the ISIR generated the transaction or was listed on the transaction. Also indicates whether the type of ISIR is a daily, requested, or pushed ISIR. ETI values: *Blank:* No destination code associated or school not participating. *0:* School generated transaction and is an ISIR daily school. *1:* School did not generate transaction and is an ISIR daily school. *2:* School generated transaction and is an ISIR request school. *3:* School did not generate transaction and is an ISIR request school. *4:* School generated transaction, is an ISIR daily school, ISIR is CPS pushed. *5:* School did not generate transaction, is an ISIR daily school, ISIR is CPS pushed. *6:* School generated transaction, is an ISIR request school, ISIR is CPS pushed.

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7: School did not generate transaction, is an ISIR request school, ISIR is CPS pushed.

8: School did not generate transaction, is an ISIR daily school, ISIR is CPS pushed (system generated).

9: School did not generate transaction, is an ISIR request school, ISIR is CPS pushed (system generated).

Viewing ISIR Reject Codes

Access the Reject Reasons page (click the ISIR Reject Reasons link on the ISIR Suspense Management page).

Signature Reject EFC	Displays the primary 9–month EFC when all data is provided except valid signatures.

Reviewing Corrected Fields

Access the Corrected Fields page (click the Corrected Fields link on the ISIR Suspense Management page).

The system reads the Correction Flag field on the ISIR and displays which fields were corrected. The system uses the ISIR/SAR Cross Reference setup data to display the field names on this page.

Managing ISIRs Suspended in Batch

Access the ISIR Inbound Load Summary page (Financial Aid, File Management, ISIR Import, 20nn-20nn ISIR File Data, ISIR Inbound Load Summary).

Note: Click the tabs in the scroll area to access multiple views of this page. Elements common to all views are documented in the section on common page information.

Common Page Information

Original SSN (original Social Security Number)	The original Social Security Number entered on the FAFSA by the student.
Name CD (name code)	The first two letters of the student's last name reported on the FAFSA used with the original SSN by the CPS to uniquely identify the student.
Trans Nbr (transaction number)	The transaction number of the ISIR.
Header and Trailer Data	Click this link to view header and trailer information for the ISIR record.

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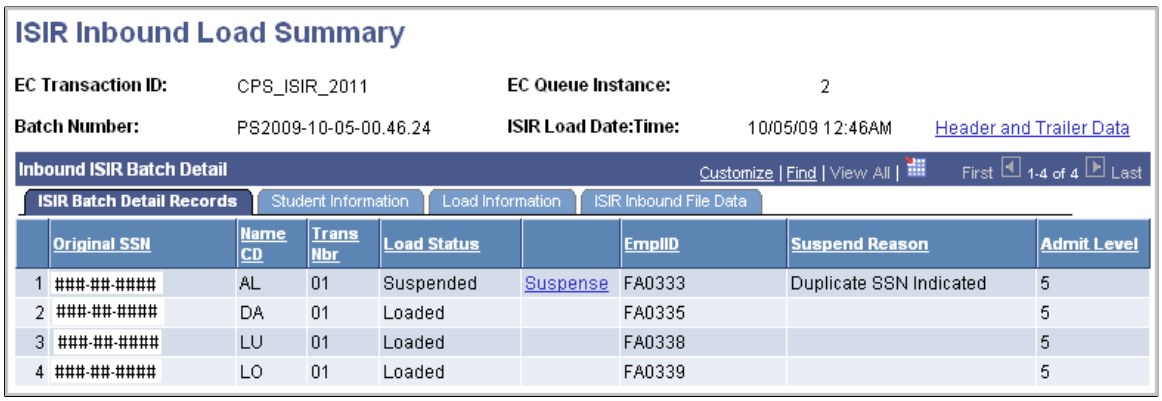
ISIR Batch Detail Records Tab

Access the ISIR Inbound Load Summary, ISIR Batch Detail Records subpage (click the Student Information tab on the ISIR Inbound Load Summary page).

Image: ISIR Inbound Load Summary page, ISIR Batch Detail Records tab

This example illustrates the fields and controls on the ISIR Inbound Load Summary page, ISIR Batch Detail Records tab. You can find definitions for the fields and controls later on this page.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2011 EC Queue Instance: 2

Batch Number: PS2009-10-05-00.46.24 ISIR Load Date:Time: 10/05/09 12:46AM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-4 of 4 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	Load Status		EmplID	Suspend Reason	Admit Level
1	###-##-####	AL	01	Suspended	Suspense	FA0333	Duplicate SSN Indicated	5
2	###-##-####	DA	01	Loaded		FA0335		5
3	###-##-####	LU	01	Loaded		FA0338		5
4	###-##-####	LO	01	Loaded		FA0339		5

Load Status

Displays the current status of the ISIR batch files loaded into the ISIR staging tables.

Loaded indicates the ISIR batch file is loaded into the ISIR staging tables and will be loaded into the database the next time the ISIR Load process (FAPSAR00) is run.

Processed indicates the ISIR batch file no longer needs to be reviewed by the ISIR Load process.

Suspense

Click this link for a suspense file to navigate to the ISIR Suspense Management nn/nn page.

EmplID

The ID number assigned to this student.

Suspend Reason

This field on the ISIR Batch Detail Records tab and the Load Information tab displays the reason the record was suspended and not loaded into the database. It is blank if the record was successfully loaded. If all records in the EC Queue instance are loaded, this field does not display.

Values include:

1 – Student Not Found (Max Match): Search Match/Search Match By-pass failed to identify an ID that matches the ISIR.

2 – Inst Review Status: This routing control option was triggered.

3 – Ed Verification Completed: This routing control option was triggered.

4 – ISIR Compute Rejects: This routing control option was triggered.

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5 – Record Suspend Level: The student's admit level.

7 – ISIR Tran Num Out of Seq: An ISIR with a greater transaction number, but an earlier process date, was encountered.

D – Duplicate SSN Indicated: An ISIR suspends if the CPS reports that the SSN is used for another ISIR.

E – EFC Mismatch: The Correction ISIR Suspended Reason if you select this as a correction data load parameter.

G – System Generated Record: All system generated ISIRs suspend if you select this data load option.

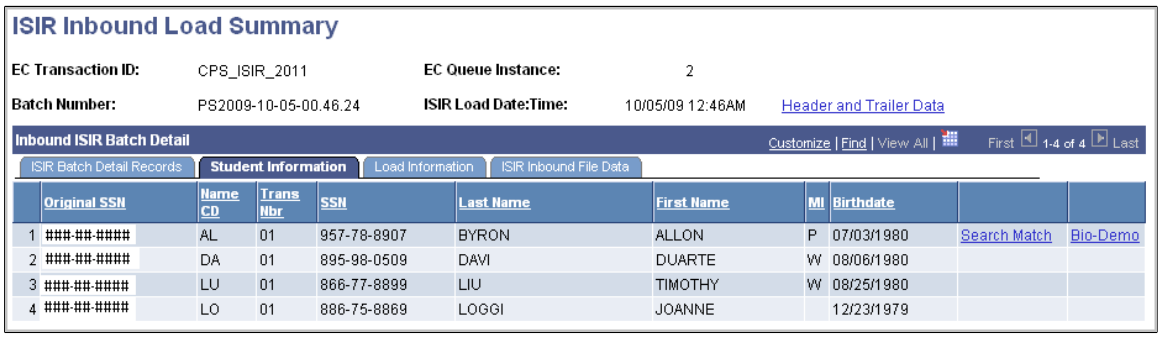
Admit Level Displays the admit level for this record.

Student Information Tab

Access the ISIR Inbound Load Summary page, Student Information subpage (click the Student Information tab on the ISIR Inbound Load Summary page).

Image: ISIR Inbound Load Summary page, Student Information tab

This example illustrates the fields and controls on the ISIR Inbound Load Summary page, Student Information tab. You can find definitions for the fields and controls later on this page.



The Last Name, First Name, MI, and Birthdate values are from the ISIR.

Search Match Click this link to connect to the search match component.

Bio Demo Click this link to connect to the PeopleSoft Campus Community Bio Demographic component.

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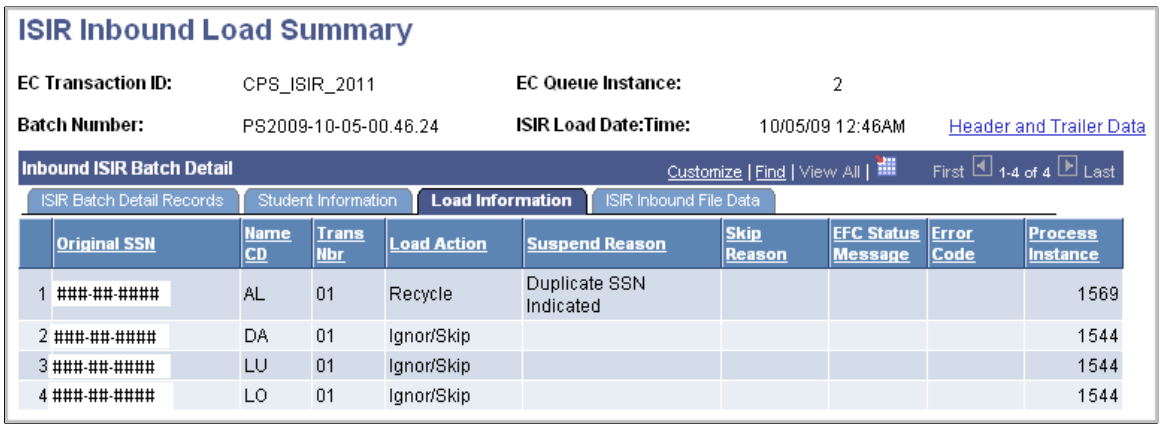
Load Information Tab

Access the Load Information subpage (click the Load Information tab on the ISIR Inbound Load Summary page).

Image: ISIR Inbound Load Summary page, Load Information tab

This example illustrates the fields and controls on the ISIR Inbound Load Summary page, Load Information tab. You can find definitions for the fields and controls later on this page.



ISIR Inbound Load Summary

EC Transaction ID: CPS_ISIR_2011 EC Queue Instance: 2

Batch Number: PS2009-10-05-00.46.24 ISIR Load Date:Time: 10/05/09 12:46AM Header and Trailer Data

Inbound ISIR Batch Detail Customize | Find | View All | First 1-4 of 4 Last

ISIR Batch Detail Records | Student Information | Load Information | ISIR Inbound File Data

	Original SSN	Name CD	Trans Nbr	Load Action	Suspend Reason	Skip Reason	EFC Status Message	Error Code	Process Instance
1	###-##-####	AL	01	Recycle	Duplicate SSN Indicated				1569
2	###-##-####	DA	01	Ignor/Skip					1544
3	###-##-####	LU	01	Ignor/Skip					1544
4	###-##-####	LO	01	Ignor/Skip					1544

Load Action

Values include *Add ISIR, Ignore/Skip,* and *Recycle.*

Suspend Reason

This field displays the reason the record was suspended and not loaded into the database. It is blank if the record was successfully loaded. If all records in the EC Queue instance are loaded, this field does not display.

Values include:

1 – Student Not Found (Max Match): Search Match/Search Match By-pass failed to identify an ID that matches the ISIR.

2 – Inst Review Status: This routing control option was triggered.

3 – Ed Verification Completed: This routing control option was triggered.

4 – ISIR Compute Rejects: This routing control option was triggered.

5 – Record Suspend Level: The student's admit level.

7 – ISIR Tran Num Out of Seq: An ISIR with a greater transaction number, but an earlier process date, was encountered.

D – Duplicate SSN Indicated: An ISIR suspends if the CPS reports that the SSN is used for another ISIR.

E – EFC Mismatch: The Correction ISIR Suspended Reason if you select this as a correction data load parameter.

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G – System Generated Record: All system generated ISIRs suspend if you select this data load option.

Skip Reason

Reason the record did not load into the database, such as:

2 – Inst Review Status: This routing control option was triggered.

3 – Ed Verification Completed: This routing control option was triggered.

4 – ISIR Compute Rejects: This routing control option was triggered.

5 – Record Add Level: This routing control option was triggered.

7 – Search/Match option set to Discard/Skip:—ISIR skips if you select this Search/Match option.

G – System Generated Record: All system-generated ISIRs skip if you select this data load option.

Error Code

The reason that the Suspend Reasons is set to Error Encountered. Values include:

1 – Invalid SSN

2 – Invalid School Code

3 – SQL Error Encountered

4 – Update/Add PD Error

5 – Update/Add Address Error

6 – Update/Add PS Names Error

7 – Blank Date for Effective Date

8 – Correction Record not found.

Process Instance

Number that the load process assigned when the process last ran. Use to view and print messages generated by the load process.

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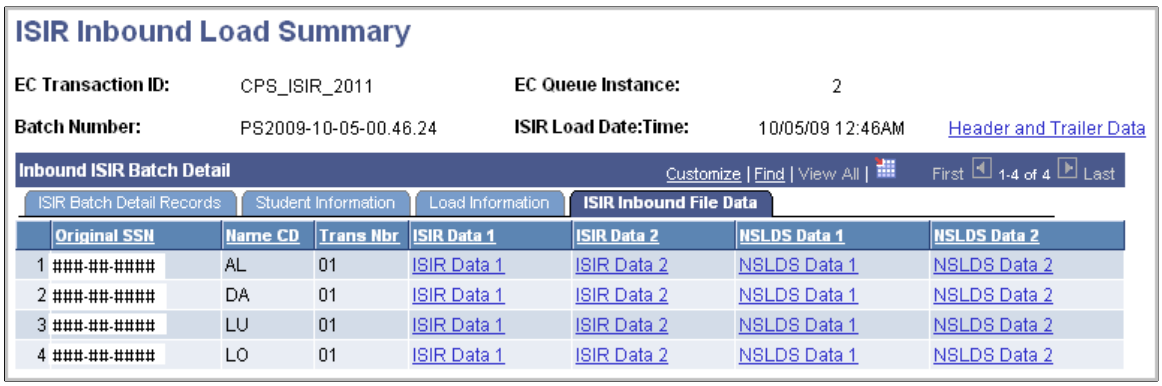
ISIR Inbound File Data Tab

Access ISIR Inbound File Data subpage (click the ISIR Inbound File Data tab on the ISIR Inbound Load Summary page).

Image: ISIR Inbound Load Summary page, ISIR Inbound File Data tab

This example illustrates the fields and controls on the ISIR Inbound Load Summary page, ISIR Inbound File Data tab. You can find definitions for the fields and controls later on this page.



Click the links for ISIR Data 1, ISIR Data 2, NSLDS Data 1, or NSLDS Data 2 to view the ISIR information in the ISIR staging tables.

Making ISIR Corrections

Use the ISIR Data Corrections component to review and correct FAFSA application information loaded from the ISIR. All ISIR field modifications are maintained in the ISIR correction audits component.

This section provides an overview for processing ISIR corrections and discusses how to:

- Use the ISIR correction component.
- Review FAFSA student information.
- Review FAFSA parent information
- Correct assumptions and school code information.
- View EFC status and database matches.

Related Links

Overriding Expected Family Contribution (EFC)

Understanding ISIR Corrections

When a corrected ISIR loads, a new effective-dated row is inserted into the ISIR Data Corrections component. The current date is the effective date, not the CPS transaction process date.

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The federal database match information on the ISIR updates in the packaging status summary, database match page. You cannot alter the database match field. Override fields on this page reflect an institutional override of the database match results.

NSLDS information loads if the NSLDS information on the ISIR is more recent than the current loaded NSLDS information, based on the NSLDS transaction number.

Two data load options allow you to:

- Suspend the ISIR if the primary EFC on the ISIR does not match the primary EFC displayed in the ISIR Data Corrections component.
- Control the INAS process for corrected ISIRs.

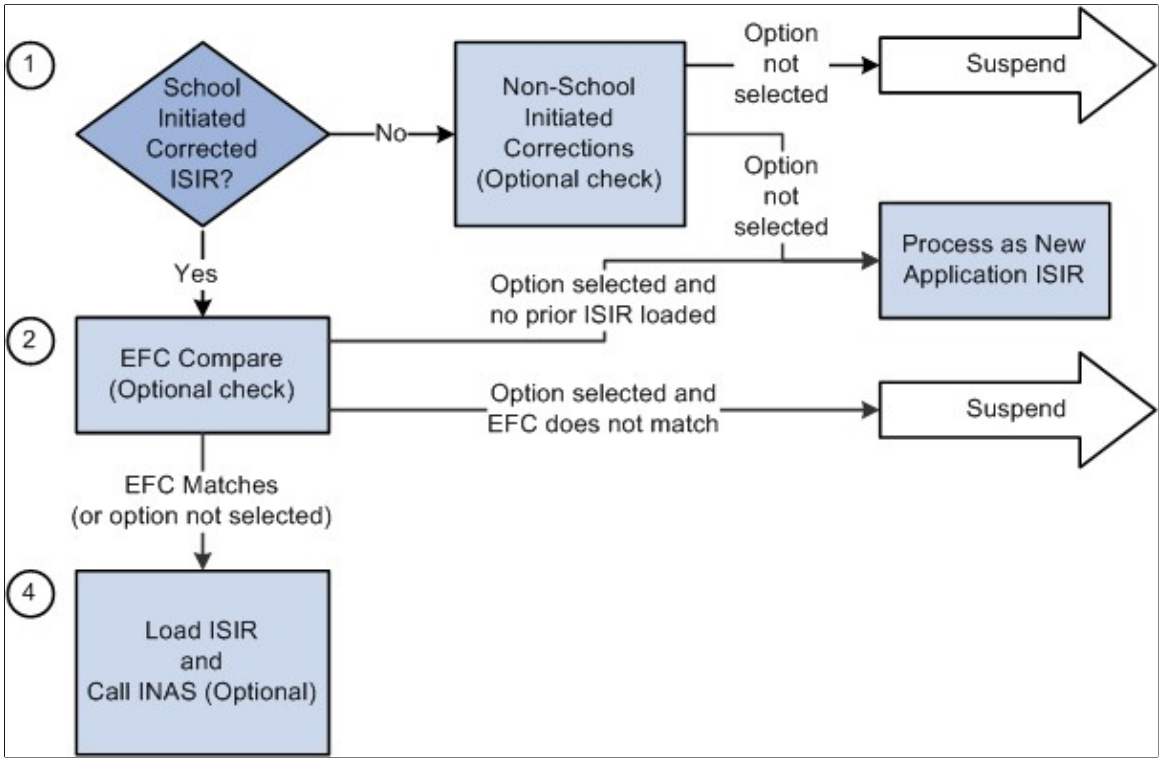
This section discusses the ISIR correction load logic.

Note: The system loads only corrected ISIRs submitted by your school. Corrections made by another institution, those initiated by the student, or initiated by CPS do not process and must be resolved individually in the ISIR Suspense Management page.

The following diagram reviews the ISIR correction load logic.

Image: ISIR Load Logic

ISIR Load Logic



The FAPSAR00 process performs the following steps to process corrected ISIRs:

1. The system compares the Original SSN and Name code from the ISIR against all loaded ISIRs to determine whether the ISIR is loaded.

   If no match is found, the ISIR suspends with a suspend reason of *Student Not Found.*

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If a previously loaded ISIR is found, the next check is performed.

The system verifies that the ISIR was corrected by the school by checking either the ISIR ETI or the appropriate Multi-School flag fields.

If a previously loaded ISIR exists for the student, the correction ISIR is loaded and assigned a load status of *Change Processed.*

If the system determines that the corrected ISIR was not initiated by the school, two options are available: Suspend Non-School Initiated ISIRs and Process Non-School Initiated ISIRs as new Application ISIRs.

2. Optionally, you can compare the primary EFC on the ISIR with the primary EFC on the ISIR Data Corrections component.

   If they do not match, the ISIR suspends with a suspend reason of *EFC Mismatch*.

   If the EFCs match, the ISIR loads and calls a final optional feature.

   If no previously loaded ISIR exists with which to make the comparison, the load process handles the corrected ISIR as a new application ISIR.

   If you do not select the option to compare EFCs, the ISIR loads and calls a final optional feature

3. You can determine whether a new INAS calculation is performed after the ISIR loads.

Pages Used to Make ISIR Data Corrections

Note: The navigation paths for the pages listed in the following page introduction table are for aid year 20nn-20nn. Oracle supports access for three active aid years.

Page Name	***Definition Name***	***Navigation***	***Usage***
FAFSA Student Information	ISIR_PIA_CS1_nn	Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Student Information	Correct information on the FAFSA Student Information page.
FAFSA Parent Information	ISIR_PIA_CS4_nn	Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Parent Information	Correct information on the FAFSA Parent Information page.
Address Use	ISIR_ADR_MNT_SEC	Click the Student Address link on the Student Information page.	View the student's Campus Community address used for the ISIR Correction file. Your ISIR Address Usage parameters and the Owning School Code determine the address, which you can override.
Original ISIR Address	ISIR_ORG_ADR_SEC	Click the ISIR Address link on the Student Information page.	View address information for the student reported on the current ISIR.

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Page Name	*Definition Name*	*Navigation*	*Usage*
INAS Federal Extension	INAS_FED_EXTnn_SEC	Click the FM link on any tab in the Correct 20nn-20nn ISIR records component.	Override INAS local policy options.
INAS Federal Extension Budget Durations	INAS_FEDEX_DUR_SEC	Click the Budget Durations link on the INAS Federal Extension page.	Override INAS local policy options for federal academic and non-standard budget duration.
INAS Federal Extension EFC Proration Options INAS Federal Extension EFC Override	INAS_FEDEX_PRO_SEC INAS_FEDEX_EFC_SEC	Click the EFC Proration Options link on the INAS Federal Extension page. Click the Override Federal EFC link on the INAS Federal Extension page.	Override EFC proration options for method and non-standard months. Override EFC components for academic and non-standard award periods.
INAS Institutional Extension 1	INAS_PROF_EXT1_S04	Click the IM link on any tab in the Correct 20nn-20nn ISIR records component or any tab in the Institutional Application, Maintain Application 20nn-20nn component.	Override INAS local policy options or institutional calculations on a student-by-student basis.
Institutional Budget Durations	INAS_PRFEX_DUR_SEC	Click the Budget Durations link or the Override Institutional EFC link on the INAS Institutional Extension 1 page.	Override INAS local policy options for institutional academic and non-standard budget duration.
Institutional EFC Override	INAS_PROF_EFC_SEC	Click the Override Institutional EFC link on the INAS Institutional Extension 1 page.	Override INAS local policy options for institutional academic and non-standard budget duration.
Change Student Income Values	ISIR_ASM_ST1_SECnn	Click the Assumptions link within the Student Data - Financial Information group box on the Student Information page.	Edit any fields that are unavailable for entry on the main page due to the CPS assigning an assumed value to the field.
Change Student Status Values	ISIR_ASM_ST2_SECnn	Click the Assumptions link within the Student Data - Dependency Status Information group box on the Student Information page to open the Change Student Status Values page.	Edit any fields that are unavailable on the main page because the CPS assigned an assumed value to the field.
Change Parent Household Information	ISIR_ASM_PR2_SECnn	Click the Assumptions link within the Parent Data - Parent Background Information group box on the Parent Information page.	Change the Assumption Indicator for fields pertaining to parent household information to correct the fields on the Parent Data - Parent Background Information page.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Change Parent Earnings and Income Values	ISIR_ASM_PR1_SECnn	Click the Assumptions link within the Parent Data - Parent Financial Information group box on the Parent Information page.	Change the Assumption Indicator for each of the fields pertaining to parent financial information so that the field can be corrected on the Parent Data – Parent Background Information page.
Assumptions and School Codes	ISIR_PIA_CS2_nn	Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Assumptions/School Codes, Assumptions and School Codes	Enter corrections to a student's choice of school and housing, to override a student's dependency status, and to override FAFSA Assumption and/or Reject information on behalf of the student. You can use this page to override this data.
EFC\DB Matches\Corr	ISIR_PIA_CS3_nn	Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, EFC\DB Matches\Corr	View the EFC details for a student and information about all ISIR database matches and processing flags set by the CPS.
Need Summary Monthly EFC	NEED_SMRY_EFC_SEC	Click the Monthly EFC link within the EFC Information group box on the EFC/DB Matches page.	View information about the primary and secondary expected family contributions.

Using the ISIR Correction Component

This section discusses how to use the ISIR correction component.

Correcting ISIR Data

The system stores and displays each loaded ISIR in a separate effective-dated row that cannot be modified. To correct an ISIR record, insert a new effective-dated row in the component by clicking the Add (+) button located at the top of the page. The Add button is available for uncorrected ISIR records.

When the CPS has used an assumed value, the field is unavailable and is marked with an 'a' at the right of the field value. Use the corresponding assumptions page to make the field correctable.

Numeric Fields That Support a Blank, Non-Zero Value

Several numeric fields on the ISIR Data Corrections pages support a blank, non-zero value so that the INAS calculation can be used to determine a usable value for the field. These values also appear blank if reported blank on the ISIR rather than appear as zero. The fields include:

- AGI (student and parent)
- U.S. Taxes Paid (student and parent)
- Cash and savings (student and parent)

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- Investment Net Worth (student and parent)
- Student's Income, Spouse's Income, Father's Income, and Mother's Income.
- Business/Farm Net Worth (student and parent)
- All Untaxed Income fields (student and parent)
- All Additional Financial Total fields (student & parent)

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Reviewing FAFSA Student Information

Access the Student Information page (Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Student Information).

Image: FAFSA Student Information page (1 of 4)

This example illustrates the fields and controls on the FAFSA Student Information page (1 of 4). You can find definitions for the fields and controls later on this page.

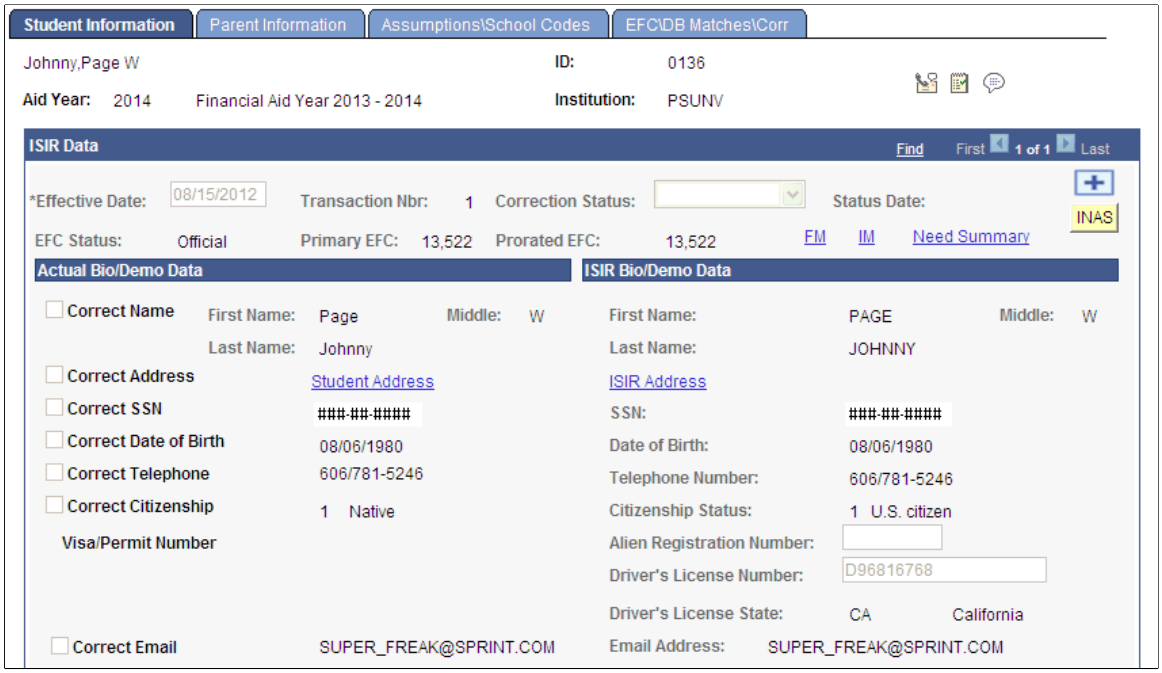

Image: FAFSA Student Information page (2 of 4)

This example illustrates the fields and controls on the FAFSA Student Information page (2 of 4). You can find definitions for the fields and controls later on this page.

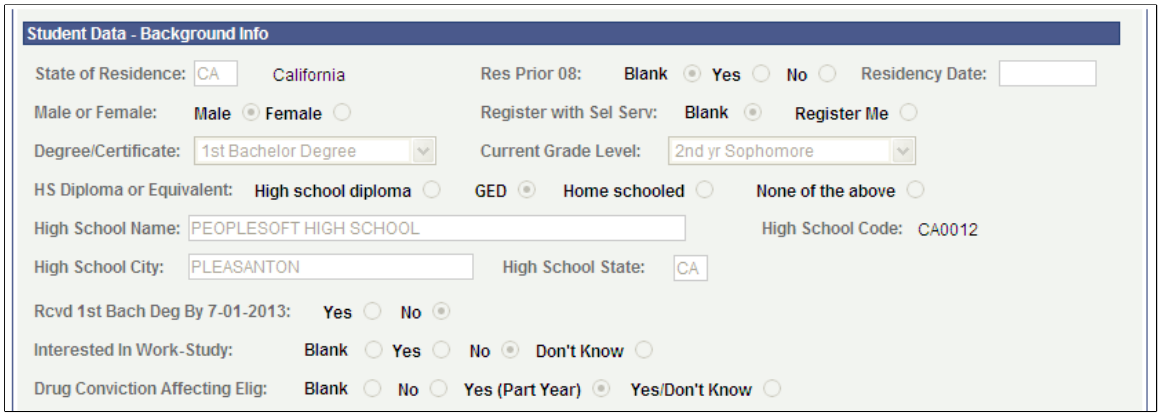

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Image: FAFSA Student Information page (3 of 4)

This example illustrates the fields and controls on the FAFSA Student Information page (3 of 4). You can find definitions for the fields and controls later on this page.

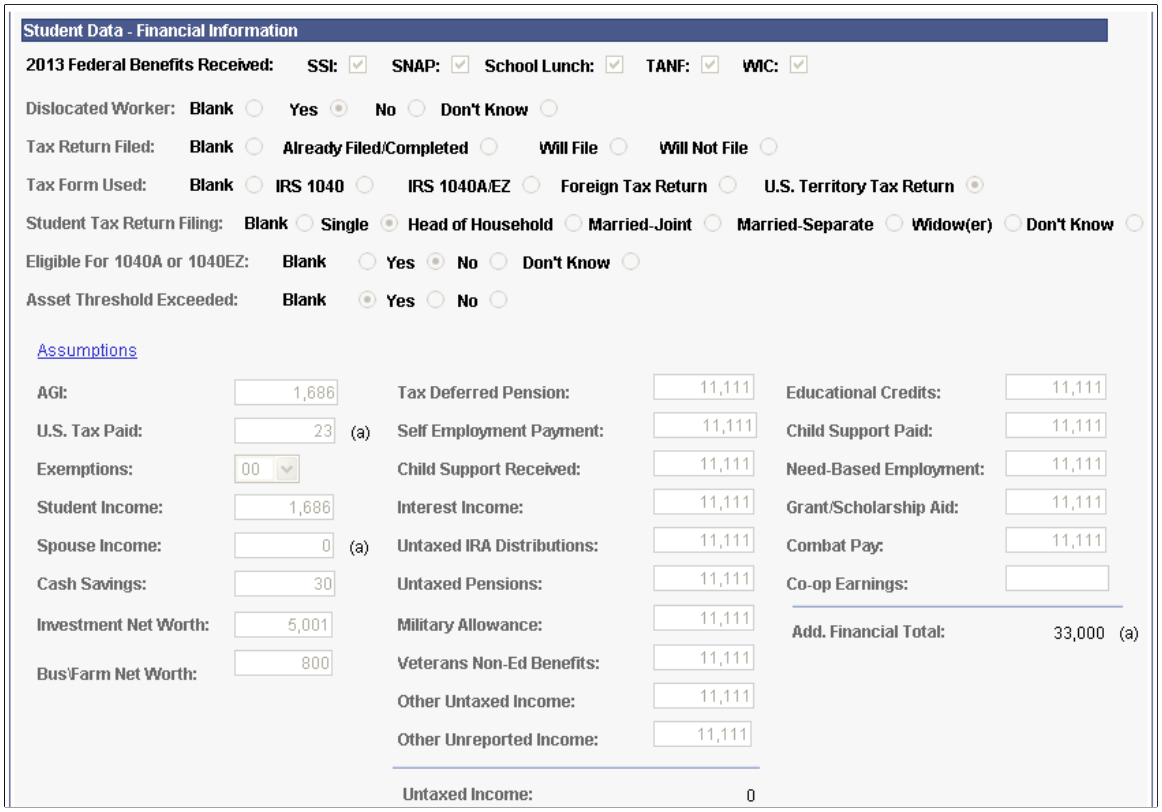
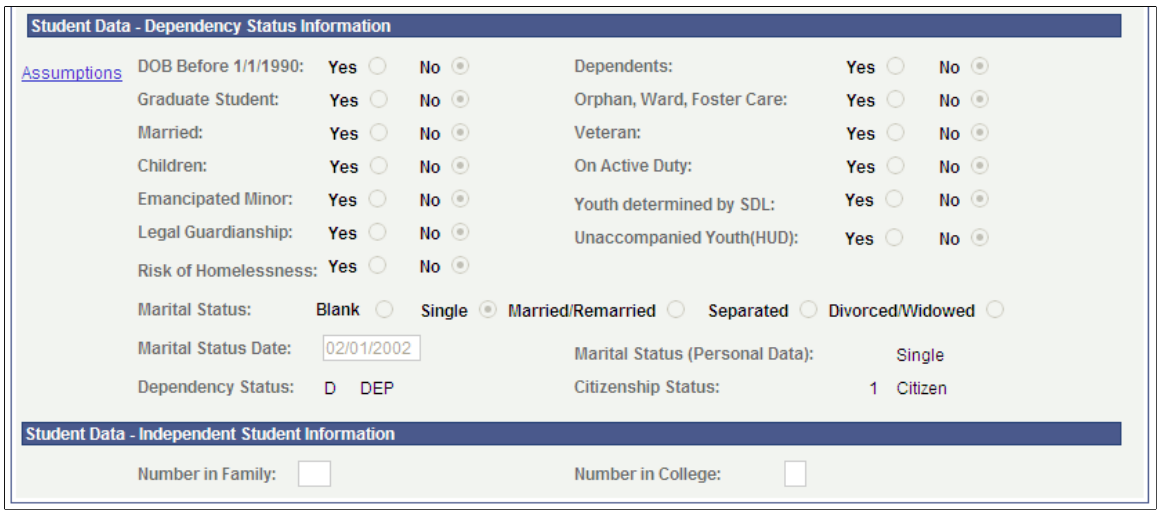


Image: FAFSA Student Information page (4 of 4)

This example illustrates the fields and controls on the FAFSA Student Information page (4 of 4). You can find definitions for the fields and controls later on this page.



Note: When you open an uncorrected ISIR, an Add (+) button is available. Click this button to insert a new row to make corrections.

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Correction Status Set the value to *Send* when the ISIR is ready to be sent to the CPS to request a corrected ISIR. Values include: *Accepted, Don't Send, Pending, Rejected, Send,* and *Sent.*

Status Date The date the correction status was last modified.

EFC Status The status displays as: *Unofficial, Official,* or *Rejected.*

Actual Bio/Demo Data

Actual Bio/Demo Data is the student's information stored in the Campus Community bio-demographic records and might differ from the information listed as ISIR Bio/Demo Data. To update actual information to match ISIR information, use the Campus Community bio/demographic data components.

Select the check box to send the corresponding fields to CPS for correction. When a corrected ISIR is requested, the system sends the selected fields to the CPS.

Correct Telephone The field displays the active telephone number based on the phone usage setting on the Process Demo Setup page. If selected, the system displays the Ovrd check box. Select the Ovrd check box to override the telephone number to be sent to the CPS. From the list of options, select the student's active phone type to be sent to the CPS. The system then displays the alternate telephone number.

Correct Email The field displays the active email address based on the Email usage setting on the Process Demo Setup page. If selected, the system displays the Ovrd check box. Select the Ovrd check box to override the email address to be sent to the CPS. From the list of options, select the student's active email type to be sent to the CPS. The system then displays the alternate email address.

Student Address Click this link to view the student's active address.

ISIR Bio/Demo Data

The ISIR Bio/Demo Data column displays bio/demographic information reported on the ISIR record. Click the ISIR Address to view the original ISIR address.

Student Data – Background Information

State of Residence Select the student's state of residence.

Res Prior nn (resident prior to 20nn) The system displays the number representing the option selected. Values are *Blank, Yes* , and *No.*

Residency Date Enter a date for the student's state residency.

Register with Sel Serv (register with Selective Service) Select *Blank* or *Register Me.*

Degree/Certificate Values include:

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	1st Bachelor Degree (first bachelor degree). *2nd Bachelor Degree* (second bachelor degree). *Occ/Tech (Associate)* (occupational/technical (associate). *Associate General Ed* (associate general education). *Cert <2 yrs* (certified less than two years). *Cert>=2 yrs* (certified at least two years). *Tech Cred* (Technical credential). *Grad/Prof* (Graduate/Professional). *Other.*
Current Grade Level	Values are: *1st yr NA* (never attended). *1st yr AB* (attended before). *2nd yr Sophomore* *3rd yr Junior* *4th yr Senior* *5th yr UG* (under graduate). *1st yr GP* (graduate/professional). *Grad/Prof+* (graduate/professional or beyond).
HS Diploma or Equivalent (high school diploma or equivalency degree completed)	Select from *High school diploma, GED, Home schooled,* or *None of the above.*
High School Code	Displays a CPS derived code that is based on a valid match to the High School Name, High School City, and High School State values.
Rcvd 1st Bach Deg By (Received First Bachelor Degree by date)	Select *Yes* or *No.*
Interested in Work-Study	Indicate the student's interest in work study.
Drug Conviction Affecting Elig (drug conviction affecting eligibility)	Indicate whether a drug conviction affects eligibility for any part of the year.

Student Data – Financial Information

Click the Assumptions link to access the Change Student Income Values page.

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Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You cannot edit fields in the component without first overriding the Assumption Indicator where the CPS has used an alternate value.

Set the Assumption Indicator to *Reported* or *Verified* to enable the field to be corrected on the main page. *Reported* indicates you are entering data reported by the student and *Verified* indicates you have verified the data on the ISIR.

Student Data – Dependency Status Information

Marital Status

You can change marital status in personal data or use this page to change the ISIR record. Information changed here does not change personal data information. This enables you to change the marital status to affect the EFC but does not change the marital status value in personal data. Values are:

Blank.

Single.

Married/Remarried.

Separated.

Divorced/Widowed.

Marital Status Date

Enter the date of the indicated marital status.

Marital Status (Personal Data)

The system displays the marital status listed in the Campus Community bio-demographic data records.

Dependency Status

The system displays the student's dependency status determined by the answers to the dependency status questions.

Citizenship Status

The system displays the citizenship status listed in the ISIR.

Click the Assumptions link to access the Change Student Status Values page.

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You cannot edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value. Set the assumption indicator to *Reported* or *Verified* to enable the field to be corrected on the main page. *Reported* indicates you are entering data reported by the student and *Verified* indicates you have verified the data on the ISIR.

Student Data – Independent Student Information

The system displays the Number in Family and Number in College for an independent student.

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Reviewing FAFSA Parent Information

Access the Parent Information page (Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Parent Information).

Image: FAFSA Parent Information page (1 of 2)

This example illustrates the fields and controls on the FAFSA Parent Information page (1 of 2). You can find definitions for the fields and controls later on this page.

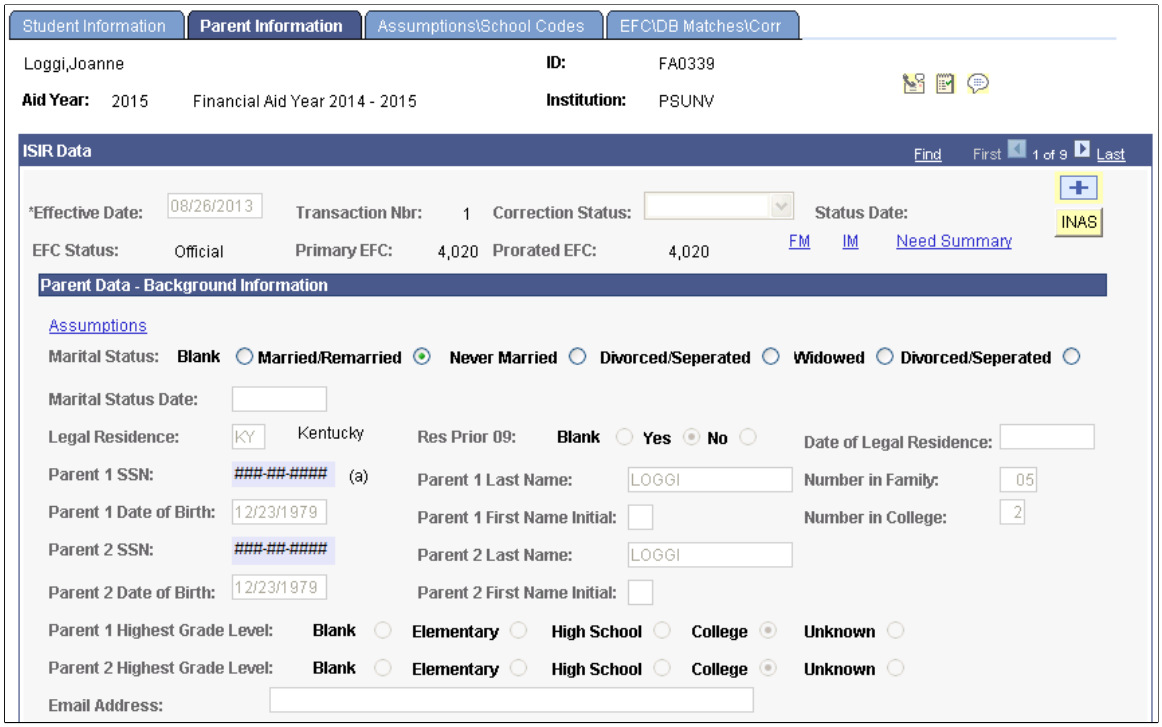

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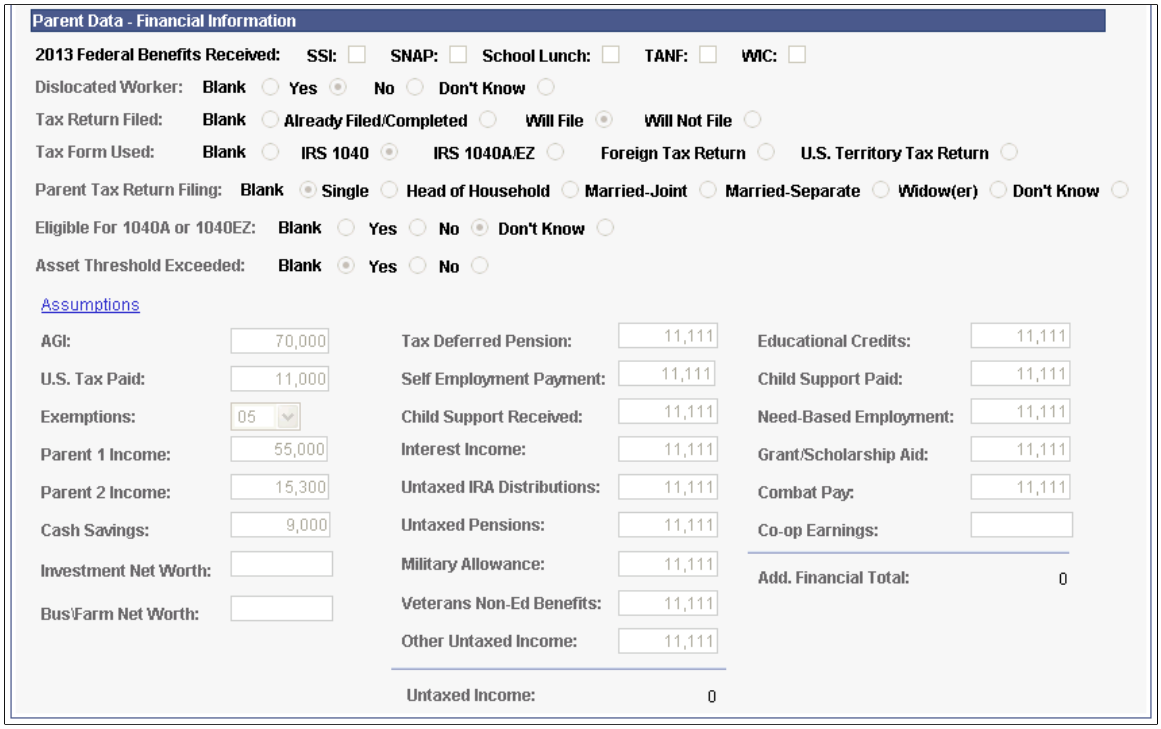
Image: FAFSA Parent Information page (2 of 2)

This example illustrates the fields and controls on the FAFSA Parent Information page (2 of 2). You can find definitions for the fields and controls later on this page.



Note: When you open an uncorrected ISIR, an Add (+) button is available. Click this button to insert a new row to make corrections.

Correction Status Set the value to *Send* when the ISIR is ready to be sent to the CPS to request a corrected ISIR. Values include: *Accepted*, *Don't Send*, *Pending*, *Rejected*, *Send*, and *Sent*.

Status Date The date the correction status was last modified.

EFC Status The status displays as: *Unofficial*, *Official*, or *Rejected*.

Parent Data – Background Information

Marital Status You can change marital status in personal data or use this page to change the ISIR record. Information changed here does not change personal data information. This enables you to change the marital status to affect the EFC but does not change the marital status value in personal data. Values are:

Divorced/Separated

Married/Remarried

Never Married

Unmarried and both parents living together

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	Widowed
	blank
Marital Status Date	The system displays the marital status date reported on the FAFSA.

Click the Assumptions link to access the Change Parent Household Information page.

Use the Change Parent Household Information page to override field values where the CPS has assumed an alternate value in their EFC calculation. You cannot edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value. Set the assumption indicator to *Reported* or *Verified* to enable the field to be corrected on the main page. *Reported* indicates you are entering data reported by the student and *Verified* indicates you have verified the data on the ISIR.

Parent Data – Financial Information

Click the Assumptions link to access the Change Parent Earnings and Income Values page.

Use this page to override field values where the CPS has assumed an alternate value in their EFC calculation. You cannot edit fields in the component without first overriding the assumption indicator where the CPS has used an alternate value. Set the assumption indicator to *Reported* or *Verified* to enable the field to be corrected on the main page. *Reported* indicates you are entering data reported by the student and *Verified* indicates you have verified the data on the ISIR.

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Correcting Assumptions and School Code Information

Access the Assumptions\School Codes page (Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, Assumptions\School Codes).

Image: FAFSA Assumptions\School Codes page (1 of 3)

This example illustrates the fields and controls on the FAFSA Assumptions\School Codes page (1 of 3). You can find definitions for the fields and controls later on this page.

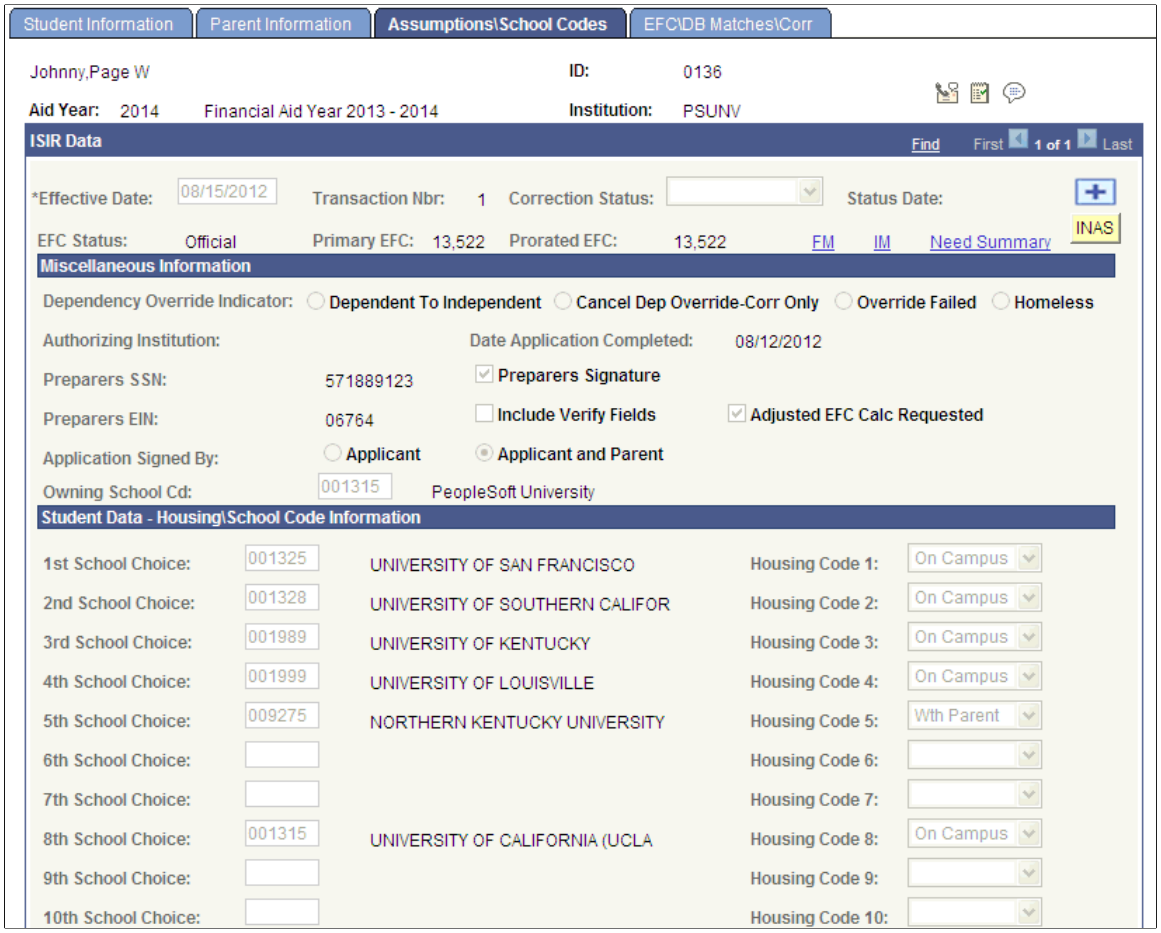

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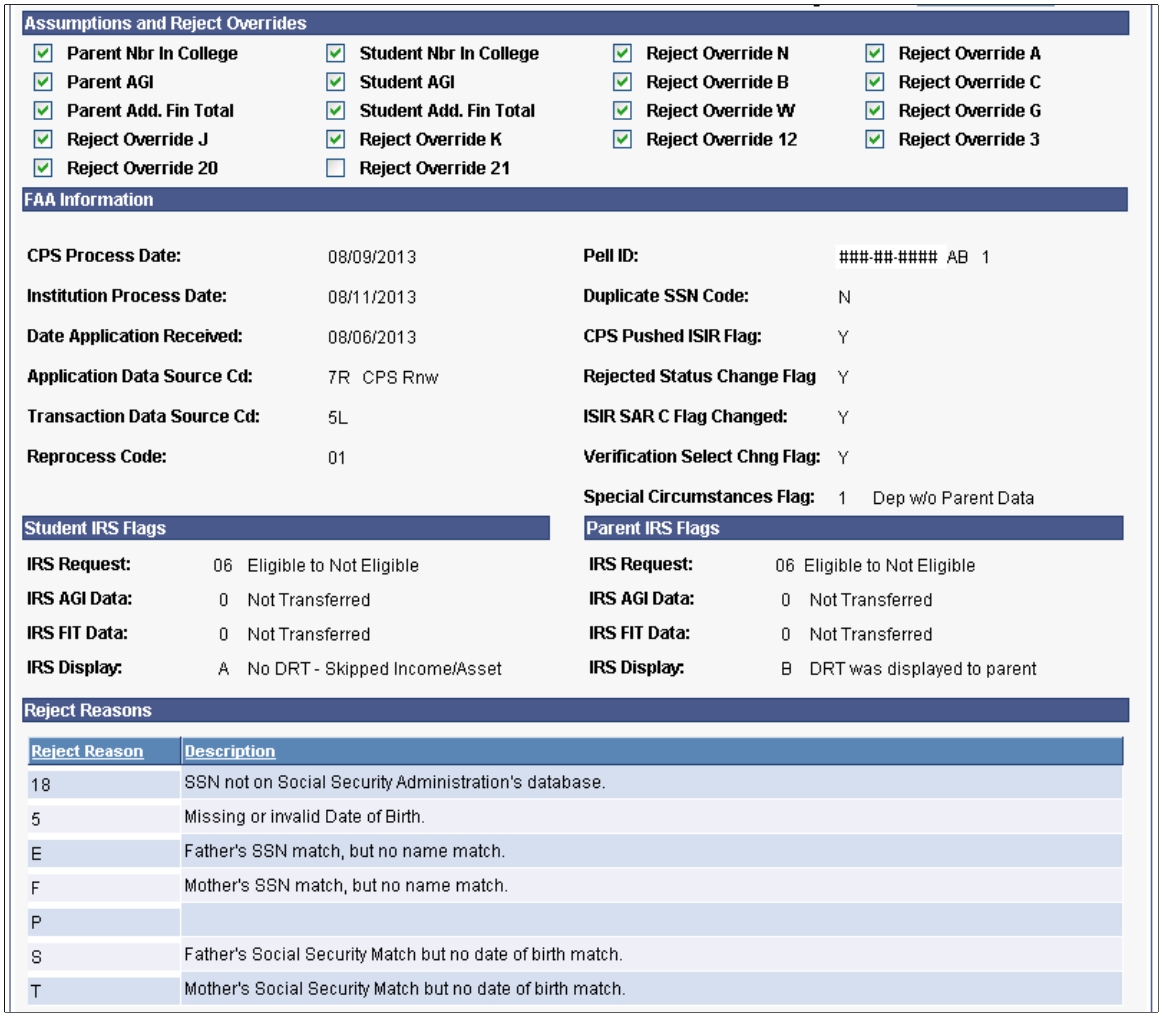
Image: FAFSA Assumptions\School Codes page (2 of 3)

This example illustrates the fields and controls on the FAFSA Assumptions\School Codes page (2 of 3). You can find definitions for the fields and controls later on this page.



Assumptions and Reject Overrides

☑ Parent Nbr In College	☑ Student Nbr In College	☑ Reject Override N	☑ Reject Override A
☑ Parent AGI	☑ Student AGI	☑ Reject Override B	☑ Reject Override C
☑ Parent Add. Fin Total	☑ Student Add. Fin Total	☑ Reject Override W	☑ Reject Override G
☑ Reject Override J	☑ Reject Override K	☑ Reject Override 12	☑ Reject Override 3
☑ Reject Override 20	☐ Reject Override 21		

FAA Information

CPS Process Date:	08/09/2013	Pell ID:	###-##-#### AB 1
Institution Process Date:	08/11/2013	Duplicate SSN Code:	N
Date Application Received:	08/06/2013	CPS Pushed ISIR Flag:	Y
Application Data Source Cd:	7R CPS Rnw	Rejected Status Change Flag	Y
Transaction Data Source Cd:	5L	ISIR SAR C Flag Changed:	Y
Reprocess Code:	01	Verification Select Chng Flag:	Y
		Special Circumstances Flag:	1 Dep w/o Parent Data

Student IRS Flags

IRS Request:	06 Eligible to Not Eligible
IRS AGI Data:	0 Not Transferred
IRS FIT Data:	0 Not Transferred
IRS Display:	A No DRT - Skipped Income/Asset

Parent IRS Flags

IRS Request:	06 Eligible to Not Eligible
IRS AGI Data:	0 Not Transferred
IRS FIT Data:	0 Not Transferred
IRS Display:	B DRT was displayed to parent

Reject Reasons

Reject Reason	Description
18	SSN not on Social Security Administration's database.
5	Missing or invalid Date of Birth.
E	Father's SSN match, but no name match.
F	Mother's SSN match, but no name match.
P	
S	Father's Social Security Match but no date of birth match.
T	Mother's Social Security Match but no date of birth match.

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Image: FAFSA Assumptions\School Codes page (3 of 3)

This example illustrates the fields and controls on the FAFSA Assumptions\School Codes page (3 of 3). You can find definitions for the fields and controls later on this page.

Comments

Comment	Description
001	WHAT YOU MUST DO NOW (Use the checklist below to make sure that all of your issues are resolved.)
002	This SAR reflects your Financial Aid Administrator's use of professional judgment.
007	As we previously indicated, your father's date of birth in Item 63 does not match his date of birth in the Social Security Administration's (SSA) records for his Social Security Number (SSN). If his SSN (Item 60) or date of birth is incorrect, you need to make a correction. If his SSN and date of birth are correct, your father should contact the SSA to make sure that they correct their records. The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov.
010	For additional information about your FSEOG overpayment, your Financial Aid Administrator must access NSLDS.
011	The Social Security Administration (SSA) did not confirm the Social Security Number (SSN) you reported for your father in Item 60. If you believe that the SSN you reported is correct, your father must contact the SSA. The SSA can be contacted by calling 1-800-772-1213 or by visiting www.socialsecurity.gov. If the SSN is incorrect, you must make the necessary correction.
043	To resolve your Federal Pell Grant overpayment, call the U.S. Department of Education at 1-800-621-3115, or write to the U.S. Department of Education, P.O. Box 5609, Greenville, Texas 75403-5609.
053	You left Item 23 blank. Your failure to provide an answer to this question makes you ineligible to receive federal student aid. Either indicate that you have not been convicted of possessing or selling illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, and work-study), or use the enclosed worksheet to determine your answer to this question. You can answer Item 23 on your SAR or you can correct this item by calling 1-800-4-FED-AID (1-800-433-3243) or by going to www.fafsa.gov. Please understand that a drug conviction does not necessarily disqualify you from receiving student aid.
091	It appears you reported the same income amount for more than one of your parent(s)' income questions. Please review these items.
132	The National Student Loan Data System (NSLDS) indicates that you are in DEFAULT on one or more federal student loans. You are not eligible to receive any federal student aid until you resolve any loan default(s).
143	Your citizenship status has been confirmed by the Department of Homeland Security and you meet the citizenship requirements for federal student aid.
154	The amount you reported for your parents' income tax appears to be over the allowable amount based on what you reported for their adjusted gross income. Review Items 83 and 84 and make the necessary corrections.
267	
270	You reported that you took and passed a series of high school courses that may qualify you for an Academic Competitiveness Grant (ACG).

Field Review

ISIR Field Nbr	Description
0001	Student Last Name
0003	Student Middle Initial
0005	Student City
0007	Student Postal Code
0008	Student SSN

Miscellaneous Information

Dependency Override Indicator For professional judgement override of the students federal dependency status.

Authorizing Institution School that authorized a Dependency Status override.

Date Application Completed Display field.

Preparers SSN Displays social security number of the FAFSA preparer (if any).

Application Signed by Displays information about who signed the application.

Owning School Code Displays the code of the school processing the student's ISIR.

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Student Data – Housing\School Code Information

School Choice CPS school codes of the schools that have received a copy of the student's ISIR.

Housing Code Student's intended housing status at the school of choice. Values include *Off Campus, On Campus,* and *With Parent.*

Assumptions and Reject Overrides

If a student omits an answer to a question or the answer is inconsistent, CPS either assumes a response for the applicant or rejects the response. You can use this page to override this data. Select the check box to perform the override. Clearing the check box indicates no change and the override is not performed.

FAA Information

Special Circumstances Flag Displays a student's Special Circumstances Flag. A dependent student who has special circumstances can submit his or her FAFSA on the Web without parental income and asset information. An EFC is not calculated until the financial aid administrator determines that valid special circumstances exist and performs a dependency override. If valid special circumstances do not exist, the student must provide parental data in order to receive a calculated EFC. Values include:

- *1: Dependent record submitted without parental data.*
- *2: Correction made to parental data.*
- *3: Unaccompanied homeless individual.*
- *4: Dependent record unsubsidized loans only.*
- *Blank: Flag is not set.*

Student IRS Flags and Parent IRS Flags

The flags with the same label under both Student and Parent sections use the same values with the exception of the IRS Display flags.

IRS Request(Internal Revenue Service Request) The same values are used for Student IRS Flags and Parent IRS Flags.

Displays the outcome of the IRS Data Retrieval process. This process enables students and parents to transfer financial information from the IRS into their FAFSA on the Web application. Valid values include:

- *00* - Student/Parent was ineligible to use the IRS Data Retrieval Tool and was therefore not presented with the option to use it in FAFSA on the Web.

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- *01* - Student/Parent was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web and elected to use it, but did not transfer IRS data into the FAFSA.
- *02* - IRS data for the student/parent was transferred from the IRS and was not changed by the user prior to submission of an application or correction.
- *03* - IRS data for the student/parent was transferred from the IRS and changed by the user prior to submission of an application or correction.
- *04* - IRS data for the student/parent was transferred from the IRS and then changed by the user on a subsequent transaction.
- *05* - Student/Parent was presented with the option to use the IRS Data Retrieval Tool in FAFSA on the Web, but did not elect to use it.
- *06* - Student/Parent was presented with the option to use the IRS data retrieval process, transferred IRS data, and then made a change making them ineligible to use the IRS data retrieval process.
- *Blank* - IRS Data Retrieval Tool not available in the application method utilized by the student/parent (that is, paper FAFSA, EDE, or FAA Access).

IRS AGI Data(Internal Revenue Service Adjusted Gross Income Data)

The same values are used for Student IRS Flags and Parent IRS Flags.

- 0 = IRS data not transferred (default value)
- 1 = IRS data was transferred and not changed by user
- 2 = IRS data was transferred and changed by user to a different value
- 3 = IRS Request flag is equal to 02, 03, or 04, and field has been corrected on this transaction
- 4 = IRS Request flag is equal to 02, 03, or 04, and field has been corrected on a previous transaction
- Blank

IRS FIT Data(Internal Revenue Service Federal Income Tax Data)

Same values as IRS AGI Data

Student **IRS Display Data**(Internal Revenue Service Display Data) – Student IRS Flag

Displays why the IRS Data Retrieval Tool (DRT) wasn't presented to the student while using FAFSA on the Web.

- A = Dependent student skipped the income and asset questions – IRS DRT was not displayed.

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- B = IRS DRT was displayed to student.
- C = Tax return status not equal to “Already completed” – IRS DRT was not displayed.
- D = Marital status date greater than or equal to January 20XX – IRS DRT was not displayed.
- E = First three digits of SSN are 666 – IRS DRT was not displayed.
- H = Student amended his/her tax return – IRS DRT was not displayed.
- J = Student filed a Puerto Rican or Foreign tax return – IRS DRT was not displayed.
- K = Student is married and tax return filing status is Married Filed Separate Return – IRS DRT was not displayed.
- L = Student is married and tax return filing status is Head of Household – IRS DRT was not displayed.
- M = Conflict between the student’s marital status and tax return filing status – IRS DRT was not displayed.
- Blank = IRS DRT not available (i.e. paper, EDE, or FAA Access).

Parent **IRS Display Data**(Internal Revenue Service Display Data) – Parent IRS Flag

Displays why the IRS Data Retrieval Tool (DRT) wasn’t presented to the parent while using FAFSA on the Web.

- A = Dependent student has special circumstances or independent student skipped the parent questions – IRS DRT was not displayed.
- B = IRS DRT was displayed to parent.
- C = Tax return status not equal to “Already completed” – IRS DRT was not displayed.
- D = Marital status date greater than or equal to January 20XX – IRS DRT was not displayed.
- E = First three digits of SSN are 666 – IRS DRT was not displayed.
- F = Non-married parent or both married parents entered all zeroes in SSN – IRS DRT was not displayed.
- G = Neither married parent entered a valid SSN – IRS DRT was not displayed.
- H = Parent amended his/her tax return – IRS DRT was not displayed.

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- J = Parent filed a Puerto Rican or Foreign tax return – IRS DRT was not displayed.
- K = Parent is married and tax return filing status is Married Filed Separate Return – IRS DRT was not displayed.
- L = Parent is married and tax return filing status is Head of Household – IRS DRT was not displayed.
- M = Conflict between the parents' marital status and tax return filing status – IRS DRT was not displayed.
- N = Parents' marital status is "Unmarried and both parents living together" – IRS DRT was not displayed
- Blank = IRS DRT not available (i.e. paper, EDE, or FAA Access).

Reject Reasons

Reject Reason Displays the reasons the CPS has rejected the ISIR record for the student. Students with rejected records must resolve the reject reason by making the corrections in the appropriate fields and submitting them for an official EFC.

Description Displays the reject reason description.

Comments

Comment The system displays comments. These comments may provide additional information or require attention. The comments assist you in determining whether corrections are required or whether follow up with the student is necessary.

Description The system displays the description of any comments.

Field Review

ISIR Field Nbr (ISIR field number) The system displays fields that the CPS requires the aid applicant to review for accuracy. On the student's printed SAR, these fields are clearly marked in boldface.

Description The system displays the description of any fields.

Viewing EFC Status and Database Matches

Access the EFC\DB Matches\Corr page (Financial Aid, Federal Application Data, Correct 20nn-20nn ISIR records, EFC\DB Matches\Corr).

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Image: FAFSA EFC\DB Matches\Corr page (1 of 2)

This example illustrates the fields and controls on the FAFSA EFC\DB Matches\Corr page (1 of 2). You can find definitions for the fields and controls later on this page.

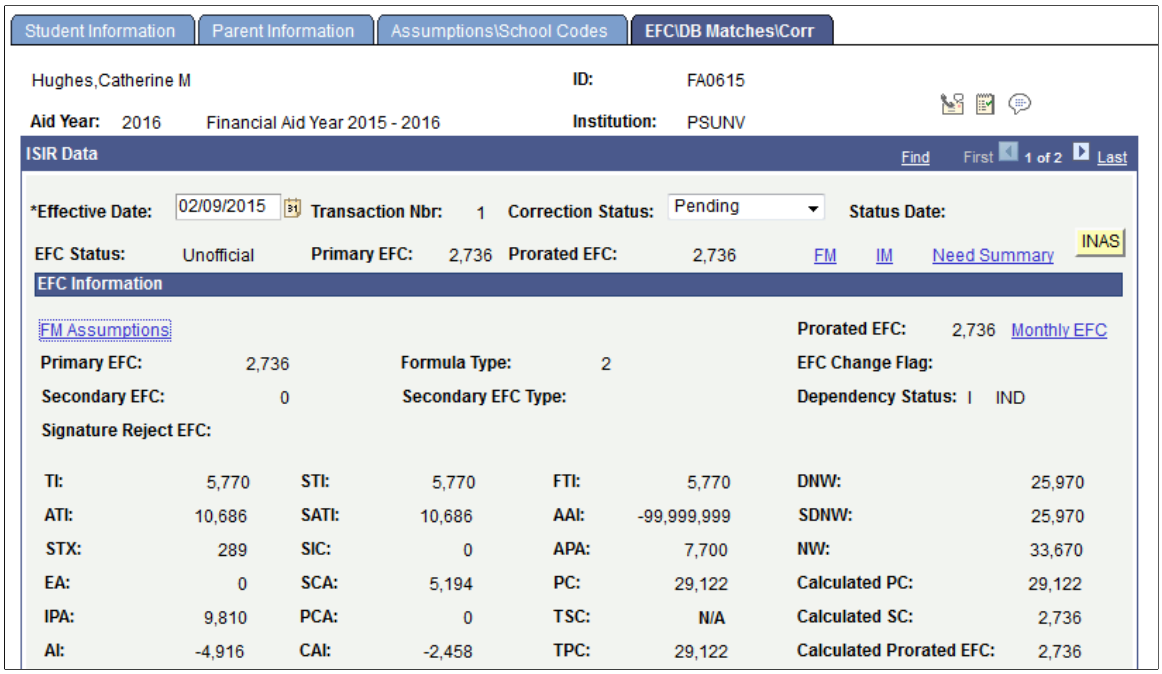

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Image: FAFSA EFC\DB Matches\Corr page (2 of 2)

This example illustrates the fields and controls on the FAFSA EFC\DB Matches\Corr page (2 of 2). You can find definitions for the fields and controls later on this page.

EFC Information

The EFC page is designed to resemble the EFC information as it appears on the student aid report (SAR).

Formula Type

The formula used to calculate the EFC determines whether the calculation includes income and assets or just income. The formula type is one of the following:

1: Full Need Test Dependent. It uses regular methodology and includes assets and income from both the parent and student.

2: Full Need Test Independent without dependents. Parent assets and income are not used in the calculation.

3: Full Need Test Independent with dependents. Parent assets and income are not used in the calculation.

4: Simplified Dependent using the Simplified Needs Test (SNT). The student and parents do not have to provide asset data, only income.

5: Simplified Independent without dependents.

6: Simplified Independent with dependents.

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Auto Zero EFC: May also display as a Formula Type. Students can qualify for an Auto Zero EFC if their parents file a 1040A or 1040EZ, do not file a tax return, or have an income less than 12,000.00 USD. The parents do not have to file tax forms if they are recipients of AFDC or some other program and their income does not exceed 12,000.00 USD.

EFC Change Flag

Indicates whether the EFC value changed since the previous ISIR was generated. Values include:

1: EFC Increase

2: EFC Decrease

Secondary EFC

Calculated for students who qualify for the simplified or auto-zero EFC need analysis. If the student qualifies for the simplified or auto-zero EFC need analysis and provides asset data, the CPS calculates a second EFC. The secondary EFC is equal to or greater than the primary EFC.

Secondary EFC Type

An example of an EFC type is *1* Full Need Test Dependent. See the Formula Type field definition above for other values.

Monthly EFC

Click this link to view the Need Summary Monthly EFC page.

The following fields display intermediate values derived from federal methodology used to calculate the expected family contribution: TI (total income), STI (student total income), FTI (FISAP total income), TSC (total student contribution), STX (state tax), IPA (income protection allowance), TPC (total parent contribution), SCA (student's contribution from assets), AI (available income), ATI (allowances against total income), EA (employment allowance), DNW (discretionary net worth), PCA (parents' contribution from assets), CAI (calculated available income), AAI (adjusted available income), SIC (student income contribution), and PC (parent contribution).

Bundle 39
Added "V3 (2017) = For Federal Student Aid Use only".

Database Matches\Flags

Department of Defense (DOD) Match:

Match with the Department of Defense to determine if the applicant's parent was a member of the Armed Forces who died as a result of service in Iraq or Afghanistan after 09/11/01. Values include:

- *Y: Applicant's SSN included in the DOD Match file.*
- *Blank: No match.*

DOD Parent Data of Death

The date that the parent of the applicant died.

Verification Tracking Flag

Displays the verification group that is associated with the ISIR record.

- V1 = Standard Verification Group
- V2 (2014) = SNAP Verification Group
- V2 (2015) = For Federal Student Aid use only

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- V3 (<=2016) = Child Support Paid Verification Group
- V3 (2017) = For Federal Student Aid use only
- V4 = Custom Verification Group
- V5 = Aggregate Verification Group
- V6 = Household Resources Verification Group
- Blank

High School Flag Indicates if the high school that was reported for the student did not find a match on the valid high school file.

Corrected/Verified Fields

The system displays the Correction Source for the data, the ISIR Field Nbr (ISIR field number), and the associated Code. The Code indicates whether the field was corrected on this ISIR transaction or a previous ISIR transaction.

Viewing Need Summary Monthly EFC

Access the Need Summary Monthly EFC page (click the Monthly EFC link within the EFC Information group box on the EFC/DB Matches page).

Image: Need Summary Monthly EFC page

This example illustrates the fields and controls on the Need Summary Monthly EFC page. You can find definitions for the fields and controls later on this page.

Need Summary

Monthly EFC

	1	2	3	4	5	6	7	8	10	11	12
Primary:	04538	05661	06784	07907	09030	10153	11276	12399	13655	13788	13921
Secondary:	01188	02365	03542	04719	05896	07073	08250	09427	10741	10874	11007

On the previous pages, the system displays the 9 month EFC on the EFC\DB Matches\Corr page. The 9 month EFC does not display on the Need Summary Monthly EFC page.

To prorate EFC, the system differentiates between the non-standard term as the header—summer, fall, spring—and the non-standard term as a trailer—fall, spring, summer. This affects how the EFC is apportioned:

- If the non-standard term is the header, then the non-standard EFC uses the months at the beginning of the monthly EFC.
- If the non-standard term is the trailer, it uses the months at the end of the monthly EFC.

The system determines the non-standard term as header or trailer by evaluating FA Term. If a term has been set up on Valid Terms for Career as non-standard with term start and end dates and it appears on FA Term, a comparison occurs. If the non-standard term has a start date before the earliest start date of an academic term, the non-standard term is determined to be the header. Conversely, if the non-standard term has a start date after the earliest start date of an academic term, the non-standard term is determined to be the trailer.

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For more information, see The ISIR Guide

Processing Outbound Files

To send files out, you:

1. Run a process that moves all the outbound files to the outbound staging tables.
2. Run the process to create a flat file from the data in the staging tables.
3. Send the flat file to the CPS, using outbound file processes to send ISIR corrections, add institution requests, and FAFSA signature files.

This section discusses how to:

- Move records to outbound staging tables.
- Create outbound files for CPS.
- View outbound staging table files.
- View outbound staging table data.

Pages Used to Process Outbound Files

Page Name	***Definition Name***	***Navigation***	***Usage***
ISIR Corrections Export	RUN_CNTL_FAPCOR00	Financial Aid, File Management, ISIR Corrections, Process ISIR Corrections, ISIR Corrections Export	Run the Corrections Build process to create outbound files and place them in the ISIR staging tables. This process gathers Add Institution Requests, FAFSA signature, and ISIR Corrections records.
Batch Statistics	RUNCTL_FAPCOR00SEC	Click the Run Information button on the ISIR Corrections Export page.	Display information such as the correction file batch number, signature file batch number, and number of records exported for each batch the last time the export process was run.
FA Outbound	RUNCTL_FA_OUT	Financial Aid, File Management, Create Federal Data Files, FA Outbound	Create an external financial aid electronic commerce file.
ISIR Outbound Summary	ISIR_nn_OUTBOUND	Financial Aid, File Management, ISIR Corrections, View 20nn-20nn Outbound Files, ISIR Outbound Summary	View the batch files that are in the ISIR staging tables. You can verify that the FAPCOR00 process was successful if the batch is listed in this page.

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Page Name	*Definition Name*	*Navigation*	*Usage*
ISIR Outbound Data	ISIR_CORR_HD_TEST	Financial Aid, File Management, ISIR Corrections, View 20nn-20nn Outbound Data, ISIR Outbound Data	View data for files that have been created or sent to the outbound staging table.
Correction Fields/Overrides	ISIR_CORR_A_SEC	Click the Correction Data link on the Outbound Staging Tables detail page, ISIR Corr A tab.	View detail information about ISIR Corrections A page.

Moving Records to Outbound Staging Tables

Access the ISIR Corrections Export page (Financial Aid, File Management, ISIR Corrections, Process ISIR Corrections, ISIR Corrections Export).

Active Select to have the export process use the criteria chosen to send ISIR corrections to the CPS. If the check box is cleared, the export process ignores the criteria specified in that row. More than one row can be active at one time, which enables you to export ISIR corrections from more than one aid year.

TG Number Enter the SAIG identifier for the academic institution.

Process Corrections Select to export ISIR corrections that match the chosen institution, aid year, and school code.

Process Add Institution Select this check box to export add institution requests that match the chosen institution, aid year, and school code.

Process ISIR Signatures Select to export signature page information collected by your school that match the chosen institution, aid year, and school code.

Run Information Click this link to access batch statistics, including the total number of records output for a given batch run.

Process Instance Number assigned by the process scheduler representing the last time the ISIR correction export process ran without error.

Run Date and Time Date and time of the process instance.

Refresh Click the button to update the Process Instance and Run Date and Time fields.

Batch Message Print Click this link to create a text file containing the messages generated during the load process. The message file that is created for printing is called FAMSGPRT.LIS. Its location is based on the TEMP setting in the configuration manager.

Run Click this button to run the FAPCOR00 process from the process scheduler. When this process has completed

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successfully, the outbound files in the database move to the ISIR staging tables.

Creating Outbound Files for CPS

Access the FA Outbound page (Financial Aid, File Management, Create Federal Data Files, FA Outbound).

Outbound File Path Enter the location of the generated files. Make sure the application server has access to the file location.

Outbound File Type Select the file type of the files to be generated. The supported file types are listed with associated message class or output file name:

ISIR Corrections, CORR0XIN.XXX

FAFSA Signatures, SIGS0XIN.XXX

Pell Origination - Phase-In, PGORxxIN

Pell Data Request, PGRQxxIN

Pell Disbursement - Phase-In, PGDRxxIN

The FA Outbound process selects records in the outbound staging tables and names the files in the appropriate message class. If multiple files of the same message class are generated, the file name extension is incremented to ensure uniqueness, such as CORR05IN.001. so that files are not overwritten.

Viewing Outbound Staging Table Files

Access the ISIR Outbound Summary page (Financial Aid, File Management, ISIR Corrections, View 20nn-20nn ISIR Outbound Files, ISIR Outbound Summary).

Click the Detail link to display all of the outbound staging table fields.

Viewing Outbound Staging Table Data

Access the ISIR Outbound Data page (Financial Aid, File Management, ISIR Corrections, View 20nn-20nn ISIR Outbound Data nn/nn).

Use these pages to view data being sent for ISIR Correction & ISIR Signature files.

Processing Rejected ISIR Correction Files

Use the FASAREXX process to load ISIR Correction files that were rejected by the CPS. This section discusses how to:

- Load error files.

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- Make corrections to rejected ISIR corrections.

Pages Used to Process Rejected ISIR Correction Files

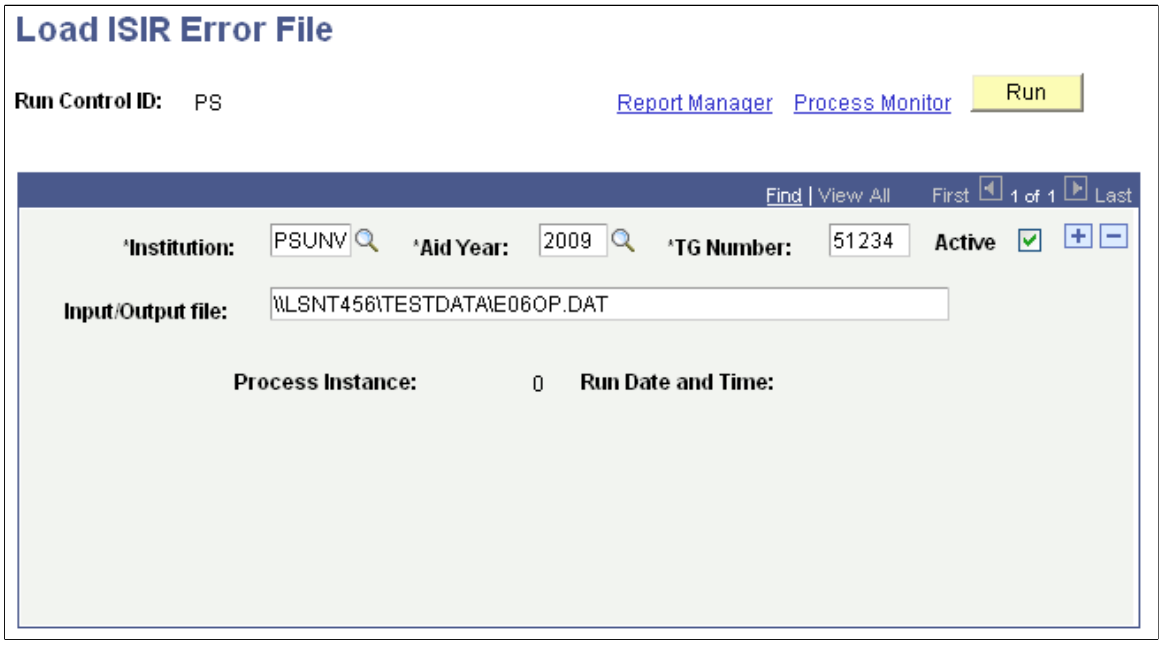
Page Name	*Definition Name*	*Navigation*	*Usage*
Load ISIR Error File	RUNCTL_FASAREXX	Financial Aid, File Management, ISIR Corrections, Process ISIR Correction Errors, Load ISIR Error File	Evaluate record-level error files received from the CPS (CORE0XOP message class). If the file contains history (ISIR) correction errors, the process creates a matching Correction Management record for each rejected ISIR.
ISIR Correction Management	ISIR_CORRECT	Financial Aid, Federal Application Data, Manage Corrected ISIR Data, ISIR Correction Management	Make corrections to rejected ISIR Correction files.

Loading Error Files

Access the Load ISIR Error File page (Financial Aid, File Management, ISIR Corrections, Process ISIR Correction Errors, Load ISIR Error File).

Image: Load ISIR Error File page

This example illustrates the fields and controls on the Load ISIR Error File page. You can find definitions for the fields and controls later on this page.



TG Number Enter the Title IV WAN identifier for the academic institution.

Input/Output file Enter the location of the Record Level Error Report file to process.

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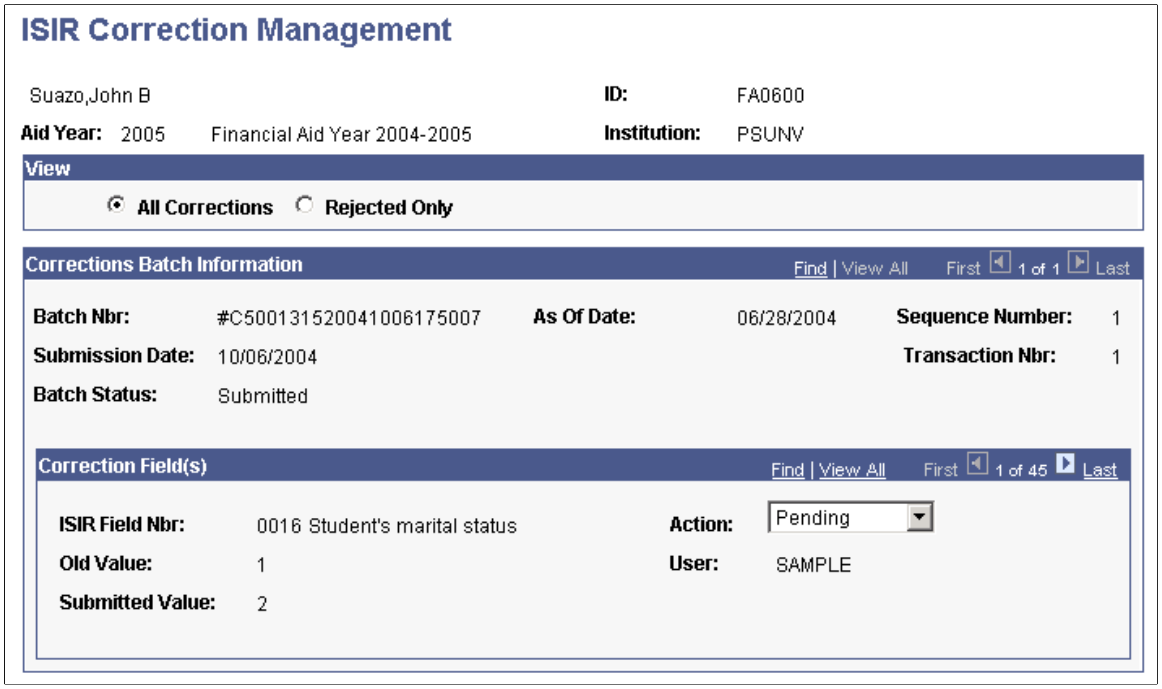
Active	Select to have the load process use the criteria chosen to load data from the CPS. If not selected, the load process ignores the criteria specified in that row. More than one row can be active at one time, which enables you to load data from more than one aid year.
Process Instance	Number assigned by the process scheduler representing the last time the ISIR Load process ran without error. Click the Refresh button to update.
Run Date and Time	Date and time of the process instance. Click the Refresh button to update.

Making Corrections to Rejected ISIR Corrections

Access the ISIR Corrections Management page (Financial Aid, Federal Application Data, Manage Corrected ISIR Data, ISIR Correction Management).

Image: ISIR Corrections Management page

This example illustrates the fields and controls on the ISIR Corrections Management page. You can find definitions for the fields and controls later on this page.



Note: You can view all ISIR corrections initiated by the system in the ISIR Corrections Management component after the corrections export process is run.

To make corrections to rejected ISIR Correction files, do the following:

1. Review the ISIR correction file on the ISIR Correction Management page.

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a. In the Action field, select *Resubmit* for any field you want to resubmit or select*Delete/Ignore* to not resubmit a field.

b. Save the changes before exiting the page.

2. Make any additional changes to ISIR fields from the ISIR Data Corrections component.

   a. If required, call INAS to recalculate the EFC.

   b. Set the correction status to *Send Correction(s).*

   c. Save the changes before exiting the component.

3. Run the ISIR correction export process. A new ISIR correction record is created for the student. This correction record includes fields from the rejected ISIR corrections that have been marked as Resubmit, plus any new changes made in the ISIR data corrections pages. A new set of data representing the new ISIR correction record is created in the ISIR correction management page. The rejected ISIR correction file updates to indicate a new batch status of *Reprocessed.*

View

All Corrections	Select to view all ISIR corrections
Rejected Only	Select to view rejected corrections.

Corrections Batch Information

Batch Nbr (batch number)	The batch number is used to match corrected ISIR records to the appropriate corrections. This is generated when the FAPCOR00 process runs.
Submission Date	Indicates the date the request was submitted.
Batch Status	Values include: *Reprocessed:* the ISIR correction file is sent back to the CPS with the corrections made in the erred fields. *Resubmit:* only correction fields with an action of resubmit are sent. *Rejected:* indicates the ISIR correction file was rejected by the CPS and needs to be corrected.
Sequence Number	The system displays how many inserted rows of data exist for the first transaction.
Transaction Nbr (transaction number)	The system displays the number of records that exist for a student from the CPS.

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Correction Field(s)

ISIR Field Nbr (ISIR field number) Displays the SAR field name and field description.

Old Value Displays the original data.

Submitted Value Displays the correction.

Action Select *Delete/Ignore* as the action if you do not want the correction field to be included when the new ISIR corrections file is created.

User Displays the user name.

Working with ISIRs

This section discusses how to:

- Add your institution to a student's ISIR.
- Send FAFSA signature receipt information.
- Use the batch message print page.

Pages Used to Work with ISIRs

Page Name	*Definition Name*	*Navigation*	*Usage*
ISIR Add School	ISIR_ADD_SCHOOL	Financial Aid, File Management, ISIR Corrections, Modify ISIR School Recipients, ISIR Add School	Add your institution to a student's ISIR. Submit this request to the CPS to request a student's ISIR data to send to your institution's destination point.
FAFSA Signature	ISIR_SIGNATURE	Financial Aid, File Management, ISIR Corrections, Enter FAFSA Signatures, FAFSA Signature	Enter signature page information collected from students in preparation for transmission to the CPS.
Batch Message Print	BTCH_MSG_INQ_RUN	Financial Aid, Print Batch Process Messages, Batch Message Print	View information gathered by the Batch Message page.

Adding Your Institution to a Student's ISIR

Access the ISIR Add School page (Financial Aid, File Management, ISIR Corrections, Modify ISIR School Recipients, ISIR Add School).

DRN (date release number) Enter the student's date release number.

Trans Nbr (transaction number) Enter the transaction number for the student aid report (SAR).

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Sch Pos (school position)	Enter the school position number, from 1-10. The FAFSA allows a student to request information to be sent to up to six institutions. You can place your request in the automatic ISIR Request process.
Original SSN	Enter the student's original Social Security Number.
Name CD (name code)	Enter the first two letters from the student's last name.
Request ISIR from CPS	Select this option to include this request in the automatic ISIR request process.

Sending FAFSA Signature Receipt Information

Access the FAFSA Signature page (Financial Aid, File Management, ISIR Corrections, Enter FAFSA Signatures, FAFSA Signature).

User ID	Displays the user who entered the signature page information.
Original SSN (original Social Security Number)	The original Social Security Number entered on the FAFSA by the student.
Name Code	The first two letters of the student's last name reported on the FAFSA used in conjunction with the original SSN by the CPS to uniquely identify the student.
Signed By	Select the person who signed the FAFSA signature page. Values are: *Applicant Only:* Only the student signed. *Applicant and Parent:* Both the student and the student's parent signed. *Parent Only:* Only the student's parent signed.
Submit Signature to CPS	Select when the record is ready to be transmitted. When the correction export program processes the record, the check box is cleared and the Process Date field becomes set. You can resubmit the FAFSA Signature records by selecting the check box.
Request Date	Displays the date the user enters signature page information into the system.
Process Date	Displays the date when the information is sent to the CPS.

Using the Batch Message Print Page

Access the Batch Message Print page (Financial Aid, Print Batch Process Messages, Batch Message Print).

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Select a Process Name. The ISIR suspense load (FAPSAR00) process and ISIR corrections build (FAPCOR00) process generate messages.

Deleting ISIR and NSLDS Information

You can use the ISIR/NSLDS Records component to do the following:

- Delete a previously loaded ISIR to load a new ISIR for the student.

  When a new official ISIR suspends because of a conflict with a previously loaded and rejected ISIR, delete the first ISIR. After you delete the rejected ISIR, the system allows the new official ISIR to load.

- Delete an ISIR that loaded to the wrong student.

  An ISIR can load to the wrong student due to the sensitivity of the search match criteria or an ISIR can be manually assigned to the incorrect student online. If the student has already been awarded financial aid, verify that the calculated EFC and database match information is still accurate after the incorrect ISIR/NSLDS information is removed.

However, this component does not support deleting NSLDS records that were loaded from the NSLDS FAT load process. Deleting such data creates orphan data in the database and does not reset any calculated need information The summary need information on the Packaging Status Summary and Awards page is stored in PS_STDNT_AWD_PER and is updated when an ISIR loads.

The component also does not correct ISIR database match and verification selection information loaded into the PS_STDNT_AID_ATRBT record from the ISIR, which you can view in the Packaging Status Summary component. You must either load a new ISIR to synchronize the data or manually reset/override the information on the Packaging Status Summary component using the ISIR Data Corrections Database Match page as your source data.

If you delete one, but not all related ISIR data correction rows, the correct ISIR audit information is not preserved. For example, if three rows of effective-dated ISIR data exist for the same transaction number, and you delete only one row, you lose all of the ISIR audit information.

Warning! Please restrict access to this component to staff members with the knowledge and authority to delete student ISIR information from the database. Incorrectly deleted or modified information can create data integrity errors in your database, or adversely affect downstream processes.

This section discusses how to:

- Delete ISIR records.
- Delete NSLDS records.

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Pages Used to Delete ISIR and NSLDS Information

Page Name	*Definition Name*	*Navigation*	*Usage*
ISIR Delete	ISIR_DELETE	Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records, ISIR Delete	Delete incorrectly loaded ISIR records from the application tables so that correct ISIR information can be loaded for the student.
NSLDS Delete	NSLDS_DELETE	Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records, NSLDS Delete	Delete NSLDS records that were loaded from an ISIR record and to modify the effective date of previously loaded ISIR NSLDS historical data.

Deleting ISIR Records

Access the ISIR Delete page (Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records, ISIR Delete).

Each row in the grid represents an effective-dated row in the ISIR Data Corrections component. All related ISIR rows have the same transaction number.

Delete ISIR Select to mark a row to delete.

Eff Date (effective date) The effective date for the data row on the ISIR Data Corrections component.

Sequence This is a database table key value.

Trans Nbr (transaction number) The ISIR transaction number.

NSLDS Txn (NSLDS transaction number) This transaction number is used like the ISIR transaction number. When it is used in increments, it indicates that the NSLDS information on the ISIR has been revised.

App Date (application date) Date the CPS received the FAFSA application.

ISIR Input Record Type ISIR transaction data source.

Delete Selected ISIRs Click this button to delete the rows from the grid that you selected. If you save the page changes, the data is permanently deleted from the database and cannot be viewed in the ISIR Data Corrections component.

After you delete ISIR data, you must do the following:

1. Use the ISIR Data Corrections component to verify that the data is deleted.
2. Review and recalculate need summary information that displays in the packaging status summary and awarding pages. If data still exists in the ISIR Data Corrections component, recalculate the need. If you are loading new ISIR data, make sure that an INAS calculation performs after the ISIR loads.

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3. Review and correct ISIR database match and verification selection information. Loading a new ISIR synchronizes the data. If you do not load a new ISIR, manually reset/override the information on the Packaging Status Summary component using the current ISIR Data Corrections component, Database Match page, as the source data.

4. Verify that the appropriate ISIR audit information is deleted.

Database tables affected by the ISIR delete include:

- PS_ISIR_COMPUTED
- PS_ISIR_CONTROL
- PS_ISIR_INTERPRET
- PS_ISIR_PARENT
- PS_ISIR_STUDENT
- PS_ISIR_COMMENTS
- PS_ISIR_FLD_REVIEW
- PS_ISIR_FLD_CORR
- PS_ISIR_REJ_REASON
- PS_AUDIT_ISIR_CHNG where ISIR_TXN_NBR equals deleted ISIR

Deleting NSLDS Records

Access the NSLDS Delete page (Financial Aid, File Management, ISIR Import, Delete ISIR/NSLDS Records, NSLDS Delete).

Warning! The NSLDS Delete page is not designed to delete all NSLDS FAT information. If you delete information loaded from the NSLDS FAT load process, the system creates orphan data.

This page consists of two scroll areas. The outer scroll area displays high-level status information of the student's NSLDS history record. The inner scroll area displays information on individual NSLDS records that were loaded from the student's ISIR or the NSLDS transcript file. You can delete the student's entire history or only the most recent set of loaded NSLDS information.

NSLDS information does not always load with an ISIR. To identify the NSLDS information you want to delete, match the effective date and NSLDS transaction number on the ISIR delete page with the NSLDS transaction number and transaction process date with the correct ISIR source year value on the NSLDS Delete page. These date fields match unless you use the current date as the effective date feature on the ISIR Data Load Parms, or manually overrode the ISIR effective date when the ISIR loaded.

If you override the effective date when loading ISIRs, use the ISIR Data Corrections component to compare the transaction process date to match the NSLDS data with the ISIR.

To delete every row in the grid, you delete the entire NSLDS history for the student by deleting information from the outer scroll area. Select any field in the area controlled by the outer scroll bar and delete the row.

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To delete only part of the student's NSLDS history, such as data from the last ISIR, do the following:

1. Delete the appropriate row in the grid.
2. Update the NSLDS transaction number, transaction source, and last updated fields with the matching information from the current effective-dated row in the grid.
3. Set the last updated date to match the effective date value. This synchronizes the data viewed in the NSLDS inquiry page.

Last Updated	The date the NSLDS transaction source process updated the NSLDS tables.
NSLDS Transaction Nbr (National Student Loan Data System transaction number)	Enter the NSLDS transaction number that was the source of the last update to the NSLDS history. This field is automatically updated by the most recently imported NSLDS data from the ISIR file. This field is only populated when the NSLDS Transaction Source is 'I' (ISIR Load) Deleting data at this scroll level deletes the entire NSLDS data structure. Do not delete if the transaction source is *F*, Financial Aid Transcript.
NSLDS Transaction Source(National Student Loan Data System transaction source)	Enter the source of the stuent's NSLDS information. This field is automatically updated by the most recently imported NSLDS data. The sources are: *A:* NSLDS Transfer Alert *I:* ISIR load *F:* Financial Aid Transcript *H:* NSLDS FA History. *M:* Manual
NSLDS Sequence Number(National Student Loan Data System sequence number)	Enter the NSLDS Sequence Number of the student's NSLDS information. This field is automatically updated by the most recently imported NSLDS file. This field is only populated when the NSLDS Transaction Source is 'A' (NSLDS Transfer Alert) or 'H' (NSLDS FA History).
Effective Date	Populated with a date to match the Transaction Process Date. This represents the date the incoming NSLDS data was generated from the National Student Loan Database System. The field can be updated.
Effective Sequence	Displays a database table key value.
ISIR Source Year	Displays the aid year of the source record.

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NSLDS Seq Nbr(National Student Loan Data System sequence number)	Displays the NSLDS Sequence Number when the NSLDS Transaction Source is 'A' (NSLDS Transfer Alert) or 'H' (NSLDS FA History).
Transaction Process Date	Displays the date the CPS (ISIR) or NSLDS (FAH, TSM, or FAT) processed the data record that loaded. This is also the date the incoming NSLDS data was generated from the National Student Loan Database System.

The following tables are affected by an NSLDS delete:

- PS_NSLDS_GEN
- PS_NSLDS_FAT_AGGR
- PS_NSLDS_ISIR_DTL
- PS_NSLDS_PELL
- PS_NSLDS_OVRPYMNT
- PS_NSLDS_NAME_HIST
- PS_NSLDS_ACG
- PS_NSLDS_SMART

Viewing ISIR History

Use the ISIR History Inquiry component to view ISIR and need analysis information. This component displays all ISIR fields across all aid years. Fields that are not valid in a particular aid year appear as blank or zero.

Note: Some ISIR fields the literal field value, but no text description, because the text descriptions change from one aid year to another.

For more information, see the Electronic Data Exchange Technical Reference

Pages Used to View ISIR History

Page Name	*Definition Name*	*Navigation*	*Usage*
FAFSA Information	ISIR_PIA_HIST1	Financial Aid, Financial Aid History, View Archived Application Data, ISIR History, FAFSA Information	Review ISIR data. Includes student bio/demo data, enrollment information, background information, financial information, dependency status, and parent background and financial data.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Address Use	ISIR_ADR_MNT_SEC	Click the Student Address link on the FAFSA Information or Student Information page.	Review student active address.
Original ISIR Address	ISIR_ORG_ADR_SEC	Click the ISIR Address link on the FAFSA Information or Student Information page.	Review student original ISIR address.
Student Income Values	ISIR_ASM_ST1_H_SEC	Click the Assumptions link in the Student Data - Financial Information group box on the FAFSA Information or Student Information page.	Review student income.
Student Values Status	ISIR_ASM_ST2_H_SEC	Click the Assumptions link in the Student Data - Dependency Status Information group box on the FAFSA Information or Student Information page.	Review student household information.
Parent Household Information	ISIR_ASM_PR2_H_SEC	Click the Assumptions link in the Parent Data - Parent Background Information group box on the FAFSA Information or Parent Information page.	Review parent household information.
Parent Earnings and Income Value	ISIR_ASM_PR1_H_SEC	Click the Assumptions link in the Parent Data - Parent Financial Information group box on the FAFSA Information or Parent Information page.	Review parent income and earnings.
Assumptions/School Codes	ISIR_PIA_HIST2	Financial Aid, Financial Aid History, ISIR History, Assumptions/School Codes	Review miscellaneous information, housing school code information, assumptions and reject overrides, reject reasons, and comments.
EFC\DB Matches\Corr	ISIR_PIA_HIST3	Financial Aid, Manage Financial Aid History, ISIR History, EFC\DB Matches \Corr	Review EFC information, database matches flags, and corrected fields.

Viewing ISIR Reports

This section lists ISIR reports and discusses how to use the ISIR Reject/Assumption Report.

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Pages Used to Produce ISIR Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
ISIR Assumption/Reject Ovrd (ISIR assumption/reject override)	RUNCNTL_FAISRJAS	Financial Aid, File Management, ISIR Import, CPS Reject/Assumption Report, ISIR Assumption/ Reject Ovrd	List students who have assumptions or rejects that have no respective overrides and students who have overrides made but no assumptions or rejects. Use this list to identify students for whom you need to apply assumption overrides manually. This report is not aid-year specific.
System Generated ISIR Report	SFA_RUNCTL_FA928	Financial Aid, File Management, ISIR Import, CPS Reject/Assumption Report, System Generated ISIR Report	Identify why a system generated ISIR record was created before loading system generated ISIR files. Suspend all system generated files before running this report to cause the student's ID to be determined and printed on the report.
ISIR Suspense Detail Report	SFA_RUNCTL_FA927	Financial Aid, File Management, ISIR Import, ISIR Suspense Detail Report	List all ISIRs that suspended or are set to error by the ISIR Load program. Data on the report derives from the ISIR Suspense Management page.
Review ISIR Correction Audits	ISIR_CORR_AUDITS	Financial Aid, Federal Application Data, View ISIR Field Audits	Review ISIR correction audits.

Using the ISIR Reject/Assumption Report

Use the ISIR Reject/Assumption Report to identify any current, loaded ISIR where specific CPS generated field value assumptions or reject codes have been issued. The report lists any assumed values for the following fields: Parent number in college, Parent AGI, Parent Worksheet C total, Student number in college, Student AGI, and Student Worksheet C total. The following reject codes are also listed: *B, N,* and *W.*

Consider the following scenario: A second ISIR transaction is loaded into the system that corrects assumed or rejected values on the original ISIR. If you then run INAS, INAS can incorrectly calculate the student's EFC because INAS does not suppress the assumption as the CPS does. Instead, INAS invokes assumptions based on INAS specifications.

For example, a student's first ISIR has an assumed value for the parent's Worksheet C amount. You then receive and load a second ISIR for the student that confirms the initially reported value. When you then run INAS, the student's EFC calculation may be incorrect. To avoid this, set an assumption override manually for the student on the Assumption Overrides panel so that INAS suppresses the assumption. Process the assumption/rejects by using the ISIR Assumption and Reject override fields on the ISIR Data Corrections panel group.

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The system continues to select ISIR records on the report until the following occurs:

- Records selected because of an assumed value have the corresponding assumed indicator field value set to verified or reported through the verification process or manually in the ISIR Data Corrections panel group.
- A new ISIR with no assumptions or rejects is loaded.
- Reject overrides have been set for records with reject codes.

Note: Because several INAS assumptions can occur against the fields used by the report, the system may select records where using the Assumption Override fields is not be the appropriate action to resolve the EFC calculation.

Reviewing ISIR Correction Audits

Access the Review ISIR Correction Audits page (Financial Aid, Federal Application Data, View ISIR Field Audits).

The system displays the User ID of the person who made the change, Date/Time, Transaction Nbr (transaction number), the field name of what changed, the original data Old Value, and the changed data New Value. The Status field indicates whether the field change has been submitted for correction with the CPS.

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