

Enclosure E

Interpreting the RAPP PIN/Print Notification File

In November 2001, the Central Processing System (CPS) will generate and send a RAPP PIN/Print Notification file to every Federal School Code in its system. This file, which will be sent under the message class RADD03OP, will list your school's eligible 2002-2003 Renewal FAFSA student participants and indicate whether they were sent a PIN mailer or paper Renewal FAFSA.

The RADD03OP file replaces the Renewal Application Data (RAD) files sent in previous cycles. The CPS generates and sends this file only once during the 2002-2003 cycle. The file is sent in flat ASCII text format, which can be read by a vast majority of text readers (word processing, database, and spreadsheet software programs.)

The instructions below describe two options for viewing the data sent in the RADD03OP file, which are:

- Printing the file as it was received; or
- Importing the file into software, such as a spreadsheet or database software package, which will allow you to sort and format the data as suits your needs.

Prior to reviewing these procedures, we recommend you print Enclosure H, which contains the full record layout for the RAPP PIN/Print Notification file (RADD03OP). This record layout will be very useful for you in viewing and interpreting the file data.

The RADD03OP is produced in the following field order (from left to right);

- Original Social Security Number
- Original Name ID
- Student's Last Name
- Student's First Name
- Middle Initial
- Permanent Mailing Address
- Student's Permanent City
- Student's Permanent State
- Student's Permanent Zip Code
- Student's Date of Birth
- Student's Permanent Phone Number
- Print Indicator (where Y = student received paper Renewal FAFSA)

- PIN Indicator (where Y = student received PIN)
- Student's E-mail Address
- Destination Number (*i.e.*, your TG number)
- Your six-digit Federal School Code

The file includes a CPS Header record (which can be ignored), one line for each student's 2002-2003 Renewal FAFSA information, and a CPS Trailer record (which can also be ignored).

You can download the RADD03OP from the Student Aid Internet Gateway (SAIG) using EDconnect, mainframe-to-mainframe, or your own transmission software. Be sure to note the directory on your PC or network drive to which you save the file.

If this is the first RADD03OP file you have received, it has a .DAT extension. Additional files are named with the extension .001, then .002, etc.

Printing the RADD03OP

To print the contents of the RADD03OP file:

- 1) Start a text viewer or word processing program on your PC. For instance, you can print the file using the WordPad software program included in all versions of Microsoft Windows. To access WordPad, select Start, Programs, Accessories, WordPad from the Windows task bar.
- 2) Select File, Open, then the drive and directory where you saved the RADD03OP file. To locate the RADD03OP file in the directory window, you may need to change the "Files of Type" field to "All Files."
- 3) Once the file is open, use File, Print Preview to determine if you need to change your margins. Use File, Page Setup to set left and right margins to "0" to print one student per line.

If you prefer to leave the margin settings unchanged, you can go to Edit, Select All, then decrease the font size using the list on the toolbar or by selecting Format, Font from the menu bar. Adjust the settings until the file is formatted with one student per line.

- 4) Once you are satisfied with the formatting of the data, select File, Print and print the report. Depending on the number of pages the file contains, you may want to print the file in groups of pages instead of all at once.

Importing the RADD030P into a Spreadsheet Program

Follow the steps below to import the RADD030P file into a spreadsheet program (we will use Microsoft Excel for this example):

- 1) Start Microsoft Excel.
- 2) Select File, Open, then the drive and directory where you saved the RADD030P file. To locate the RADD030P file in the directory window, you may need to change the "Files of Type" field to "All Files."
- 3) As the RADD030P file is not in XLS (Excel spreadsheet) format, Excel automatically prompts you to convert it. Follow the prompts using these responses: the fields are fixed width, start import at row 2. Click Next. Click Next again to continue, then click Finish.
- 4) Once you have imported the file into a spreadsheet, you will probably want to increase the column width for certain fields in order to see all the data. Do this by choosing Format, Column, Width and increasing the number to match the field's length (you can find the record length for each field in the RAPP PIN/Print Notification file record layout in Enclosure H).
- 5) Before printing, use File, Print Preview to see if the report fits across a single page. If it does not, click Margins under Print Preview to adjust left and right margins as necessary prior to printing.