

# **Financial Aid Database Training Manual**

**April 5, 2000**

Prepared by the Division of Student Services  
TX Higher Education Coordinating Board



**The Completed, Fully-Edited Financial Aid Database  
Report must be submitted by:**

**October 15**

**of each year.**

**You may START the reporting process as of July 1.**

**The report contains data for individual students from the  
previous academic year.**

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# **THE STATUTORY REQUIREMENT**

# **THE IMPACT OF INCORRECT FIGURES**

Rider 17, Page III-47 of the current Appropriations Bill directs the Coordinating Board to present a report to the Legislative Budget Office by February 28 of each calendar year concerning the unmet financial need of students in Texas institutions of higher education. The report is to include the number of eligible students for whom sufficient aid is not available from existing programs and an estimate of the amounts necessary to meet their needs.

Institutional and statewide reports are required annually. The resulting financial aid database provides the state a means of accurately measuring the need for additional financial aid, and will eventually serve as a basis for equitably distributing state aid resources among institutions. The database allows us to generate state-wide, sector and individual institution reports.

A sample of the report to the Legislature and statistics drawn from the database is included as an appendix to this manual.

Over time, it has become evident to us that many financial aid officers do not review the data being sent to our office. The information, in those cases, is being generated and transmitted to our office through computer support services.

THIS SHOULD NOT HAPPEN.

Our system is designed to reject incorrect records, but is not designed to check the logic of the information being sent. In other words, it can reject a student record that shows a Pell award of \$5,000; but it cannot reject a file that shows only six Pell awards for an inner city college with 3,000 aid recipients.

**Financial aid officers must check the validity of the data they send**, and need to use internal resources for doing so. Our office will send schools printed summary reports from their files, but these summary reports SHOULD NOT PROVIDE THE FINANCIAL AID OFFICER HIS/HER FIRST VIEW OF AGGREGATE DATA. The Coordinating Board's report will be printed at the end of the reporting cycle.

The second, third and fourth columns of the table on page 3 show ACTUAL data received in fiscal year 1997 and fiscal year 1998 from ten schools. Notice the drastic differences in the data reported for schools A and B for the two years. Both schools dropped from reporting thousands of aid recipients to reporting fewer than 150. Remember, these are ACTUAL figures reported by these institutions.

The columns marked "Share of \$1,000,000" shows the resulting allocation of funds among these ten institutions, based on the numbers of aid recipients reported. Both of the institutions with incorrect figures LOST more than 95% of the funds they received in the first year.

**Don't let this happen to you. Make sure the financial aid office has proofed your institution's data file before it is sent to the Coordinating Board.**



Impact of Incorrect Figures – FY 97 vs FY 98

FY 1997							
Inst	full-time	3/4-time	½-time	Alloc Base	Share of Alloc Base	Share of \$1,000,000	
A	2,553	726	847	3,339.5	6.36%	\$63,634	
B	2,184	562	608	2,769.0	5.28%	\$2,763	
C	5,209	1,586	1,567	6,785.5	12.93%	\$129,297	
D	6,475	2,422	1,901	8,636.5	16.46%	\$164,567	
E	4,479	416	221	4,797.5	9.14%	\$91,416	
F	6,254	770	585	6,931.5	13.21%	\$132,079	
G	523	0	35	540.5	1.03%	\$10,299	
H	3,351	41	173	3,458.0	6.59%	\$65,892	
I	2,893	505	226	3,258.5	6.21%	\$62,090	
J	11,531	554	311	11,963.5	22.80%	\$227,963	
total	45,452	7,582	6,474	52,480.0	100.00%	\$1,000,000	

FY 1998							
Inst	full-time	3/4-time	½-time	Alloc Base	Share of Alloc Base	Share of \$1,000,000	Change from Prior Yr
A	97	20	30	122.0	0.31%	\$3,112	-\$60,522
B	57	22	28	82.0	0.21%	\$2,092	-\$50,671
C	no report received			0.0	0.00%	\$0	-\$129,297
D	5,998	2,342	1,855	8,096.0	20.65%	\$206,538	\$41,971
E	4,677	458	222	5,017.0	12.80%	\$127,981	\$36,566
F	6,156	734	629	6,837.5	17.44%	\$174,422	\$42,343
G	580	0	22	591.0	1.51%	\$15,076	\$4,777
H	3,367	46	208	3,494.0	8.91%	\$89,130	\$23,239
I	2,358	384	220	2,660.0	6.79%	\$67,855	\$5,765
J	12,075	535	324	12,504.5	31.90%	\$318,984	\$91,021
totals	35,211	4,499	3,480	39,200.5	100.00%	\$999,987	

# **CONTENTS OF STUDENT RECORDS**

**DATA ELEMENTS AND CURRENT FIELD LIMITATIONS  
FREQUENTLY ASKED QUESTIONS**

### Data Elements and Current Field Limitations

Please provide the requested data for each person at your institution receiving any type of need-based aid or any aid for which a need assessment is required. **Shaded Elements have to be reported.**

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
1. Student Social Security Number COLUMN 1-9	001	999999999	numeric; right justified response required if student has no SSN, assign a 9-digit ID number composed of school FICE code +3 trailing digits.	error if non-numeric
2. Student Income Earned from Work COLUMN 10-15	002	999999 If your records include the details shown in fields 2-13, please report them, giving adjusted gross income in fields 2,3,8 and 9. If you cannot provide the full breakdown, report the Total Income figure you use on the FISAP in field 2 and leave fields 3-13 blank.	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0  ADVICE: Provide Total Income as reported on FISAP in field 2 and leave fields 3-13 blank.	Error if non-numeric warning if negative value error if >888,888 warning if > 200,000
3. Spouse Income Earned from Work COLUMN 16-21	003	999999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >200,000
4. Social Security Benefits for Student and/or Spouse COLUMN 22-26	004	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000
5. Aid to Families with Dependent Children (AFDC or ADC) for Student and/or Spouse COLUMN 27-31	005	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
6. Child Support Received for All Children by Student and/or Spouse COLUMN 32-36	006	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000
7. Other Untaxed Income and Benefits for Student and/or Spouse COLUMN 37-41	007	99999	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000
8. Father's Income Earned from Work COLUMN 42-47	008	999999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >222,222
9. Mother's Income Earned from Work COLUMN 48-53	009	999999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >222,222
10. Parents' Social Security Benefits COLUMN 54-58	010	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000
11. Parents' AFDC, ADC Received COLUMN 59-63	011	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >20,000
12. Child Support Received by Parents for All Children COLUMN 64-68	012	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >30,000

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
13. Parents' Other Untaxed Income and Benefits COLUMN 69-73	013	99999 (reported for dependent aid applicants only)	numeric; right justified rounded to full dollar amounts if blank, will assume to = 0 See ADVICE for field 2.	Error if non-numeric warning if >88,888
14. Ethnic Origin COLUMN 74	014	1 = White, Non-Hispanic 2 = Black, Non-Hispanic 3 = Hispanic 4 = Asian or Pacific Islander 5 = American Indian or Alaskan Native 6 = Other (for foreign students or for students refusing to report their ethnic origin.)	numeric; right justified in range of 1 through 6 response required	error if non-numeric error if <1 or >6
15. Classification COLUMN 75 <i>5 = 1st time entering →</i>	015	1 = undergraduate (has not received a bachelor's degree) 2 = graduate (has received a bachelor's degree) 3 = professional (enrolled in law, medicine, dentistry, veterinary medicine) 4 = student with bachelor's or higher degree enrolled in undergraduate program Use the classification of the student at the beginning of the award period.	numeric; right justified in range of 1 through 4 response required	error if non-numeric error if <1 or >4
16. Dependency Status COLUMN 76	016	1 = dependent by Title IV definition 2 = independent by Title IV definition	numeric; right justified 1 or 2 response required	error if non-numeric error if <1 or >2

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
17. Date of Birth Y2K COLUMN 77-84	017	MMDDYYYY Enter the month, day and the last two digits of the year of the birth of the student	numeric; right justified; 6 digits month range 01 through 12 day range 01 through 31 year range 1910 through 1985 (Y2K) response required	error if non-numeric error if mm is out of range of 1-12 error if dd is out of range of 1-31 warning if out of range 1910-1985 for Y2K
18. Residency Y2K COLUMN 85	018	1 = resident 2 = out-of-state or foreign 3 (for private school use only) = unknown Use the resident status of the student at the beginning of the award period.	numeric; right justified 1 or 2 (at public institution) 1, 2 or 3 (at independent institution) response required	error if non-numeric error if out of range of 1-3
19. County Code of Permanent Home Address Y2K COLUMN 86-88	019	999 Use list provided, which gives 3-digit codes for all Texas counties and for other states and foreign countries as used in the Coordinating Board CBM 001 report (see attached list).	numeric; right justified; 1 through 799 response required	error if non-numeric error if = 0 or if >799 error if in range of 371-400
20. Street Address of Permanent Address Y2K COLUMN 89-118	020	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXX Include number, street and apartment number (if appropriate)	alphanumeric; left justified 30 characters, maximum upper or lower case acceptable response required	may be blank if county code >370 error if = XXX or xxx (junk data)
21. City of Permanent Address Y2K COLUMN 119-138	021	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	alpha; left justified 20 characters, maximum upper or lower case acceptable response required	error if left blank
22. Zip Code of Permanent Home Address Y2K COLUMN 139-147	022	999999999 If last 4 digits are unknown, leave them blank.	numeric response required, if USA address; leave blank if not USA address	error if non-numeric error if zip prefix is 99999 (out of range) error if zip prefix is 00007 (out of range)

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
23. Enrollment Status Y2K COLUMN 148	023	1 = full-time 2 = 3/4-time 3 = 1/2 time 4 = less than 1/2 time Report the highest enrollment status of the student during the award period.	numeric; right justified 1 through 4 response required	error if non-numeric error if out of range of 1-4
24. Gender Y2K COLUMN 149	024	M = male F = female	alpha; left justified M or F response required upper or lower case acceptable	error if does not equal M or F
25. Highest grade level mother completed Y2K COLUMN 150	025	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required; if unknown, report 4	error if non-numeric error if out of range of 1-4
26. Highest grade level father completed Y2K COLUMN 151	026	1 = elementary 2 = high school 3 = college or beyond 4 = unknown Indicate the education level for their last complete year of school. For example, if it was their 1st year of college, indicate 3; if it was their senior year in high school, indicate 2.	numeric; right justified 1 through 4 response required; if unknown, report 4	error if non-numeric error if out of range of 1-4

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
27. Cost of Attendance Y2K COLUMN 152-156	027	99999 This should be the gross cost figure. If the student received an exemption or waiver of tuition and/or fees, such adjustments should be reported in item 29.	numeric; right justified rounded to full dollar amounts If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) in field 35 of this report	error if non-numeric error if <50 (out of range) error if > 50,000 (out of range)
28. Total Family Contribution Y2K COLUMN 157-162	028	999999 as determined using federal methodology (May include professional judgement calculation)	numeric; right justified rounded to full dollar amounts If not accurate for the period the student was enrolled, you MUST provide enrollment adjustment percentage (EAP) in field 35 of this report	error if non-numeric error if > 99,999 (for both versions – those compliant with Y2K and those which are not)
29. Tuition Exemptions or Waivers or Fellowships Y2K COLUMN 163-167	029	99999 This should equal the amount of tuition the student did NOT pay as a result of receiving an exemption or waiver. Awards through the Certified Educational Aides Exemption Program should be reported here.	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888
30. Categorical Aid Y2K COLUMN 168-172	030	99999 Any aid brought to the institution by the student and not packaged by the Financial Aid Office. This would include such things as JTPA, Texas Rehabilitation Commission and Texas Employment Commission payments, and outside scholarships.	numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric error if >88,888



Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
31. Grants and Scholarships			numeric; right justified rounded to full dollar amounts if blank, will assume = 0	error if non-numeric
a) Federal Pell Y2KCOLUMN 173-177	031	a) 99999 <i>fadpell</i>	a) Pell range 0 through 3660	error if >3660 (out of range)
b) Federal SEOG (including match) Y2KCOLUMN 178-182	032	b) 99999 <i>fadsseog</i>	b) SEOG range 0 through 4000	error if >4000 (out of range)
c) TPEG (On-Campus) Y2KCOLUMN 183-187	033	c) 99999 <i>fadtpeg</i>	c) TPEG range 0 through (cost of attendance)	warning if > cost-EFC error if >88,888
d) TPE-SSIG Y2KCOLUMN 188-192	034	d) 99999 <i>fadtpe<del>ssig</del></i>	d) TPE-SSIG range 0 through 2800	error if > 2800
e) TEG (private schools only) Y2KCOLUMN 193-197	035	e) 99999 <i>fadtteg</i>	e) TEG range 0 through 2834	error if >2834
f) SSIG (private schools only) Y2KCOLUMN 198-202	036	f) 99999 <i>fadssig</i>	f) SSIG range 0 through 1250	error if >1250

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
g) Tax Reimbursement Grant (state funds plus match) Y2KCOLUMN 203-207	037	g) 99999 <i>fadtaxre</i>	g) Tax reimb. range 0 through 2500	error if >2500
h) TPEG Refund Grant (state funds plus match) Y2KCOLUMN 208-212	038	h) 99999 <i>fadtpegref</i>	h) TPEG ref. range 0 through 2500	error if >2500
i) SSER Program (state funds plus match) Y2KCOLUMN 213-217	039	i) 99999 <i>fadsaser</i>	i) SSER range 0	error if >0
j) Byrd Scholarship Y2KCOLUMN 218-222	040	j) 99999 <i>fadbyrd</i>	j) Byrd range 0 through 1500	error if >1500
k) State Nursing Scholarship Y2KCOLUMN 223-227	041	k) 99999 <i>fadnurse</i>	k) State nurse scholarship range 0 through 3000	error if >3,000
l) Student Deposit Scholarship Y2KCOLUMN 228-232	042	l) 99999 <i>fadstudep</i>	l) Deposit scholarship range 0 through (cost-family cont	warning if > (cost-EFC) error if >88,888
m) Line Item Scholarship Y2KCOLUMN 233-237	043	m) 99999 The Line Item Scholarship Program is only relevant to public senior colleges, health-related institutions, and TSTC. <i>fadlineitm</i>	m) Line item range 0 through .7*(cost-family contribution)	warning if >(cost-EFC) error if >88,888

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
n) Other Scholarships or Grants(including TTAG and New Horizons) Y2KCOLUMN 238-242	044	<i>fad othergrants</i> n) 99999 This would include, among other things, TTAG, New Horizons and any award which would be considered in determining the student's eligibility for Title IV need-based aid. (Including fellowships)	n) Other scholarships or grants, Maximum unknown	warning if > (cost-EFC) error if >88,888
(O TEXAS Grant Program Y2KCOLUMN 243-247	045	<i>fadtexasgrant</i> o) 99999 the new TEXAS Grant Program (begins fall 1999)	o) New grant program award	error if not blank
p) Filler Y2KCOLUMN 248-252	046	<i>fadtexasgrant2</i> p) 99999 For adding new programs	p) LEAVE BLANK	error if not blank
q) Filler Y2KCOLUMN 253-257	047	<i>fadarantres2</i> q) 99999 For adding new programs	q) LEAVE BLANK	error if not blank

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
32. Work-Study a) Federal Work-Study (federal funds plus match) Y2KCOLUMN 258-262 b) Texas Work-Study (state funds plus match) Y2KCOLUMN 263-267 c) Need-based Institutional Work-Study Y2KCOLUMN 268-272 d) AMERICORPS Y2KCOLUMN 273-277 e) Filler Y2KCOLUMN 278-282 f) Filler Y2KCOLUMN 283-287	048  049  050  051  052  053	a) 99999  b) 99999  c) 99999  d) 99999 THIS IS A NEW PROGRAM  e) 99999 For adding new programs  f) 99999 For adding new programs	numeric; right justified rounded to full dollar amounts if blank, will assume = 0 a) Federal work-study range 0 through (cost-family contrib)+200 b) Texas work-study range 0 through (cost-family contrib.) c) Institutional work-study range unknown d) Value of Americorps support e) LEAVE BLANK f) LEAVE BLANK	error if non-numeric  error if >(cost-EFC)+300  error if >88,888  error if >88,888  error if >88,888 warning if >(cost-EFC)  error if not blank  error if not blank

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
33. Loans				
a) Subsidized Stafford Loans Y2KCOLUMN 288-292	054	Report gross amount borrowed for all loans: a) 99999	numeric, right justified rounded to full dollar amounts if blank, will assume = 0 a) Sub. Stafford range 0 through 17000	error if non-numeric error if out of range (0-17000)
b) Unsubsidized Stafford Loans Y2KCOLUMN 293-297	055	b) 99999	b) Unsub. Stafford range 0 through 37000	error if out of range (0-37000)
c) Perkins Loans Y2KCOLUMN 298-302	056	c) 99999	c) Perkins range 0 through 6000	error if out of range (0-6000)
d) Federal SLS+PLUS Loans Y2KCOLUMN 303-307	057	d) 99999	d) SLS+PLUS range 0 through cost of attendance	error if exceeds cost error if > 88,888
e) HEAL/HELP Loans Y2KCOLUMN 308-312	058	e) 99999	e) HEAL/HELP range 0 through 40000	error if out of range (0-40,000)
f) College Access Loan (CAL) Y2KCOLUMN 313-317	059	f) 99999	f) CAL range 0 through 15000	error if >15000

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
g) Primary Care Student Loans Y2KCOLUMN 318-322	060	g) 99999	g) Primary care loans range unknown	error if non-numeric
h) Income Contingent Loans Y2KCOLUMN 323-327	061	h) 99999	h) Income contingent loans range unknown	error if >88,888
l) Subsidized Federal Direct Y2KCOLUMN 328-332	062	l) 99999	l) Sub. direct loans range 0 through 17,000	error if out of range (0-17,000)
j) Other long-term loans Y2KCOLUMN 333-337	063	j) 99999	j) Other loans range unknown	warning if >88,888 error if >88,888
k) Unsubsidized Federal Direct Loans Y2KCOLUMN 338-342	064	k) 99999	k) Unsub. direct loans range 0 through 37,000	error if out of range (0-37,000)
l) Filler Y2KCOLUMN 343-347	065	l) 99999 For adding new programs	l) LEAVE BLANK	error if not blank
m) Filler Y2KCOLUMN 348-352	066	m) 99999 For adding new programs	m) LEAVE BLANK	error if not blank

Data Element	# on Error listing	Instructions	Edit Checks	Error Listing Messages
34. Other Programs a) Paul Douglas Teacher Scholarship Program Y2k COLUMN 353-357 b) State Nursing Matching Fund Employment Program Y2KCOLUMN 358-362 c) Other Programs Y2KCOLUMN 363-367	067    068   069	a) 99999   b) 99999   c) 99999 for report expansion.	numeric; right justified rounded to full dollar amounts if blank, will assume = 0  a) Paul Douglas range 0 through 5000  b) State Nursing Matching Program range 0 through 3000  c) LEAVE BLANK	error if >0 (discontinued pgm)  error if >0 (discontinued pgm)  error if not blank
35. Enrollment adjustment percentage (EAP) Y2KCOLUMN 368-369	070	99 If the student's cost of attendance (element 27) and family contribution (element 28) figures do not correspond to the time-period in which the reported financial aid was received, indicate the percent by which the COA and FC should be multiplied to derive the appropriate figures. Example: A student's recorded cost and family contribution figures are for 9 months but the student only attended one quarter. The Enrollment Adjustment Percentage should be 33, indicating that in determining unmet need for this student, only 33 percent of the reported cost and family contribution figures should be compared to the reported financial aid resources	numeric; right justified rounded to full percentage points leave blank if cost and family contribution figures are correct for the period the student was enrolled	

# **DATABASE STRUCTURE**



	FIELD_NAME	FIELD_TYPE	FIELD_LENGTH	FIELD_INDEX
1	SSN	CHARACTER	9	Y
2	STUWORKINC	NUMERIC	6	N
3	SPOWORKINC	NUMERIC	6	N
4	SOCSECBENE	NUMERIC	5	N
5	AFDC_ADC	NUMERIC	5	N
6	CHILD_SUPP	NUMERIC	5	N
7	OTHERINCBE	NUMERIC	5	N
8	DADWORKINC	NUMERIC	6	N
9	MOMWORKINC	NUMERIC	6	N
10	PARENTSSBE	NUMERIC	5	N
11	PARENTAFDC	NUMERIC	5	N
12	PARENTCHSP	NUMERIC	5	N
13	PARENTINBE	NUMERIC	5	N
14	ETHNIC	CHARACTER	1	N
15	CLASS	CHARACTER	1	N
16	STATUS	CHARACTER	1	N
17	DOB	CHARACTER	8	N
18	TX_RESIDENT	CHARACTER	1	N
19	CTY_CODE	CHARACTER	3	N
20	P_ADDRESS	CHARACTER	30	N
21	P_CITY	CHARACTER	20	N
22	P_ZIP	CHARACTER	9	N
23	ENROL_STAT	CHARACTER	1	N
24	SEX	CHARACTER	1	N
25	HGL_MOM	CHARACTER	1	N
26	HGL_DAD	CHARACTER	1	N
27	COA_FASP	NUMERIC	5	N
28	TFC_FASP	NUMERIC	6	N
29	TUITEXMWAV	NUMERIC	5	N
30	CAT_AID	NUMERIC	5	N



64	UNSUBFEDIR	NUMERIC	5	N
65	FILLERLNS1	NUMERIC	5	N
66	FILLERLNS2	NUMERIC	5	N
67	DOUGLASSCH	NUMERIC	5	N
68	STATENURSE	NUMERIC	5	N
69	FILLEROTHR	NUMERIC	5	N
70	ENROLL_ADJ	NUMERIC	2	N

## Frequently Asked Questions

### I. REGARDING THE CONTENTS OF THE DATABASE REPORT

#### WHO SHOULD BE INCLUDED IN THE DATABASE?

**Question 1. Which students should be included?**

All students who receive any type of need-based aid, or any type of aid which requires a need analysis should be included -- residents and nonresidents; undergraduates and graduates. If the student is receiving only an academic scholarship which does not require a need analysis or is receiving a tuition waiver or exemption, which does not require a need analysis, he or she should not be included.

**Question 2. If a student is receiving only an unsubsidized loan, should he/she be included in the database?**

Yes. If the student must complete a need analysis to receive aid and receives aid, even if not subsidized, he/she should be included.

**Question 3. Must all students receiving some type of tuition exemption or waiver be included in the database?**

Exemptions and waivers are not need-based awards. Such students would only be reported if they were ALSO receiving some type of need-based aid.

**Question 4. Must all students receiving some type of categorical aid be included in the database?**

Such students would only be reported if they were ALSO receiving some type of need-based aid through your institution.

**Question 5. Should the student receiving only non-need based aid be included in the database?**

If the student receives aid for which a need analysis is required, the student SHOULD BE reported. If the student receives only aid for which no need analysis is required, he/she SHOULD NOT BE reported.

**Question 6. Must all students receiving campus-based TPEG be reported?**

Yes, since TPEG is a need-based grant.

**Question 7. Are students receiving only PLUS loans to be reported? They no longer are required to have need analyses.**

We have indicated all along that the only students that had to be reported are those who receive some type of need-based aid or who receive some type of aid which requires a need analysis. Since PLUS no longer meets

these criteria, you DO NOT have to report students who ONLY receive PLUS loans.

## **ACADEMIC YEAR AND SUMMER TERMS**

### **Question 8. What definition of academic year will need to be used for the report?**

Our office tends to think of an academic year as beginning in the fall term and continuing through the following summer, since this coincides with the state fiscal year. However, we realize that many institutions work from different calendars. We will accept the school's definition of an academic year. However, it is imperative that the institution be consistent in reporting from year to year. Our statistics will be valid as long as they reflect a 12-month period, whenever that period begins or ends.

### **Question 9. How should summer costs/resources be handled?**

They should be added in with regular semester costs/resources on an individual student basis. Be sure each student is reported only once for the academic year, but include all of the student's relevant costs and resources. DO NOT report nine-month and summer data separately. Although such an approach would not necessarily distort aggregate cost or resource figures, the total number of students would be wrong, and all calculated average costs, resources, etc., would be significantly distorted.

### **Question 10. Is this strictly a 9-month report, or should summer be included?**

This is an ACADEMIC YEAR report, and summer should be included. Make sure each student is reported only once, but that his/her cost and resource figures reflect his/her full period of enrollment during the relevant academic year.

## **DATA TO BE INCLUDED**

### **Question 11. Is the list of data elements finalized?**

The data elements will not change from the enclosed version. (See pages 2-13 of this manual.) You will want to read over the full set of data elements very carefully.

1. Elements which MUST be answered are shaded. The unshaded elements, if left blank, will be assumed to equal zero.
2. In the third column of the enclosed table of elements we have added details about edit checks which will be run on data submitted by institutions. These details should be of interest to your programmers.

## **ERRORS AND EDITS**

**Question 12. If my values fall outside the ranges indicated on the Coordinating Board's Data Elements and Edit Checks form, will my records be rejected?**

Yes. The ranges used for our fields were based on program maximums, as best as we could determine them. If you have a student whose value legitimately falls outside our range, you will need to send us confirmation in writing that his/her value is correct. With such documentation, we can override the edits in our system. Contact us if you feel a range is incorrect.

## **OUTSIDE AID**

**Question 13. How should we capture financial aid which is not handled by the financial aid office?**

Use the same approach you currently use in making sure there are no over awards. If you package the aid or the student informs you of other resources, report them.

## **FILLER FIELDS**

**Question 14. What information should be entered in the filler fields?**

NONE, unless you are advised by our office that a filler field has been activated. The filler fields are reserved for future programs. One of the filler fields, field 45, will be activated for academic year 1999-2000 for the TEXAS Grant Program.

**Question 15. On filler fields, how long should be fillers be?**

The same length as other fields in that item. (All fields for items 27 through 34 are five digits long.)

## **PRIVACY**

**Question 16. If the student marks "no" to the question on the free aid application regarding the release of information to the state, can the schools report the data?**

Yes. You are submitting data to us for reporting purposes, not to determine whether the student is eligible for a state financial aid award.

## II. REGARDING THE DEMOGRAPHIC INFORMATION PROVIDED FOR EACH STUDENT

### SSN

**Question 1. Do hyphens (-) appear in the 9-digit student ID code?**

No. All digits should be numeric.

**Question 2. We have many people (especially foreign students) who have no social security numbers. Could we just use nine zeros for the student identification numbers for all of them?**

NO. Please use unique numbers for each individual. It would be helpful to us in tracking individuals if you would derive your numbers by starting with your six-digit FICE code number, and then add a 3-digit unique number for that student for your campus. For instance, your first such student, if your FICE code were 005668 would have the number of 005668001.

### INCOME

**Question 3. What is the EASIEST way to have a student's record accurately reflect total income?**

The easiest way is to enter the TOTAL INCOME you use for the student on the FISAP report as a response to Data Element 2, and leave Data Elements 3-13 blank.

**Question 4. For some institutions the reporting of income components will be more of a burden than reporting a summarized "Total Income" figure. Can the report be changed back to its earlier format?**

Make it easy on yourself. The goal of the income questions on the Financial Aid Database is to allow us, by adding the figures in fields 2 through 13, to derive a Total Income figure. If your current reporting system holds all the components, report all of them; if your current reporting system aggregates all of them, record your Total Income figure in field 2 and leave the rest of the income fields blank. If your current system aggregates some of them, report the totals as best you can using our format. The only way we will use your income figures will be in aggregate form. The specific numbers in fields 2 through 13 will not matter.

### ETHNIC ORIGIN

**Question 5. What do we do if the student refuses to give his/her ethnic origin?**

In Item 14 (Ethnic Origin) we have modified the instructions to indicate

that option 6 (other) may be used for foreign students OR for students refusing to report their ethnic origin.

**Question 6. What ethnic origin should we report for foreign students?**

You may report "Other" for foreign students. This option has been added to the report, but should be used for foreign students and students refusing to give their ethnic origins only. See Question 5.

**Question 7. Are the ethnic origin fields on this report the same as on the TEG and/or TPEG applications?**

No. They do not agree with the grant applications. Make sure your system converts your grant ethnic origin fields appropriately.

## **CLASSIFICATION**

**Question 8. I am uncomfortable reporting students with bachelor's degrees who are enrolled in undergraduate programs as graduates.**

The range of allowed responses to item 15 includes an option 4 for individuals who have at least bachelor's degree, but are enrolled in an undergraduate program of study.

**Question 9. We have some students on campus who are enrolled as "visitors", and are not officially considered undergraduates, graduates or professional students. How do we report them for Item 15, Classification?**

Remember, you are only reporting students who are receiving some type of need-based financial assistant. If you have such "nondenominational" students, assign them the classification which seems most appropriate.

**Question 10. When is the report to be "as of"? That is, do we take classification from spring semester or fall?**

Report fall classification for the year being reported. That is, for the 1999-00 academic year, you will need to report fall, 1999 classifications.

## **RESIDENCY**

**Question 11. How should persons stationed in Texas by the military be classified with respect to residency?**

If their state of record with the military is not Texas, they must be reported as nonresidents, even if they are receiving waivers and are allowed to register by paying the resident rate. They are nonresidents. If their state of record with the military is Texas, they are Texas residents.



**Question 12. Is a county code required for non-Texans?**

Yes. A three-digit location code is needed for all students in the database. State and country codes are available in the appendix to this manual. (See pages 45-49.)

**Question 13. If our school reporting system does not include a county code, what should we do?**

Add one. The financial aid office will have such information, since it is required on all state grant applications.

## **LOCATION CODES**

**Question 14. With respect to Item 19 on the report, where do we get location codes for students from outside the United States or from other states?**

A copy of these lists is included in this manual on pages 46-48.

## **PERMANENT ADDRESSES**

**Question 15. Why is street address information needed? Will individual addresses be shared with anyone, for instance, with the legislature?**

No. No individual data will be given out under any circumstances. Only aggregate data reports will be generated from the statewide financial aid database. We must protect the students' privacy. Individual street addresses are to be reported because the current technology for generating reports according to congressional and legislative district relies on a combination of street address and zip codes. If and when the technology allows an alternate approach (for instance, through 9-digit zip codes), we will stop collecting student street address data.

**Question 16. If the student has no permanent address on file, do we use the local address?**

Use as permanent an address as you have for the student. His/her school address should not be used unless no other, more long-term address (such as the parents') is available. Your data WILL be rejected if they fall outside the range.

**Question 17. Are post office boxes acceptable as addresses?**

Yes, if zip codes are also provided.

## ENROLLMENT STATUS

**Question 18. For Item 23, Enrollment Status, how are the terms defined?**

In general, for undergraduates:

full-time = at least 12 hours per semester

3/4 time = 9-11 hours per semester

½ time = 6-8 hours per semester

less than ½ time = fewer than 6 hours per semester

For graduates:

full-time = at least 9 hours per semester

3/4 time = 7-8 hours per semester

½ time = 4.5-6 hours per semester

less than ½ time = fewer than 4.5 hours per semester

**Question 19. Can we use the registrar's definition of enrollment status (full-time, part-time, etc.)**

You must use the breakdowns of full-time, 3/4-time, ½-time and less-than-full-time, but you may use the registrar's selection of these options.

**Question 20. If the student's enrollment status is different from semester to semester, which term's enrollment status should we report?**

Report the highest enrollment status of the student during the reported academic year.

## PARENTS' EDUCATION LEVELS

**Question 21. I do not collect the highest grade levels for my aid applicants' parents. Do I have to report it?**

The current Free Application for Federal Student Aid now collects this information (questions 23-24). This is one of the few questions on the survey with a response option of "**unknown**". If you do not have the information available you should answer "**unknown**", and the answer will not be challenged by our office. Please do what you can, however, to gain access to this information.

**Question 22. Are the parents' highest grade level statistics needed for independent students or only for dependent students?**

Both dependent and independent students. If the program is funded, a student could qualify for aid through the Texas Educational Opportunity Grant Program based on being a first generation college student -- whether he/she is currently dependent or independent.

### III. REGARDING COST AND AWARD DATA PROVIDED FOR EACH STUDENT

#### COSTS AND ADJUSTMENTS

**Question 1. My reporting system is based on 9-month cost and family contribution figures. If a student fails to return in the spring, the system automatically adjusts the awards going to the student, but cost and family contribution figures are not revised in my system. What should I do?**

You cannot just report the data as shown on your system, since they will indicate a significantly inflated unmet need for the student. The best way to handle it from OUR perspective is for you to go in and adjust your cost and family contributions to appropriately correspond to the time in which the student was enrolled and receiving aid. If your system does not allow you to do this with any ease, you will need to report an "Enrollment Adjustment Percentage" as indicated in Data Element 35 of the report. This is the percentage by which your cost and family contribution figures should be multiplied to derive accurate figures for the period of enrollment. The percentage is expressed in whole numbers (no decimal points). If the cost and family contribution figures do not need adjustment and are accurate for the student's period of enrollment, leave data element 35 blank.

**Question 2. As Financial Aid Officers we are accustomed to precision and accountability. I am uncomfortable with the use of the Enrollment Adjustment Percentage to convert cost of attendance and family contribution figures to less-than-nine-month numbers.**

Our preference is for you to report ACTUAL cost and family contribution figures. By all means, do not use the Enrollment Adjustment Percentage if you can otherwise report accurate data.

**Question 3. If a student makes a refund, must the report reflect the NET award, or can the original award amount be used?**

This is a year-end report. The student's NET award should be reported.

**Question 4. If a student drops some hours, but continues to be enrolled, must we adjust the student's cost of attendance accordingly?**

Only if the dropped hours has an impact on the student's financial aid package.

#### OFFERED VS RECEIVED AID

**Question 5. Do we report all aid offered to the student, or only the aid accepted and actually used by the student?**

Report only the aid accepted and actually used by the student.

## EXEMPTIONS, WAIVERS AND FELLOWSHIPS

**Question 6. The cost figures we have in our system have already netted out any tuition exemption or waiver received by the student. Do we have to add exemptions or waivers back in to our cost figures to derive Item 27, just so we can then report them and have them taken back out at Item 29?**

We would prefer to work with FULL cost figures and FULL resource figures. If, however, doing so would create significant problems for you, just make sure nothing is double counted. That is, if your cost figure is a net figure, be sure you do NOT report an exemption or waiver amount in Item 29.

**Question 7. Are tuition AND fee exemptions to be reported or only tuition exemptions?**

Both tuition and fee exemptions should be included either as an adjustment to the cost of attendance or as a separately reported item in item 29.

**Question 8. Should graduate fellowships be reported in Tuition exemptions or waivers or fellowships or Categorical aid?**

Tuition exemptions or waivers or fellowships.

**Question 9. Should students receiving only Certified Educational Aides Exemptions be included in the data file? (If need is calculated based on the income method rather than the federal methodology, schools do not have all the demographic information included in a student record.**

If the only award the student received is a Certified Aide Exemption, you do not need to include the student in the data file. If the student received at least one type of need-based aid, the student should be included in the file and the CEA award should be shown in the exemptions and waivers field.

## CATEGORICAL AID

**Question 10. Should any of the awards listed for item 31 (Grants and Scholarships) be included in item 30 (Categorical Aid)?**

No. Categorical aid is aid the student brings to the school (such as a PTA scholarship). The institutional aid office did not package such aid for the student. (The school did not get to select the recipient.) Grants and Scholarships listed in item 31 are awarded through the institution and should NOT be included in item 30.

**Question 11. Should JTPA be considered categorical aid and be reported in item 30?**

Yes.

**Question 12. Where should VA benefits be reported?**

Under categorical aid.

**Question 13. Should an institutional grant or scholarship which is not awarded through the financial aid office be reported in Categorical aid or Other scholarships and grants?**

Other scholarships and grants. Categorical aid is aid from outside sources brought to the school by the student.

## **GRANTS AND SCHOLARSHIPS**

**Question 14. Must foreign students receiving only campus-based TPEG be reported?**

Yes. TPEG must be awarded on the basis of financial need. The student's cost of attendance and resources will need to be reported, as used in determining his/her eligibility for the funds.

**Question 15. Regarding item 31 (m) (Line Item Scholarships). We have a line item for Engineering Scholarship because this is a new program. We also have a program called Tuition Scholarship. Should they both be reported in item 31(m)?**

The term "Line Item Scholarship" is very specific. It refers to scholarships at public senior colleges which are funded through line item entries in the institution's portion of the state's appropriations bill. Different schools will have different names for them. They are subject to rules outlined in the appropriations bill (*i.e.*, when added to other gift aid they may not equal more than 70 percent of the student's cost of education...) and the school must submit assurances to the Coordinating Board and State Comptroller's Office on a biannual basis that it is awarding the scholarships in accordance with the appropriations bill rules. An institutional scholarship which is NOT funded through a line item in the appropriations bill and is NOT subject to the rules mentioned above should be reported in item 31 (n) of the financial aid report.

## **WORK-STUDY**

**Question 15. For work-study, what should be reported -- amount awarded or amount earned?**

Amount earned.

## LOANS

**Question 16. Where should PLUS loans be reported?**

PLUS loans should be reported in item 33(d).

**Question 17. Some of the loan limits are too low on the report. They need to be raised.**

In accordance with school input, we will edit based on the following maximums:

33(a) Subsidized Stafford Loans limit = \$17,000

33(b) Unsubsidized Stafford Loans limit = \$37,000

33(d) Federal PLUS limits = cost of attendance

# **THE REPORTING CYCLE**

## Sequence of Activities

The flowchart you see on page 30 describes the steps which make up the Financial Aid Database Reporting Cycle.

A. Our first step will be done in June and again in September. We will ask each Financial Aid Officer to confirm the names and e-mail addresses of the person or persons on his or her campus who is to receive error listings as their report is processed. We will then update our file (B), to make sure the right people will receive our reports.

C. The institutions will then submit their files to our office. If they are sent electronically, the institution should receive almost immediate feed back (D) that we have received the file. This does not mean that the file is correct, it simply means that the institutions' transmissions were received.

E. Our computer edits will be performed and an error listing will be automatically generated and sent (F) to the person or persons named in (A) for the institution. This normally occurs WITHIN 2 DAYS of the time we receive the transmission.

G. The school is then to make corrections as indicated on the error listing and resubmit its file. As a new procedure this fall, if institutions do not respond to the error listings within two weeks of when our system sends them, we will contact the schools to urge them to keep working on the report.

THE CYCLE IS REPEATED UNTIL ALL ERRORS HAVE BEEN RESOLVED.





When you get the following message on your error listing, you have successfully completed the reporting cycle!

\*\*\*\*\*  
\*\*\* Your Data Shows no ERRORS \*\*\*  
\* PLEASE check the Warnings.\*  
If your warnings are okay, you have completed the reporting  
requirement for this year. CONGRATULATIONS. \*  
\*\*\*\*\*

If you do not have this message at the end of your error report then your file has not cleared the edit check program.

# **TECHNOLOGY**

**Creating Your File Using Dbase IV and Conversion to a Text File**

**Creating Your File Using Dbase V for Windows and Conversion to a Text File**

**Creating Your File Using Access for Windows and Conversion to a Text File**

**Header and Trailer Records**

**FTP Instructions for Transmitting Your File**

**Related Questions and Answers**

## CREATING YOUR FILE USING Dbase IV and CONVERSION TO A TEXT FILE

### Floppy Disk Instructions

#### Instruction for use with dBase IV version 2.0 or higher

##### Creating Your File

You MUST have dBase IV version 2.0 or higher already installed on your PC's hard drive.

- Go to DOS. Go to the root directory in DOS by typing `cd\` followed by the Enter key. Your display should have the following prompt on the screen: `C:\>` This is called the "C prompt".
- Format a diskette in preparation for exporting your data.
- Insert the INSTALL diskette in the appropriate floppy drive (either A: OR B:). At the C prompt, type either A: or B: followed by the Enter key. The A: or B: corresponds to the floppy drive which you are currently using. Your display should have the following prompt on the screen: `A:\>` (or `B:\>`).
- Type INSTALL followed by the Enter key.
- Wait for the message "Installation done" before continuing. This message indicates that all the required files have been copied onto your hard drive.
- Type FADB followed by the Enter key.
- A screen with menu selections will appear. You can use the up or down arrow keys to move to the desired selection. Move to 2. Add a Student or simply hit the number 2 key to begin entering your student information.
- At the end of each record, answer Y (yes) if the information is correct or N (no) if you do not want the information saved.
- When you have entered all of your data, move to 7. Export data to Texin. Insert a blank, formatted diskette into drive A:. Hit the Enter key.
- Using the arrow keys, move to the UTILITIES menu and then to X. Exit to DOS. Press the Enter key to end this data entry program.

## Formatting Your File

- Go to DOS. Go to the "C prompt". Your display should have the following prompt on the screen: C:\> Type TEXAN followed by the Enter key.

\*\*\*\*The program TEXAN has not been updated therefore it will not accurately reflect errors in your file. You may use this program primarily to prepare your report in the correct format for FTP or for mailing a floppy disk.

- 1. Type TXOUT, 2. hit the space bar, 3. type your fice code, 4. hit the space bar, 5. type quotes, 6. enter your name and phone number, 7. type quotes, 8. then finish by pressing the Enter key. Example: TXOUT 001234 "Julie Smith, 512-555-5555"
- If you are going to FTP your file, see instructions on following page.
- If you are mailing your floppy disk please be sure your fice code is in the header record.

If you have questions, please call Jewel Williams at (512) 427-6456.

## CREATING YOUR FILE USING dBase V for Windows and CONVERSION TO A TEXT FILE

### Floppy Disk Instructions

#### Instruction for use with dBase for Windows

##### Creating Your File

You MUST have dBase for Windows already installed on your PC's hard drive.

- Go to DOS. Go to the root directory in DOS by typing `cd\` followed by the Enter key. Your display should have the following prompt on the screen: `C:\>` This is called the "C prompt".
- Format a diskette in preparation for exporting your data.
- Insert the INSTALL diskette in the appropriate floppy drive (either A: OR B:). At the C prompt, type either A: or B: followed by the Enter key. The A: or B: corresponds to the floppy drive which you are currently using. Your display should have the following prompt on the screen: `A:\>` (or `B:\>`).
- Type `INSTALL 5` followed by the Enter key.
- Wait for the message "Installation done" before continuing. This message indicates that all the required files have been copied onto your hard drive.
- Go to Windows and activate dBase for Windows. At the command window, type `c:\dbasewin\work\new\newfa5` followed by the Enter key.
- A screen with menu selections will appear. You can use the up or down arrow keys to move to the desired selection. Move to 2. Add a Student or simply hit the number 2 key to begin entering your student information.
- At the end of each record, answer Y (yes) if the information is correct or N (no) if you do not want the information saved.
- When you have entered all of your data, move to 7. Export data to Texin. Insert a blank, formatted diskette into drive A:. Hit the Enter key.
- Using the arrow keys, move to the UTILITIES menu and then to X. Exit to DOS. Press the Enter key to end this data entry program.

## Formatting As a Text File

- Go to DOS. Go to the "C prompt". Your display should have the following prompt on the screen: C:\> Type TEXAN followed by the Enter key.

\*\*\*\*The program TEXAN has not been updated therefore it will not accurately reflect errors in your file. You may use this program primarily to prepare your report in the correct format for FTP or for mailing a floppy disk.

- 1. Type TXOUT, 2. hit the space bar, 3. type your fice code, 4. hit the space bar, 5. type quotes, 6. enter your name and phone number, 7. type quotes, 8. then finish by pressing the Enter key. Example: TXOUT 001234 "Julie Smith, 512-555-5555"
- If you are going to FTP your file, see instructions on following page.
- If you are mailing your floppy disk please be sure your fice code is in the header record.
- If you have questions, please call Jewel Williams at (512) 427-6456.

## **CREATING YOUR FILE USING Access for Windows and CONVERSION TO A TEXT FILE**

### Creating Your File

Create your data file according to your Access instructions.

### Saving As a Text File

- From the pull down menu: select File, then select Save As/Export. Select the "To an External File or Database" option. Click on the "ok" button.
- On the "Save Table In" window that appears, go to the bottom and click on the down arrow in the Save as Type window. Select "Text Files". Click on the Export button
- Click on the circle for "Fixed Width-Fields are aligned in columns with spaces between each field".
- You can now click on the "Finish" button or click on the "Next" button if you need to make additional changes.
- Once you click on the "Finish" button, your file will be exported as a text file.
- A window will pop up, showing the path to your text file. Click "ok".

### To Add the Header Record

- Open your file in your Text editor. Place your cursor at the beginning of your file and hit the Enter key.
- Enter the one line Header information.  
(See page 36 for the Header Record instructions for files which are not Y2K compliant; page 38 for files which are Y2K compliant.)
- Move your cursor to the end of your file. Hit the Enter key and enter the Trailer information.  
(See page 37 for the Trailer Record instructions.)
- You can now FTP your file using the FTP instructions shown on page 40 of this manual.

If you have questions, please call Jewel Williams at (512) 427-6456.



## Y2K COMPLIANCE

For the FY 00 report, submitted in fall 2000 we will only accept Y2K compliant reports. Beginning with the FY99 report (submitted in fall 2000), all files will have to be Y2K compliant.

### Non-Y2K Compliant Files:

HEADER:	Item	
	#1 file label-id	HDR1
	#3 data identifier	12 digits long, space fill to right
	#5 year	2 digits
	#7 length of data file	366
	#8 number of aid applicants	<b>new item required in all Headers</b>

### The DATA RECORDS

#### NON-Y2K COMPLIANT FILES

- 1) use a six digit field to indicate each student's date of birth (field 17).
- 2) have a 5-digit field for total family contribution (field 28)

TRAILER RECORD for both versions is the same. (See page 41.)

### Y2K Compliant Files

HEADER:	Item	
	#1 file label-id	HY2K
	#3 data identifier	6 digits long
	#5 year	4 digits
	#7 length of data file	369 – 2 more for date of birth; 1 more for total family cont.
	#8 number of aid applicants	<b>new item required in all Headers</b>

### DATA RECORDS

- 1) uses eight digits date of birth, since it includes century information (field 17).
- 2) has a 6-digit field for total family contribution (field 28).

TRAILER RECORD for both versions is the same. (See page 41.)

Copies of the header records are shown on page 39 for Non-Y2K compliant files and on page 40 for Y2K-compliant files. A copy of the Trailer record is shown on page 41.

## Header Record Format - Y2K COMPLIANT

(Best viewed with a non-proportional font such as "Courier New")

### Header Record Example:

HY2K000781FAD00112000C036901500JOHN DOE DOEJN@THECB.STATE.TX.US

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-Id	HY2K	1	4
Item #2	Institution Code FICE - (Numeric)	6 digits (i.e. 000781)	5	6
Item #3	Data Identifier	FAD001	11	6
Item #4	Semester in which report is due (Numeric)	Fall = 1	17	1
Item #5	Year - YYYY State fiscal year covered by report (Numeric)	4 digits (i.e.2000)	18	4
Item #6	Record Type	(C)omplete Report	22	1
Item #7	Length of Data records (Numeric)	4 digits (i.e. 0369)	23	4
Item #8	Number of Aid Applicants (Numeric) (right justified and leading zero filled)	5 digits (i.e. 01000)	27	5
Item #9	Name and E-mail address of person to receive confirmation of the report		32	As Required

NOTE: Use a **space** (not a special character) to **separate the name and e-mail address**. The length of the record may be extended up to 400 characters in order to contain the name and email address.

**TRAILER RECORDS** (for files that are not Y2K compliant and those

which ARE Y2K compliant)

Trailer example:  
EOF100975

		<u>Value</u>	<u>Position</u>	<u>Length</u>
Item #1	File Label-ID	EOF1	1	4
Item #2	Record Count (Numeric)	Number of data records in file not including "Header" And "Trailer" records	5	5
	Reserved for Future Use (spaces)		10	71
Total Record Size				80

## FTP INSTRUCTIONS FOR TRANSMITTING YOUR FILE

The Texas Higher Education Coordinating Board has made available an Electronic Data Transfer System to receive FADS files electronically. The procedure uses the TCP/IP File Transfer Protocol (FTP) to transfer data files from your local system, PC or central system, to a FTP Server located here at THECB.

You may create the data file containing a header record, data records and a trailer record by whatever method available. The header record contains information to identify the data in the file. The data records contain information about the individual students. The trailer record contains a record count of the actual number of data records, not including the header and trailer records, in the file. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is NOT critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of file by writing over a previously transferred file of the same name, assign each file transferred a unique name.

After invoking the FTP process on your system, connect to THECB system with FTP as:

- "OPEN EDC.THE CB.STATE.TX.US" or "OPEN 192.16.72.18"
  
- At USER NAME: Enter your full six (6) digit fice code, "001234" (leading zeros are required)

At PASSWORD:

- Enter "XXXXXX" (MUST be in UPPER case!!!!)  
(contact Dale Hartman at E-MAIL  
"HARTMANDE@THECB.STATE.TX.US" for your password)

This password is unique for your fice code. Guard it to prevent unauthorized access to your data.

Use the FTP 'send' command to transfer your file to the root directory.

The format and content of the HEADER and TRAILER records are critical and must be valid.

Contact Dale Hartman at E-MAIL address "HARTMANDE@THECB.STATE.TX.US" for any FTP questions

## Frequently Asked Questions

### IV. RELATED TO TECHNOLOGY AND TRANSMITTING YOUR FILES

#### FORMAT

**Question 1. My office has very little computer support. Can I submit my report on paper?**

No. Since no funding was provided to support the development of the statewide database, we cannot hire data entry clerks to enter your information onto our system.

For schools with computers but no programmers to massage the data already on file, the simplest approach to meeting this reporting requirement will probably be to purchase dBase IV (a software package which runs on a DOS system). If you have this software, the Coordinating Board will be able to provide you a diskette which has a screen for entering your data and a program for producing and submitting your report. You will have to have someone enter your information onto the diskette, but the technical end of programming, etc., has been done for you.

**Question 2. Can I submit my data in a dBase format?**

Sorry. All institutions must submit data in the same ASCII flat file format. Those using the University of Central Texas/Coordinating Board dBase programs to enter data and generate reports using dBase IV will find that the diskette has the program on it to convert the dBase file to ASCII.

#### TRANSMITTING DATA

**Question 3. How will the electronic transfer of our financial aid data be accomplished?**

That will depend on your current system of collecting and storing financial aid data. We would advise you to contact our office at (512) 427-6456 (Internet address [williamsjl@theqb.state.tx.us](mailto:williamsjl@theqb.state.tx.us)), to explore this aspect of the report. Our hope is to take advantage of pre-existing linkages between the Coordinating Board and institutions whenever possible.

**Question 4. How is data to be submitted to the Coordinating Board?**

Data MUST be submitted in computer-readable form. No funding was provided by the Legislature to hire data entry clerks who could work with paper reports. Data should be submitted to the Coordinating Board through use of an electronic network. Among the most familiar network is the Internet. If you are a public institution, your reporting official has probably been sending its CBM reports to the Coordinating Board using

one of the networks. Data must be submitted as ASCII files.

**Question 5. What should we do when we have data ready to send to the Board?**

If your school has ANY Internet connections on campus, use those connections to send your data. Instructions for using Internet connections are enclosed in this manual.

If your school has NO access to Internet, you may submit your data on a properly formatted 3 ½" High Density (1.44 MB) diskette.

## **TIMING**

**Question 6. When is the transmission of data due?**

The annual report will be due on October 15 of each year and will cover your financial aid activities during the previous academic year.

Submission of the report is recommended as soon as your institution can submit. **THIS IS THE FINAL DEADLINE TO HAVE A COMPLETED PASSED VERSION OF ALL YOUR DATA!!!**

**Question 7. How will I know I am ready to submit data?**

The report is a year-end report and covers the previous academic year. Your data may be submitted at any time after your academic year has ended and you have completed your files. The LATEST you can submit your data is October 15 of each year. We urge you to submit it as soon as possible after the close of your academic year, but no earlier than July 1, the start of our processing year.

## **HEADER RECORD**

**Question 8. What institution code should be used in the header record?**

The six-digit "FICE" code assigned by the federal government. (This is the same identification number submitted on grant and loan applications. An example would be 003604 for Rice University.)

## **ELECTRONIC CYCLE**

**Question 9. What will happen when we submit data?**

When data are submitted to the Coordinating Board, they will be run through an edit program which will check to make sure your file is compatible with our required format in terms of spacing, field lengths, order of data elements and justification (numbers are right justified; alphabetic fields are left justified). The edit program will also check to make sure the figures you are submitting fall within acceptable ranges.

If errors are detected, you will be sent a report (by electronic network, if you are on a network; by FAX if you are not on a network), which will indicate which fields are in error.

You will then be asked to resubmit the ENTIRE file once the noted errors have been corrected. None of your students' data will be added to the statewide database until all of your errors have been eliminated in this fashion. See page 25 of the manual for a flowchart of the reporting cycle.

**Question 10. Can we receive the error listings via our FTP server, as with CBM reports?**

We have looked into this, and discovered that we could change our programming to accomplish this. However, after discussing this option, we have concluded that our current system, which actively SENDS the error listing to the person(s) identified by the institution is more efficient than sending a message to such persons that the report is available, and leaving it up to them to initiate the draw-down process.

## **TRIAL RUN**

**Question 11. Is there a way for me to do some trial runs before trying to submit my full report in fall?**

YES. In fact, ALL schools are encouraged to submit a set of sample records prior to submitting their full report. The sample records may be "dummy" (*i.e.*, made up) or valid for the current year. The purpose of the trial run will be to provide time to iron out any problems in record keeping or data transmission long before the final report is due.

**Question 12. What should we do when we have data ready to send to the Board?**

You should check your data first, to make sure it is formatted to be accepted by our system. Have the financial aid office check your data, to make sure it accurately reflects the activities of his/her office. If you have a PC, you can retrieve a program we have composed, called TEXAN.exe, and use it to check your formatting. The data element checks in this program are now outdated, and are not very helpful, but the part of the program which formats your file functions well. The data check program can be retrieved electronically from our information server, or we can send it to you on a diskette.

If you are on a mainframe, download your file to a PC and use the approach described above to check your formatting before sending it to the board.

## EDITS/ERRORS

**Question 13. When we submit our reports to the Board, will our correct data be accepted and only our errors be rejected?**

No. Only fully correct reports will be added to the statewide database. If you have errors in your report, your full report will be rejected. A report on errors will also be generated, indicating which records have errors, and indicating in which fields the errors exist.

**Question 14. When we have provided the Coordinating Board proof that field values rejected by the system are actually correct, how will we know when our report is complete?**

We will do two things. 1) We will send you a copy of our e-mail to data processing, advising them to allow the file to be accepted based on information received from your office, and 2) you will find your institution listed in the Grants and Special Programs Update as having completed the reporting requirement.



**CONTINUATION OF HANGES  
FOR THE FALL 2000 REPORT**

## Financial Aid Database Continuation of Changes for the Report submitted October, 2000

### Changes

To improve the flow of information regarding the database report, we are instigating the following procedures as of fall 1999:

(A) In June and again in September, we will ask financial aid offices to confirm the names and e-mail addresses of persons to whom we are to send reports and other electronic feedback regarding the Financial Aid Database.

(B) As reports come in to us and error listings are sent back to institutions in response to the reports, we will monitor the time delays in receiving responses from institutions. If more than 2 weeks passes between the sending of our error listings and the receipt of a response from the school, we will contact the school.

(C) An updated list of schools successfully completing the database report will be maintained on the CB Updates, issued electronically every other week by the Grants and Special Programs Office. If your institution is not included in that list, you will know that you still have work to do.

(D) The steps mentioned above should eliminate the possibility of schools being unaware of the status of their reports. Therefore, we will plan to send letters to Presidents of institutions on November 1 for institutions which have not yet submitted their reports to us. A second (different) letter will be sent to presidents on December 1 for those schools who have not yet completed their edits.

### Edits/Error Listing

Warning for all Income Fields Equal Zero. This warning will be eliminated. This is apparently a common condition for aid applicants, and does not justify a warning.

Rewards for Early Filing. Files submitted prior to September 15 will generate COMPLETE Listings of records with errors. This should make it easier for you to make all your corrections at one time and complete your reporting requirement. Error listings for files submitted after September 15 will be similar to those issued this year -- they will include the first 30 records with errors only. (This restriction must be in place because of the number of files we process after September 15. We simply do not have time to print full error listings after that date.)

Streamlined Error Listings. We have re-formatted our error listings, and will no longer list all the fields, with the error values shown for specific areas. Now, only fields with errors will be listed.

Percent of Applicants Receiving Aid. Using the number of aid applicants reported in your header record, the system will generate two additional pieces of information for the end of your error listing. There will be two statements: "The number of aid applicants reported = \_\_\_\_\_" and "The percent of aid applicants receiving aid = \_\_\_\_\_%."

Special Circumstances -- Overriding our Limits. In those cases in which we have identified correct data as errors, you will need to send us something in writing which indicates the information is correct and that you authorize us to override our editing process to accept the unexpected value. The written statement may be e-mailed,

faxed, or mailed to us, and should be addressed to Jewel Williams. If such an override is used to resolve the final error(s) remaining in an institution's file, the institution will be sent a copy of our message to Information Services, indicating the school's report is now complete and may be added to the state's database.

### **Header Records (see pages 39-40)**

New Field. The header record now includes a 5-digit field in which you are to report the number of aid applicants you had for the year covered by your report. The number of records you include in your file will be compared to this number of aid applicants to derive a figure for the percent of your aid applicants who actually received aid. **YOUR FILE WILL BE REJECTED IF THE NUMBER OF AID APPLICANTS IS NOT INCLUDED IN THE HEADER RECORD.**

Name/E-mail address in Header Record. This is the person who will receive confirmation of our receipt of your files. This is NOT the person who will receive your error listings and other feedback from our system. The error listings and other feedback will be sent to the persons you have identified to us as contacts for such information.

### **Y2K**

The number of aid applicants has to be added in field 8 to your header records, make sure you make ALL the changes indicate on page 38 as necessary for Y2K compliance. This includes the addition of century digits to the year in date of birth and the year indicated on the header record AS WELL AS expansion of field 28, for family contribution, to accommodate 6 digits.

### **The More Distance Future**

New Field Activated for the 1999-2000 Academic Year. Filler field 45, which is five digits long, will be activated for reporting awards received through the new grant program created by the spring 1999 Legislature. If other programs are also created, we may need to activate other filler fields. We will let you know as soon as possible.

# **APPENDICES**

**LOCATION CODES**

**SAMPLE ERROR REPORTS**

**"UNMET FINANCIAL NEED" (REPORT TO THE LEGISLATURE)**

# County Codes

code	county	code	county	code	county	code	county
001	ANDERSON	069	EDWARDS	137	KLEBERG	205	SAN PATRICIO
002	ANDREWS	070	ELLIS	138	KNOX	206	SAN SABA
003	ANGELINA	071	EL PASO	139	LAMAR	207	SCHLEICHER
004	ARANSAS	072	ERATH	140	LAMB	208	SCURRY
005	ARCHER	073	FALLS	141	LAMPASAS	209	SHACKLEFORD
006	ARMSTRONG	074	FANNIN	142	LA SALLE	210	SHELBY
007	ATASCOSA	075	FAYETTE	143	LAVACA	211	SHERMAN
008	AUSTIN	076	FISHER	144	LEE	212	SMITH
009	BAILEY	077	FLOYD	145	LEON	213	SOMERVELL
010	BANDERA	078	FOARD	146	LIBERTY	214	STARR
011	BASTROP	079	FORT BEND	147	LIMESTONE	215	STEPHENS
012	BAYLOR	080	FRANKLIN	148	LIPSCOMB	216	STERLING
013	BEE	081	FREESTONE	149	LIVE OAK	217	STONEWALL
014	BELL	082	FRIO	150	LLANO	218	SUTTON
015	BEXAR	083	GAINES	151	LOVING	219	SWISHER
016	BLANCO	084	GALVESTON	152	LUBBOCK	220	TARRANT
017	BORDEN	085	GARZA	153	LYNN	221	TAYLOR
018	BOSQUE	086	GILLESPIE	154	MADISON	222	TERRELL
019	BOWIE	087	GLASSCOCK	155	MARION	223	TERRY
020	BRAZORIA	088	GOLIAD	156	MARTIN	224	THROCKMORTON
021	BRAZOS	089	GONZALES	157	MASON	225	TITUS
022	BREWSTER	090	GRAY	158	MATAGORDA	226	TOM GREEN
023	BRISCOE	091	GRAYSON	159	MAVERICK	227	TRAVIS
024	BROOKS	092	GREGG	160	MCCULLOCH	228	TRINITY
025	BROWN	093	GRIMES	161	MCLENNAN	229	TYLER
026	BURLESON	094	GUADALUPE	162	MCMULLEN	230	UPSHER
027	BURNET	095	HALE	163	MEDINA	231	UPTON
028	CALDWELL	096	HALL	164	MENARD	232	UVALDE
029	CALHOUN	097	HAMILTON	165	MIDLAND	233	VAL VERDE
030	CALLAHAN	098	HANSFORD	166	MILAM	234	VAN ZANDT
031	CAMERON	099	HARDEMAN	167	MILLS	235	VICTORIA
032	CAMP	100	HARDIN	168	MITCHELL	236	WALKER
033	CARSON	101	HARRIS	169	MONTAGUE	237	WALLER
034	CASS	102	HARRISON	170	MONTGOMERY	238	WARD
035	CASTRO	103	HARTLEY	171	MOORE	239	WASHINGTON
036	CHAMBERS	104	HASKELL	172	MORRIS	240	WEBB
037	CHEROKEE	105	HAYS	173	MOTLEY	241	WHARTON
038	CHILDRESS	106	HEMPHILL	174	NACOGDOCHES	242	WHEELER
039	CLAY	107	HENDERSON	175	NAVARRO	243	WICHITA
040	COCHRAN	108	HIDALGO	176	NEWTON	244	WILBARGER
041	COKE	109	HILL	177	NOLAN	245	WALLACY
042	COLEMAN	110	HOCKLEY	178	NUECES	246	WILLIAMSON
043	COLLIN	111	HOOD	179	OCHILTREE	247	WILSON
044	COLLINGSWORTH	112	HOPKINS	180	OLDHAM	248	WINKLER
045	COLORADO	113	HOUSTON	181	ORANGE	249	WISE
046	COMAL	114	HOWARD	182	PALO PINTO	250	WOOD
047	COMANCHE	115	HUDSPETH	183	PANOLA	251	YOAKUM
048	CONCHO	116	HUNT	184	PARKER	252	YOUNG
049	COOKE	117	HUTCHINSON	185	PARMER	253	ZAPATA
050	CORYELL	118	IRION	186	PECOS	254	ZAVALA
051	COTTLE	119	JACK	187	POLK		
052	CRANE	120	JACKSON	188	POTTER		
053	CROCKETT	121	JASPER	189	PRESIDIO		
054	CROSBY	122	JEFF DAVIS	190	RAINS		
055	CULBERSON	123	JEFFERSON	191	RANDALL		
056	DALLAM	124	JIM HOGG	192	REAGAN		
057	DALLAS	125	JIM WELLS	193	REAL		
058	DAWSON	126	JOHNSON	194	RED RIVER		
059	DEAF SMITH	127	JONES	195	REEVES		
060	DELTA	128	KARNES	196	REFUGIO		
061	DENTON	129	KAUFMAN	197	ROBERTS		
062	DEWITT	130	KENDALL	198	ROBERTSON		
063	DICKENS	131	KENNEDY	199	ROCKWALL		
064	DIMMIT	132	KENT	200	RUNNELS		
065	DONLEY	133	KERR	201	RUSK		
066	DUVAL	134	KIMBLE	202	SABINE		
067	EASTLAND	135	KING	203	SAN AUGUSTINE		
068	ECTOR	136	KINNEY	204	SAN JACINTO		

# Foreign Country Codes

<b>Code</b>	<b>Name</b>	<b>Code</b>	<b>Name</b>
401	Abu Dhabi	472	Denmark
402	Afghanistan	473	Djibouti
403	Albania	474	Dominica
404	Algeria	475	Dominican Republic
406	Angola	478	East Africa
407	Antigua and Barbuda	480	Ecuador
405	Argentina	481	Egypt (A.R.E)
408	Armenia	485	El Salvador
410	Australia	490	England
415	Austria	491	Estonia
414	Azerbaijan	492	Ethiopia
419	Bahamas	493	Fiji
418	Bahrain	494	Finland
416	Bangladesh	495	France
421	Barbados	496	French Polynesia (Tahiti)
428	Belarus	497	Gabon
420	Belgium	498	Gambia
431	Belize (British Honduras)	503	Georgia (C.I.S.)
672	Benin (Republic of)	500	Germany
417	Bermuda	502	Ghana
422	Bhutan	505	Greece
535	(Borneo) Indonesia	507	Grenada
425	Bolivia	510	Guatemala
426	Botswana	671	Guinea, Republic of
430	Brazil	669	Guinea-Bissau (Portuguese Guinea)
431	British Honduras		Guyana
432	British West Indies	511	Haiti
427	Brunei Darussalam	513	Honduras
433	Bulgaria	515	Hong Kong
739	Burkina Faso (Upper Volta)	520	Hungary
435	(Burma) Myanmar	525	Iceland
434	Burundi	528	India
436	Cambodia	530	Indonesia
437	Cameroon	535	Iran
440	Canada	540	Iraq
438	Cayman Islands	545	Ireland
447	Central African Republic	550	Israel
443	(Ceylon) Sri Lanka	555	Italy
444	Chad	560	Ivory Coast
445	Chile	561	Jamaica
451	Taiwan (Republic of China)	562	Japan
450	China, People's Republic of	565	Jordan
455	Colombia	570	(Kampuchea) Cambodia
457	Congo	436	Kazakhstan
460	Costa Rica	572	Kenya
465	Cuba	575	Kiribati
470	Cyprus	577	Korea (South)
471	Czechoslovakia	580	

# Foreign Country Codes

Code	Name	Code	Name
579	Korea (North)	669	(Portuguese Guinea)
585	Kuwait		Guineau-Bissau
578	Kyrgyzstan	670	Qatar
590	Laos	671	Republic of Guineau
592	Latvia	677	Romania
595	Lebanon	675	(Rhodesia) Zimbabwe
596	Lesotho	676	Russia
598	Liberia	678	Rwanda
600	Libya	680	Ryukyu Islands
597	Leichtenstein	685	Saudi Arabia
593	Lithuania	690	Scotland
599	Luxembourg	692	Senegal
601	Macau	691	Sychelles, Republic of
618	Madagascar	686	Sierra Leone
606	Malagasy Republic	693	Singapore
602	Malawi (Central Africa)	694	Somalia
605	Malasia	700	South Africa
609	Mali	701	South Yemen
608	Malta	695	Spain
607	Martinique	443	Sri Lanka (Ceylon)
603	Mauritania	703	Sudan
604	Mauritius	704	Suriname
435	Myanmar (Burma)	706	Swaziland
610	Mexico	705	Sweden
612	Moldova	710	Switzerland
614	Monaco	715	Syria
611	Mongolia	451	Taiwan
613	Morocco		(Republic of China)
617	Mozambique	717	Tajikistan
616	Nambia	715	Tanzania
615	Nepal	720	Thailand
620	Netherlands	721	The Gambia
621	Netherlands Antilles	722	Togo
625	New Zealand	723	Tonga
630	Nicaragua	724	Transkei
636	Niger	725	Trinidad and Tobago
635	Nigeria	728	Tunisia
640	Norway	730	Turkey
643	Oman	731	Turkmenistan
645	Pakistan	732	Uganda
650	Panama	733	Ukraine
651	Papua New Guinea	734	United Arab Emirates
655	Paraguay	735	United Arab Republic
660	Peru	736	United Kingdom
665	Philippines	739	Burkina Faso
666	Poland		(Upper Volta)
667	Portugal	740	Uruguay
668	Portuguese E. Africa	743	Uzbekistan

<b>Code</b>	<b>Name</b>	<b>Code</b>	<b>Name</b>
745	Venezuela		
750	Viet Nam (South)		
749	Viet Nam (North)		
752	Wales		
753	West Africa		
754	Western Samoa		
755	Yemen (North)		
760	Yugoslavia		
770	Zaire		
771	Zambia		
675	Zimbabwe (Rhodesia)		
799	Other Foreign		

CB Documentation of  
Inactive Codes:

423  
499  
726  
738  
751  
772



# U.S. State Codes

<b>Code</b>	<b>Name</b>	<b>Code</b>	<b>Name</b>
310	Alabama	339	New Hampshire
311	Alaska	340	New Jersey
312	Arizona	341	New Mexico
313	Arkansas	342	New York
314	California	343	North Carolina
315	Colorado	344	North Dakota
316	Connecticut	345	Ohio
317	Delaware	346	Oklahoma
318	District of Columbia	347	Oregon
319	Florida	348	Pennsylvania
320	Georgia	349	Rhode Island
321	Hawaii	350	South Carolina
322	Idaho	351	South Dakota
323	Illinois	352	Tennessee
324	Indiana	354	Utah
325	Iowa	355	Vermont
326	Kansas	356	Virginia
327	Kentucky	357	Washington
328	Louisiana	358	West Virginia
329	Maine	359	Wisconsin
330	Maryland	360	Wyoming
331	Massachusetts	362	Canal Zone
332	Michigan	363	Guam
333	Minnesota	364	Puerto Rico
334	Mississippi	365	Pacific Trust Territory (Outlying Area of U.S.)
335	Missouri		
336	Montana	366	Virgin Islands
337	Nebraska	368	American Samoa
338	Nevada		

# Error Report – 004444

TEXSCN TEXAS HIGHER EDUCATION COORDINATING BOARD 990405 - 1448  
FICE:004444 '96 V1.0 ERROR REPORT ON FINANCIAL AID RECORDS DATE - TIME  
FROM:JWILLIAMS512-427-6456 EMAIL:FADSADMIN@THECB.STATE.TX.US FAX:512-483-6420  
HDR1003601FAD001 196C0366 "LINDA FAO" 00444408400201 000405991312  
=====

RECORD NUMBER=00004

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>ALLINCOMEFIELDSZERO	W>13 INCOME FIELDS ZERO	>000000

COUNT OF WARNINGS IN THIS RECORD=001

055589756 STUDENT SSN  
-----

RECORD NUMBER=00005

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>ALLINCOMEFIELDSZERO	W>13 INCOME FIELDS ZERO	>000000

COUNT OF WARNINGS IN THIS RECORD=001

068756985 STUDENT SSN  
-----

RECORD NUMBER=00050

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUT OF RANGE	004>SOC-SEC-BENEFITS(05)	>23010

COUNT OF WARNINGS IN THIS RECORD=001

345879465 STUDENT SSN  
-----

RECORD NUMBER=00229

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUTOFRANGE([27-28])	044>OTHER-SCHOLARSHIP-GRANT(05)	>00459

COUNT OF WARNINGS IN THIS RECORD=001

447982425 STUDENT SSN  
-----

RECORD NUMBER=00245

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUT OF RANGE	010>PARENTS-SOC-SEC-BENEFIT(05)	>21000

COUNT OF WARNINGS IN THIS RECORD=001

449998754 STUDENT SSN  
-----

RECORD NUMBER=00725

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUT OF RANGE	010>PARENTS-SOC-SEC-BENEFIT(05)	>21456

COUNT OF WARNINGS IN THIS RECORD=001

458885425 STUDENT SSN

RECORD NUMBER=00986

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUT OF RANGE	004>SOC-SEC-BENEFITS(05)	>22812

COUNT OF WARNINGS IN THIS RECORD=001

464558854 STUDENT SSN

RECORD NUMBER=01148

WARNING/ERROR TYPE	ELEMENT #/NAME/LENGTH	INCORRECT VALUE
W>OUTOFRANGE([27-28])	044>OTHER-SCHOLARSHIP-GRANT(05)	>01200

COUNT OF WARNINGS IN THIS RECORD=001

466556986 STUDENT SSN

RECORDS READ > 01348

WARNING/ERROR LINES WRITTEN > 00008

COUNT OF WARNINGS/ERRORS

NUMBER	COUNT	NAME	LAST BAD VALUE
W>004	> 00002	<> SOC-SEC-BENEFITS	<> 22812
W>010	> 00002	<> PARENTS-SOC-SEC-BENEFIT	<> 21456
W>044	> 00002	<> OTHER-SCHOLARSHIP-GRANT	<> 01200
W>	00248	<> ALL 13 INCOME FIELDS ZERO	

\*\*\*\*\*

\* \*\*\* YOUR DATA SHOWS NO ERRORS \*\*\*

\* \*\*\* PLEASE CHECK THE WARNINGS \*\*\*

IF YOUR WARNINGS ARE OKAY YOU HAVE COMPLETED  
THE REPORTING REQUIREMENT FOR THIS YEAR. CONGRATULATIONS!!

\*\*\*\*\*

# Error Report – 009999

TEXSCN Texas Higher Education Coordinating Board 990129 - 1055  
FICE:009999 '96 V1.0 Error Report on Financial Aid Records Date - Time  
From:JWilliams512-427-6456 Email:FADSADMIN@THECB.STATE.TX.US FAX:512-483-6420  
HDR1009741FAD001 198C0366JIM RAM00999909400501 000128991723  
=====

Record Number=00002  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>AllIncomeFieldsZero W>13 Income Fields Zero >000000

Count of Warnings In This Record=001

025448789 Student SSN  
-----

Record Number=00007  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>AllIncomeFieldsZero W>13 Income Fields Zero >000000  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001  
Count of Warnings In This Record=001

0256875420 Student SSN  
-----

Record Number=00102  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

125897423 Student SSN  
-----

Record Number=00120  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>OutOfRange([27-28]) 049>texas-work-study[27-28](05) >02500

Count of Warnings In This Record=001

177896532 Student SSN  
-----

Record Number=00125  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>Range Warning 008>fathers-work-income(06) >287760

Count of Warnings In This Record=001

182321455 Student SSN  
-----

Record Number=00153  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>Range Warning 008>fathers-work-income(06) >261777

Count of Warnings In This Record=001

255474123 Student SSN

---

Record Number=00203

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

266325412 Student SSN

---

Record Number=00216

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

287542136 Student SSN

---

Record Number=00267

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange(>100000)	002>student-work-income(06)	>113827

Count of Warnings In This Record=001

359645285 Student SSN

---

Record Number=00278

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(<50)	027>cost-of-attendance[27](05)	>00001

Count of Errors In This Record=001

399654715 Student SSN

---

Record Number=00442

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange(>100000)	002>student-work-income(06)	>107075

Count of Warnings In This Record=001

423218789 Student SSN

---

Record Number=00473

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange(>100000)	002>student-work-income(06)	>109321

Count of Warnings In This Record=001

442654778 Student SSN

---

Record Number=00541

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange(>100000)	002>student-work-income(06)	>111528

Count of Warnings In This Record=001

449965478 Student SSN

---

Record Number=00556

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>Range Warning	008>fathers-work-income(06)	>537690

Count of Warnings In This Record=001

449314679 Student SSN

---

Record Number=00576

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

450215487 Student SSN

---

Record Number=00625

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

451569852 Student SSN

---

Record Number=00712

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

455447852 Student SSN

---

Record Number=00756

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

456598754 Student SSN

---

Record Number=00842

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

459632145 Student SSN

---

Record Number=01048

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>Out of Range	028>total-family-contribution[28](05)	>91450

Count of Errors In This Record=001

460522552 Student SSN

---

Record Number=01116  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

461532489 Student SSN

---

Record Number=01137  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

463158742 Student SSN

---

Record Number=01223  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(<50) 027>cost-of-attendance[27](05) >00001

Count of Errors In This Record=001

464321232 Student SSN

---

Record Number=01326  
Warning/Error Type Element #/Name/Length Incorrect Value  
W>OutOfRange([27-28]) 033>tpeg-on-campus[27-28](05) >01000

Count of Warnings In This Record=001

465223312 Student SSN

---

Record Number=01345  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

465884652 Student SSN

---

Record Number=01374  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

465663416 Student SSN

---

Record Number=01470  
Warning/Error Type Element #/Name/Length Incorrect Value  
E>OutOfRange(0-3660) 031>federal-pell(05) >03700

Count of Errors In This Record=001

465884562 Student SSN

---

Record Number=01488

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange(>100000)	002>student-work-income(06)	>152200

Count of Warnings In This Record=001

465895562 Student SSN

---

Record Number=01496

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>Range Warning	008>fathers-work-income(06)	>354040

Count of Warnings In This Record=001

465899787 Student SSN

---

Record Number=01513

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

466232112 Student SSN

---

Record Number=01611

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

466245588 Student SSN

---

Record Number=01621

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(<50)	027>cost-of-attendance[27](05)	>00001

Count of Errors In This Record=001

467514789 Student SSN

---

Record Number=01679

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange([27-28])	033>tpeg-on-campus[27-28](05)	>02685

Count of Warnings In This Record=001

475654741 Student SSN

---

Record Number=01725

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange([27-28])	033>tpeg-on-campus[27-28](05)	>01250

Count of Warnings In This Record=001



499632258 Student SSN

---

Record Number=01773

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>Out of Range	057>federal-plus-loans(05)	>01526

Count of Errors In This Record=001

521241598 Student SSN

---

Record Number=01893

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange([27-28])	049>texas-work-study[27-28](05)	>15000

Count of Warnings In This Record=001

566336177 Student SSN

---

Record Number=01967

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

587784785 Student SSN

---

Record Number=01974

Warning/Error Type	Element #/Name/Length	Incorrect Value
W>OutOfRange[27-28]*70	049>texas-work-study[27-28](05)	>03823

Count of Warnings In This Record=001

590090252 Student SSN

---

Record Number=02111

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

630224875 Student SSN

---

Record Number=02179

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

634996589 Student SSN

---

Record Number=02181

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

634348464 Student SSN

---

Record Number=02186

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

634395568 Student SSN

---

Record Number=02364

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

640669015 Student SSN

---

Record Number=02410

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(<50)	027>cost-of-attendance[27](05)	>00001

Count of Errors In This Record=001

642545852 Student SSN

---

Record Number=02432

Warning/Error Type	Element #/Name/Length	Incorrect Value
E>OutOfRange(0-3660)	031>federal-pell(05)	>03700

Count of Errors In This Record=001

643387744 Student SSN

---

Records Read > 02524

Warning/Error Lines Written > 00046

Count of Warnings/Errors

Number	Count	Name	Last Bad Value
W>002	> 00005	<> student-work-income	<> 152200
W>008	> 00004	<> fathers-work-income	<> 354040
E>027	> 00004	<> cost-of-attendance[27]	<> 00001
E>028	> 00001	<> total-family-contribution[28]	<> 91450
E>031	> 00023	<> federal-pell	<> 03700
W>033	> 00003	<> tpeg-on-campus[27-28]	<> 01250
W>049	> 00003	<> texas-work-study[27-28]	<> 03823
E>057	> 00001	<> federal-plus-loans	<> 01526
W>	00312	<> All 13 Income Fields Zero	

Total Error Count >000029  
Displayed Error Recs>00029  
Total Warn Count >00321

Out of Range Errors >000029

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