



**November 20, 2009**

\*\*This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.\*\*

## *Direct Loan Program*

### COD News

**NEW!**

#### **2009-2010 COD Technical Reference November 2009 Updates Now Available (11/20/09)**

The [2009-2010 COD Technical Reference November 2009 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2009-2010 COD Technical Reference consists of multiple volumes that contain development information for the 2009-2010 Award Year. For a complete list of updates, refer to the "0910 COD Technical Reference November 2009 Change Tracking Log." If you have any questions about this material, contact the COD School Relations Center.

**NEW!**

#### **2010-2011 COD Technical Reference Now Available (11/20/09)**

The [2010-2011 COD Technical Reference](#) is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2010-2011 COD Technical Reference consists of multiple volumes that contain development information for the 2010-2011 Award Year. If you have any questions about this material, contact the COD School Relations Center.

#### **COD System Maintenance Planned For November 21-22, 2009 (11/18/09)**

The COD System will undergo routine maintenance beginning 6:00 A.M. (ET) on Saturday, November 21, 2009 until 2:00 A.M (ET) on Sunday, November 22, 2009. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity.

An explanation of how this activity will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

#### ***COD Web Site and System***

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 6:00 A.M (ET) on Saturday, November 21 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

#### ***Direct Loan Electronic Master Promissory Note Web Site***

- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) between 6:00 A.M. (ET) on Saturday, November 21, 2009 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

An individual starting the process by 5:00 A.M. (ET) on Saturday, November 21, 2009 will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site



maintenance message and will not be able to start the process or retrieve an existing MPN.

### ***TEACH Grant Web Site***

- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#) between 6:00 A.M. (ET) on Saturday, November 21, 2009 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

An individual starting the process by 5:00 A.M. (ET) on Saturday, November 21, 2009 will be able to complete his or her TEACH Grant Initial and Subsequent Counseling or ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the TEACH Grant Initial and Subsequent Counseling session, complete a new ATS, or retrieve an existing ATS.

### ***Contact Information***

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, the Direct Loan Electronic MPN Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **COD Holiday Schedule For November 25 and 26, 2009 (11/16/09)**

Thursday, November 26, 2009 is the Thanksgiving Day Federal holiday.

- The COD School Relations Center will close at 3:00 P.M. (ET) on Wednesday, November 25, 2009 and reopen at 8:00 A.M. (ET) on Friday, November 27, 2009.
- The COD System will accept and process data from schools and send back responses/acknowledgments on Thursday, November 26, 2009, but schools will not be able to receive any Federal funds on that day.

Further information regarding Thanksgiving Day processing and customer service hours for COD and other Federal Student Aid/Department call centers will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **Additional Opportunity - COD School Testing for 2009-2010 Award Year (11/12/09)**

To assist in meeting the needs of new schools, Federal Student Aid is offering an additional opportunity for Common Origination and Disbursement (COD) School Testing for the 2009-2010 Award Year. All phases of testing, including Common Record Manual Verification, Structured Application Testing, and Optional Unstructured Testing are available now through February 26, 2010 to entities that have not yet completed this testing.

This additional 2009-2010 COD School Testing provides schools, third party servicers, and software vendors an opportunity to test business processes and system software with the COD System prior to the transmission and processing of actual production data using [COD Common Record XML Schema Version 3.0b](#). All entities that wish to participate in this additional 2009-



2010 COD School Testing period must submit a “COD School Testing 2009-2010 Sign-Up Document” to the COD School Relations Center.

**Note:** COD School Testing for the 2010-2011 Award Year will be available beginning January 4, 2010. Information about 2010-2011 COD School Testing sign up and completion will be included in the November 2009 posting of the [2010-2011 COD Technical Reference](#) and a forthcoming Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

For additional information, refer to [the November 10, 2009 Electronic Announcement posted on the IFAP Web site](#).

### **COD Common Record XML Schema Version 3.0c Now Available (11/11/09)**

During the period March 26-28, 2010, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2010-2011 Award Year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 3.0c.

Effective upon completion of the March 26-28, 2010 COD System implementation--

- All 2010-2011 Common Record documents must be sent by schools and will be acknowledged by the COD System using COD Common Record XML Schema Version 3.0c.
- All 2010-2011 unsolicited system-generated responses will be sent by the COD System using COD Common Record XML Schema Version 3.0c.
- COD Web Activity responses for all award years will be sent by the COD System using COD Common Record XML Schema Version 3.0c.
- All available school reports, including data requests, will continue to be sent in formats other than XML.

For complete information about the new schema version, refer to "[COD Common Record XML Schema Version 3.0c](#)."

If you have any questions, contact the COD School Relations Center.

## **Reports and Data Requests**

This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VI, Section 8 of the [2009-2010 COD Technical Reference](#) and Volume VI, Section 8 of



the [2008-2009 COD Technical Reference](#) posted on the [IFAP Web site](#). There are issues with the following Direct Loan reports and/or data requests:

- Expired MPN Report—
- MPN Due to Expire Report—
- MPN Discharge Report—

Federal Student Aid has determined that schools set up to receive any of the MPN reports in the Fixed-length format are receiving the report in the Comma-delimited format instead. Federal Student Aid is currently researching this issue to determine why this is occurring. Schools should refer to the COD Processing Update document for updates about this issue.

Federal Student Aid apologizes for any inconvenience this issue has caused and appreciates your patience and understanding as it works to resolve the issue. In the meantime, if you suspect that this situation may have affected your school or if you have additional questions, contact the COD School Relations Center. (9/04/09)

### Weekly Reminders



#### **Sending Addresses for U.S. Territories on the Common Record or the COD Web site (11/20/09)**

When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

#### **Submitting Addresses for U.S. Territories via the Common Record**

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

<b>Schema Version</b>	<b>Included Tags for Domestic Address, including U.S. Territories</b>	<b>Excluded Tags for Domestic Address, including U.S. Territories</b>
3.0b	<AddressLine> <City>	<StateProvince> <CountryCode>



**DRAFT**

*Required for 2009-2010 Award Year and forward	<StateProvinceCode> <PostalCode>	<CountryCode>
2.0e	<AddressForeignIndicator>>false </AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>>true </AddressForeignIndicator> <AddressCountryCode>

**Submitting Addresses for U.S. Territories via the COD Web site**

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the [2009-2010 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.



**COD Computer-Based Training (11/20/09)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

The components of the COD CBT are as follows:

**COD System Simulations** – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

**Direct Loan Reports CBT** – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.



***Grant Reports CBTs*** – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

***Direct Loan (DL) Tools Simulation*** – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

***eMPN Online Simulations*** – The eMPN Online Simulations offer a step-by-step walk through of the process for electronically completing a Direct Loan Master Promissory Note (MPN). There are three separate simulations: one for completing a Direct Subsidized/Unsubsidized Loan MPN, one for graduate students completing a Direct PLUS Loan MPN, and one for parents completing a Direct PLUS Loan MPN. Each simulation uses text to guide a user through student and parent aspects of the electronic MPN process.

***TEACH Grant Web Site Simulation*** – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com), please include “COD CBT Question/Comment” in the subject line.



## Grant Programs

*ACG, National SMART Grant, Pell Grant, and TEACH Grant*

### COD News

**NEW!**

#### **2009-2010 COD Technical Reference November 2009 Updates Now Available (11/20/09)**

The [2009-2010 COD Technical Reference November 2009 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2009-2010 COD Technical Reference consists of multiple volumes that contain development information for the 2009-2010 Award Year. For a complete list of updates, refer to the “0910 COD Technical Reference November 2009 Change Tracking Log.” If you have any questions about this material, contact the COD School Relations Center.

**NEW!**

#### **2010-2011 COD Technical Reference Now Available (11/20/09)**

The [2010-2011 COD Technical Reference](#) is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2010-2011 COD Technical Reference consists of multiple volumes that contain development information for the 2010-2011 Award Year. If you have any questions about this material, contact the COD School Relations Center.

#### **COD System Maintenance Planned For November 21-22, 2009 (11/18/09)**

The COD System will undergo routine maintenance beginning 6:00 A.M. (ET) on Saturday, November 21, 2009 until 2:00 A.M (ET) on Sunday, November 22, 2009. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity.

An explanation of how this activity will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

#### ***COD Web Site and System***

- Users will not be able to submit or retrieve data via the [COD Web site](#) between 6:00 A.M (ET) on Saturday, November 21 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

#### ***Direct Loan Electronic Master Promissory Note Web Site***

- An individual will not be able to complete a new MPN electronically or retrieve an existing MPN that was completed electronically via the [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) between 6:00 A.M. (ET) on Saturday, November 21, 2009 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

An individual starting the process by 5:00 A.M. (ET) on Saturday, November 21, 2009 will be able to complete his or her MPN before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.



### ***TEACH Grant Web Site***

- An individual will not be able to complete TEACH Grant Initial and Subsequent Counseling, complete a new TEACH Grant Agreement to Serve (ATS), or retrieve an existing ATS via the [TEACH Grant Web site](#) between 6:00 A.M. (ET) on Saturday, November 21, 2009 through 2:00 A.M. (ET) on Sunday, November 22, 2009.

An individual starting the process by 5:00 A.M. (ET) on Saturday, November 21, 2009 will be able to complete his or her TEACH Grant Initial and Subsequent Counseling or ATS before the Web site becomes unavailable. An individual attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the TEACH Grant Initial and Subsequent Counseling session, complete a new ATS, or retrieve an existing ATS.

### ***Contact Information***

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, the Direct Loan Electronic MPN Web site, or the TEACH Grant Web site, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **COD Holiday Schedule For November 25 and 26, 2009 (11/16/09)**

Thursday, November 26, 2009 is the Thanksgiving Day Federal holiday.

- The COD School Relations Center will close at 3:00 P.M. (ET) on Wednesday, November 25, 2009 and reopen at 8:00 A.M. (ET) on Friday, November 27, 2009.
- The COD System will accept and process data from schools and send back responses/acknowledgments on Thursday, November 26, 2009, but schools will not be able to receive any Federal funds on that day.

Further information regarding Thanksgiving Day processing and customer service hours for COD and other Federal Student Aid/Department call centers will be posted in an Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **Additional Opportunity - COD School Testing for 2009-2010 Award Year (11/12/09)**

To assist in meeting the needs of new schools, Federal Student Aid is offering an additional opportunity for Common Origination and Disbursement (COD) School Testing for the 2009-2010 Award Year. All phases of testing, including Common Record Manual Verification, Structured Application Testing, and Optional Unstructured Testing are available now through February 26, 2010 to entities that have not yet completed this testing.

This additional 2009-2010 COD School Testing provides schools, third party servicers, and software vendors an opportunity to test business processes and system software with the COD System prior to the transmission and processing of actual production data using [COD Common Record XML Schema Version 3.0b](#). All entities that wish to participate in this additional 2009-2010 COD School Testing period must submit a "COD School Testing 2009-2010 Sign-Up Document" to the COD School Relations Center.





## DRAFT

**Note:** COD School Testing for the 2010-2011 Award Year will be available beginning January 4, 2010. Information about 2010-2011 COD School Testing sign up and completion will be included in the November 2009 posting of the [2010-2011 COD Technical Reference](#) and a forthcoming Electronic Announcement on the [Information for Financial Aid Professionals \(IFAP\) Web site](#).

For additional information, refer to [the November 10, 2009 Electronic Announcement posted on the IFAP Web site](#).

### **COD Common Record XML Schema Version 3.0c Now Available (11/11/09)**

During the period March 26-28, 2010, Federal Student Aid plans to implement Common Origination and Disbursement (COD) System functionality that will support the processing of Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Federal Direct Loan (Direct Loan) awards for the 2010-2011 Award Year. In conjunction with this implementation, Federal Student Aid will begin using a new version of the COD Common Record Extensible Markup Language (XML) Schema. The new schema version is 3.0c.

Effective upon completion of the March 26-28, 2010 COD System implementation--

- All 2010-2011 Common Record documents must be sent by schools and will be acknowledged by the COD System using COD Common Record XML Schema Version 3.0c.
- All 2010-2011 unsolicited system-generated responses will be sent by the COD System using COD Common Record XML Schema Version 3.0c.
- COD Web Activity responses for all award years will be sent by the COD System using COD Common Record XML Schema Version 3.0c.
- All available school reports, including data requests, will continue to be sent in formats other than XML.

For complete information about the new schema version, refer to "[COD Common Record XML Schema Version 3.0c](#)."

If you have any questions, contact the COD School Relations Center.

## Weekly Reminders



### **Sending Addresses for U.S. Territories on the Common Record or the COD Web site (11/20/09)**

When submitting student or borrower addresses to the Common Origination and Disbursement (COD) System, it is important that the correct tags are used, particularly when the student or borrower address is located in a U.S. Territory. These addresses are considered domestic addresses and should not be submitted as a foreign address with a Country Code. If these addresses are not submitted correctly, important correspondence from the COD System and the Direct Loan Servicing Center is delayed or not received.



**DRAFT**

When a student or borrower address is located in a U.S. Territory, the address should be treated as a domestic address and submitted to the COD System as follows:

**Submitting Addresses for U.S. Territories via the Common Record**

When creating or updating a person record via the Common Record batch submission, a school should send the address block with the following tags:

Schema Version	Included Tags for Domestic Address, including U.S. Territories	Excluded Tags for Domestic Address, including U.S. Territories
3.0b  *Required for 2009-2010 Award Year and forward	<AddressLine> <City> <StateProvinceCode> <PostalCode>	<StateProvince> <CountryCode>
2.0e	<AddressForeignIndicator>>false </AddressForeignIndicator> (optional) <AddressLine> <AddressCity> <AddressStateProvinceCode> <AddressPostalCode>	<AddressForeignIndicator>>true </AddressForeignIndicator> <AddressCountryCode>

**Submitting Addresses for U.S. Territories via the COD Web site**

When creating or updating a person record on the COD Web site, a school should select the U.S. Territory from the dropdown box in the State/Province field. A school should select the Country field as “Blank”.

A complete list of State Codes (including U.S. Territories) is provided in Volume VI, Section 4 of the [2009-2010 COD Technical Reference](#). If you have questions about this information, contact the COD School Relations Center.



**COD Computer-Based Training (11/20/09)**

Federal Student Aid takes this opportunity to remind the community of the availability of the COD Computer-Based Training (CBT). The COD CBT includes enhancements that have been made to the COD System, the [COD Web site](#), and associated Web sites and software products through June 27, 2009.

The COD CBT consists of component simulations and CBTs. Each COD CBT component is explained below. The electronic files associated with each component, as well as information about downloading and navigating the COD CBT, are available on the Information for Financial



Aid Professionals (IFAP) Web site. Under the “Tools for Schools” section on the home page, click on [COD Computer-Based Training](#).

The components of the COD CBT are as follows:

***COD System Simulations*** – The COD System Simulations offer lessons that explain the [COD Web site](#) screens and functionality available to a school administrator. There are 14 lessons with text to guide a user through each area of the [COD Web site](#). By entering fictitious data, the user can explore basic navigation and functions of the [COD Web site](#) and practice locating and creating information in a safe environment that includes tips for assistance.

***Direct Loan Reports CBT*** – The Direct Loan Reports CBT includes several sections that explain the COD reports a school can use to assist with the administration of and reconciliation process for William D. Ford Federal Direct Loan (Direct Loan) awards.

***Grant Reports CBTs*** – The Grant Reports CBTs are four separate lessons that explain the COD reports a school can use to assist with the administration of and reconciliation process for Academic Competitiveness Grant (ACG), Federal Pell Grant (Pell Grant), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Teacher Education Assistance for College and Higher Education (TEACH) Grant awards.

***Direct Loan (DL) Tools Simulation*** – The DL Tools Simulation demonstrates how to use the DL Tools software to assist with the reconciliation process for Direct Loan awards. Although the simulation can be used both by schools that use the EDEExpress for Windows software and schools that do not use this software, the simulation is especially useful for schools that do not use the EDEExpress software on a regular basis but are interested in a Direct Loan reconciliation resource.

***eMPN Online Simulations*** – The eMPN Online Simulations offer a step-by-step walk through of the process for electronically completing a Direct Loan Master Promissory Note (MPN). There are three separate simulations: one for completing a Direct Subsidized/Unsubsidized Loan MPN, one for graduate students completing a Direct PLUS Loan MPN, and one for parents completing a Direct PLUS Loan MPN. Each simulation uses text to guide a user through student and parent aspects of the electronic MPN process.

***TEACH Grant Web Site Simulation*** – The TEACH Grant Web site Simulation guides the user through the [TEACH Grant Web site](#) and includes a step-by-step walk through of the process for completing TEACH Grant counseling and completing a TEACH Grant Agreement to Serve (ATS).

If you have questions or comments about the COD CBT, contact the COD School Relations Center. If you e-mail your question or comment to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com), please include “COD CBT Question/Comment” in the subject line.

**TEACH Grant Operational Implementation Guidance – COD System Implementation and Guidance Summary (11/20/09)**

The College Cost Reduction and Access Act (the CCRAA), Pub. L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program beginning with the 2008-2009 Award Year.





For TEACH Grant policy and operational guidance refer to the following postings on the [Information for Financial Aid Professionals \(IFAP\) Web site](#):

- [Final Rule published on June 23, 2008 \(73 FR 35472\)](#) in the [Federal Register](#) provides the final regulations effective July 1, 2008 for the 2008-2009 Award Year.
- [Dear Colleague Letter GEN-08-01](#) provides policy information on all of the provisions of the CCRAA, including the TEACH Grant Program.
- [Dear Colleague Letter GEN-08-07](#) provides information on institutional eligibility for the TEACH Grant Program.
- [June 19, 2008 Electronic Announcement](#) provides information on Federal Student Aid's operational implementation of TEACH Grant Program functionality.
- [June 27, 2008 Electronic Announcement](#) provides information on the student aspects of the TEACH Grant Program that will be operational for July 1, 2008. This communication includes a "TEACH Grant Agreement to Serve (ATS) Web Site User Guide" designed to assist a student in completing his or her first electronic ATS.
- [September 3, 2008 Electronic Announcement](#) that provides information on Federal Student Aid's implementation of system functionality that supports TEACH Grant reporting functions.
- [2008-2009 COD Technical Reference](#) and [2009-2010 COD Technical Reference](#) provides technical information related to the processing of TEACH Grant awards.

**Note:** On an ongoing basis, Federal Student Aid posts updated listings of schools that are eligible to participate in the TEACH Grant Program. These listings are posted as Electronic Announcements.



**TEACH Grant – Institutional Participation Request Process Information (11/20/09)**

On June 3, 2008, the Department of Education posted [Dear Colleague Letter GEN-08-07 on the Information for Financial Aid Professionals \(IFAP\) Web site](#). This Dear Colleague Letter clarifies how an institution will establish eligibility to participate in the TEACH Grant Program.

For complete information about the Institutional Participation Request Process, refer to [Dear Colleague Letter GEN-08-07](#).

- Questions about the issues discussed in the letter should be directed to Gail McLarnon by e-mail at [gail.mclarnon@ed.gov](mailto:gail.mclarnon@ed.gov) or by phone at 202/219-7048.
- Questions about the participation request process should be directed to the School Participation Team for a school's state. Contact information is available on the [Electronic Application for Approval to Participate in Federal Student Financial Aid Programs \(E-App\) Web site](#).

**Participation Request Process Steps** – As outlined in the 10-step participation request process included in [Dear Colleague Letter GEN-08-07](#), a school must complete Question 1, enter specified language in Section K/Question 69, and complete Section L via the [E-App Web site](#). After completing these steps, the school must mail its signed and dated signature page to the Department of Education (the Department) per the instructions provided on the "Submit



Application” page. To aid in expediting receipt of the school’s signature page by the Department, the school may want to use an overnight delivery method.

***Participation Request Process Follow Up*** – If a school does not receive a response regarding its request to participate in the TEACH Grant Program within two weeks of submitting the request, the school should contact the School Participation Team for the school's state. Contact information is available on the [E-App Web site](#).

***School Addition to ATS Web Site*** – Once a school is determined to be eligible to participate in the TEACH Grant Program, the school's name will be added to the TEACH Grant Agreement to Serve (ATS) Web site. As a general rule, Federal Student Aid will update the TEACH Grant ATS Web site on the Tuesday or Thursday most closely following notification of the school's eligibility. If a school has questions about the TEACH Grant ATS Web site, it should contact the COD School Relations Center.