MARYLAND HIGHER EDUCATION COMMISSION

Office of Student Financial Assistance

Legislative Scholarship Program Manual

for

Electronic Student Financial Aid Reports

2009 – 2010 Academic Year

Martin O'Malley
Governor

Kevin O'Keefe
Chairman

James E. Lyons, Sr.
Secretary of Higher Education

Table of Contents

Appendices

Background

Working in collaboration with the Department of Legislative Services Office of Information Systems (DLS OIS), the Maryland Higher Education Commission's Office of Student Financial Assistance (OSFA) is providing financial aid reports via **Excel spreadsheet**. These reports include the Student Application Information Sheets (Senators only), which are received in March, April, and June, the Applicant Roster, received in April and June, and the Recipient Roster, received in August and November. Each report will be sent by OSFA via email at the specified time of the year in an Excel file. Report descriptions and file layouts to assist with using the file are included in this manual.

This electronic transfer of data will greatly improve the effectiveness of legislative offices to use this data in administering legislative scholarship awards. It represents an important effort by OSFA to improve delivery of State services across State agencies. Once the Excel file is received, the data can be manipulated as necessary. This file allows the ability to create and print labels for letters and files, create reports, do mail merges, as well as many other functions. DLS OIS will provide technical support for the extraction of data, creation of reports, and mail merges.

Participation Agreement

Each legislator must complete, sign, and return a participation agreement to OSFA prior to receiving reports via email. The information provided contains confidential student records and information, the disclosure of which is governed by the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 C.F.R. Part 99). The participation agreement (Appendix I) requests basic contact information and addresses privacy and security issues associated with the use of the student data provided in the reports, and the destruction of records contained within each report.

Report Description and File Layout

Student Application Information Sheets

When the student completes the Free Application for Federal Student Aid (FAFSA) and submits his/her need-based application to the U.S. Department of Education, the Federal Processor electronically processes the student's information into their computer system and sends it to OSFA.

OSFA reviews and edits student application information and identifies each student's legislative district. OSFA then produces application information data for each applicant in your district. The application information displays information contained on the student's FAFSA. This process usually occurs three times as OSFA prepares for initial awarding, mid-March, mid-April and mid-June. An Excel file containing application information for students in each legislative district will be prepared and sent during each of these monthly intervals.

The Student Application Information Sheet Excel files are not cumulative and will be identified by a sequential load number which is based upon OSFA processing. Each file will be labeled with the type of report, the file creation date, a confidentiality statement, and a filename representing the district, award year, and load number. The filename will appear in the following format:

Stud Appl Info Sheets-Legislative District LD for yy-yy for Load # nn where:

LD   represents Legislative District

yy-yy   represents award year ex. 07-08

nn   represents load number (01-09)

The first record of each Student Application Information Sheet will contain column headers describing information in the file.

Applicant Roster

The Applicant Roster lists all students who have filed the FAFSA by the March 1 deadline and live in your district. The first applicant roster is sent at the end of April. In June, a second Applicant Roster is sent, which consists of every student who applied, including late applicants who have filed after the March 1 deadline date.

The Applicant Roster contains the following information:

* Student name, address, telephone number, and marital status;
* Student's expected family contribution towards college;
* Student's remaining financial need;
* College code and the cost for attending that institution;
* Year in college and whether the student will live on or off campus; and,
* Any awards for the upcoming academic year and any tentative Educational Assistance Grants for the upcoming academic year.

The Applicant Roster Excel files are cumulative, so the latest one contains all current applicant information. Each Applicant Roster Excel file will be labeled with the type of roster, the file creation date, a confidentiality statement, and a filename representing the district and award year. The filename will appear in the following format:

Applicant Roster-Legislative District LD for yy-yy where:

LD   represents Legislative District

yy-yy   represents award year ex. 07-08

The first record of each applicant roster will contain column headers describing information in the file. A detailed description of the Applicant Roster column headings

(Appendix II), award codes (Appendix III) and award status codes (Appendix IV) can be found in the Appendix.

Recipient Roster

The Recipient Roster provides information on students in your district who will be receiving a legislative scholarship. The Recipient Roster is sent twice a year -- August and November.

The Recipient Roster contains the following information:

- Student's name, address, telephone number, and birth date;
- Student's enrollment status;
- Student's legislative district;
- Session(s) for which the award is made;
- College code for institution student will attend;
- Amount of award;
- Status of award; and
- Date the award was lasted updated.

The Recipient Roster lists all students who have been awarded a legislative scholarship. The Roster includes both students who have been offered or who have accepted legislative scholarships, as well as students previously awarded whose awards have been cancelled.

The Recipient Roster Excel files are cumulative so the latest one contains all current award information. Each file will be labeled with the type of roster, the Excel file creation date, a confidentiality statement, and a filename representing the district and award year. The filename will appear in the following format:

Recipient Roster-Legislative District LD for yy-yy where:

LD   represents Legislative District

yy-yy   represents award year ex. 06-07

The first record of each Recipient Roster file will contain column headers describing information in the file. Appendix V is a detailed description of the **Excel file** column headings. Award status codes (Appendix IV) can also be found in the Appendix.

Department of Legislative Services Office of Information Systems (DLS OIS) Technical Support

DLS OIS will provide technical support for the extraction of data, creation of reports, and mail merges. Following are instructions to guide you through the necessary steps for importing the scholarship data provided by OSFA, and using that data to perform mail merges to letters and labels. If you find you have further questions regarding these tasks, please contact DLS OIS at 410-946-5300 and ask for the Technical Support Desk.

Altering your Excel spreadsheet to add new columns of data

You may want to add some information to a spreadsheet that has not already been provided to you in the data file. These new fields or columns can also be added provide the information to run a query or *filter* on your spreadsheet, such as students that have sent in applications to your office.

1. Double-click on the Excel icon on your desktop, or select *Start | Programs | Microsoft Office | Microsoft Office Excel 2003*.
   Open your Excel spreadsheet that contains the scholarship data.

2. Click on the top of the first column to highlight the entire column.

	1	2	3	4	5
1	NAME LST	FRST	M	PHONE	ADDR
2	ABBOTT	ANDREW		4102420706	2028 PUTNAM ROAD
3	ABDUL-MALIK	MANSUR		4102471641	3089 BERO RD
4	ABDULBAKI	KATIA		4107370110	1133 INGATE RD
5	ABELSON	RACHAEL		4107152108	10567 FAULKNER RIDGE CIRCLE
6	ABERDEEN	SHENICA		4108849655	5355 HARPERS FARM ROAD
7	ABUELHIGA	AYESHAH		4106360685	2705 DAISY AVENUE
8	ACHEAMPONG	VINCENT		4108840916	5527 HARPERS FARM ROAD
9	ADAMCZYK	MELINDA		4102424334	4413 LEEDS AVENUE
10	ADAMS	CHRISTOPHER		4109977384	5001 RUSHLIGHT PATH
11	ADAMS	REBECCA		4107888354	301 NORTH BEECHWOOD AVENUE
12	ADDISSIE	DEMEKE		4107159876	5577 CEDAR LANE
13	ADEISA	OLUGBENGA		4107308102	5703 CEDAR LANE
14	ADEPOJU	ADESUYI		4434131871	6004 BOOKER ROAD
15	ADLEY	AMANDA		4109643976	6001 CLOUDY APRIL WAY
16	AFOLAYAN	PRECIOUS		4437393886	5172 BROOKWAY APARTMENT 1

3. Choose *Insert | Columns* and a new column will be inserted in front of the column you have highlighted.

	1			3	4	5
			Cells			
			Rows			
	R1C1		Columns			
	1		Worksheet	3	4	5
1	NAME LST	Chart..		M	PHONE	ADDR
2	ABBOTT				4102420706	2028 PUTNAM ROAD
3	ABDUL-MALIK	Page Break			4102471641	3089 BERO RD
4	ABDULBAKI	Function			4107370110	1133 INGATE RD
5	ABELSON	Name			4107152108	10567 FAULKNER RIDGE CIRCLE
6	ABERDEEN	Comment			4108849655	5355 HARPERS FARM ROAD
7	ABUELHIGA				4106360685	2705 DAISY AVENUE
8	ACHEAMPONG	Picture			4108840916	5527 HARPERS FARM ROAD
9	ADAMCZYK	Object...			4102424334	4413 LEEDS AVENUE
10	ADAMS	Hyperlink.. Ctrl+K			4109977384	5001 RUSHLIGHT PATH
11	ADAMS		REBECCA		4107888354	301 NORTH BEECHWOOD AVENUE

4. Assign the column or *field* a title by clicking in the top cell of the column and typing in the text. Mark each desired record with the new information, as we have done below each student that sent an application receives an '**x**' to mark that it has been received by your office.

	1	2	3	4	5	
1	APPLICATION	NAME LST	FRST	M	PHONE	ADD
2		ABBOTT	ANDREW		4102420706	2028
3	x	ABDUL-MALIK	MANSUR		4102471641	3089
4	x	ABDULBAKI	KATIA		4107370110	1133
5		ABELSON	RACHAEL		4107152108	1056
6		ABERDEEN	SHENICA		4108849655	5355
7	x	ABUELHIGA	AYESHAH		4106360685	2705
8	x	ACHEAMPONG	VINCENT		4108840916	5527
9	x	ADAMCZYK	MELINDA		4102424334	4413
10		ADAMS	CHRISTOPHER		4109977384	5001
11	x	ADAMS	REBECCA		4107888354	301 N
12		ADDISSIE	DEMEKE		4107159876	5577
13		ADEISA	OLUGBENGA		4107308102	5703

5. Click *File* | *Save* to save your modified document.

Using the Excel Scholarship File to Merge to Word 2003 Documents, Labels and Templates

MERGE OPTIONS: When using a data source with many records, you may only want to merge records associated with specific information, such as street address, district, last name and so on. Running a query, or "filtering" for those names in the data source will allow you to merge to only the records you choose. Running a query or filter to merge only <u>specific records</u> will be covered later in this section.

<u>Mail Merging to Letters: Using Word 2003</u>

1. Open up **Microsoft Word 2003**
2. Click on *Tools | Letters and Mailings* and choose *Mail Merge;* the **Mail Merge** helper panel will be displayed to the right of your document. Select *Letters* as the document type, and click *Next: Starting document.*
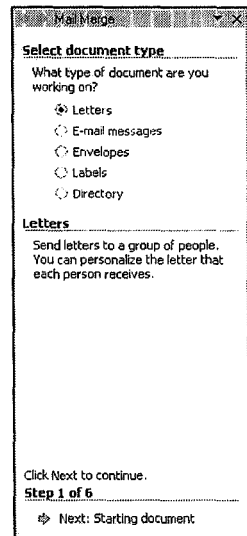

3. Click on *Next: Starting document,* and determine how you want to set up your document. Your choices are: *Use the current document* (which is generally blank), *Start from a template* (this could be the scholarship template from the email) or *Start from existing document.* Click *Next: Select recipients.*
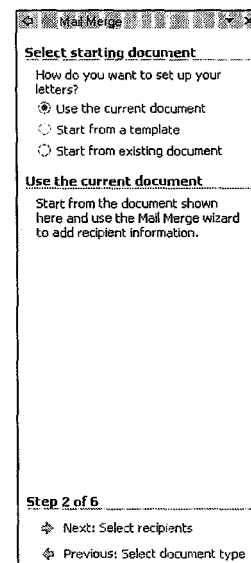
4. Select *Use an existing list* and click on *Browse* to browse to **c:\Scholarship DB**. Be sure to set the *Files of Type* to *All Files (*.*)* to display the available Excel files. Highlight the Excel Scholarship Data file and click *Open*.
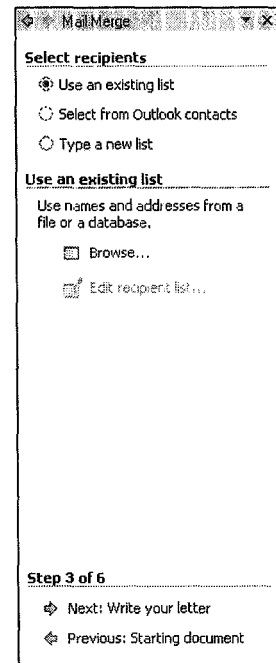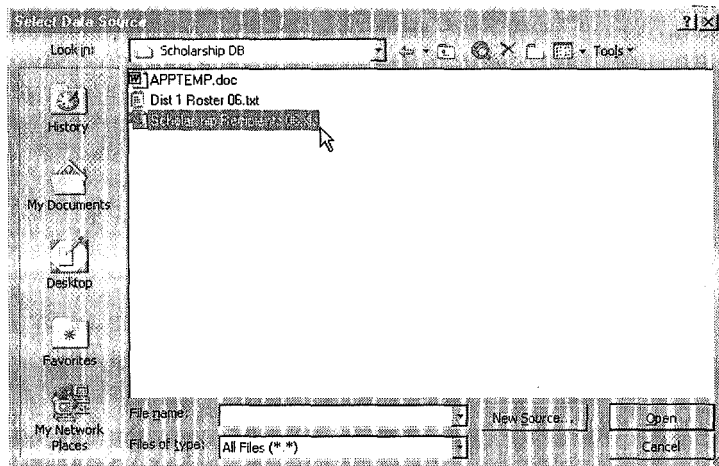
5. Click *OK* when the **Select Table** box is displayed. If necessary, place a check mark in the *"First row of data contains column headers"* box.
6. Click *OK* when the **Mail Merge Recipients** box is displayed.
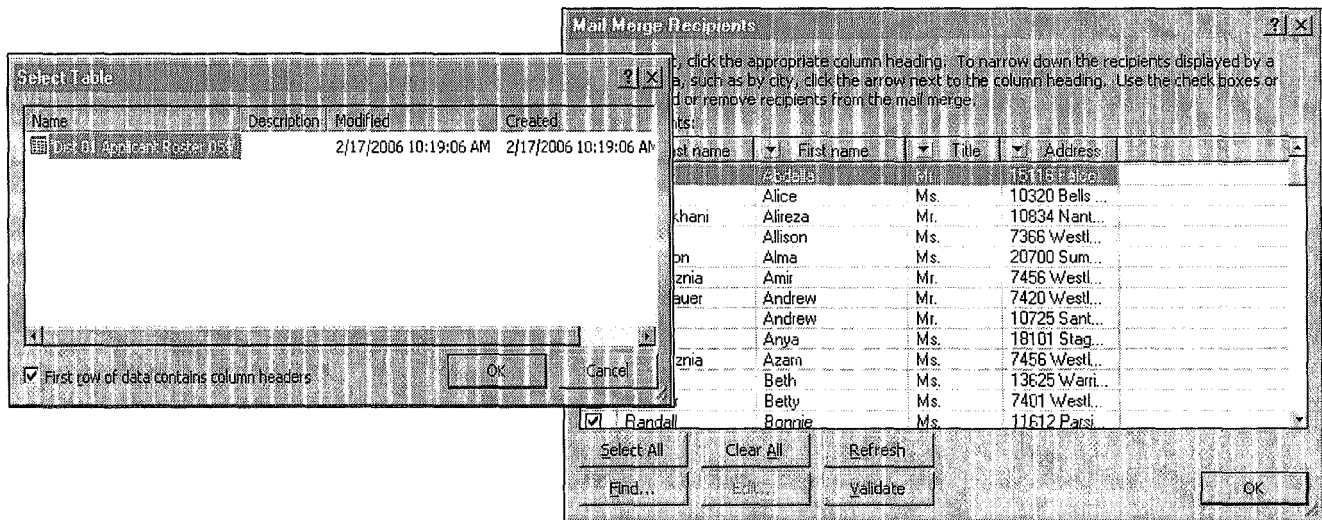
7. Click *Next: Write your letter* and select *More items...* to insert the desired fields for your letter, and type the text of your letter. You will have to manually add spaces between the fields <u>after</u> inserting all of the fields into the document, or close the **Insert Merge Field** dialog box each time you add a field.
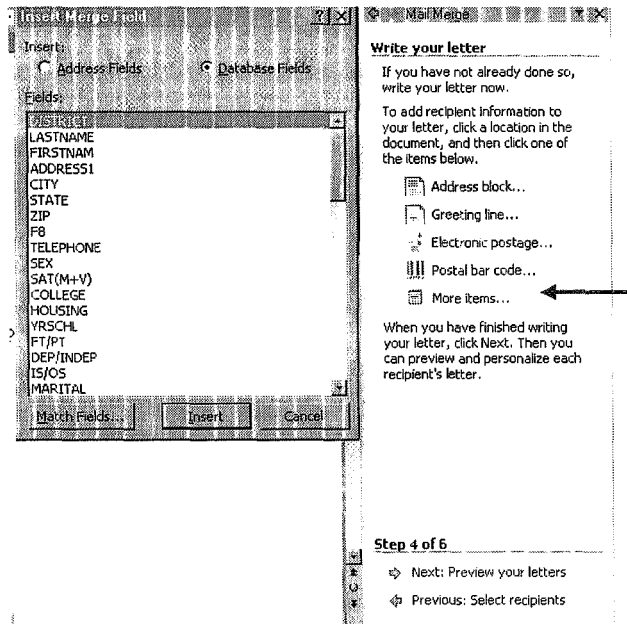
8. When your letter is complete, click *File | Save*, be sure to save it in the **Scholarship DB** folder created earlier.
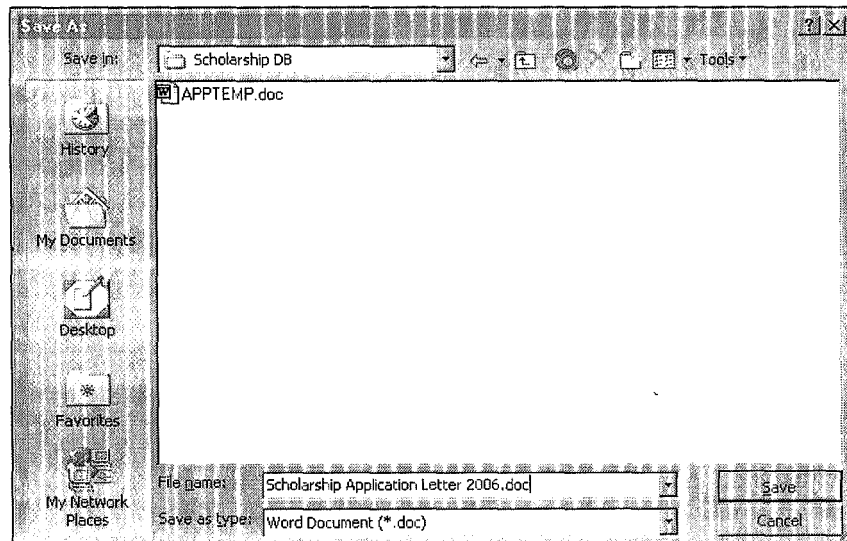
9. You are now ready to start your merge. Click on *Preview your letters*, and a sample of what your letters will look like is displayed.

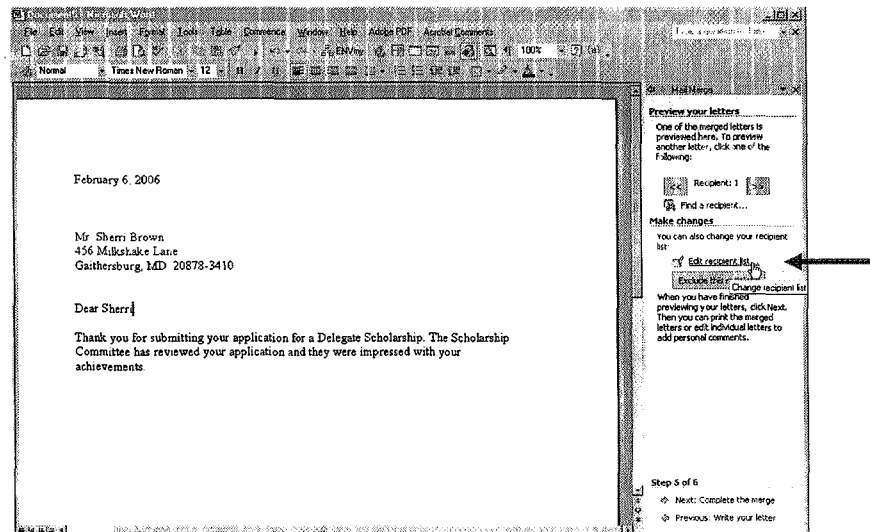**NOTE:** The next step explains **Filtering and Query** options. If filtering is not needed, click *Next: Complete the merge* and skip to **Step 11**.

10. You can also filter for specific recipients here by clicking on *Edit recipient list*

11. Use the check boxes located next to the individual records to manually select the recipients of this particular mail merge. To run an actual query, use the buttons next to the field names and select *Advance* to display the *Query* options.

    a. To begin the definition of your filter, click on the drop-down box of one of the field names and select **{Advanced ...}** to display the **Query Options** box.
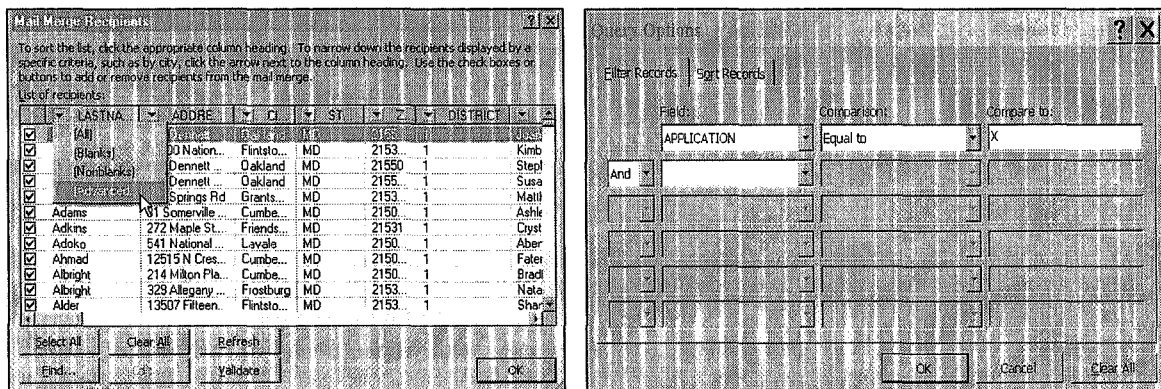
    b. Click on the drop-down arrow under **Field:** to display the list of available fields, and select **APPLICATION**.

    c. Click on the drop-down arrow, under **Comparison:** to select the type of comparison you would like the filter to use. In this case, select *Equal to*.

    d. Under **Compare to:**, type in x to filter for the records that have the *APPLICATION* field marked with an x and click *OK*. Only the names with an x in the *APPLICATION* column will be merged.

    e. Click on *Continue the merge*.
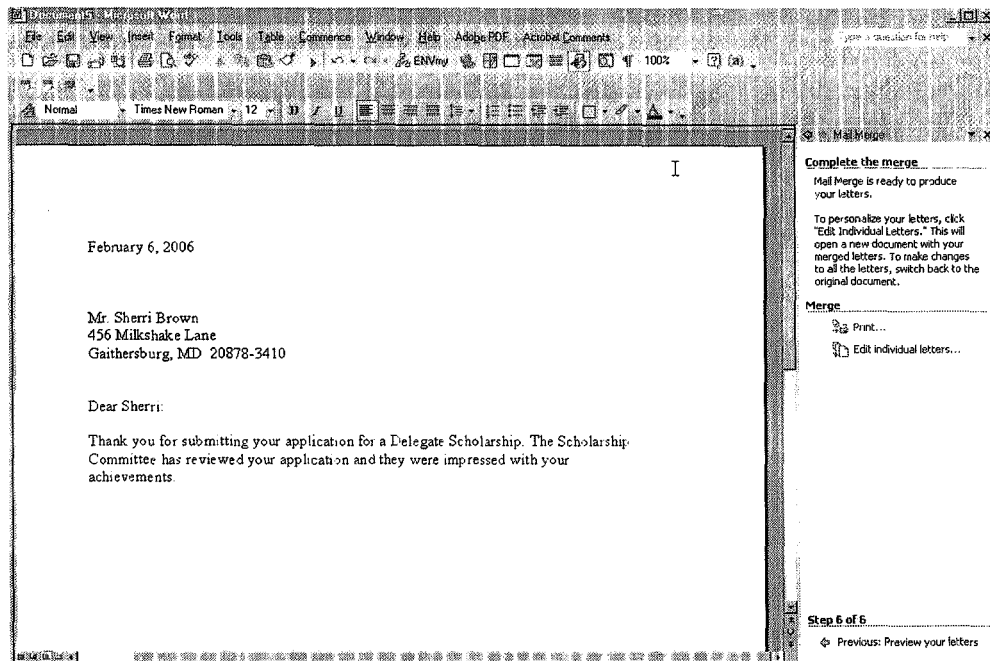
12. **Completing the Merge.** The two merge choices are ***Print,*** the merged letters are sent directly to the printer and ***Edit individual letters…,*** and the merged letters will be displayed in one multi-page document for further editing and/or printing at a later time.

Mail Merging to Labels: Using Word 2003

1. Open up **Microsoft Word 2003.**
2. Click on ***Tools | Letters and Mailings*** and choose ***Mail Merge,*** the **Mail Merge** helper panel will be displayed to the right of your document. Select ***Labels*** as the document type, and click ***Next: Starting document.***
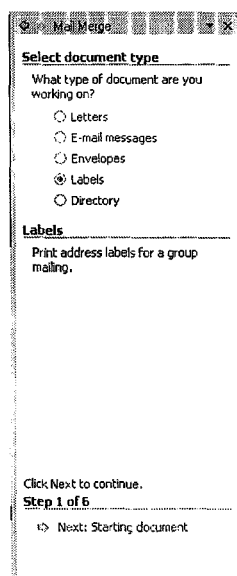
3. Determine how you want to set up your document. The choices are: *Change document layout* or *Start from an existing document*. By default for labels, *Change document layout* is already selected. Click on *Label options* to select the appropriate label type and size, and click *OK*.
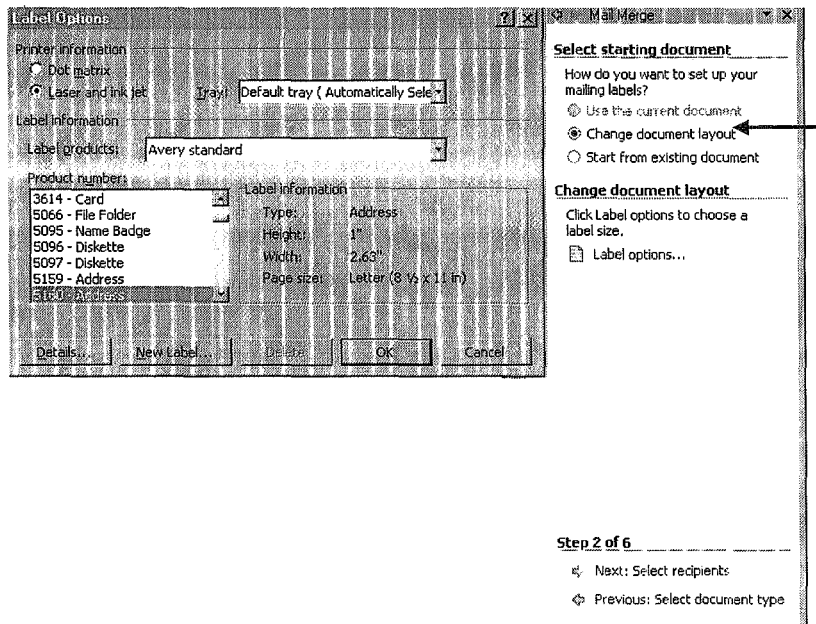
4. Click *Next: Select recipients*, select *Use an existing list* and click on *Browse* to browse to **c:\Scholarship DB**, be sure to set the *Files of Type* to *All Files (*.*)* to display the available Excel files. Highlight the Excel Scholarship Data file and click *Open*.
5. Click *OK* when the **Select Table** dialog box is displayed. Also click *OK* when the **Mail Merge Recipients** dialog box is displayed if you are not running a query.
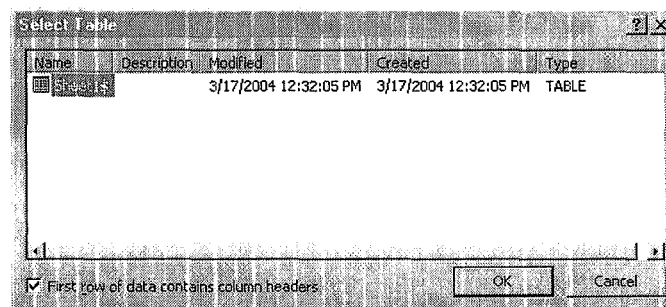
NOTE: The next step explains **Filtering and Query** options. If filtering is not needed, click *Next: Arrange your labels* and skip to **Step 9**.

6. You can filter for specific recipients here by clicking on *Edit recipient list*...

7. Use the check boxes located next to the individual records to manually select the recipients of this particular mail merge. To run an actual query, use the buttons next to the field names and select *Advance* to display the query options.

   a. To begin the definition of your filter, click on the drop-down box of one of the field names and select {**Advanced …**} to display the **Query Options** dialog box.


   b. Click on the drop-down arrow under **Field:** to display the list of available fields, and select **APPLICATION**.
   c. Click on the drop-down arrow, under **Comparison:** to select the type of comparison you would like the filter to use. In this case, select *Equal to*.
   d. Under **Compare to:** type an x to filter for the records that have the *APPLICATION* field marked with an x and click **OK**. Only the names with an x in the *APPLICATION* column will be merged.
   e. Click on *Continue the merge*.

8. If you haven't already done so, click *OK* in the **Mail Merge Recipients** box.

9. Click *Next: Arrange your labels* and select *More items:* to insert the desired fields for your labels. You will have to manually add spaces and hard returns between the fields after inserting all of the fields into the your labels, or close the **Insert Merge Field** dialog box each time you add a field.
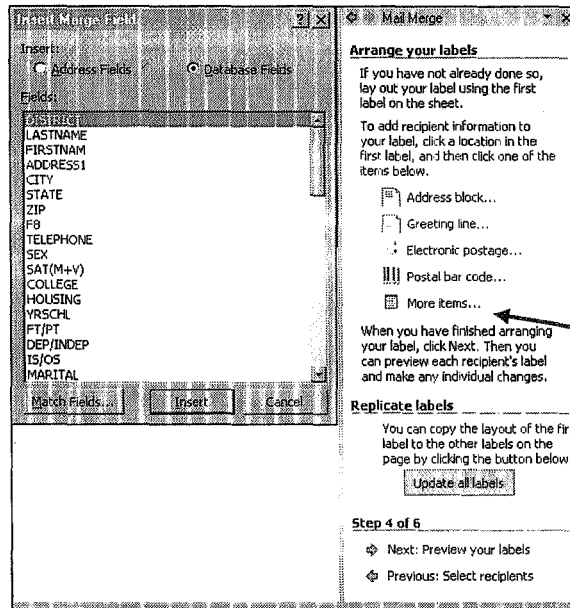
10. Click on *Update all labels* to copy the fields in the first label to the rest.

11. Click *Next: Preview your labels*. If you need to make any changes to the label, click on *Previous: Arrange your labels* and make the changes. Don't forget to click on *Update labels* to add any changes to the rest of the labels.

12. You are now ready to complete your merge. Click on *Next: Complete the merge*. A sample of what your labels will look like is displayed. When your labels are complete, click *File | Save...* be sure to save it in the **Scholarship DB** folder you created earlier.
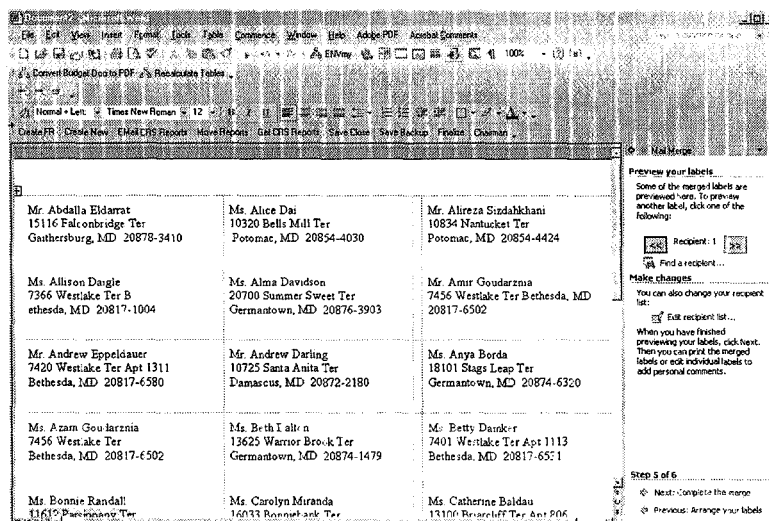
13. The two merge choices are **Print…**, the merged labels are sent directly to the printer and **Edit individual labels…**, and the merged labels will be displayed in one multi-page document for further editing and/or printing at a later time. If you are using the **Edit individual labels…** option, select **All** and press **OK**.
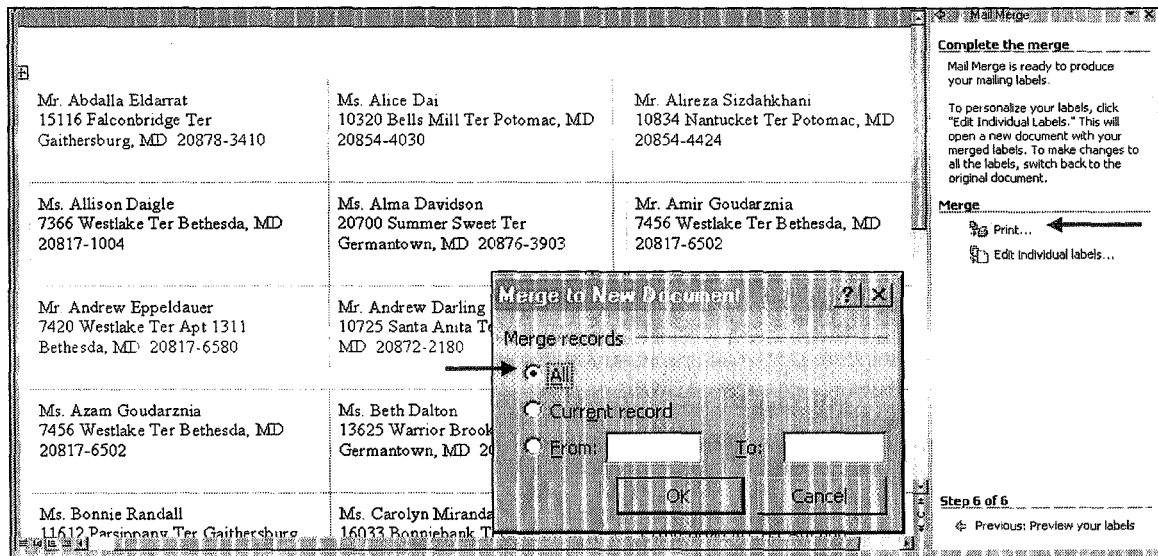
Mail Merging with Existing Report Templates: Using Word 2003

A report template has been created to display the pertinent information for the students you wish to have a hard copy report for.

1. Save the file **APPTEMP.doc** received via email to **c:\Scholarship DB**.
2. Open **Microsoft Word 2003**.
3. Open the template through **File | Open** browse to **c:\Scholarship DB**, and double-click on **APPTEMP.doc**. Click on **Yes** when the **SQL command:** dialogue box is displayed.
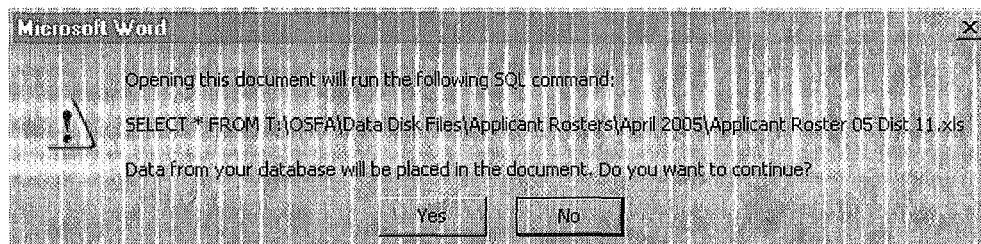
Note: If you receive the following message follow steps 4 through 6. If not, skip to step 7.
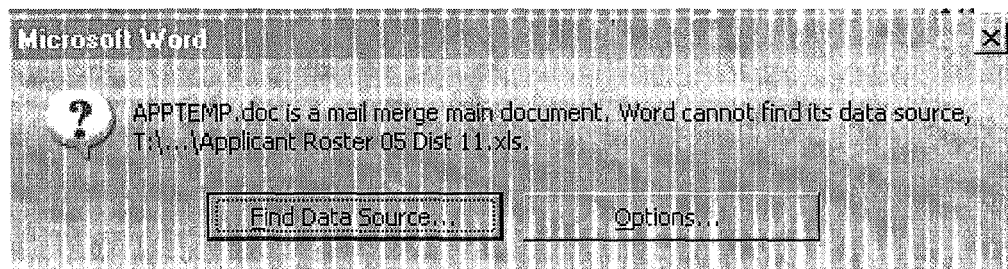
4. If

you receive the message above, your template will need to be linked to a data source. Click on **Find Data Source...**

5. Browse to **c:\Scholarship DB** where your scholarship documents are located, and open the spreadsheet. Be sure to set the *Files of Type* to *All Files (*.*)* so you can display the available Excel files.

6. Click *Ok* when the **Select Table** dialogue box is displayed.
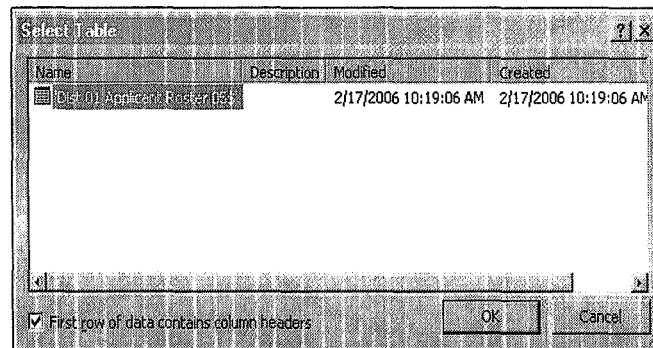
7. Click on *Tools | Letters and Mailings* and choose *Mail Merge,* to display the **Mail Merge** helper panel to the right of your document. Click *Use an existing list* and then click *Next: Write your letter.*

8. At this point you can use the entire list in your spreadsheet, or you can filter for specific recipients. If you choose to do a filter or query, click on *Edit recipient list.* Use the check boxes located next to the individual records to manually select the recipients of this particular mail merge. If you do not want to do a filter or query, skip to **Step 9**.

a. To begin the definition of your filter, click on the drop-down box of one of the field names and select {**Advanced ...**} to display the **Query Options** dialog box.


b. Click on the drop-down arrow under **Field:** to display the list of available fields, and select **APPLICATION**.

c. Click on the drop-down arrow, under **Comparison:** to select the type of comparison you would like the filter to use. In this case, select *Equal to*.

d. Under **Compare to:** type an x to filter for the records that have the *APPLICATION* field marked with an x and click **OK**. Only the names with an x in the *APPLICATION* column will be merged.

e. Click on *Continue the merge*.

9. Click *OK* in the **Mail Merge Recipients** box.
10. Click *Next: Write your letter*, and then *Next: Preview your Letters*.
11. Completing the Merge. The two merge choices are *Print*, the merged letters are sent directly to the printer and *Edit individual letters…*, and the merged letters or reports will be displayed in one multi-page document for further editing and/or printing at a later time.
12. If you chose *Edit individual letters*, your letters or reports are now displayed in a new Word document. You can print those out for hard copy or save them to **c:\Scholarship DB** for later viewing.

NAME		STREET		CITY STATE ZIP		TELEPHONE	DEP/INDEP	MARITAL	SEX
Susan Que		190015 New Court Rd		Woodstock, MD 9		4105630123	I	SG	F

INCOME	BUDGET	TFC		NEED	COLLEGE	IS/OS		HOUSING	SAT M&V
3000	7071	0		7071	002061	IS		3	0

FULL TIME/PART TIME		YEAR IN SCHOOL		TENTATIVE EA GRANT					
F		3							

AWARD	SUMMER/OTHER	STATUS	FALL	STATUS	SPRING	STATUS	TOTAL
75			700	2	700	2	1400

Appendix I

Maryland Senatorial and Delegate Scholarship Programs
Electronic Student Financial Aid Reports Participation Agreement

Execution of this agreement indicates the express intent of the signatory legislator to receive from the Maryland Higher Education Commission the following student financial aid reports in Excel file format: FAFSA Reports, Applicant Roster, and Recipient Roster.

The information provided on the Excel file contains confidential student records and information, the disclosure of which is governed by the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 C.F.R. Part 99). It is provided to the signatory legislator in connection with a student's application for, or receipt of, financial aid and for the sole purpose of administering Maryland's Senatorial and Delegate Scholarship programs under State law. The recipient legislator and, by extension, respective legislative staff are prohibited from using any and all information contained in these records in any manner or form for any purpose other than a student's application for, or receipt of, financial aid under Maryland's Senatorial and Delegate Scholarship programs. The recipient legislator is prohibited from disclosing, releasing or discussing any and all information contained in these records with any party other than designated legislative staff specifically identified herein and responsible for processing and tracking the legislative scholarships. The recipient legislator shall ensure that all necessary and appropriate security measures are in place to deny access to these records by all other parties. All information contained in these records shall be destroyed when it is no longer needed for the sole purpose for which it is provided and, at a minimum, it shall be destroyed by May 15 of each academic year from which awards were made.

AGREED: Date _____

Please Print

Legislator's Name_____   District _____

Contact Person _____   Phone _____

Address_____

Fax   _____   E-Mail _____

Legislator's Signature _____

Please complete and mail to: Maryland Higher Education Commission
Office of Student Financial Assistance
Attn: Legislative Scholarships
839 Bestgate Road, Suite 400
Annapolis, MD 21401-3013

INDEX OF APPLICANT ROSTER HEADING ABBREVIATIONS

Abbreviation   **Explanation**

LASTNAME.................. Student's Last Name

FIRSTNAME .... Student's First Name

ADDRESS1 .... Student's Address

ADDRESS2 .... Student's Address

CITY .... Student's City

STATE......................... Student's State

ZIP............................. Student's Zip Code

TELEPHONE.....................Student's Telephone

DEP/INDEP................... **Dependency Status of Applicant**
                            D = Dependent [A dependent student is defined as one that is financially supported by his/her parents.]

                            I = Independent [An independent student is defined as one who is financially independent of his/her parents.]

MARITAL..................... **Marital Status of Applicant**
                            MD = Married
                            SG = Single (includes single, divorced or widowed)
                            SP = Separated from spouse

SEX............................ **Sex of Applicant**
                            (Data collected from FAFSA-question 21- are you male? yes or no)
                            M = Male
                            F = Female

INCOME .... Family Income as reported on the FAFSA

BUDGET .... Cost of attendance for the institution the applicant plans to attend. This includes tuition, mandatory fees, room, board, and standard living allowance from OSFA.

TFC .... Total Family Contribution [The amount the applicant (and parents are expected to pay toward the applicant's education. This is based on a federal formula.]

NEED .... The Financial Need of the applicant based on the budget of the college indicated on the FAFSA. The TFC is then subtracted from the institution budget.

COLLEGE .... The Title IV Institution Code for the college listed by the applicant on the FAFSA.

IS/OS/ES .... **Maryland Institution Status**

IS = In-State Institution
OS = Out-of-State Institution
ES = Eligible Private Career School

HOUSING .... **Housing Code of Applicant**

1 - With Parents
2 - On Campus Housing
3 - Off-Campus Housing

SAT(M+CR) .... Sum of the applicant's math and critical reading (old verbal) scores on the Scholastic Aptitude Test (SAT).

SAT (W) .... Applicant's writing score on the Scholastic Aptitude Test (SAT). If field is populated, student took the new format of SAT; if field is blank, student took old format of SAT.

FT/PT .... **Enrollment Status reported by Applicant**

F = Full-time (12 or more undergraduate
   credits or 9 or more graduate credits)
P = Part-time (6-11 undergraduate credits or
   6-8 graduate credits).

YRSCHL .... **Year in College of Applicant**
Undergraduate Codes are:
1 - 1st Year/Never attended college
2 - lst Year/Attended college
3 - 2nd Year
4 - 3rd Year

5 - 4th Year

6 - 5th Year or more Undergraduate

Graduate Codes are:

7 - 1st Year Graduate

8 – Continuing Graduate

TENT

EAGRANT .... Tentative Educational Assistance Grant (EA) Amount. The applicant is eligible for an EA Grant, but has NOT been awarded one. This is the amount that they would be awarded **should** funds become available.

AWARD .... Current Award Code(s) for present academic year. (see Award Code List, Appendix VI)

SUMMER/

OTHER .... Current Summer Award Amount for present academic year.

SUMMST .... Current Summer Award Status for present academic year (see Award Status List-Appendix VII)

FALL .... Current Fall Award Amount for present academic year.

FALLST .... Current Fall Award Status for present academic year. (see Award Status List-Appendix VII)

SPRING .... Current Spring Award Amount for present academic year.

SPRST .... Current Spring Award Status for present academic year. (see Award Status List-Appendix VII)

TOTAL .... Total Award Amounts for the present academic year.

Appendix III

AWARD CODES

Award Codes	Program Title
04	Edward T. Conroy Memorial Scholarship
05	Janet L. Hoffman Loan Assistance Repayment Program
06	Child Care Provider Program (renewals only)
6A	Development Disabilities, Mental Health, Child Welfare, and Juvenile Justice Workforce Tuition Assistance (renewals only)
07	Sharon Christa McAuliffe Teacher Scholarship (renewals only)
15	Charles W. Riley Firefighter Tuition Reimbursement Program
17	Jack Tolbert Grant
18	State Nursing Scholarship (renewals only)
19	Physical and Occupational Therapists Program (renewals only)
3D	Delegate D - in-state - alternate method
3E	Delegate E - in-state - alternate method
3F	Delegate F - in-state - alternate method
3K	Delegate D - out-of-district - alternate method
3L	Delegate E - out-of-district - alternate method
3M	Delegate F - out-of-district - alternate method
3Q	Delegate D - out-of-district - alternate method
3R	Delegate E - out-of-district - alternate method
3S	Delegate F - out-of-district - alternate method
3W	Delegate D - out-of-district - alternate method
3X	Delegate E - out-of-district - alternate method
3Y	Delegate F - out-of-district - alternate method
40	Senatorial – in-state renewable award
41	Senatorial – out-of-state renewable award
42	Senatorial – one-time only award
43	Senatorial – in-state renewable award
44	Senatorial – continued renewable award, in-state
45	Senatorial – continued renewable, out-of-state
46	Senatorial – new renewable award, in-state
47	Senatorial – new renewable, out-of-state
61	Distinguished Scholar Program - Talent
62	Distinguished Scholar Program - Test
63	Distinguished Scholar Program - Achievement
64	Distinguished Scholar Program – Teacher (renewals only)
65	Distinguished Scholar Program – Community College Transfer

70	Guaranteed Access Grant - Renewal
71	Guaranteed Access Grant - New
74	Educational Assistance Grants – Renewal
75	Educational Assistance Grants – New
76	Educational Assistance Grants – Campus-Based
82	Graduate Nursing Faculty Scholarship
90	William Donald Schaefer Scholarship
91	GEAR UP Scholarship
93	Veterans of the Afghanistan and Iraq Conflicts Scholarship
9A	Workforce Shortage Student Assistance Grant – Child Care
9B	Workforce Shortage Student Assistance Grant – Teacher
9C	Workforce Shortage Student Assistance Grant – Human Services
9D	Workforce Shortage Student Assistance Grant – Nursing
9E	Workforce Shortage Student Assistance Grant – PTOT
9G	Workforce Shortage Student Assistance Grant – Public Service

<u>STATUS CODES</u>	Lists students' eligibility for Legislative award - based on students' school code
IS	In-state (eligible)
OS	Out-of-state (eligible)

Appendix IV

AWARD STATUS CODES

Code	Description

Code | **Description**

1   **Offered**

2   **Accepted**

5   **Declined by student**

B2   **Developmental Disabilities Cancelled**
Student did not complete 12 credits.

CA   **Graduated**
Student has graduated from their course of study.

CB   **Cancelled--No Promissory Note**
Recipient of scholarship failed to provide a signed promissory note as part of their acceptance of the award.

CE   **Cancelled--Mail Not Deliverable by Post Office**

CF   **Cancelled--Academically Ineligible**
Student did not meet satisfactory progress academic requirements at their school.

CG   **Cancelled--Graduate Student**
Student is enrolled in a graduate program. Certain awards require that recipients be enrolled in an undergraduate program.

CH   **Cancelled--No Response from Student**
Student did not return signed award letter within 30 days of notification.

CJ   **Cancelled--Ineligible Institution**
Student indicated to OSFA that they were transferring to another institution that is not eligible for OSFA scholarships. This notation will appear on your roster for students who originally received a scholarship for an eligible institution, but later changed the school to be attended.

CK   **Cancelled--Below Credits**
Student is enrolled for fewer credits than are required for the award.

CL   **Cancelled—Loan Default**

CM	**Cancelled--Not Matriculated** Student is not enrolled in a degree seeking or certificate seeking program.
CN	**Cancelled--No Need** Student's award was recalculated due to a change in costs due to transferring to another institution. The result of the recalculation indicated that the student no longer qualified for an award.
CR	**Cancelled--Not a Maryland Resident**
CT	**Cancelled Award Due To Receipt of Other Scholarship(s)** Student received an award that required the recalculation of the EAG. The recalculation resulted in the cancellation of their EAG.
CU	**Cancelled--Unique Major Verification** Student did not respond to unique major verification process.
CV	**Cancelled--Verification Incomplete** Student did not return sufficient documentation in order for OSFA to complete verification of their Educational Assistance Grant or Guaranteed Access Grant application.
CW	**Cancelled--Paid Four Years** Student has received the award for the maximum number of years.
CX	**Cancelled--Not Enrolled**
CY	**Cancelled--Other** Student's award has been cancelled for a reason other than those listed above.
CZ	**Cancelled – Academically Dismissed**
I2	**Child Care Provider renewal cancelled – GPA too low**
J2	**McAuliffe Renewal cancelled – GPA too low**
MC	**Major Change** Student changed to an ineligible major for the scholarship program.
ML	**Military Leave**
N5	**Nursing Renewal cancelled – GPA too low**
OV	**Overaward**
PN	**Pending Promissory Note**

T	**Tentative Award**

T

Tentative Award
Student applied for and was eligible to receive an EA Grant; however, funds were not available to make the award.

TR

Transferred Institutions
Student originally applied for a scholarship at one institution, but has since transferred to another institution.

VF

Failed Verification
Student's application for an EA Grant or GA Grant was verified, and as a result the student was not eligible to retain the scholarship award.

VG

Verified Data – GA award changed to EA award
Student failed GA verification but is eligible for an EA Grant.

VR

Verified – Ineligible for award
Student does not meet eligibility requirements of the award.

VW

Award Cancelled
Student did not comply with verification.

VZ

Verification Incomplete
Student did not return all required verification documents.

W4

Wait List - Reinstatement Requests - EA Grants
Student requested reinstatement of a cancelled award and has been placed on a wait list for funds.

X1

ISIR change - no need

X3

ISIR change – EA award reduced

X4

Cancelled – Income verification
Verification proved the student ineligible for the award.

XC

Distinguished Scholar
Student failed academic GPA Requirement

XV

Cancelled Verification
Student failed to submit requested documents for verification

Appendix V

Index of Recipient Roster Column Headings

Headings   **Explanation**

LASTNAME.................. Student's Last Name

FIRSTNAME .... Student's First Name

ADDRESS1 .... Student's Address

ADDRESS2 .... Student's Address

CITY .... Student's City

STATE........................ Student's State

ZIP............................. Student's Zip Code

TELEPHONE .... Student's Telephone

MISC.......................... Student's Status

UF = Undergraduate Full-time
UP = Undergraduate Part-time
GF = Graduate Full-time
GP = Graduate Part-time

SEX............................ Sex of Recipient
(Data collected from FAFSA –question 21, are you male?
yes or no)

M = Male
F = Female

RC .... Race Code (not required)

BIRTH .... Date of Birth

RS.............................. Residence State

ST .... Status Code

                         UN = Undergraduate
                         GD = Graduate
                         PR = Private Career School

DSR .... Legislative District of Residence

EL................................ Eligibility for Award

APLY .... Most Recent Year Student Applied

SESS............................ Session Awarded

                         2102 = Fall Semester
                         2103 = Spring Semester

AWARD .... Scholarship Program from which student is awarded.
See Award Codes (Appendix VI)

STAT .... Status of Student's Award
See Award Status Codes (Appendix VII)

ELIGIBLE..................... Active award amount appears in this column

INELIG .... Inactive award amount appears in this column

DSC .... Legislative district to which award is charged

LAST-UP...................... Date award amount was last updated

SCHCODE .... Title IV Institution Code number

Note: The SESS heading through SCHCODE heading will repeat to accommodate up to 6 awards.