II. INFORMATION SUMMARIES ON SARS AND ISIRS

Schools will receive ISIRs for all students who listed that institution on their FAFSA, Renewal FAFSA, FAFSA Express, FAFSA on the Web, or Renewal FAFSA on the Web. More than 7000 postsecondary institutions participate in some aspect of the Electronic Data Exchange (EDE). These institutions can send application and correction data from the school or through a servicer (either one is called a "destination point"), and receive processed student records (ISIRs) at the destination point.

Each type of CPS output contains an Information Summary of student data and information for the FAA. The SAR, but not the SAR Information Acknowledgement, also has a Part 2 that allows the student to send in corrections to the data.

Appendix G contains the print format for the ISIR. Student and FAA information will print out on two pages, with an additional page for NSLDS Financial Aid History. Schools do not need to print hardcopy ISIRs; however, in this guide we will use the print format as a tool to discuss the codes that appear on the ISIR record.

Beginning with the SAR, we'll look at the information summary and the FAA information sections for each type of official CPS output.

Page One of the SAR and SAR Information Acknowledgement—Front

The top left of the page prints the ED seal, identifies the award year (2000-2001), the document—Student Aid Report—and the part of the SAR: Part 1. The box at the top right shows the Office of Management and Budget (OMB) form-clearance number and the expiration date.

The student's original social security number (SSN) appears below the OMB box. This is the SSN that the student originally reported on the Application. Directly under the SSN are the first two letters of the student's last name (the last name originally reported on the application), a dash, and a two-digit code that

OMB No. 1845-0008 Form Approved Exp. 12/31/2001

321-54-0987 ST-01 DRN: 9999

shows the transaction number for this SAR—that is, "01" indicates the first transaction, "02" a second transaction, and so forth. Next to the transaction code appears the student's four-digit Data Release Number (DRN). The DRN can be used by schools participating in EDE to access the student's electronic application record if they were not originally listed on the student's application or SAR. In addition, the student can use the DRN when making a telephone request through the Federal Student Aid Information Center to make two types of changes: 1) to correct data entry errors made by the FAFSA Processor or 2) to request a change of address, telephone number, or a change of institution by calling 1-800-4FED AID (1-800-433-3243)/TTY1-800-730-8913.

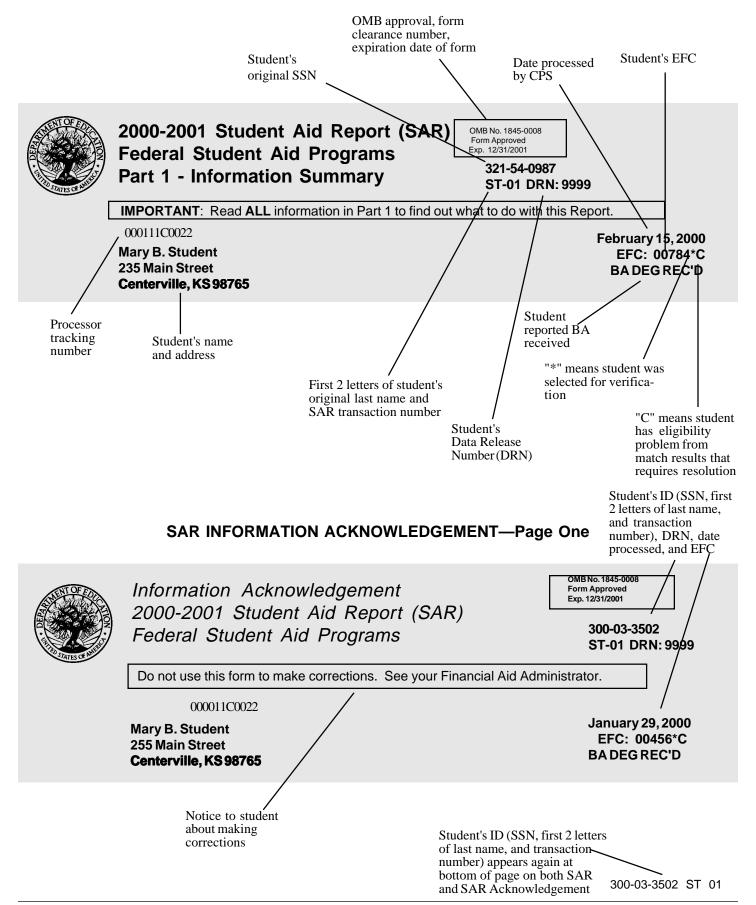
Beneath the headings appear the student's correct name and address and the date the CPS processed the transaction. The number appearing above the student's name and address is a tracking number for the FAFSA Processor and the CPS, and is not used for any institutional purposes. Below the processed date is the student's EFC.

000117C041

Mary B. Student 235 Main Street Centerville, KS 98765 February 15, 2000 EFC: 00784*C BA DEG REC'D

The following page compares several features of the front pages of the SAR and the SAR Information Acknowledgement.

SAR—Page One



The EFC printed on the front page of the SAR is either the primary or secondary EFC, calculated for a nine-month academic year (see page 18 for information on the primary and secondary EFC). An asterisk printed next to the EFC indicates that the student was selected for verification by the CPS. A "C" printed next to the EFC means the student has an eligibility problem identified by the data matches that must be resolved before Title IV aid can be disbursed to the student.

One of two messages might appear below the EFC— BA DEG REC'D means the student reported in question 34 on the application, or in a correction transaction, that he or she will have received a bachelor's degree by 7/1/2000. GRAD/PROF appears when the student answered "Yes" to question 55, that he or she will be working on a degree beyond a Bachelor's degree during 2000-2001. In addition to these messages, SAR/ISIR comment text will also inform the student and FAA when a student reports that he or she will have a BA or be enrolled in a graduate or professional program. A student who answers "Yes" to either question is generally not eligible for a Pell Grant. Such student records are not sent to the Pell Payment System (unless the student also reports that he or she is enrolled in a teaching credential program). If a school attempts to report a Pell Grant payment, the payment system will not recognize the student and will reject the payment record even if the EFC is in the Pell eligible range.

Important reminder: Even though all income and asset information is correct and the EFC is less than the maximum Pell EFC, if a student incorrectly indicates that he or she has a BA degree or is a graduate/professional student, these items must be corrected on the SAR or through EDE, and processed through the CPS. Only then will the payment system be able to identify the student as eligible to receive a Pell Grant.

The FAA Information sections on the SAR, SAR Information Acknowledgement, and ISIR will print a "Y" for the Pell Eligibility Flag to identify students who *are* eligible for Federal Pell Grants based upon

their EFCs and class levels. The Pell Eligibility Flag will be blank for students not eligible for Pell.

Comments. On both the SAR and the SAR Information Acknowledgement, the initial comments inform the student about eligibility for federal student aid and give basic instructions on reviewing the application information and making corrections if necessary. Other comments relate to specific problem areas, such as missing information or eligibility problems. On the SAR, comment text is continued on a subsequent page if necessary. The SAR will carry up to 20 comments, and an application that generates more than 20 comments will be rejected (Reject 20).

The SAR Information Acknowledgement comments are fewer and less detailed, and generally refer the student to the FAA for assistance in making corrections or resolving problem issues. A SAR Information Acknowledgement is sent to the student only when application or correction data are entered electronically by a school through EDE. In these cases, the student and the school are already in contact and generally the student will enroll in the school that transmitted the data.

To assist in situations where a student might take the SAR Information Acknowledgement to a new school, we print the DRN and the full set of SAR/ISIR comment codes in the Processing Results section on the document (see Appendix D for comment codes and text).

On the SAR, two strings of numbers appear at the

RE1100456 12345678901 321-54-0987 ST 01

bottom of every page. The left-hand numbers are processing codes used by the FAFSA Processors and the CPS for tracking and quality control purposes. The right-hand numbers are the student identifiers: the original SSN and first two letters of the student's original last name, and the transaction number.

On the SAR Information Acknowledgement, the top of page one shows the student identifiers, transaction number and DRN in a similar position as these appear on

the two-part SAR. Only the student ID is repeated at the bottom of the SAR Information Acknowledgement page.

NOTE: If a student changes his or her social security number, or changes his or her name in the CPS, the original social security number and first two letters of the original last name will continue to be used as the student ID. The SAR fields that show the last name and the SSN—fields 1 and 8—will carry the corrected name and SSN. However, when used as an identifier—on correspondence or in requesting duplicates—the student should use the original SSN and name.

If the student applies in the following award year using the correct name and SSN, the records for that

year will carry the correct identifiers.

Correction Applications are not needed except to correct a situation when two students are using the same social security number. Correction Applications are obtained by calling the Correction Applications Coordinator for ED at (202) 260-9988.

Page One—Back

The back of page one displays in condensed form every numbered question from the FAFSA and prints the answer the student gave to that question or the value the CPS assumed.

Exception: If the student's application is rejected and an EFC is not calculated, the back of page one will

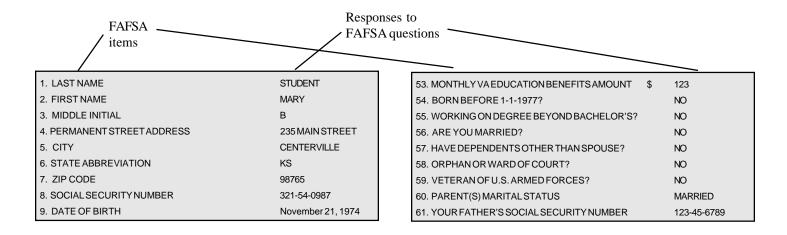
Back of Page One, SAR and SAR Information Acknowledgement

SAR

This section contains information from your student aid application (shaded items display parents' information, if provided). Use the Information Review Form (Part 2 of your SAR) to correct this information. Do <u>not</u> make corrections on this page; it is for your files.

SAR Information Acknowledgement

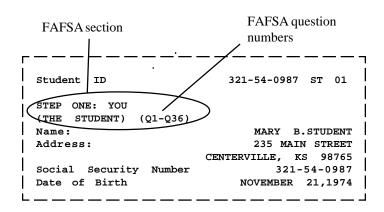
This section contains information from your student aid application (shaded items display parents' information, if provided). If you need to make corrections, see your financial aid administrator at your school.



not have an information summary, but will contain the FAA Information section instead.

Information Summaries on ISIRs

The student's processed application information appears on the printout of an electronic ISIR in a two-column, two-page format with an abbreviated version of each FAFSA question on the left and the student's response on the right. Information is divided into sections like the FAFSA sections, e.g., Step One: You (The Student). Questions are not numbered individually, but each section heading identifies the range of FAFSA questions included.



FOR FAA USE ONLY

The FAA information section displays every relevant piece of information about a student's eligibility in one place, whether on a SAR or ISIR. The format and content vary somewhat between the SAR and ISIR, but all codes and flags have the same meaning wherever they appear.

The FAA information section on the SAR appears at the end of Part 1, following the last comment to the student. On the SAR Information Acknowledgement, a section headed "Processing Results" on the back of page one contains information and codes for FAAs. On the ISIR, FAA information is printed on the second page following the summary of application data and is labeled "FAA Information". Descriptive labels are intended to help the FAA identify reject codes, match flags, intermediate values, and so forth.

Using the SAR information section as a basis, here are identifications for the codes and flags that appear as FAA information, reading from top to bottom for each column. Primary and secondary EFCs and Intermediate Values will be discussed later.

The SAR

FOR FAA USE ONLY Agency Source: **Duplicate Copy:** FAA Adjustment Flag: **Record Source Type:** SvsGen: Reject Reasons: Dependency Override: Record Type: Application Receipt Date: Verification Flag: Special Handling: Transaction Receipt Date: Model: Early Analysis Flag: Subsequent Application Flag: Reprocessing Code: Months Primary and Secondary EFC (see page 18) Intermediate Compute Values (see page 18) Auto Zero EFC Flag: SNT Flag: Pell Eligible Flag: MATCH FLAGS: Selectiive Service Registration Flag: SSN Match Flag: Selective Service Match: INS Match Flag: INS Verification #: SSA Citizenship Code: **NSLDS Match Flag: NSLDS** Results Flag: **NSLDS Transaction Number:** VA Match Flag: PRIS Match Flag: **COMMENTS:**

COLUMN ONE

Agency Source

The agency source code identifies a FAFSA processor or other source of the application.

1	Electronic Application (EDE)
2	Electronic Renewal Application (EDE)
4	FAFSA Express
5	MDE/ACT (American College Testing)
6	FAFSA/Renewal FAFSA on the Web
7	NCS (National Computer Systems)

Record Source Type

This identifies the type of input that produced the transaction.

Blank	Original Application (paper or electronic)
R	Renewal Application (paper or
	electronic)
C	Correction Application
H	History Correction (paper or
	electronic)
D	Duplicate Request
В	Correction on the Web
S	FAFSA Express Signature
F	FAFSA Web Signature
W	Renewal FAFSA Web Signature page

Record Type

This code distinguishes an application from a correction that was made to a prior or existing transaction.

Blank	Original Application (from any source)
C	Correction Application
H	History Correction (from any source)

Verification Flag

The Verification Flag will indicate if a student has been selected for verification on any transaction.

Y	Selected for verification	
N	Not selected for verification	
.1.	0.1 . 10	

* Selected for verification on a subsequent transaction

Model (Dependency Status)

D	Dependent
I	Independent
X	Rejected dependent
Y	Rejected independent

COLUMN TWO

Duplicate Copy

Blank

A

Blank	Not a duplicate SAR
D	Requested as a
	duplicate copy

SysGen (System Generated)

These codes identify a system-generated transaction that was initiated by the CPS, rather than resulting from an application or correction sent to the CPS. The codes show why a record was automatically generated by the CPS:

Not a system-generated SAR

Applicant released from drug abuse

D	Duplicate request and hold status has changed
Н	Applicant released from verification hold
L	Duplicate request and NSLDS match data have changed
N	NSLDS postscreening transaction
P	Duplicate request and Prisoner match data have changed
Z	Reprocessed transaction

hold file

ISIRs for system generated transactions will be sent to schools in a separate electronic message class.

Dependency Override

This flag identifies a record that resulted from an application or correction on which a successful dependency override request was made by an FAA. Initial applications allow overrides to be made in one direction only: from dependent to independent. The SAR and EDExpress allow an FAA to cancel a previous override. Comment 46 will notify the FAA when an attempt to perform or cancel a dependency override was not successful.

Blank No dependency override
Y FAA override from dependent
to independent (Comment 164)
N Dependency override cancelled

(Comment 165)

When an FAA performs a dependency override, only the school that submitted the override will receive the new ISIR transaction.

Special Handling

In certain unusual circumstances, the Department, the FAFSA processor, or the Federal Student Aid Information Center may need to special handle (e.g., hand-stamp, overnight mail) a student's SAR. These codes identify the reason for special handling or who requested the special handling.

Blank No special handling

* FAFSA Processor requested special handling

@ ED requested special handling

P Address too long; requires special handling

L Late processing authorized by ED

Early Analysis Flag

Using FAFSA Express or FAFSA on the Web, a student may indicate that he or she is applying for early admission for the 2001-2002 school year. The software sets a flag on the student's record that appears in the FAA information area. The early analysis

indicator will appear on the SAR and the ISIR, but not on the SAR Information Acknowledgement. Please note that the early analysis flag does not invalidate the SAR—it simply notifies the school that a student checked the early analysis box on a FAFSA Express or FAFSA on the Web application. If the student actually enrolls for the 2000-2001 school year, the early analysis record may be used for that school year. The early analysis flag may be corrected to blank using EDExpress.

Blank Not an early analysis student
Y Student indicated early analysis
on FAFSA Express or FAFSA on
the Web

COLUMN THREE

FAA Adjustment Flag

This flag indicates that a transaction resulted from a professional judgment adjustment by an FAA. Comment 27 also notifies an FAA that an adjustment was successfully performed.

Blank No adjustment processed Y FAA adjustment processed

When an FAA uses professional judgment to change a data item on a SAR or ISIR, only the school that made the change will receive the new ISIR transaction.

Reject Reasons

Up to seven reject reason codes can be printed in this position. Refer to Appendix A for the reject reason codes and the comment numbers associated with certain types of rejects.

Application Receipt Date

This date shows the date the paper application was received by the FAFSA processor, or the date an electronic FAFSA transmission was received by the school in EDExpress or entered by the applicant in

one of the electronic products. In the paper system, the maximum time allowed by contract with the processors to enter and transmit the application data (turnaround time) is 7 days for original applications and Renewal applications, and 5 days for corrections. The maximum CPS processing turnaround time is 3 days.

These days are defined by the contracts as "work" days (Monday through Friday), not calendar days. The maximum time allowed from receipt of an application or correction to mail-out of the SAR would be 14 work days for original applications and Renewal applications, and 12 work days for corrections. These totals for maximum turnaround time do not include mailing time for the application or correction to reach the FAFSA Processor or for the SAR to reach the student.

Transaction Receipt Date

The date appearing in this position is the date that the FAFSA processor or the CPS received the input information that generated the transaction. As described above, the receipt date for the first application will be a fixed date; the transaction receipt date, however, will change each time a new transaction is generated. For example, a student sends in a Renewal Application that is received by the FAFSA processor on March 13, 2000. This first transaction SAR and ISIR would have an Application Receipt Date and a Transaction Receipt Date of March 13, 2000. If the student then mails in a SAR with corrections and it is received on April 17, the 02 transaction would show an Application Receipt Date of March 13, 2000 and a Transaction Receipt Date of April 17, 2000.

Subsequent Application Flag

This flag indicates a transaction that resulted when a second, or subsequent, application was processed. Except for address and school choices, the data on the SAR or ISIR generated by a subsequent application will be the same data the student submitted on the previous application. If a different address and

different school choices are provided, the new information will appear in these fields on the new transaction.

Blank Not a subsequent application Y Second or later application

Reprocessing Code

This code provides information about batches of records that are reprocessed by the CPS for any reason. When the SysGen flag is set to "Z," this position will contain a two-digit number, beginning with "01" and incrementing each time a group of records is reprocessed. Check the Information for Financial Aid Professionals web site (http://ifap.ed.gov) for announcements that will define the reason associated with a particular two-digit number.

Auto Zero EFC Flag

An applicant who meets certain tax filing and income criteria will qualify automatically for an expected family contribution figure of "0." When these criteria are met, the CPS assigns a "0" EFC and does not perform a full calculation except for Total Income, Student's Total Income, and FISAP Total Income. Only these three intermediate values will appear in the FAA Information section.

Blank Does not meet criteria

Y Student meets automatic zero EFC criteria

SNT Flag

This flag gives information about the Simplified Needs Test (SNT) calculation that excludes asset information. It is performed if an applicant meets certain criteria for tax filing status and income level.

Y SNT was met

N SNT was not met or could not be

determined

Pell Eligible Flag

This flag alerts schools to an applicant's Pell Grant

eligibility status. A "Y" confirms that a student's EFC and undergraduate status makes him or her eligible for a Pell Grant, and that the record has been included in the payment system database.

Blank Not eligible for a Pell Grant Y Eligible for a Pell Grant

If a student who is an undergraduate incorrectly reported on the FAFSA that he or she will be a graduate student or has a bachelor's degree, this information **must** be corrected. Otherwise, he or she will be considered ineligible for Pell and the school will be unable to receive Pell funds for that student.

Match Flags

These alpha or numeric codes show the results of matching the applicant record with databases containing information that can affect eligibility. A detailed discussion about the flags or codes that will appear in the FAA Information section for the SSN Match Flag, Selective Service Registration Flag, Selective Service Match Flag, INS Match Flag, SSA Citizenship Code, VA Match Flag, SSA Prisoner Match Flag, NSLDS Match Flag, and NSLDS Results Flag can be found in Appendix B. Additional information on the NSLDS match can be found in Appendix C.

The INS Verification Number also appears under the "Match Flags" heading of FAA Information. The number that will appear in this position is a 15-digit confirmation number that the INS returns when a match was conducted. The FAA must use this number when secondary confirmation is necessary.

NSLDS Transaction Number

This code appears at the end of the match flag section. Although it is not a true match flag, we provide the number of the last transaction on which the student's NSLDS data changed as a signal to the financial aid administrator to review NSLDS information on a particular transaction. See the Introduction and Appendix C for additional information on the NSLDS transaction number.

ISIR FAA Information

The ISIR has another area for FAA information and is formatted a bit differently from the SAR. In the section titled Office Information, the following information appears:

OFFICE INFORMATION DRN Primary EFC Type Secondary EFC Type Processed Date Application Source ISIR Transaction Type Institution Number Reject Override Codes Assumption Override Codes

The student's DRN will appear in this section only for a transaction type of "0" or "5," when the school receiving the ISIR also entered the student's application or renewal application data. The DRN will not appear on an ISIR in other situations.

The Formula Type is not printed on the SAR but does appear on the SAR Information Acknowledgement since the SAR Information Acknowledgement is the paper output from an electronic transaction. Other codes in this section correspond to SAR data, e.g., application source corresponds to "Agency Source" on the SAR.

The "Formula Type" code tells an FAA which formula was used to calculate the EFC.

Full needs test: dependent

1	run needs test, dependent
2	Full needs test: independent w/o
	dependents
3	Full needs test: independent with
	dependents
4	Simplified Needs Test: dependent
5	Simplified Needs Test: independent
	w/o dependents
6	Simplified Needs Test: independent
	with dependents

[&]quot;Transaction Type" identifies the source of the transaction.

- 0 Electronic original application
- 1 Paper application
- 2 Electronic correction
- 3 Electronic duplicate request
- 4 Paper correction
- 5 Electronic renewal application

The Institution Number verifies the identity of the originating institution. Reject and Assumption Override Codes appear because the EDExpress software allows an FAA to override certain rejects that are designated as "verifiable" rejects. It also allows an FAA to override certain assumptions that the CPS would make about a student's data when the information appears to be inconsistent. The Office Information section on the ISIR shows which Reject Override Codes and which Assumption Override Codes were set on the transaction.

The ISIR also has FAA information at the end of the information summary. The codes appearing on the ISIR are identical to codes that appear in the SAR FAA information section except for "Correction # Applied To," which reports the transaction number against which an electronic correction was applied.

SAR Information Acknowledgement FAA Information

Because this type of SAR is a paper report to the student, but also an eligibility document like the correctable SAR and the ISIR, it contains information for both student and FAA. The intent of this document is to allow a student to review processing results when the information was input electronically by the school. The information section is headed "Processing Results" rather than "For FAA Use Only." We have included here all the important match flags showing results of eligibility matches, as well as other information that an FAA would need when using the SAR Information Acknowledgement as an eligibility document.

The comment text printed on the front page is a basic set of comments directed to the student, but the comment codes listed at the bottom of the section include all SAR/ISIR comments that were generated for this record.

Primary and Secondary EFCs/Alternate EFCs

Both SAR and ISIR FAA Information sections contain the headings "Months," "Primary EFC," and "Secondary EFC."

ISIR FAA Information

FAA INFORMATION Date ISIR Receive Verification Flag	***	Early Analysis Flag Rejects Met:					
System Generated FAA Adjustment Date Application R Reprocessing Cod	System Generated Indicator						
Pell Paid EFC Primary EFC	Pell Elig Flag Secondary EFC	Intermediate Values (next page)					
Auto Zero Flag SNT Flag		Subsequent App Flag					
Match Flags: 	SSN SSA INS PRINS Verification Number NSLDS Transaction Number	RIS SS NSLDS VA SS Registration Flag NSLDS Database Results Flag					
Comments:		 					

If both a Primary and a Secondary EFC appear, it means the student qualified for the Simplified Needs Test (SNT) but also provided information about assets. Two calculations were performed, producing the Primary EFC (asset information was not included in the calculation) and the Secondary EFC (asset information was included in a full-data calculation). If only a Primary EFC appears, it means either 1) the student did not meet the Simplified Needs Test criteria and only the full-data calculation was done, or 2) the student met the SNT criteria and provided no asset information, or provided incomplete or inconsistent asset information and only one calculation could be performed.

The figures printed for each of the twelve months represent alternate EFCs that an FAA must use to award aid—other than Federal Pell Grants—for an academic year that is less than or greater than nine months. For a dependent student, the alternate EFCs are calculated by the CPS according to a formula prescribed in the law. For the independent student, the CPS calculates a simple proration of the EFC by month for less than or more than nine month enrollment.

Intermediate Compute Values

These abbreviations represent the intermediate steps

used in calculating the EFC. They show the separate components of the need analysis formula, such as the "employment expense allowance" or "parents' contribution from assets." These components are defined in the law. The values can be useful to FAAs in doing recalculations or in making professional judgment adjustments to data items.

Alternate EFCs and intermediate values do not appear on the SAR Information Acknowledgement, only on the two-part SAR and the ISIR. The intermediate values are identified as follows:

T-4-1 I...

11	Total Income
ATI	Allowances Against Total Income
STX	State and Other Tax Allowance
EA	Employment Allowance
STI	Student's Total Income
IPA	Income Protection Allowance
AI	Available Income
CAI	Contribution from Available Income
	(Independent Student)
DNW	Discretionary Net Worth
FTI	FISAP Total Income
APA	Education Savings and Asset
	Protection Allowance
PCA	Parents' Contribution from Assets
AAI	Adjusted Available Income

Total Parents' Contribution

SAR Information Acknowledgement

TPC

тт

Record Type: Verification Flag: Application Receipt Date: Transaction Process Date:	Expected Family Contribution: Prima Secon Automatic Zero EFC Flag: Formula Type:	Dependency Override: Duplicate Request Indicator: Hold Code:
Transaction Receipt Date: System Generated Indicator:	Simplified Needs Test Flag: FAA Adjustment:	Subsequent Application Flag: Pell Eligible Flag:
SSN Match Flag:	Selective Service Registration Flag:	Selective Service Match:

TSC Total Student's Contribution

PC Parents' Contribution

SIC Dependent Student's Income

Contribution

SCA Dependent Student's Contribution

from Assets

Detailed information on the need analysis formula and methodology for calculating the EFC is available in the 2000-2001 SFA Handbook: Student Eligibility.

Comment Codes

The last line in the FAA information section shows the codes for comments generated on the record which are important to the FAA. Standard comments to the student are not included here. FAAs can review the comment codes and not have to read through every comment provided on the SAR to find information that may require FAA action. Up to 20 comment codes may be printed. Students receiving more than 20 comments will be rejected (Reject 20).

The EDExpress software allows comment text to be printed out, if desired. The SAR Information Acknowledgement, as mentioned previously, prints the full set of SAR comment *codes* pertaining to that student's electronic record in the "comment code" section under Processing Results. The comment text printed on the page, however, will be taken from the set of eight basic comments written for the student's information. All comment codes and text used in 2000-2001 are provided in Appendix D. The SAR Information Acknowledgement comments appear on the first page of Appendix D.

SAR

MONTHS	1	2	3	4	5	6	7	8	9	10	12
PRIMARY EFC:	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
SECONDARY EFC:	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000

ISIR

Primary EFC	Secondary EFC	Intermediate Values
Mon 1 Mon 7	Mon 1 Mon 7	TI APA
Mon 2 Mon 8	Mon 2 Mon 8	FTI PCA
Mon 3 Mon 10	Mon 3 Mon 10	ATI AAI
Mon 4 Mon 11	Mon 4 Mon 11	STX TPC
Mon 5 Mon 12	Mon 5 Mon 12	IPA TSC
Mon 6	Mon 6	EA PC