United States Department of Education (ED)
Office of Postsecondary Education (OPE)
Federal TRIO Programs (TRIO)

User's Guide
for the
Student Support Services
Annual Performance Report
Website

February 2012

Presented by

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1 Overview

1.1 Introduction

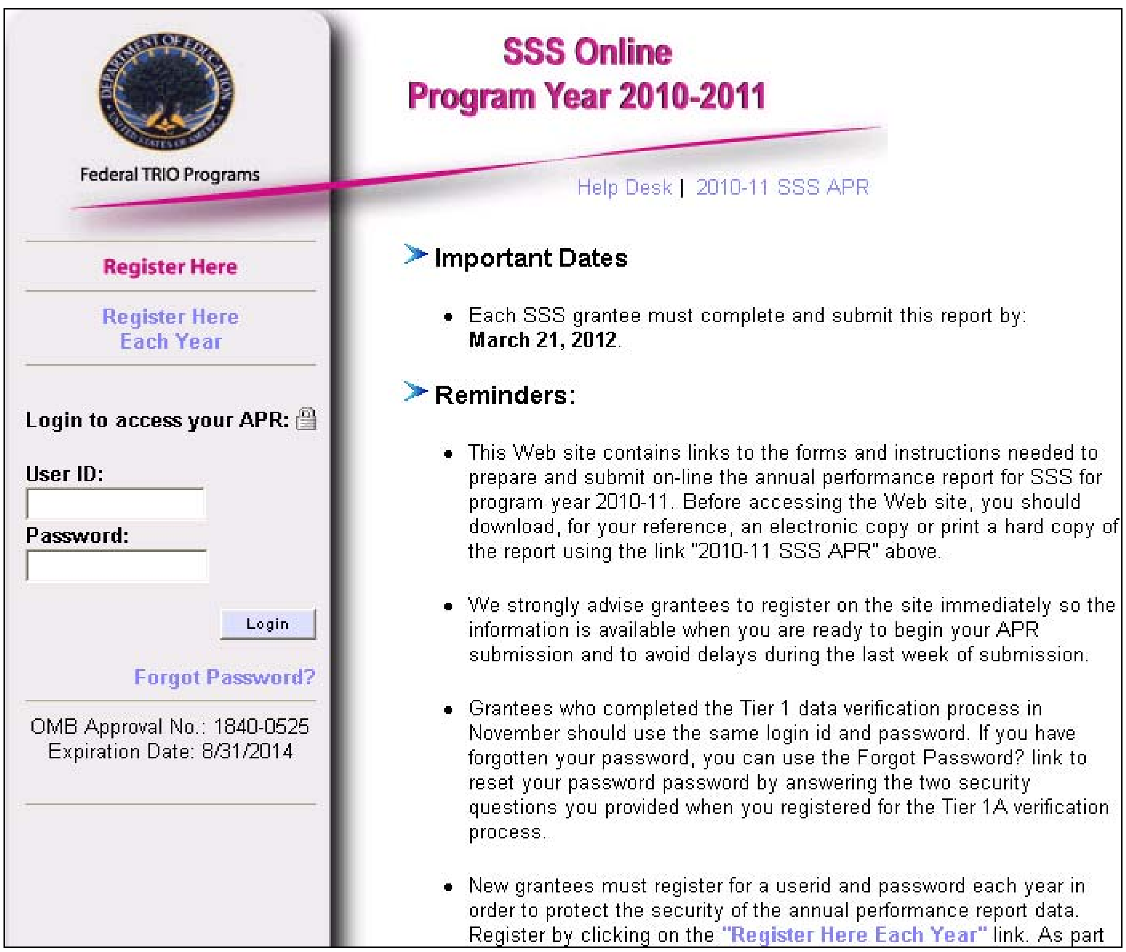
The Federal TRIO Programs, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the Student Support Services Online Web Tool so that grantees can prepare and submit the Annual Performance Report (APR) data.

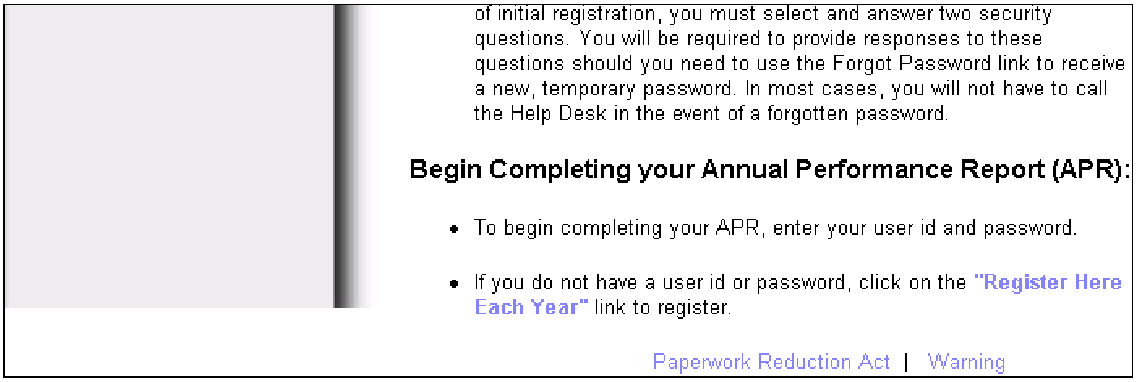
1.2 Accessing the Site

The APR site is available at the following URL: https://trio.ed.gov/sss

An Internet browser is required to access, complete and submit the SSS APR. Netscape and Internet Explorer (IE) are acceptable (and common) browsers that may be used to access the SSS APR Web site.

The Home page ("Index" page) for the SSS APR Web site is shown below.





1.3 Features of the Site

There are several features of the site. They are summarized below.

1.3.1 Verification of Number Funded to Serve and Prior Experience Standard Objectives

The information in this report was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project; therefore, grantees will not be required to provide this information in 2010-11. However, grantees will be able to print a PDF copy of their previously reported standard objectives at the time of data submission.

1.3.2 Individual Participant Data (Section II of the APR)

The record structure for the participant list (Section II) contains 36 fields. The participant data file must include all 36 fields in the same order as listed in Section II.

You must submit the participant list in either Excel or CSV format. Column names in the file must match the "Database Column Names" provided in a downloadable document, accessible through the *Section II - Individual Record Structure* hyperlink on the main Section II page of the APR. The names and order of the columns must match the record structure outlined in the Individual Record Structure document. The system will identify and inform you of any errors in your record structure.

The Web application provides four options for starting the data submission process for Section II:

- Download Tier 1A into an excel file and use it as the basis for 2010-11 APR submission.
- Download an Excel file of the 2010-11 SSS record structure which contains certain pre-populated fields from your Tier 1A data file.

- Upload an Excel/CSV file directly to the Web form. Please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly.
- Transfer certain data fields from the Tier 1A data file and update and add records online.
- Enter participant data directly into the Web form.

BEFORE PROCEEDING, PLEASE NOTE THE FOLLOWING:

- **You must download your Tier 1A file** by clicking on the tab "Tier 1A Download" above. As described in an email dated 01/11/2012 to SSS projects, the first and/or last name for some participant records were updated due to *formatting* issues (e.g., hyphens were added back to hyphenated names) since your last Tier 1A submission. Therefore, it is extremely important that grantees download this file and use it as the basis for their 2010-11 APR submission, as data submitted by grantees will be matched against the data on this most recent, corrected Tier 1A data file. If you are a new grantee, please disregard these instructions.
- **Please note that the 2010-11 APR underwent a major re-design.** There are several new fields, some fields that were previously present have been deleted, and almost all fields have been reordered. If you choose to upload your project's data file, please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly. Furthermore, projects that participated in the Tier 1A Student Record Verification Process need to ensure that the file uploaded incorporates all the changes made during this Process. Failure to do this will result in data submission problems during the Tier 2 process.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering student data directly into the Web form.

For your convenience, the participants' social security numbers (SSNs) have been included in the Excel file with the selected Tier 1A data, which is available to download from the site.

After successfully uploading, transferring, or entering participant data, the Table View screen displays. It is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only column by which you may not sort is First Name.

1.3.3 Participant List and Data Error Report (Section II of the APR)

Once the file is uploaded or the data are entered online, a participant report will be generated that lists all of the participants on your data file. To view this report, you must be in Section II, which is the window that displays the Table View. For each participant record with errors, the report will display the specific data field(s) that require corrections.

1.3.4 Review and Submit Process

The APR submission process includes a two-tiered system for evaluating the quality of the participant data.

The first tier data checks include the following:

- **<u>Cohort Comparison Report.</u>** For informational purposes, the Department added a Cohort Comparison Report in Tier 1. This report compares the number of students that are on both the most recently updated Tier 1A file and your project's 2010-11 APR submission for each cohort year applicable to your project's Prior Experience points for this grant cycle. For four-year institutions, this table would contain students in cohort years 2005-06, 2006-07, 2007-08, 2008-09, and 2009-10; for two-year institutions, this table would contain students in cohort years 2007-08, 2008-09 and 2009-10. Projects can use this report as a guide to determine if records are missing from their 2010-11 APR data file or as a first step in determining if incorrect cohorts have been reported. The Cohort Comparison Report will also be generated for newly funded projects; however, since these projects did not go through the Tier 1A verification process, there will be no comparison data in the column "# of Participants in the Tier 1A File".

- **<u>Funded/Served Rate report</u>**. Compares the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2010-11. If your funded rate is below 100%, you will be asked to review certain aspects of your data. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.

- **<u>Critical Fields report</u>.** Provides a percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

You will be required to correct data errors in the participant data file and pass the first tier data checks prior to submitting the APR.

After the initial submission of the APR, the second tier data checks compare the 2010-11 participant data with the Tier 1A data file. New grantees are excluded from these data quality checks.

The second tier data checks include the following:

- **Tier 1A report.** For the 2010-11 APR reporting period, the Tier 1A file replaces the match to prior process. Therefore, the Tier 1A file is now considered correct and final, and as such, essential data (such as student identifiers and cohort years) in your 2010–11 APRs will be matched against the Tier 1A file. This means that, except for new participants, 2010–11 cohorts must match the Tier 1A file cohorts, and grantees must restore records for any participants who appear in the Tier 1A File Report. With approximately 285,000 participants in the Tier 1A file, TRIO cannot accommodate any corrections to any errors to the student identifiers and cohort year that grantees might have made in earlier APRs. Therefore, the Department will consider additional changes to the SSS system of records only if a grantee has documentation that TRIO made an error in resolving issues during the Tier 1A student verification process.

How to avoid mismatches? Occasionally, a project unintentionally ends up in the confusing situation of having two records for one student, generally due to inconsistencies in how the project recorded identifying data for the student (first name, last name, SSN, and date of birth). **Identifying data for each participant in your APR file (except for new students) must match the data in your Tier 1A file, even if you have discovered that the data contained errors or misspellings**. For the sake of the SSS system of records, consistency trumps other considerations.

If you have any Tier 2 errors, you will need to correct the data file and resubmit it by the **deadline date of March 21, 2012**. The APR will not be accepted until the participant data file passes both the Tier 1 and Tier 2 edits.

2 Registration for First Time Users

Grantees are required to register on the site before receiving their userid and password. An overview of the registration process follows.

Registration Online. In order to receive a userid and temporary password, grantees must register online via the *Register Here Each Year* link provided on the index page of the APR Website. To register, grantees must provide the first and last name of the director, along with the e-mail address and the PR number and choose the security questions and answers which will be used in the 'Forgot Password' feature of the web site. For previously funded projects that participated in the Tier 1A Student Record Verification process in late 2011, please use the same login id and password that was used during that process.

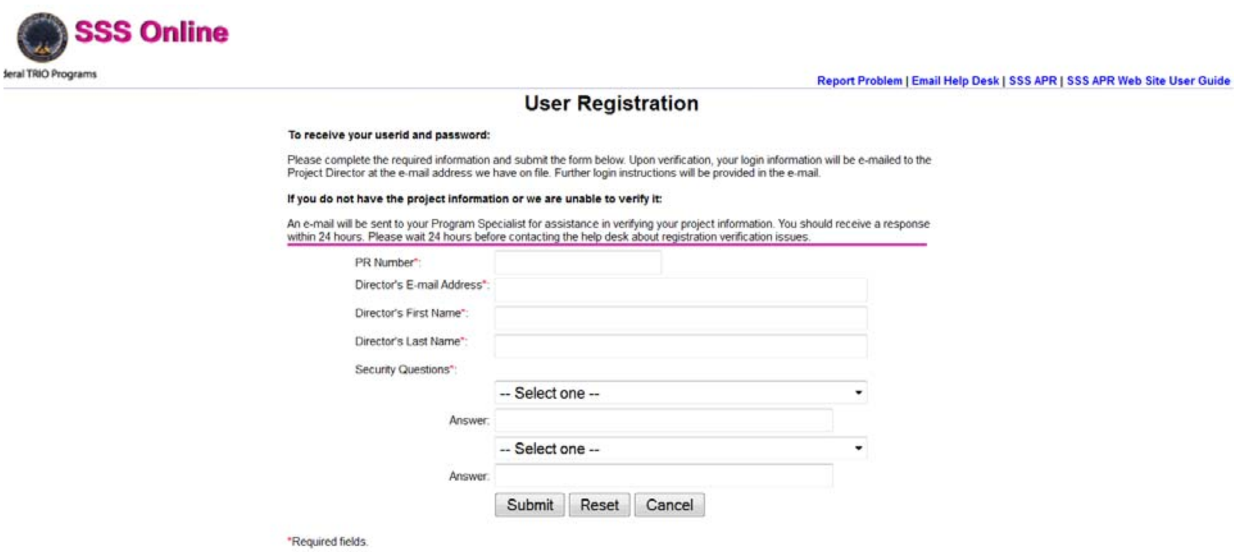
Verification Process. If the director's last name and e-mail address match what ED has on file, a user name and temporary password will be e-mailed to the director's e-mail address. Upon receipt of the e-mail containing the userid and temporary password, grantees can return to the APR site and login.

If the project information does not match what ED has on file, a request for verification will be sent to the program specialist and the help desk. *Please note that even long running projects may fail the registration process due to incorrect names and/or e-mail addresses on file (for example, the director e-mail address has changed or is misspelled).*

Upon receipt of the verification request, the program specialist must verify the identity of the director and forward a response to the help desk within 72 hours.

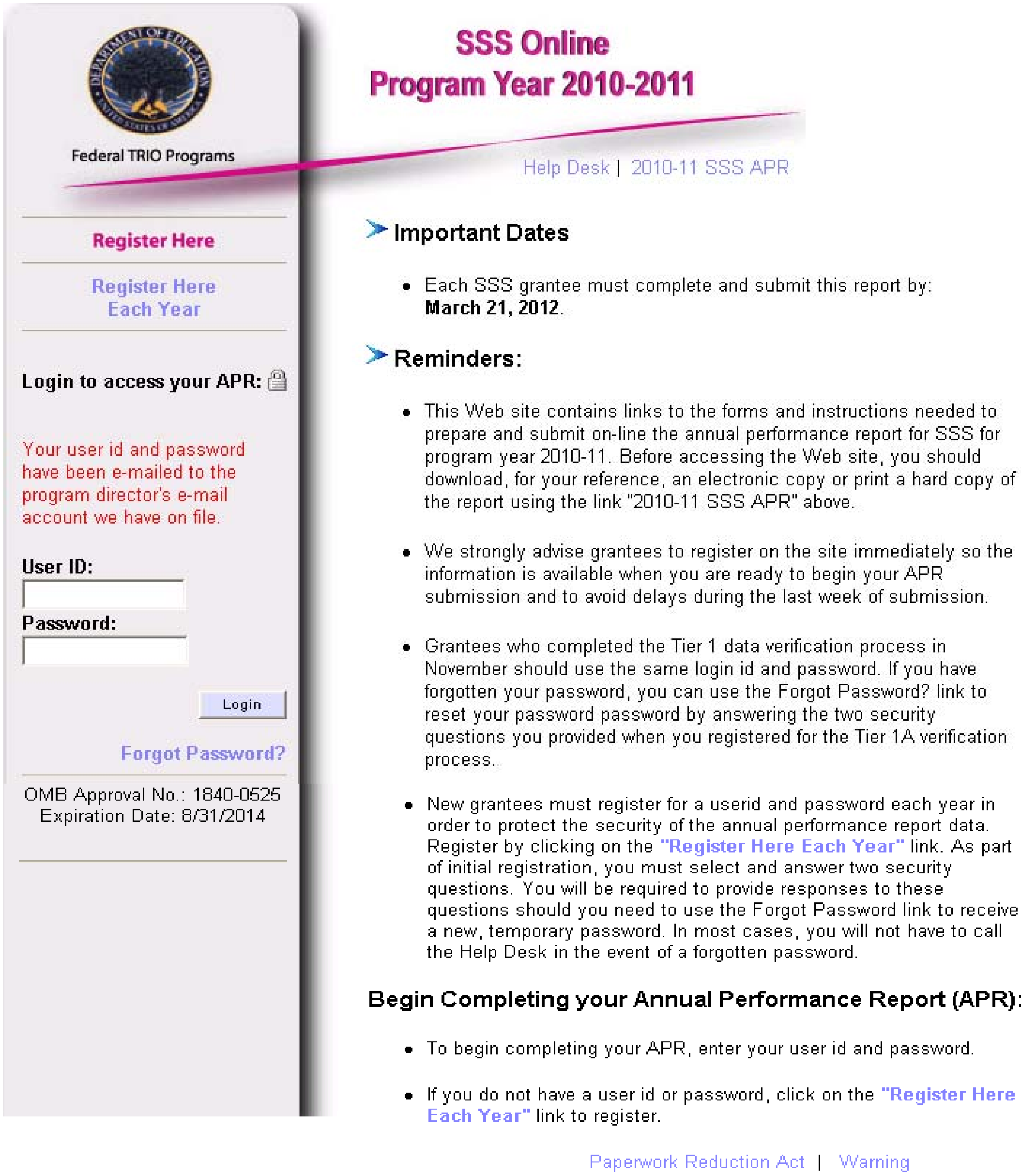
Upon receiving verification from the program officer, Help Desk staff will update the director's information in the system and notify the grantee to return to the site to register for a userid and temporary password.

To register, click on the *Register Here Each Year* link on the left-hand side of the index page of the SSS APR Web site. The **User Registration** page is shown below. Enter all of the requested information then click on the "***Submit***" button.



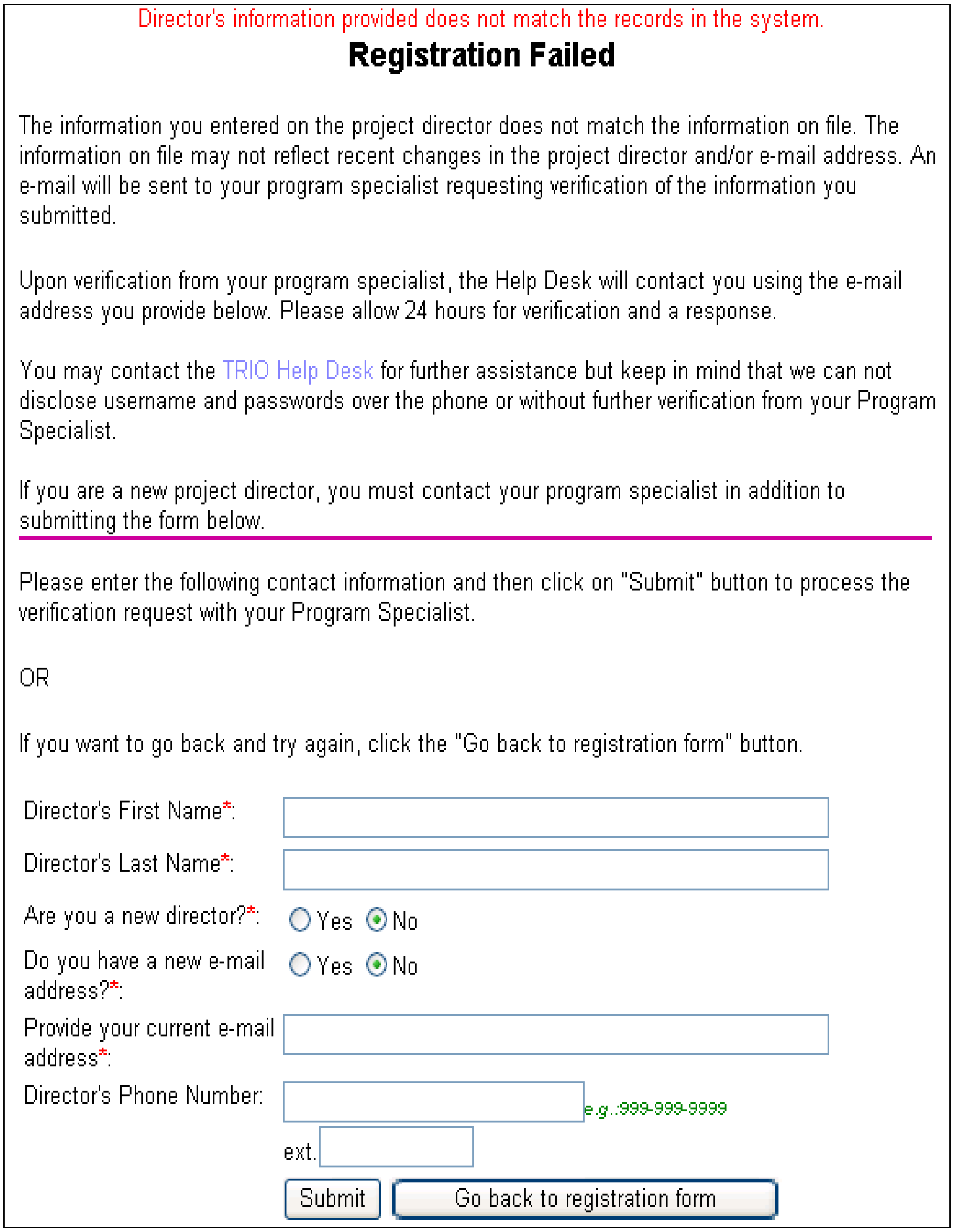
2.1 Successful Registration

If the director's information passes the validation process, the following screen displays, notifying you that the userid and temporary password have been sent to the director:



2.2 Unsuccessful Registration

If the information you provided does not pass the validations, the following screen displays:


Director's information provided does not match the records in the system.

Registration Failed

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the TRIO Help Desk for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

If you are a new project director, you must contact your program specialist in addition to submitting the form below.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:

Director's Last Name*:

Are you a new director?*: Yes No

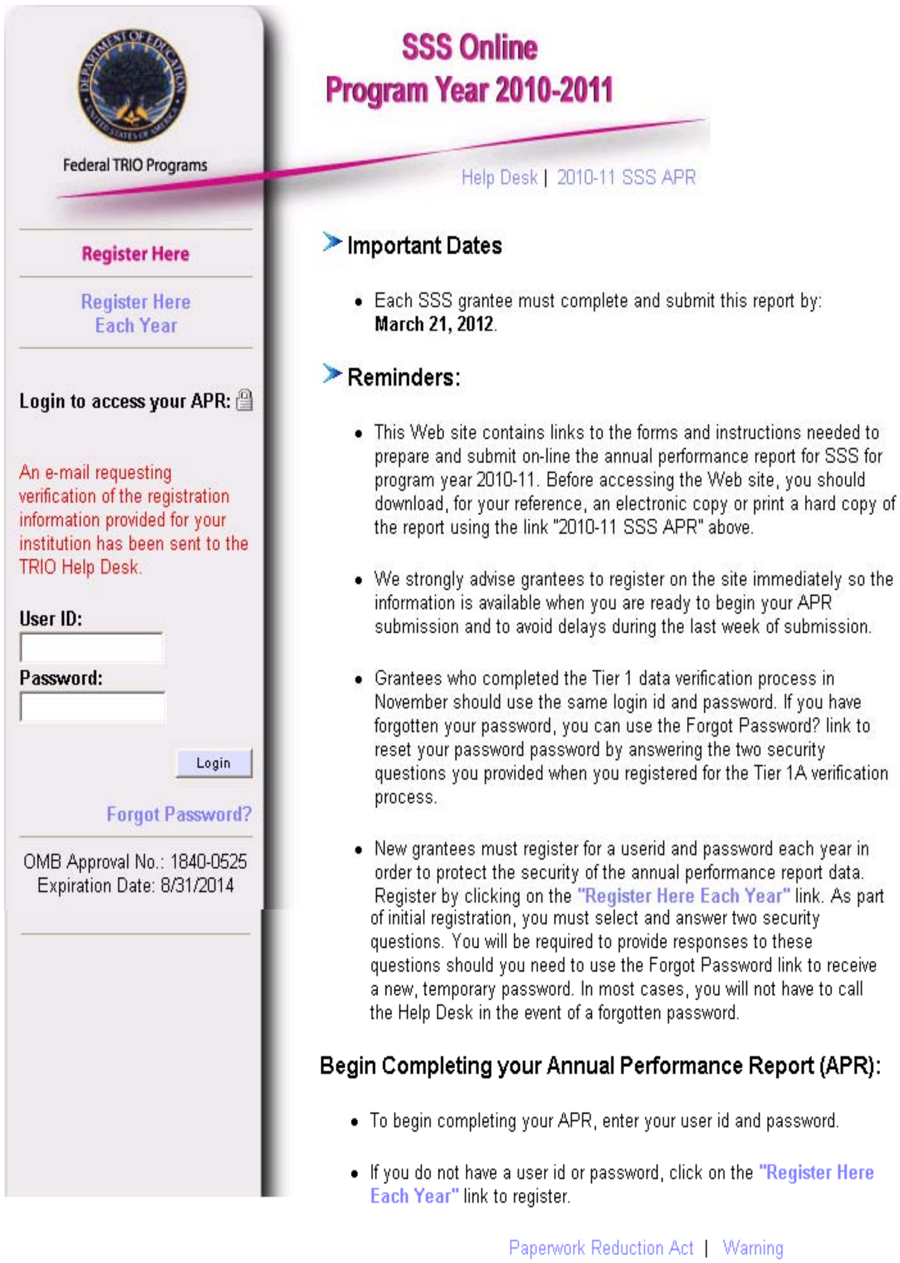
Do you have a new e-mail address?*: Yes No

Provide your current e-mail address*:

Director's Phone Number: e.g.:999-999-9999

ext.

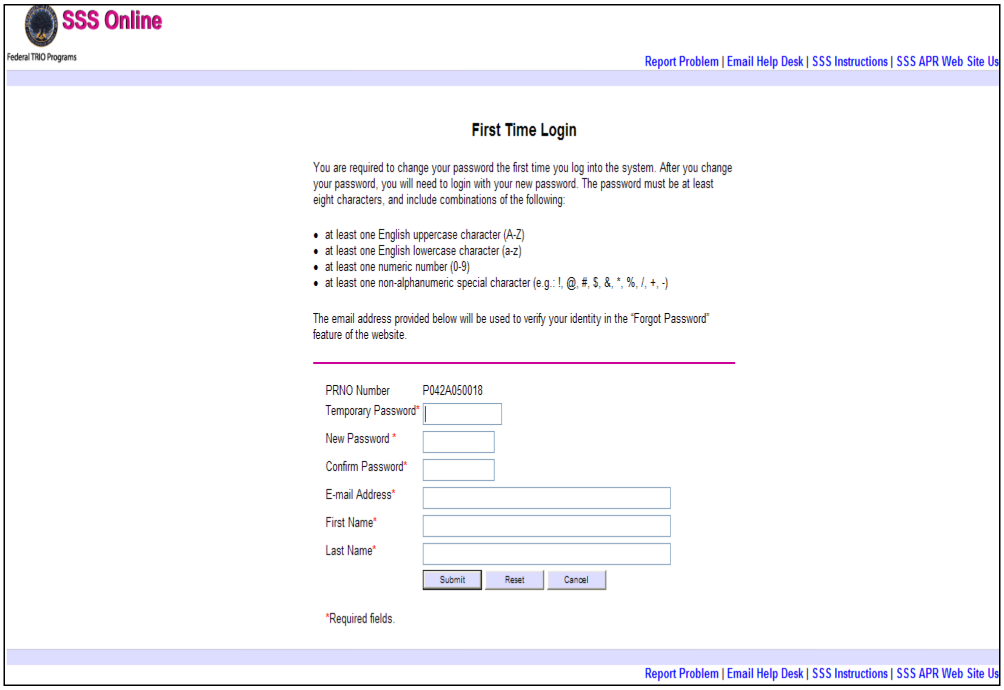
Submit | Go back to registration form



3 Logging in to the Site

3.1 First Time Login

After you receive the userid and temporary password, enter this information on the index page. You will be taken to the **First Time Login** page, which displays below:

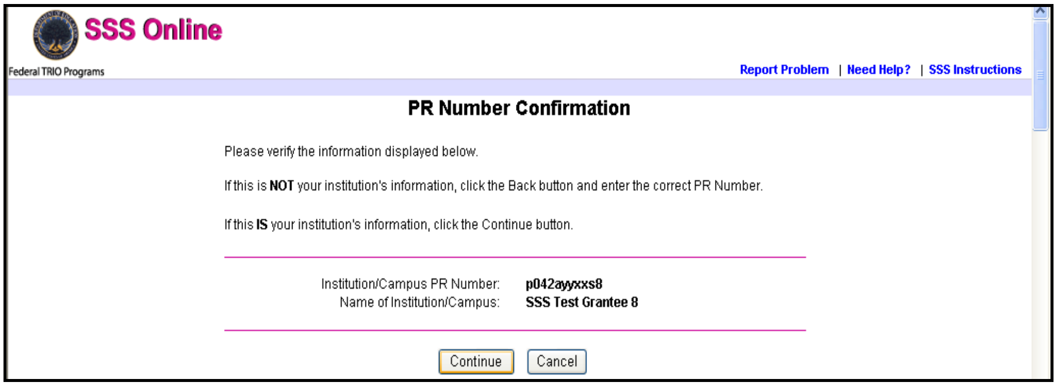


Enter the temporary password provided to you, then enter a new password. Any new password you enter must be at least eight characters, and include the special characters listed on the **First Time Login** page. Enter the new password once again, along with the other requested information, and click on the "***Submit***" button. You will be redirected to the index page, where you will enter the userid and the new password you selected. The screen will be displayed as follows:

If an incorrect userid and password combination are entered, you will be redirected to the index page and an error message will be displayed.

3.2 PR Number Confirmation

If the userid and password are entered successfully, the **PR Number Confirmation** page displays:



Verify that the PR number is correct. If it is not the correct PR number for your institution, click the "***Cancel***" button to log out and return to the index page. If it is correct, click on the "***Continue***" button.

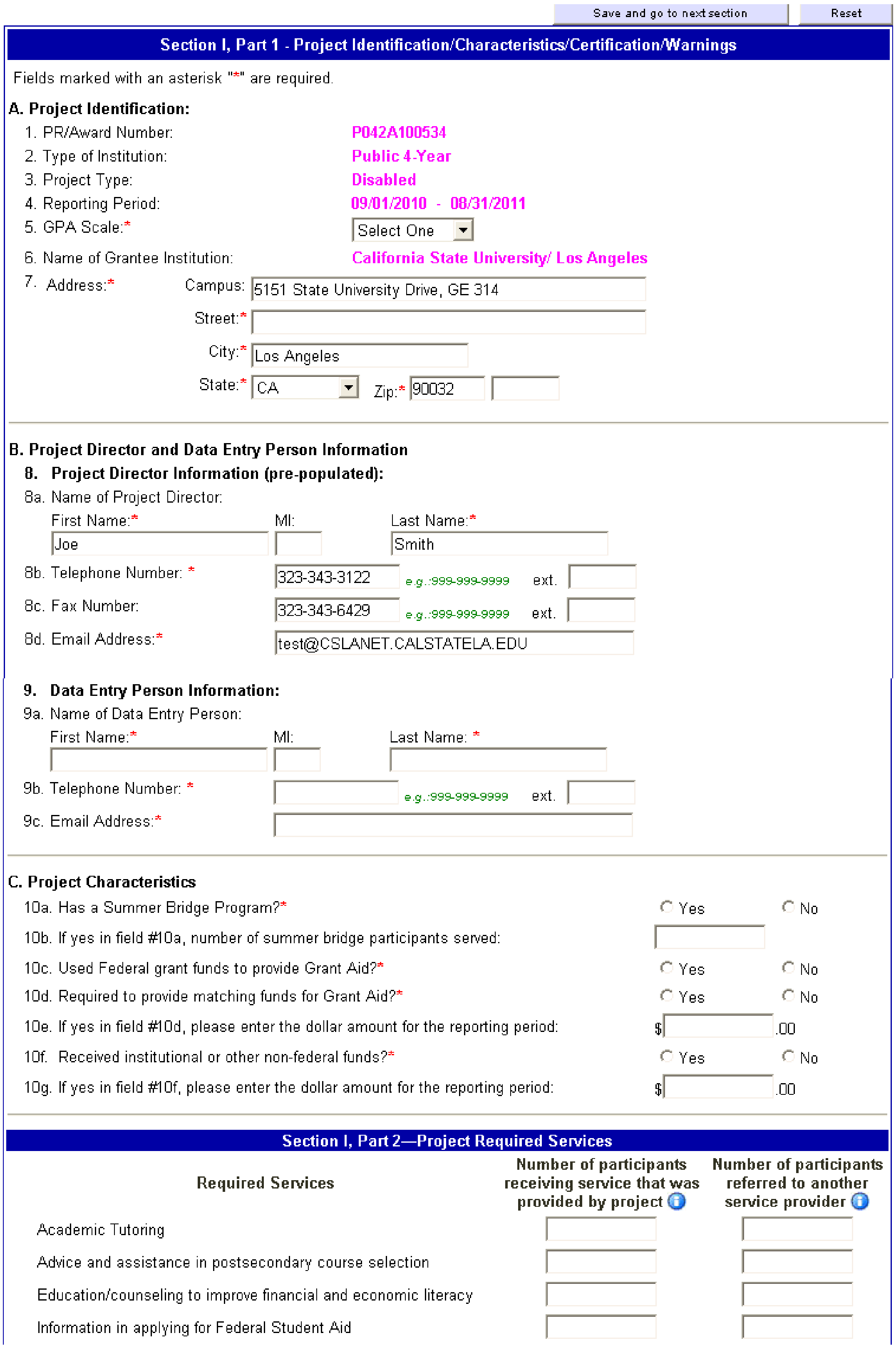
3.3 Forgot Password

If you forget your password after you have logged in and changed your password from the temporary one issued to you, you may click on the *Forgot Password?* hyperlink on the index page. Projects may now reset their password without having to call the TRIO Helpdesk for assistance. Upon registering, projects will be prompted to provide answers to two self-selected security questions. These security questions will need to be answered if a project forgets their password in order to have your password e-mailed to you. The following page displays:

Once you enter the information in the above screen and click ‘Submit’, the following screen appears. You have to enter the answers for the Security questions.

4 Navigating through the Site

Upon entering the site, the **Section I – Project Identification, Certification and Warning** page shown will be displayed:



Save and go to next section | Reset

Section I, Part 1 - Project Identification/Characteristics/Certification/Warnings

Fields marked with an asterisk "*" are required.

A. Project Identification:

1. PR/Award Number: P042A100534
2. Type of Institution: Public 4-Year
3. Project Type: Disabled
4. Reporting Period: 09/01/2010 - 08/31/2011
5. GPA Scale:* Select One
6. Name of Grantee Institution: California State University/ Los Angeles
7. Address:* Campus: 5151 State University Drive, GE 314
   Street:*
   City:* Los Angeles
   State:* CA Zip:* 90032

B. Project Director and Data Entry Person Information

8. Project Director Information (pre-populated):

8a. Name of Project Director:

First Name:* Joe MI: Last Name:* Smith

8b. Telephone Number: * 323-343-3122 e.g.:999-999-9999 ext.

8c. Fax Number: 323-343-6429 e.g.:999-999-9999 ext.

8d. Email Address:* test@CSLANET.CALSTATELA.EDU

9. Data Entry Person Information:

9a. Name of Data Entry Person:

First Name:* MI: Last Name: *

9b. Telephone Number: * e.g.:999-999-9999 ext.

9c. Email Address:*

C. Project Characteristics

10a. Has a Summer Bridge Program?* Yes No

10b. If yes in field #10a, number of summer bridge participants served:

10c. Used Federal grant funds to provide Grant Aid?* Yes No

10d. Required to provide matching funds for Grant Aid?* Yes No

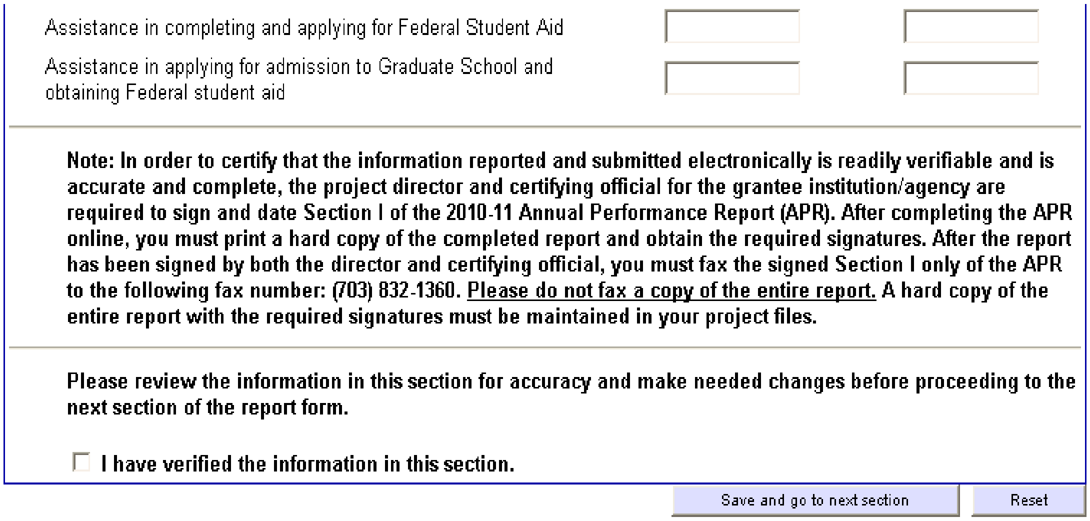
10e. If yes in field #10d, please enter the dollar amount for the reporting period: $ .00

10f. Received institutional or other non-federal funds?* Yes No

10g. If yes in field #10f, please enter the dollar amount for the reporting period: $ .00

Section I, Part 2—Project Required Services

Required Services	Number of participants receiving service that was provided by project	Number of participants referred to another service provider
Academic Tutoring		
Advice and assistance in postsecondary course selection		
Education/counseling to improve financial and economic literacy		
Information in applying for Federal Student Aid		


Assistance in completing and applying for Federal Student Aid

Assistance in applying for admission to Graduate School and obtaining Federal student aid

Note: In order to certify that the information reported and submitted electronically is readily verifiable and is accurate and complete, the project director and certifying official for the grantee institution/agency are required to sign and date Section I of the 2010-11 Annual Performance Report (APR). After completing the APR online, you must print a hard copy of the completed report and obtain the required signatures. After the report has been signed by both the director and certifying official, you must fax the signed Section I only of the APR to the following fax number: (703) 832-1360. Please do not fax a copy of the entire report. A hard copy of the entire report with the required signatures must be maintained in your project files.

Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.

☐ **I have verified the information in this section.**

Save and go to next section | Reset

To navigate between sections I, II, Standardized Objectives Report or the Review and Submit of the APR, click on the individual tabs at the top of the screen titled accordingly. The section name highlighted in ***light blue*** is the current Section. All other sections will have a ***dark blue*** background.

The grantee's PR/Award number and name are displayed on the upper left side of the screen.

On the upper right-hand side of the screen are five hyperlinks:

- The **Report Problem** link allows grantees to report a specific problem with the site to the Help Desk;
- The **E-mail Help Desk** allows grantees to generate an e-mail message to the Help Desk requesting assistance;
- The **SSS Instructions** link takes grantees to the Department of Education (ED) site's Student Support Services page where the APR instructions and participant record structure can be found.
- The **SSS APR Web Site User Guide** allows the grantees to download a copy of the user guide.
- The **Log Out** link logs the grantee off the application and returns to the index page.

These links are also provided at the bottom of the screen, as are the Section tabs.

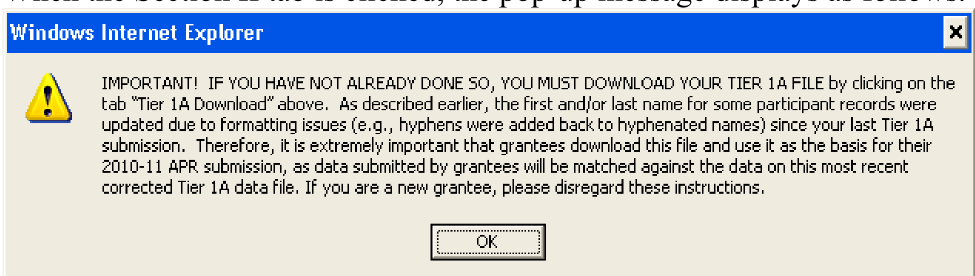
Once you have completed a section, click on the "***Save and go to the next section***" button. All sections have validation edits for certain fields that will prevent users from submitting their file if a response is not provided.

The "***Reset***" button will erase any unsaved values entered.

5 Section II – Record Structure for Participants

The SSS Online Data Collection Tool assists grantees in submitting the required information on current and prior participants served during the project year. To access Section II, click on the *Section II* tab at the top of the screen to go to the main screen.

When the Section II tab is clicked, the pop-up message displays as follows.

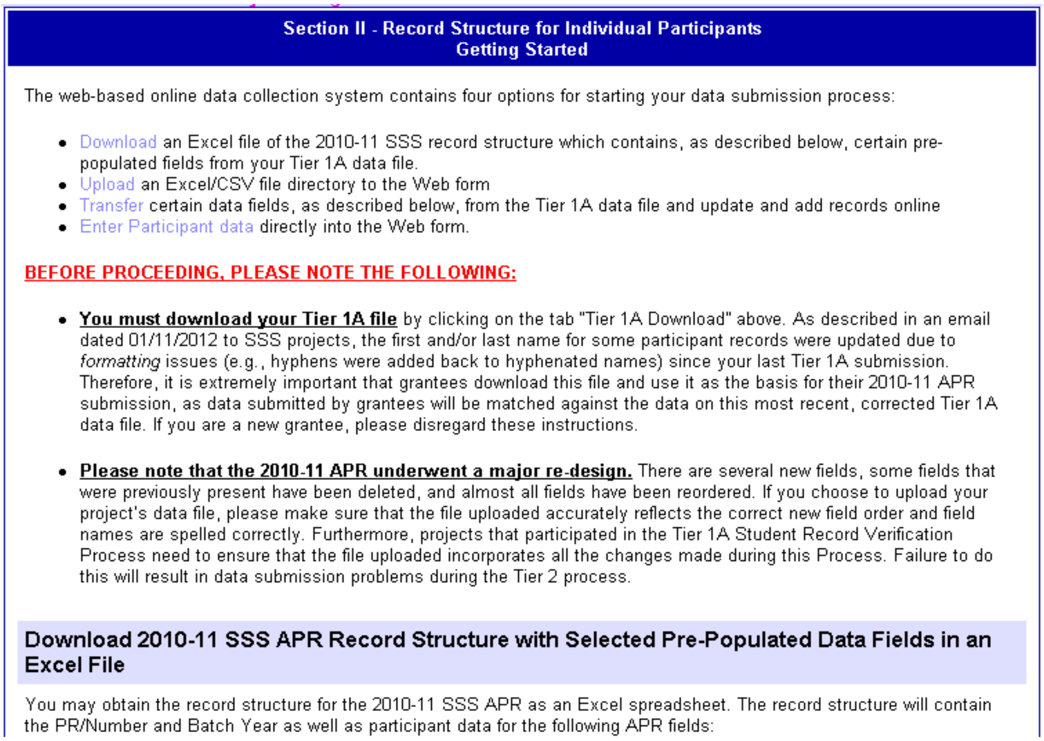


Grantees should have both the SSS APR instructions and the Record Structure document in front of them before beginning this section. Both documents are available via the hyperlinks (in blue) on the **Section II** page.

5.1 Getting Started with Section II

- Click on the "***Getting Started***" button to begin or continue with the participant data collection process.

The Section II – Record Structure for Individual Participants Getting Started screen displays:



Section II - Record Structure for Individual Participants
Getting Started

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2010-11 SSS record structure which contains, as described below, certain pre-populated fields from your Tier 1A data file.
- Upload an Excel/CSV file directory to the Web form
- Transfer certain data fields, as described below, from the Tier 1A data file and update and add records online
- Enter Participant data directly into the Web form.

BEFORE PROCEEDING, PLEASE NOTE THE FOLLOWING:

- **You must download your Tier 1A file** by clicking on the tab "Tier 1A Download" above. As described in an email dated 01/11/2012 to SSS projects, the first and/or last name for some participant records were updated due to *formatting* issues (e.g., hyphens were added back to hyphenated names) since your last Tier 1A submission. Therefore, it is extremely important that grantees download this file and use it as the basis for their 2010-11 APR submission, as data submitted by grantees will be matched against the data on this most recent, corrected Tier 1A data file. If you are a new grantee, please disregard these instructions.

- **Please note that the 2010-11 APR underwent a major re-design.** There are several new fields, some fields that were previously present have been deleted, and almost all fields have been reordered. If you choose to upload your project's data file, please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly. Furthermore, projects that participated in the Tier 1A Student Record Verification Process need to ensure that the file uploaded incorporates all the changes made during this Process. Failure to do this will result in data submission problems during the Tier 2 process.

Download 2010-11 SSS APR Record Structure with Selected Pre-Populated Data Fields in an Excel File

You may obtain the record structure for the 2010-11 SSS APR as an Excel spreadsheet. The record structure will contain the PR/Number and Batch Year as well as participant data for the following APR fields:

- SSN, APR field #3
- LastNM, APR field #4
- FirstNM, APR field #5
- DOB, APR field #7
- FirstServEnrollCD, APR field #20
- StuCohortYR, APR field #21

In addition, to the fields above, the last columns of this data file beginning with "Add_Record_to_201011" will contain flags that indicate which records required corrections during the Tier 1A student verification process and/or were flagged as missing from your 2009-10 APR file. A "Yes" indicates that the record required a correction and/or was flagged; therefore, you can use this information to more easily identify which records should have been corrected and/or added back to your 2010-11 APR file.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with **"csv"** extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

By clicking on the "Download Data" button the system will generate the participants' data file from Tier 1A data file and this screen will be refreshed to show a link to this data file.

Download Data

Please note: Tier 1A data file is not available for new grantees, however, the system can provide an Excel spreadsheet template with column headers.

Upload an Excel File to the Web Data Entry Form

Prior to uploading your file, verify that (1) the file has the correct number and sequence of fields and that the correct additions/deletions of fields were made as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 36 columns) and (2) with the exception of new participants, the records contained in the file you upload should be identical to those that are in the Tier 1A file. That is, the participants' First and Last Name, DOB, SSN, and Student Cohort Year in the file you are uploading (2010-11 APR file) must be the same as those that appear in the Tier 1A file.

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload [ ] Browse...

Upload File

What is a CSV file?

Transfer Selected Data Fields from the Tier 1A File to the Web Form

To transfer the data submitted during the Tier 1A Student Record Verification Process for online data entry, click the "Transfer Data" button.

Transferring the Tier 1A data will populate the following fields for an individual record:

- first name,
- last name,
- date of birth,
- Social Security Number,
- student cohort year, and
- enrollment status (in academic year first served).

Projects will be responsible for entering the data for all other fields. In addition, choosing this option will also transfer those records that your project was asked to add back to your project's records during the Tier 1A Student Record Verification Process, if applicable.

Transfer Data

Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the Tier 1A file. If you are a newly funded project, please disregard these instructions.

Add New

There are four options for starting the data submission process for Section II:

- **Download**
- **Upload**
- **Transfer**
- **Enter student data directly into the Web form**

In previous years, the "download" and "transfer" functionalities used the previous reporting year's data; that is, projects would be able to download an Excel file of last year's APR file or transfer last year's APR file into the Web form. However, with the 2010-11 APR submission, projects will be downloading and/or transferring an Excel file containing the record structure for the 2010-11 SSS APR. If you choose the "download" or "transfer" feature the PR Number and Batch Year as well as the Tier 1A participant data for the following APR fields will be displayed:

- SSN, APR field #3
- LastNM, APR field #4
- FirstNM , APR field #5
- DOB, APR field #7
- FirstServEnrollCD, APR field #20
- StuCohortYR,, APR field #21

Grantees should download the Tier 1A file by clicking on the tab "Tier 1A Download". As described in an email dated 01/11/2012 to SSS projects, the first and/or last name for some participant records were updated due to *formatting* issues (e.g., hyphens were added back to hyphenated names) since your last Tier 1A submission. Therefore, it is extremely important that grantees download this file and use it as the basis for their 2010-11 APR submission, as data submitted by grantees will be matched against the data on this most recent, corrected Tier 1A data file. New grantees can disregard these instructions.

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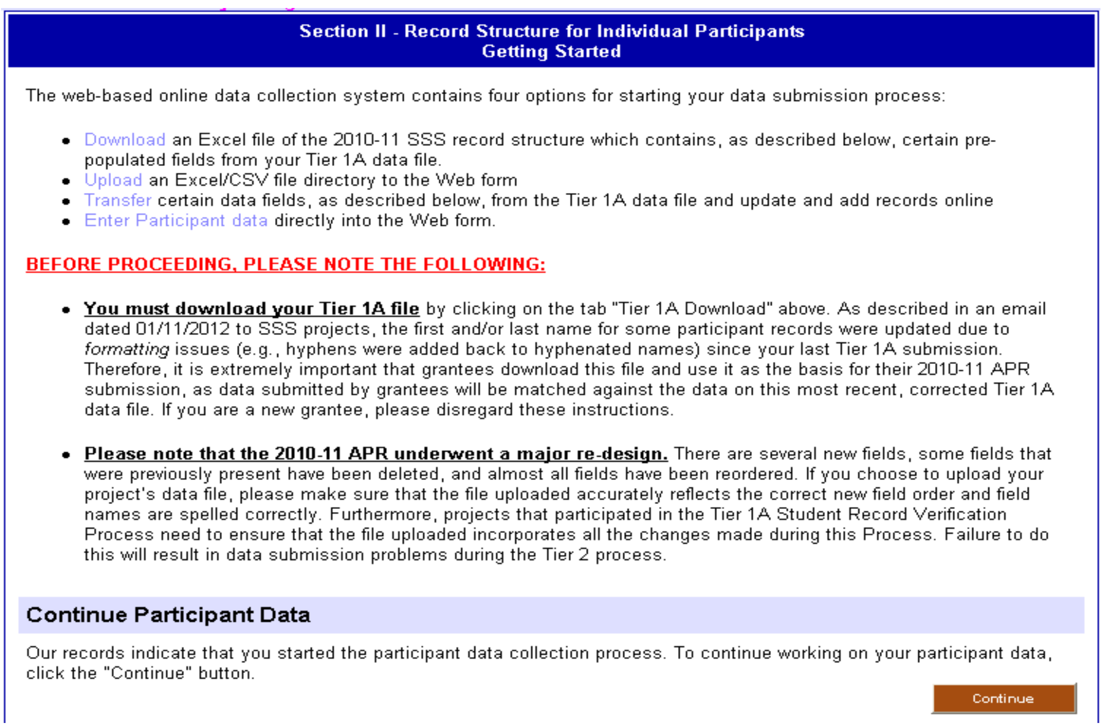
Once the file has been downloaded, you will then need to update the prior year's data and if required add records for new participants. After revising the file, you will then return to the Web site and upload it as an Excel spreadsheet or CSV file.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly to the Web form for updating or entering the participant data directly into the Web form.

5.1.1 Continue Participant Data

The system detects whether you have already begun the data collection process and provides you with the additional option to ***Continue***. If this is the case, after clicking on the "***Getting Started***" button on the main Section II page, you have the option of continuing with your data, or you can use any of the other options (e.g., download, upload, etc.) available. Please note that the ***Continue*** option only appears after logging back in, that is, after initially beginning work on the data and logging out of the system.

Please see below for a sample screen showing the ***Continue*** option:


Section II - Record Structure for Individual Participants
Getting Started

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2010-11 SSS record structure which contains, as described below, certain pre-populated fields from your Tier 1A data file.
- Upload an Excel/CSV file directory to the Web form
- Transfer certain data fields, as described below, from the Tier 1A data file and update and add records online
- Enter Participant data directly into the Web form.

BEFORE PROCEEDING, PLEASE NOTE THE FOLLOWING:

- **You must download your Tier 1A file** by clicking on the tab "Tier 1A Download" above. As described in an email dated 01/11/2012 to SSS projects, the first and/or last name for some participant records were updated due to *formatting* issues (e.g., hyphens were added back to hyphenated names) since your last Tier 1A submission. Therefore, it is extremely important that grantees download this file and use it as the basis for their 2010-11 APR submission, as data submitted by grantees will be matched against the data on this most recent, corrected Tier 1A data file. If you are a new grantee, please disregard these instructions.

- **Please note that the 2010-11 APR underwent a major re-design.** There are several new fields, some fields that were previously present have been deleted, and almost all fields have been reordered. If you choose to upload your project's data file, please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly. Furthermore, projects that participated in the Tier 1A Student Record Verification Process need to ensure that the file uploaded incorporates all the changes made during this Process. Failure to do this will result in data submission problems during the Tier 2 process.

Continue Participant Data

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

Download 2010-11 SSS APR Record Structure with Selected Pre-Populated Data Fields in an Excel File

You may obtain the record structure for the 2010-11 SSS APR as an Excel spreadsheet. The record structure will contain the PR/Number and Batch Year as well as participant data for the following APR fields:

- SSN, APR field #3
- LastNM, APR field #4
- FirstNM, APR field #5
- DOB, APR field #7
- FirstServEnrollCD, APR field #20
- StuCohortYR, APR field #21

In addition, to the fields above, the last columns of this data file beginning with "Add_Record_to_201011" will contain flags that indicate which records required corrections during the Tier 1A student verification process and/or were flagged as missing from your 2009-10 APR file. A "Yes" indicates that the record required a correction and/or was flagged; therefore, you can use this information to more easily identify which records should have been corrected and/or added back to your 2010-11 APR file.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with **"csv"** extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

The download file for your grantee has been generated in our system. Please click on the file name to open the file or right click on it to save the file on your PC.

P042A060011.xlsx

Please note: Tier 1A data file is not available for new grantees, however, the system can provide an Excel spreadsheet template with column headers.

Upload an Excel File to the Web Data Entry Form

Prior to uploading your file, verify that (1) the file has the correct number and sequence of fields and that the correct additions/deletions of fields were made as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 36 columns) and (2) with the exception of new participants, the records contained in the file you upload should be identical to those that are in the Tier 1A file. That is, the participants' First and Last Name, DOB, SSN, and Student Cohort Year in the file you are uploading (2010-11 APR file) must be the same as those that appear in the Tier 1A file.

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload [ ] Browse...

Upload File

What is a CSV file?

Transfer Selected Data Fields from the Tier 1A File to the Web Form

To transfer the data submitted during the Tier 1A Student Record Verification Process for online data entry, click the "Transfer Data" button.

Transferring the Tier 1A data will populate the following fields for an individual record:

- first name,
- last name,
- date of birth,
- Social Security Number,
- student cohort year, and
- enrollment status (in academic year first served).

Projects will be responsible for entering the data for all other fields. In addition, choosing this option will also transfer those records that your project was asked to add back to your project's records during the Tier 1A Student Record Verification Process, if applicable.

Transfer Data

Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the Tier 1A file. If you are a newly funded project, please disregard these instructions.

Add New

To continue working on your participant file, click on the "***Continue***" button to proceed to the **Section II - Record Structure for Individual Participants Review Participant List and Data Error Report (Table View)** screen. See *Section 5.2* of this document for further information on this screen.

5.1.2 Download Last Year's Data to an Excel File

This option allows you to download last year's data as an Excel file for updating offline -- either as an Excel file or by importing into an existing database application (e.g., ACCESS). This file will only include the following fields for 2010-11 APR –

- SSN, APR field #3
- LastNM, APR field #4
- FirstNM, APR field #5
- DOB, APR field #7
- FirstServEnrollCD, APR field #20
- StuCohortYR, APR field #21

In addition, to the fields above, the last columns of this data file beginning with "Add_Record_to_201011" will contain flags that indicate which records required corrections during the Tier 1A student verification process and/or were flagged as missing from your 2009-10 APR file. A "Yes" indicates that the record required a correction and/or was flagged; therefore, you can use this information to more easily identify which records should have been corrected and/or added back to your 2010-11 APR file.

Grantees that did not submit an APR for 2009-10 or who did not go through Tier 1A process, can download an Excel spreadsheet template with column headers.

To download the data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9.xlsx*) will appear on the screen. To open the file, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.

You can then open the file on your desktop using Excel and update the data. Once you have updated the information, return to this page and select the "Upload" option to continue with the APR submission. Alternatively, you can click on the file name hyperlink to open it, and then save it to your desktop.

5.1.3 Upload an Excel File to the Web Data Entry Form

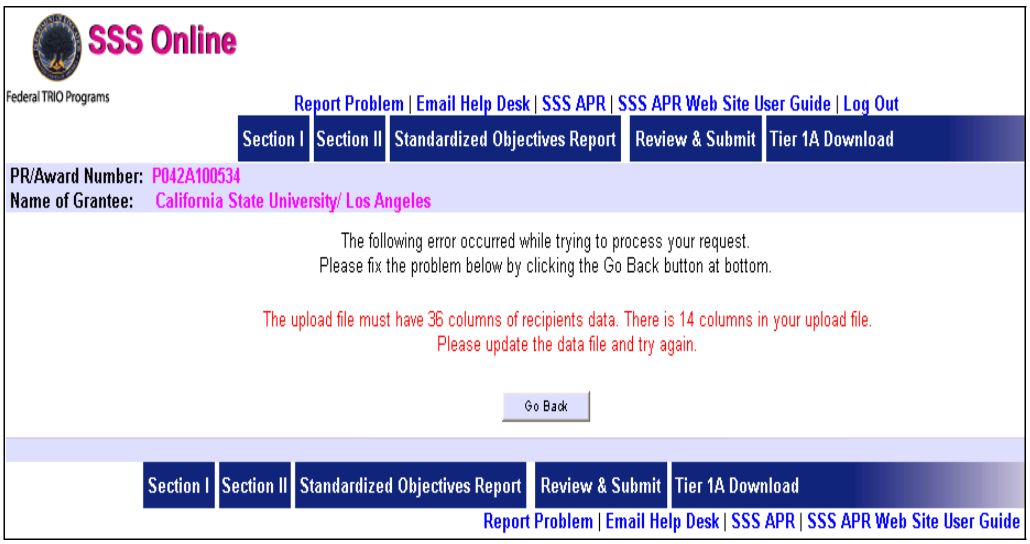
This option allows you to upload the 2010-11 file in an Excel spreadsheet format or as a CSV file. A CSV file is a comma delimited text file in which each field is separated by a comma. Most databases can covert a file to either CSV format or as an Excel spreadsheet. Instructions for creating a CSV file are available via the *What is a CSV file?* hyperlink on the page.

Grantees that downloaded Tier 1A file will use this option to **upload** the revised file. New grantees that prepared their own spreadsheet, or used their own database application, will also use this option to upload their file.

To upload a file, use the "***Browse***" button to select the location (on your desktop) of the file you want to upload. This function works like the File-Open command used when opening a Microsoft Office document. After selecting the file to upload, click on the "***Open***" button. The file name and path will be displayed on the screen. Click on the "***Upload File***" button to proceed.

An uploaded Excel file should contain all 36 fields required by the APR, in the order specified. Although the records contained in the file you upload should be identical to those that are in the Tier 1A file. That is, the participants' First and Last Name, DOB, SSN, and Student Cohort Year in the file you are uploading (2010-11 APR file) must be the same as those that appear in the Tier 1A file. New grantees should follow the order specified with the column names as outlined on the record structure document. **Please note** some additions/deletions of fields were made in 2010-11 APR. If the file you uploaded meets these requirements, you will proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information on this screen.

If your file does not meet these requirements, a screen displays, similar to the following, outlining where the problems with your file occurred:



Click on the "***Go Back***" button to return to the **Getting Started** screen. You must correct any errors displayed on this screen before proceeding. Return to your spreadsheet (or other application) and correct any errors, then return to the **Section II – Getting Started** screen to continue with the upload process.

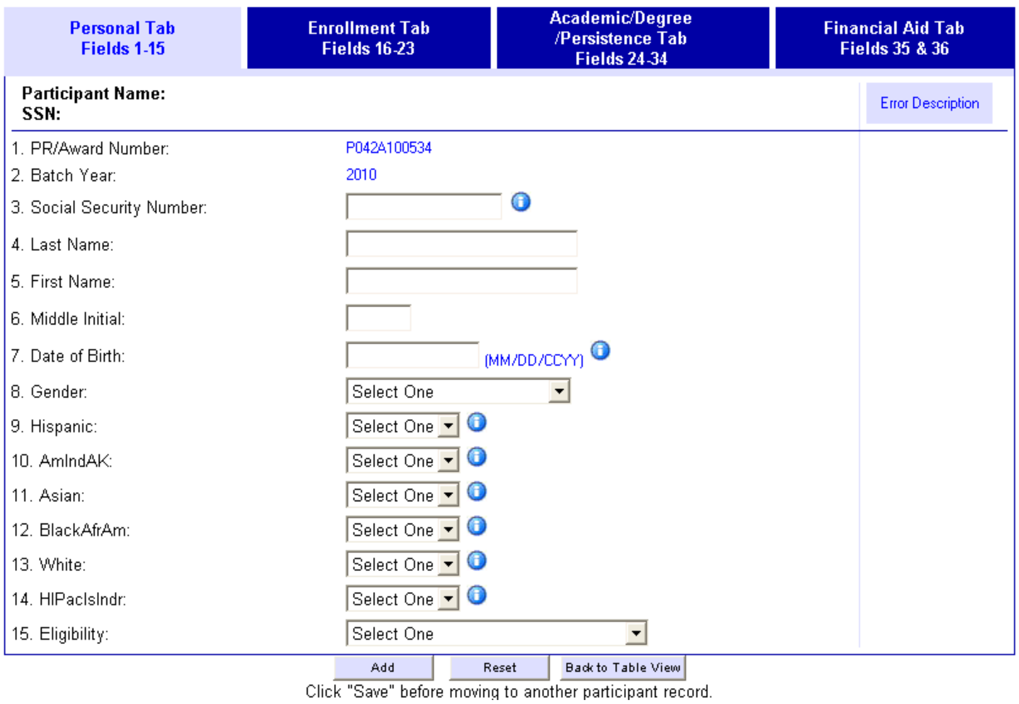
5.1.4 Transfer Last Year's Data to the Web Data Form

In 2010-11 APR, this option is applicable for grantees who went through Tier 1A process. The data that is submitted during the Tier 1A Student Record Verification Process is transferred by clicking the 'Transfer Data' button. Only the data for some fields will be transferred and the projects are responsible for entering the data for all the other fields.

Click on the "***Transfer Data***" button to proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information about his screen.

5.1.5 Enter New Participant Data

This option allows you to enter participant data directly on the Web form. Click on the "***Add New***" button to proceed to the Web form as shown below. The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the Tier 1A file. If you are a newly funded project, please disregard these instructions.



Personal Tab Fields 1-15 | Enrollment Tab Fields 16-23 | Academic/Degree /Persistence Tab Fields 24-34 | Financial Aid Tab Fields 35 & 36

Participant Name:
SSN:

Error Description

1. PR/Award Number: P042A100534
2. Batch Year: 2010
3. Social Security Number:
4. Last Name:
5. First Name:
6. Middle Initial:
7. Date of Birth: (MM/DD/CCYY)
8. Gender: Select One
9. Hispanic: Select One
10. AmIndAK: Select One
11. Asian: Select One
12. BlackAfrAm: Select One
13. White: Select One
14. HIPacIslndr: Select One
15. Eligibility: Select One

Add | Reset | Back to Table View

Click "Save" before moving to another participant record.

See *Section 5.3* below for further information about this screen.

5.2 Review Participant List and Data Error Report (Table View) Screen

Grantees who selected the ***Continue***, ***Upload***, or ***Transfer*** options on the **Getting Started** screen will proceed to the **Table View** screen shown below. This screen lists the participants in the file, the total number of participants in the file, any formatting or value errors, any data validation errors, and provides a printable report of those errors.

Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

First Name	Last Name	SSN

Search

Display all Students

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

SSN for all student records are blank.

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Printable version - Participant List Report

Table View - Total Number of Participants: 264

Last Name	First Name	SSN	Invalid Format / Value Error	Data Validation Error	Message	Record Number	Delete
	Wilson		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			137	✗
	Carl		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			138	✗
	Clayton		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			203	✗
	Tamara		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			150	✗
	Michelle		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			122	✗
	JON		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			259	✗
	JEFFREY		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			152	✗
	Craig		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			151	✗
	KATHY		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			238	✗
	KODI		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			199	✗
	Richard		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			198	✗
	SHAD		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			200	✗
	JOSHUA		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			201	✗
	Talonna		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			36	✗
	Casey		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			50	✗
	Josh		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			75	✗
	Kenneth		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			153	✗
	Marcella		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			139	✗
	ONNA		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			228	✗
	Clarissa		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			229	✗
	SHONDELL		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			230	✗
	Clinton		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			140	✗
	Seebistoowoo		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			123	✗
	Cori		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			76	✗
	Shalia		8,15,16,17,18,19,22,23,24,26,27,28,29,30,31,32,33,34			132	✗

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Add Participant

If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

Download Participant Data

Navigational Instructions and Data Error Information

Search for Participant Record

Use the search feature to search for a participant by first name, last name and/or SSN. To return to the Table View (list of all students), click on the **Display all Students** button.

Tier 1A Download Tab

- As a reminder, projects that participated in the Tier 1A Student Record Verification Process (i.e., previously funded projects) may download their Tier 1A data by clicking on the "Tier 1A Download" tab. This file reflects all of the changes projects confirmed during the Tier 1A process as well as updates that were made by ED due to formatting issues to the participant's first and/or last name (e.g., the deletion hyphens) . Note that this file will contain the correct format (e.g., hyphens, spaces, periods, etc) as provided by the project.
- To facilitate in the reporting of program outcomes as it relates to the completion objective, the Tier 1A Download file also contains, in addition to student identifier and student cohort year data, the following information:
  1. FirstServEnrollCD , APR field #20.
  2. BA_Degree (for 4-year institutions)
  3. AA_Degree (for 2-year institutions)
  4. Certificate (for 2-year institutions)
  5. Transferred2to4 (for 2-year institutions)
  6. DOUD, APR field #32—Date degree/certificate was received
- A "Yes" indicates the student received a degree/certificate or transferred in a previous reporting period, whereas a "blank" means that the project has not reported the student as having received a degree/certificate or transferred.
- In addition to the fields above, the last columns of this data file beginning with "Add_Record_to_201011" will contain flags that indicate which records required corrections during the Tier 1A student verification process and/or were flagged as missing from your 2009-10 APR file. A "Yes" indicates that the record required a correction and/or was flagged; therefore, you can use this information to more easily identify which records should have been corrected and/or added back to your 2010-11 APR file.

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records).
- You may click on the "printable version" hyperlink to print the complete participant list to view which records have data error(s).
- You may also sort on "Invalid Format/Value Error or Data Validation Error" by clicking on the column title hyperlinks.

Or you may edit the data directly on the Web application:

1. You may click the Last Name hyperlink to edit participant data or correct data errors.
2. You may click the "X" image in the "Delete" column to delete a participant data record.
3. You may click the "Add Participant" button to add a new participant data record.
4. You may sort by Last Name, Invalid Format/Value Error, Data Validation Error, Message, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation error (Message). You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II—Record Structure for Participant List of the APR. To correct these types of errors online, click on the Last Name hyperlink to view an individual record and then enter a valid format/value in the identified data field(s).
- A data validation error identifies conflicting data provided in two or more data fields. By clicking on the Last Name hyperlink to view the individual record, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error (Message) is similar to data validation error, but the system does not require you to correct the error before APR submission. However, for data quality purposes, it is strongly recommended that error is resolved.

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

Back to Top

Twenty-five records display on each screen. To view additional students, click on the *Prev* or *Next* links on the right corner of the screen.

The **Table View** screen is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only columns by which you may not sort are First Name.

To view a participant's record, click on the *Last Name* hyperlink. This will direct you to the Web form where you can begin to either enter new information or update the participant record.

To delete a participant record, in the Table View screen, click on the “” image in the “Delete” column for that participant.

To delete a participant record from the individual participant screen (web form), click on the “Delete” button located next to the SAVE button on the bottom of the screen.

To add a participant record in the Table View screen, click on the “***Add Participant***” button at the bottom of the screen. This will direct you to the Web form where you can begin to enter information for the participant. See *Section 6.3* of this document for further instructions about the participant data Web form.

To search a participant by last name, first name or SSN, enter the name/SSN and click on ‘Search’ button. If you want to see all the students on the screen, click on ‘Display all Students’ button.

To generate a printable report of the errors on the file, click on the *Printable Version – Participant List Report* link on the right side of the screen.

The screen displays three types of errors: (1) invalid data format/values; (2) data validation errors; and (3) soft check validation errors (Message). With the exception of the soft check validation errors, you must correct invalid data format/values and data validation errors before you will be able to submit the APR. The number in the column represents the field that contains the error.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the “Valid Field Content” options provided in column 4 of Section III of the APR. To correct these types of errors online, you may click on the *Last Name* hyperlink and then enter a valid option or text, if applicable, in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the *Last Name* hyperlink, you will see an error message that explains the error. This message will appear in red below the participant’s SSN. You may then correct the data online.
- A soft check validation error represents validations that should be checked for accuracy; the data, however, may be correct. If correct, the data would not need to be changed.

If there are a large number of participant records with errors, grantees can correct the data offline and upload a corrected file. To obtain a download of the file, which will contain any updates the grantee has entered, click on the “***Download Participant Data***” button under the participant list. After editing the data offline, grantees should return to the **Section II – Getting Started** screen to upload the revised file. See *Section 5.1.3* for further instructions on uploading a file.

Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* hyperlink at the top of the page. This link will provide you with valuable information about navigating the site.

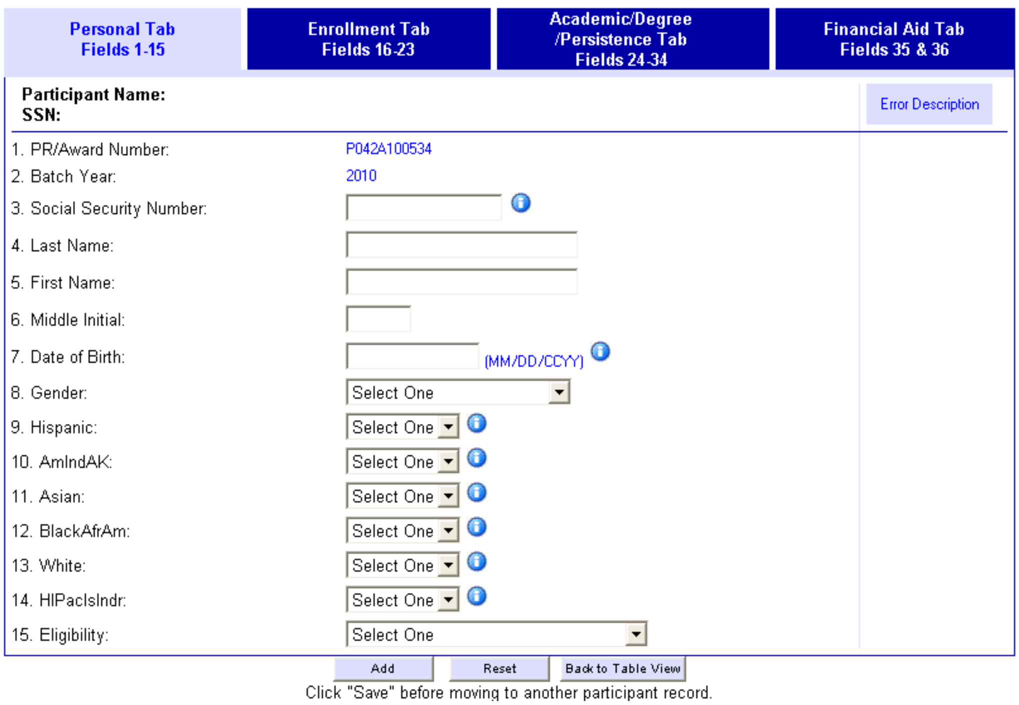
Grantees can click on the *Back to Top* hyperlink to return to the top of the page and edit participant records.

5.3 Web Data Entry Screen

Grantees can access the Web data entry screen by:

- Selecting "Add New" on the **Section II - Getting Started** screen.
- Clicking on the *Last Name* hyperlink for a participant (on the **Table View** screen).

The screen is shown below.



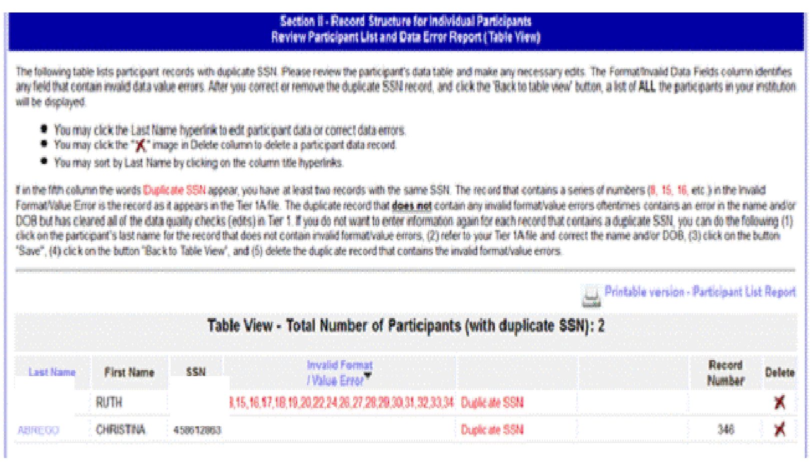
Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* link at the top of the page. This link will provide you with valuable information about navigating the screens.

The participant data has been divided into four sections/tabs - *Personal*, *Enrollment*, *Academic/Degree/Persistence* and *Financial*. The Web form displays the participant's name and social security number, if provided, on the left side of the screen, below the tabs. The current screen is highlighted in light blue, while the other sections remain dark blue.

- To navigate through the sections and view the data provided in each section, click on the *Personal, Enrollment, Academic/Degree/Persistence*, or *Financial* tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g., Last Name).
- To save changes, click on the "***Save***" button or click on another tab.
- To delete a record, click on the "***Delete***" button.
- To reset the data after making changes, without saving, click on the "***Reset***" button.
- To go to another participant's record, click on the *Next* or *Previous* link.
- To return to the **Table View** screen, click on the "***Back to Table View***" button at the bottom of the screen.

5.3.1 Duplicate Social Security Numbers (SSN)

If the system determines there are duplicate social security numbers in the file, a screen similar to the one below will be displayed. You will be required to fix the error before returning to the **Table View** screen.

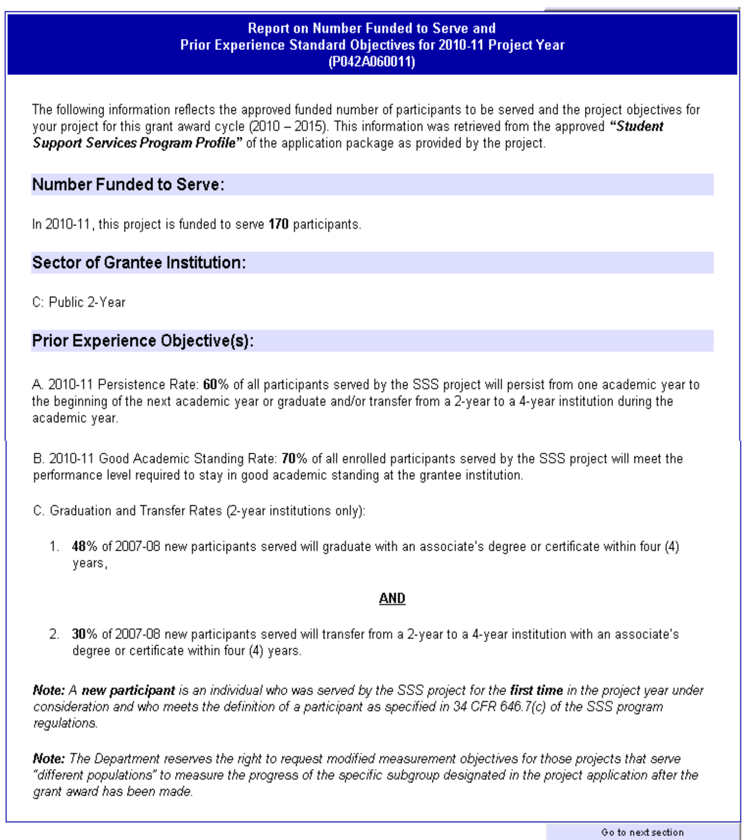


To change the SSN for a participant, click on the *Last Name* hyperlink and change the SSN on the Web data entry form. If the participant record is a duplicate, you can click on the "✗" image in the "Delete" column to delete the record. Once the duplicate SSN error has been fixed for the applicable participants, clicking on the "***Back to Table View***" button will display all participants.

6 Standardized Objectives Report

In this section, the approved number of participants to be served (funded number) and the project objectives for your project for this grant award cycle (2010-2015). This information was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project.

Navigation
Users can go to this page by clicking on the "Standardized Objectives Report" tab on top. The following screen will be displayed:


Report on Number Funded to Serve and
Prior Experience Standard Objectives for 2010-11 Project Year
(P042A060011)

The following information reflects the approved funded number of participants to be served and the project objectives for your project for this grant award cycle (2010 – 2015). This information was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project.

Number Funded to Serve:

In 2010-11, this project is funded to serve **170** participants.

Sector of Grantee Institution:

C: Public 2-Year

Prior Experience Objective(s):

A. 2010-11 Persistence Rate: **60%** of all participants served by the SSS project will persist from one academic year to the beginning of the next academic year or graduate and/or transfer from a 2-year to a 4-year institution during the academic year.

B. 2010-11 Good Academic Standing Rate: **70%** of all enrolled participants served by the SSS project will meet the performance level required to stay in good academic standing at the grantee institution.

C. Graduation and Transfer Rates (2-year institutions only):

1. **48%** of 2007-08 new participants served will graduate with an associate's degree or certificate within four (4) years,

AND

2. **30%** of 2007-08 new participants served will transfer from a 2-year to a 4-year institution with an associate's degree or certificate within four (4) years.

Note: *A* ***new participant*** *is an individual who was served by the SSS project for the* ***first time*** *in the project year under consideration and who meets the definition of a participant as specified in 34 CFR 646.7(c) of the SSS program regulations.*

Note: *The Department reserves the right to request modified measurement objectives for those projects that serve "different populations" to measure the progress of the specific subgroup designated in the project application after the grant award has been made.*

Go to next section

7 Tier 1A Download

For previously funded projects that participated in the Tier 1A Student Record Verification process in late 2011, your project will be prompted, upon logging into the web application, to download the most recently updated Tier 1A file from the "Tier 1A Download" tab. This file will have the name formatting issues resolved such that hyphens, spaces, apostrophes, etc., have been restored to affected records. Therefore, please use this file to ensure that all of the records contained in this file appear on your 2010-11 APR data file which includes records that were flagged as "not reported in 2009-10. Please note that the First and Last Name, DOB, and SSN must be the same in both files. Any changes to these fields will result in a non-match.

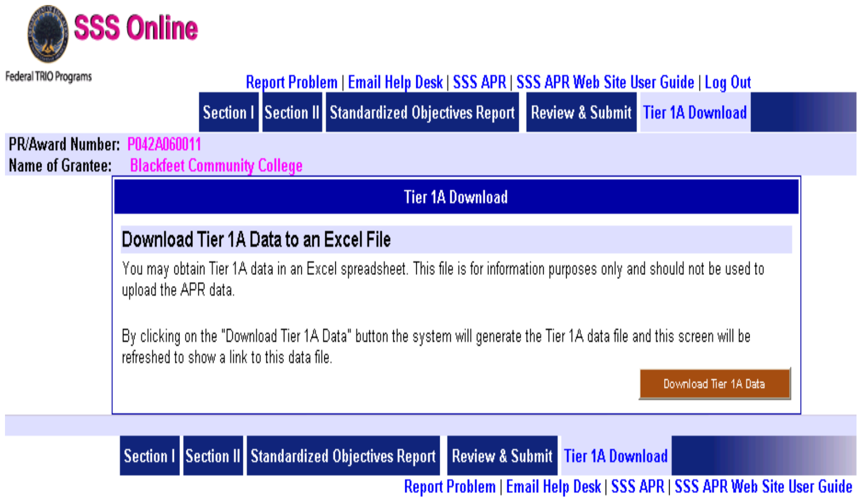
In the most recently updated Tier 1A file that projects may download from the "Tier 1A Download" tab, participation information will be available for the following fields:

- PR Number
- Social Security Number
- Last Name
- First Name
- Date of Birth
- Student Cohort Year
- Enrollment Status in academic year first served
- Bachelor's Degree status (this will only appear for 4-year institutions)
- Associate Degree status (this will only appear for 2-year institutions)
- Certificate status (this will only appear for 2-year institutions)
- Transferred2to4 (this will only appear for 2-year institutions)
- Date of Undergraduate Degree

The latter six fields in the above list are included to provide projects additional information. For the Bachelor's Degree status, Associate Degree status, Certificate status, and Transferred2to4 fields, a "Yes" in the field for a particular record means the project has indicated, in a previous reporting period, that the student has received the degree/certificate and/or transferred from a 2-year to a 4-year institution, whereas a "blank" means that the student did not receive the degree/certificate or transferred.

In addition, to the fields above, the last columns of this data file beginning with "Add_Record_to_201011" will contain flags that indicate which records required corrections during the Tier 1A student verification process and/or were flagged as missing from your 2009-10 APR file. A "Yes" indicates that the record required a correction and/or was flagged; therefore, you can use this information to more easily identify which records should have been corrected and/or added back to your 2010-11 APR file.

The screen displays as follows:



Projects that did not go through the Tier 1A process, the 'Tier 1A Download' tab will not appear.

8 Review and Submit (Tier 1)

To begin the APR submission process, click on the *Review and Submit* tab. The sample page displays below. An explanation of the two-tiered system required for submission is included on the page. Your APR is not considered complete until you have finished the entire process for evaluating the participant data.

To continue with the APR submission, click on the "***Start Submission***" button at the bottom of the page.

Review and Submit: Tier1
Start Submission

The Review and Submit section will guide you through the submission process. Your APR is not considered submitted until you have completed the entire process that includes a two-tiered system for evaluating the quality of the participant data.

The Tier 1 data checks include the following:

- **Cohort Comparison Report.** Compares participants in your 2010-11 APR Data File Submission to that of the Tier 1A File by Cohort Year. In addition, the report provides information on (1) the number of students that fall outside the cohorts for whom you have included in your APR 2010-11 file, (2) new participants served in 2010-11, and (3) new summer participants served in 2010-11.
- **Funded Rate and Eligibility report.** Provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. If your funded rate is below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2010-11. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.
- **Critical Fields report.** This report provides the percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" responses do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

If you are a newly funded project and your data file passes the Tier 1 data checks, you may submit the APR. Once you submit your APR, you will have completed your submission. Please follow the instructions for downloading your data and PDF files.

If you are a previously funded project and your data file passes the Tier 1 data checks, you may submit the APR. However, please note that your APR will not be accepted until the participant data also passes Tier 2 data checks.

For Previously Funded Projects
After the initial submission of the APR, the Tier 2 data checks compare the 2010-11 participant data with Tier 1A file. If you are a newly funded project, you are excluded from the Tier 2 data quality checks.

The Tier 2 data checks include the following:

- **Tier 1A report.** Compares the participants on the 2010-11 APR with the SSS Tier 1A records for your project to ensure that you have included all participants on the 2010-11 file. Those participants from the SSS Tier 1A records not included on the 2010-11 file will be displayed on the screen. You must add all the student records on this report to the 2010-11 file and update the data fields for these participants.
- **Student Cohort Year report.** The Web application runs this report after you add and update any student records required by theTier 1A report; those students then become part of the 2010-11 file. This report compares the data provided in field #21 (student cohort year) of the 2010-11 file with the SSS Tier 1A records for your project. Those participants on the 2010-11 data file whose student cohort year (field #21) is different from the SSS Tier 1A records are displayed on the screen. You must use the functionality in the cohort year report to change your data to match the SSS Tier 1A records for each participant's record on the report.

If your participant data file does not meet the Tier 2 criteria, you will be provided with a report and instructions for resubmission. **You must make the needed corrections to your data file and re-submit by March 21, 2012. It is important that you review your APR for accuracy. You may not be allowed to revise your APR after March 21, 2012. You will receive an e-mail message confirming the submission of your APR. On or prior to March 21, 2012, you may contact the Help Desk if you need to make changes to the submitted APR.**

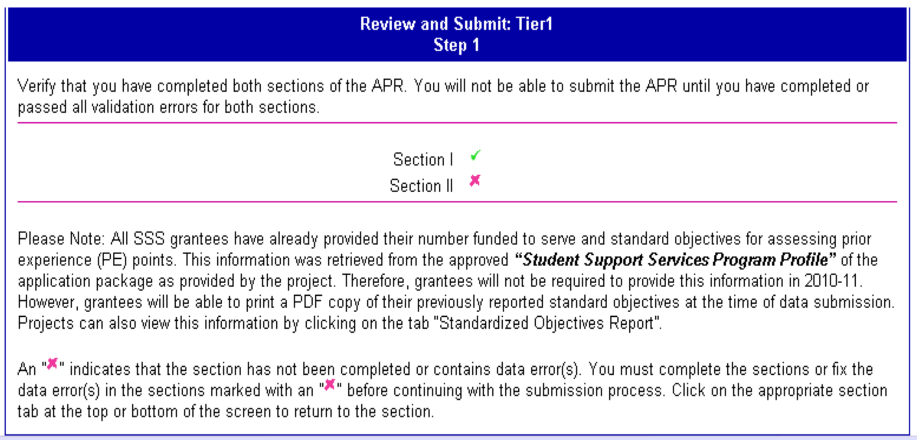
Click the "Start Submission" button to begin.

Start Submission

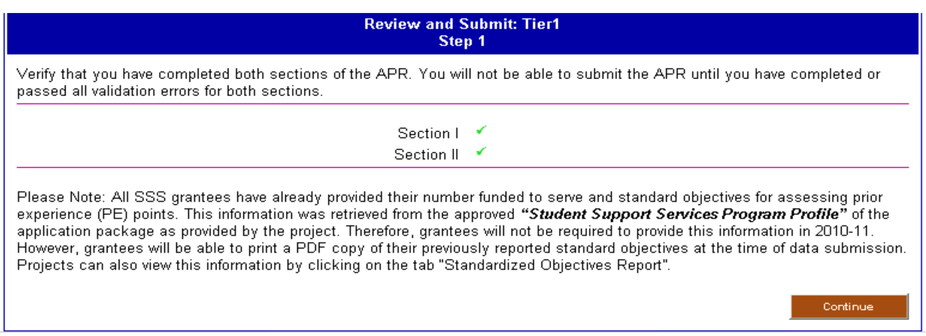
8.1 Review and Submit – Step 1

The **Review and Submit – Step 1** screen will be displayed as shown below. Grantees must complete both sections and pass all validation checks in order to proceed with the APR submission.

Green check marks display for those sections that have been completed and have passed the data validation error checks. The pink "✗"s display for those sections that are NOT complete. To return to a section to complete it, click on the appropriate section tab at the top of the screen.



When both sections are complete, the **Review and Submit – Step 1** screen displays as shown below, with green check marks next to each section indicating it has been completed. To proceed with the APR submission, click on the "***Continue***" button.



8.2 Review and Submit – Step 2 Cohort Comparison Report

The second step of the Tier 1 process is the **Cohort Comparison Report**.

Review and Submit: Tier1

Step 2 - Cohort Comparison Report

Comparison of Participants in Your 2010-11 APR Data File Submission vs. the Tier 1A File by Cohort Year (4-Year Institutions)		
Cohort Year	Number of Participants in Your 2010-11 APR Data File	Number of Participants in your Tier 1A File
2005-06	68	68
2006-07	41	41
2007-08	59	59
2008-09	35	35
2009-10	146	145
Total	349	348

Additional Information Regarding Your 2010-11 APR Data File Submission
Number of participants prior to the 2005-06 cohort = 2
Number of New Participants = 1
Number of New Summer Participants = 2

Continue

8.3 Review and Submit – Step 3 Funded Rate and Eligibility Status

The third step of the Tier 1 process is the **Funded/Served Rate Report and Eligibility Status Report**. The following screen displays:

Review and Submit: Tier1

Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

2010-11 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table							
Number of Participants Funded to Serve & Served			**2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income**		**1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income***		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
275	337	**123%**	332	99%	3	2	67%

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2010-11 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, new (summer only) and reentry participants who received project services (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2010-11 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2011-12 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2011-12 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,

2 = Low Income Only,
3 = First-Generation Only,
4 = Disabled, and
5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  0 = Unknown

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2010-11 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1	RUTH ABUNDIS	2 = Continuing participant	3 = First-Generation Only	9 = 2007-08
2	DANIELLE ACOSTA	2 = Continuing participant	2 = Low Income Only	9 = 2007-08
3	RUTH ACUNA	2 = Continuing participant	5 = Disabled & Low Income	11 = 2009-10
4	JAVIER AGUILAR	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
5	DORA ALANIS	2 = Continuing participant	2 = Low Income Only	7 = 2005-06
6	MARY ALCALA	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
7	JESSICA ALDAPE	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
8	RICARDO ALVEAR	2 = Continuing participant	2 = Low Income Only	9 = 2007-08
9	YADIRa AMARO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
10	BEATRIZ ANCHELO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
11	ROSA ANDRADE	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
12	EDMUNDO ARIZPE	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
13	VICTORIA ARIZPE	2 = Continuing participant	1 = Low-Income and First-Generation	7 = 2005-06
14	ALBERTO ARREDONDO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
15	DORA ARREDONDO	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
16	CRISTINA ARREOLA	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
17	NORMA ARREOLA	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
18	luz avila	2 = Continuing participant	1 = Low-Income and First-Generation	7 = 2005-06
19	JUANITA AVILES	2 = Continuing participant	1 = Low-Income and First-Generation	8 = 2006-07
20	ARTURO AYALA	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08

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The Funded Rate and Eligibility Report compares:

- the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2010-11,
- the number and percent of participants who are first-generation and low-income, and
- The number and percent of participants who disabled and disabled and low-income.

If your funded rate is below 100%, you will be asked to review certain aspects of your data. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.

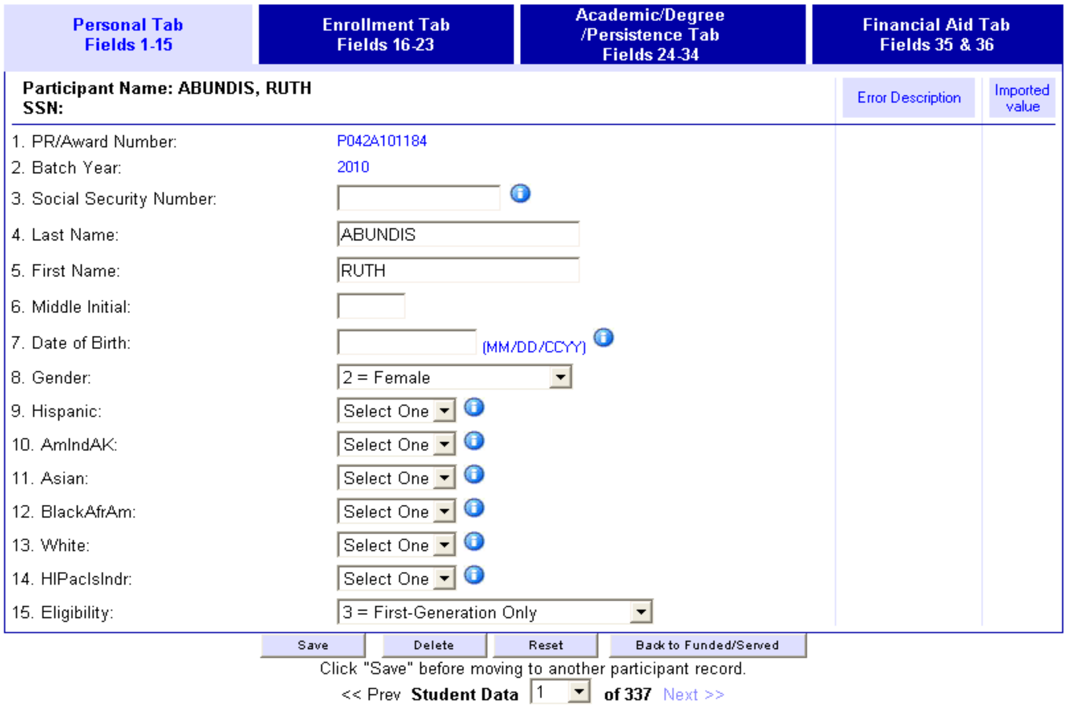
The information provided in the section "2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income" is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section "1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income" is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

The screen below displays information on the project's funded number, two-thirds, and one-third disabled and low-income requirement. Also displayed is the list of current participants included on your file and their eligibility status. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status (field 22) and coded as a 1, 2, 3, 4, or 5 in the Eligibility Status field (15).

To change the participant or eligibility status of a participant, click on the *Participant's Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22) and/or Eligibility Status (field 15).



Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Funded Rate Report screen. Click on the "***Continue***" button to proceed.

If the Funded-to-Serve rate is still too low, you must either continue to correct the participant data or provide an explanation in order to proceed with the APR submission. A grantee may have a calculated funded rate below the established range in some circumstances. In these situations, you can provide an explanation for the discrepancy between the funded number and the number served. You can type your explanation in the text box provided at the bottom of the screen. A project is not required to provide an explanation if they do not meet their two-thirds and/or one-third eligibility requirements.

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PR/Award Number: P042A100191
Name of Grantee: University of Arkansas Community College/ Batesville

Review and Submit: Tier1

Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

2010-11 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

2 = Low Income Only,
3 = First-Generation Only,
4 = Disabled, and
5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  0 = Unknown

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2010-11 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1	User Test	1 = New participant (2010-11 cohort)	1 = Low-Income and First-Generation	12 = 2010-11

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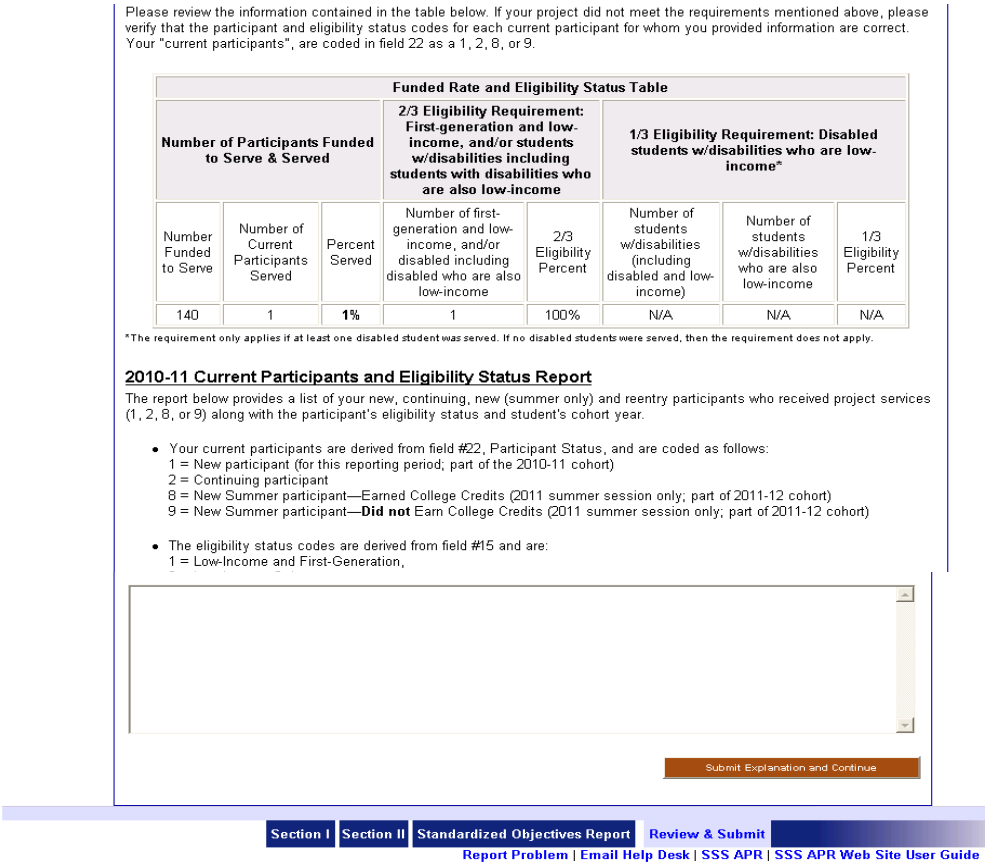
There are some circumstances in which a grantee may have a calculated funded rate outside the established range. In these situations, you must provide an explanation for the large discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces).



Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table							
Number of Participants Funded to Serve & Served			2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income		1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income*		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
140	1	**1%**	1	100%	N/A	N/A	N/A

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2010-11 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, new (summer only) and reentry participants who received project services (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2010-11 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2011-12 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2011-12 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,

Submit Explanation and Continue

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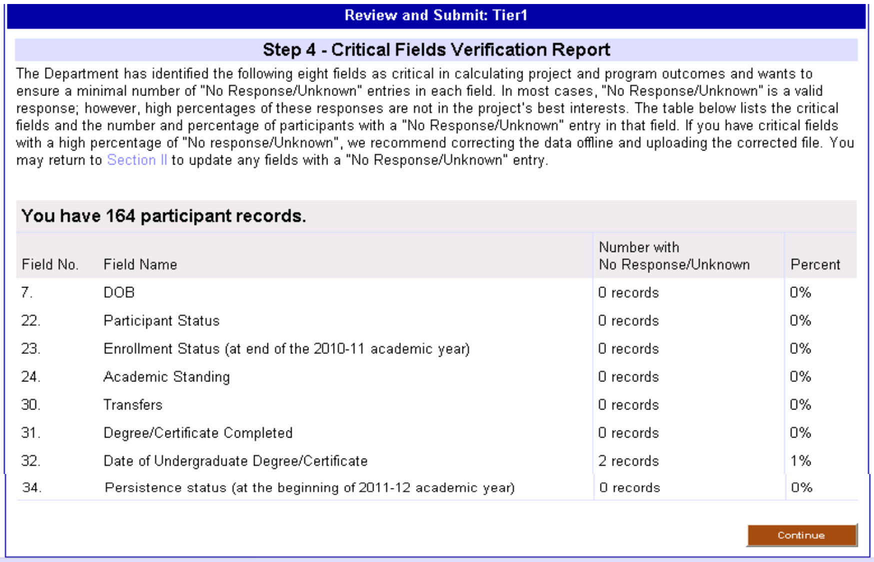
Click on the "***Submit Explanation and Continue***" button to proceed.

8.4 Review and Submit – Step 4 Critical Fields Verification Report

The next step of the Tier 1 process is the **Critical Fields Verification Report**. The Critical Fields report provides a percentage of participant records with "unknown/no response" for nine data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data is not available.

If no explanation is required for the Critical Fields, the following screen will be displayed.



Review and Submit: Tier1

Step 4 - Critical Fields Verification Report

The Department has identified the following eight fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

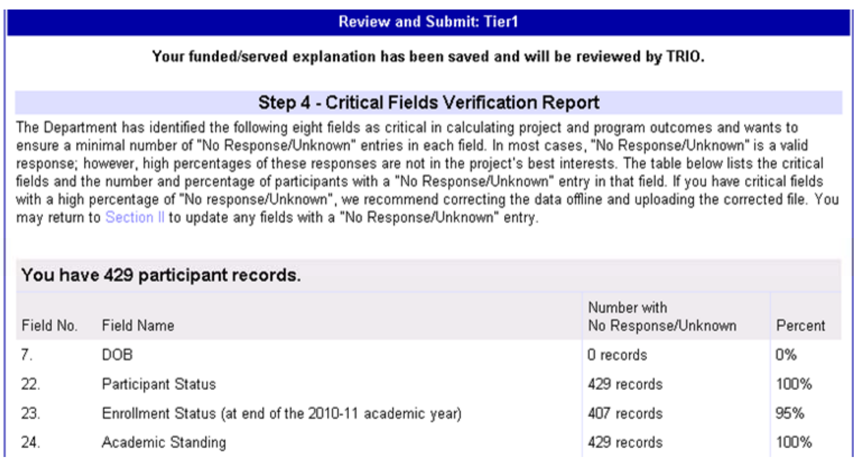
You have 164 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	0 records	0%
22.	Participant Status	0 records	0%
23.	Enrollment Status (at end of the 2010-11 academic year)	0 records	0%
24.	Academic Standing	0 records	0%
30.	Transfers	0 records	0%
31.	Degree/Certificate Completed	0 records	0%
32.	Date of Undergraduate Degree/Certificate	2 records	1%
34.	Persistence status (at the beginning of 2011-12 academic year)	0 records	0%

Continue

Click on the "***Continue***" button to proceed.

If an explanation was entered on the Funded Rate Report, the screen will be displayed noting that TRIO will review the explanation (as shown on the screen below):



Review and Submit: Tier1

Your funded/served explanation has been saved and will be reviewed by TRIO.

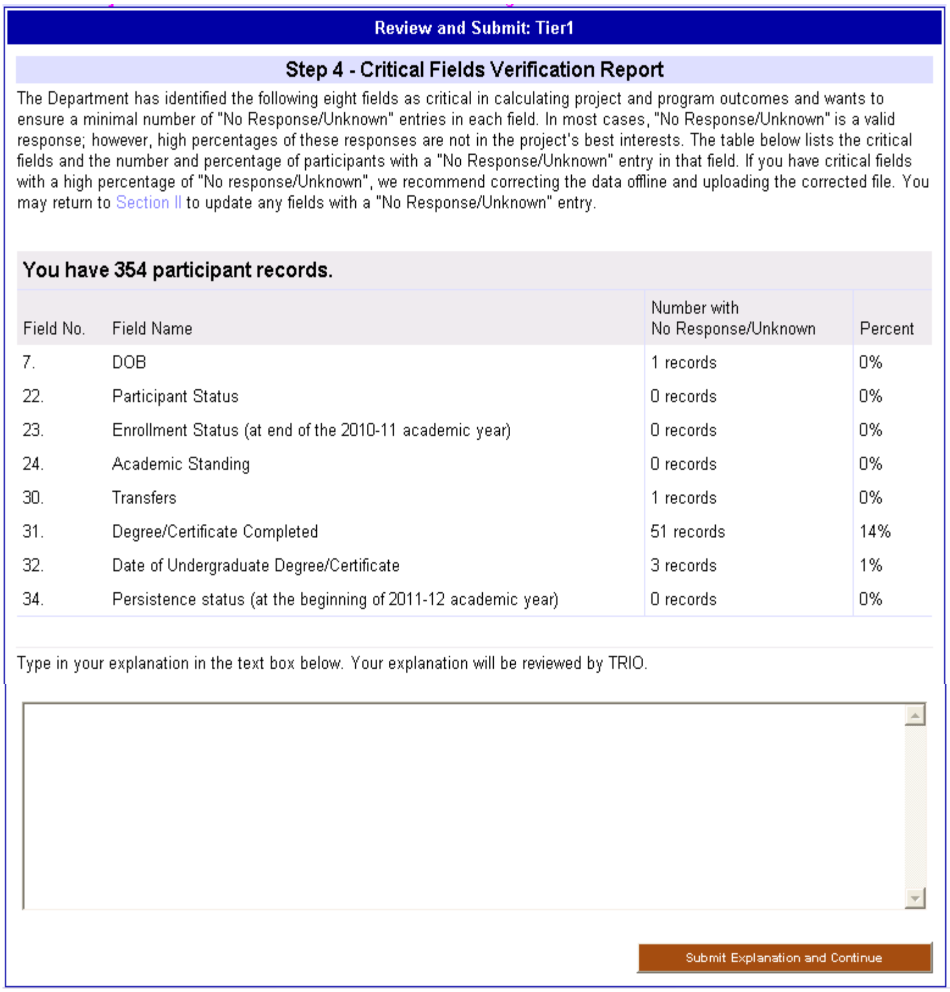
Step 4 - Critical Fields Verification Report

The Department has identified the following eight fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 429 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	0 records	0%
22.	Participant Status	429 records	100%
23.	Enrollment Status (at end of the 2010-11 academic year)	407 records	95%
24.	Academic Standing	429 records	100%

If the file contains at least one critical field where 10% of the responses are unknown or have no response, an explanation box will be displayed on the screen indicating that the data must be corrected or an explanation should be provided.



Review and Submit: Tier1

Step 4 - Critical Fields Verification Report

The Department has identified the following eight fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 354 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	1 records	0%
22.	Participant Status	0 records	0%
23.	Enrollment Status (at end of the 2010-11 academic year)	0 records	0%
24.	Academic Standing	0 records	0%
30.	Transfers	1 records	0%
31.	Degree/Certificate Completed	51 records	14%
32.	Date of Undergraduate Degree/Certificate	3 records	1%
34.	Persistence status (at the beginning of 2011-12 academic year)	0 records	0%

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.

Submit Explanation and Continue

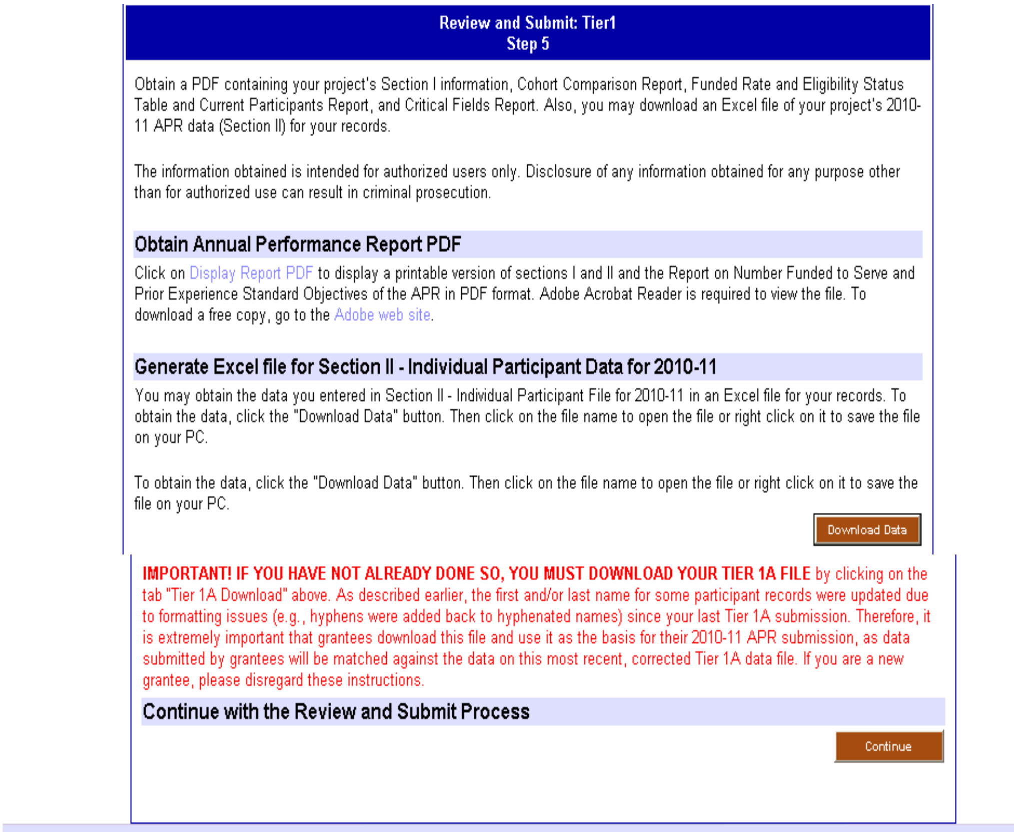
To change a participant's record, click on the *Section III* hyperlink to return to the Section III Web form. Once you have made the necessary changes on this screen, click on the *Review and Submit* tab to resubmit your data.

If any of the nine Critical Fields still has 10% or more unknown/no responses, you must either continue to correct the data or provide an explanation in order to proceed with the APR submission. You can type your explanation in the text box provided at the bottom of the screen.

Click on the "***Submit Explanation and Continue***" button to proceed.

8.5 Review and Submit – Step 5

In the next step of the Tier 1 process, you can obtain a copy of your APR and Section II data for your records.



To obtain a hard copy of the APR, click on the *Display Report PDF* hyperlink under the "Obtain Annual Performance Report PDF" heading. The report will display as a PDF image. Adobe Acrobat Reader is required in order to view the file and can be downloaded from the Adobe site via the hyperlink on this page.

Once the PDF report displays, select "File-Print" from the menu to print the report or click on the printer image.

To obtain an Excel file of the 2010-11 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9.xlsx*) will appear on the screen.

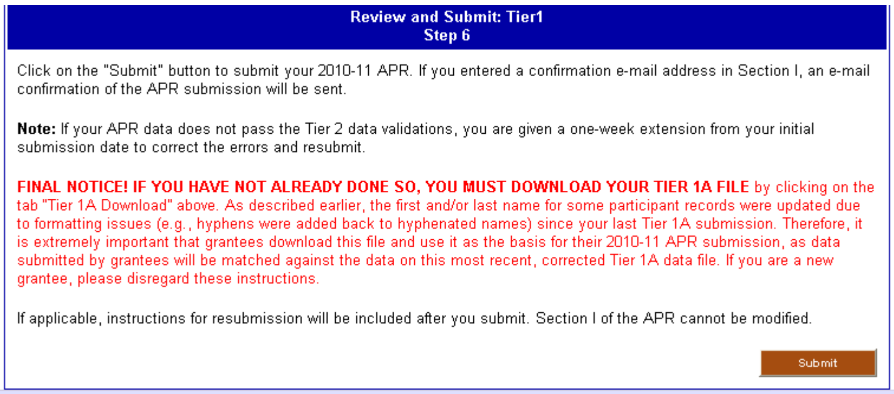
To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.

Once you have printed a copy of the APR for your records and downloaded the Excel data version, you can click on the "***Continue***" button to proceed with the Review and Submit process.

8.6 Review and Submit – Step 6

In this final step of Tier 1, you can submit your APR.


Review and Submit: Tier1
Step 6

Click on the "Submit" button to submit your 2010-11 APR. If you entered a confirmation e-mail address in Section I, an e-mail confirmation of the APR submission will be sent.

Note: If your APR data does not pass the Tier 2 data validations, you are given a one-week extension from your initial submission date to correct the errors and resubmit.

FINAL NOTICE! IF YOU HAVE NOT ALREADY DONE SO, YOU MUST DOWNLOAD YOUR TIER 1A FILE by clicking on the tab "Tier 1A Download" above. As described earlier, the first and/or last name for some participant records were updated due to formatting issues (e.g., hyphens were added back to hyphenated names) since your last Tier 1A submission. Therefore, it is extremely important that grantees download this file and use it as the basis for their 2010-11 APR submission, as data submitted by grantees will be matched against the data on this most recent, corrected Tier 1A data file. If you are a new grantee, please disregard these instructions.

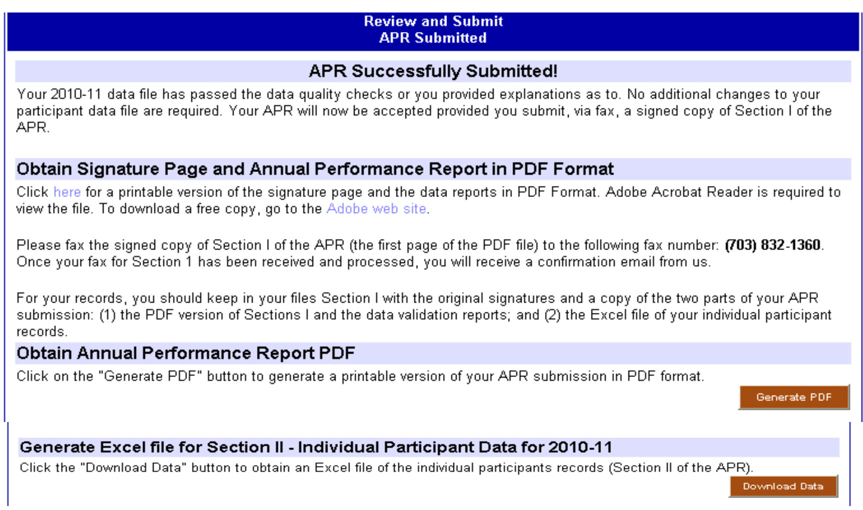
If applicable, instructions for resubmission will be included after you submit. Section I of the APR cannot be modified.

Submit

To submit the APR, click on the "***Submit***" button.

8.7 Review and Submit - APR Submitted Screen

The APR is not considered complete until the participant data passes the second tier data checks. If the checks show no further revisions are necessary or you are a new grantee, the APR submission process is complete.


Review and Submit
APR Submitted

APR Successfully Submitted!

Your 2010-11 data file has passed the data quality checks or you provided explanations as to. No additional changes to your participant data file are required. Your APR will now be accepted provided you submit, via fax, a signed copy of Section I of the APR.

Obtain Signature Page and Annual Performance Report in PDF Format

Click here for a printable version of the signature page and the data reports in PDF Format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

Please fax the signed copy of Section I of the APR (the first page of the PDF file) to the following fax number: **(703) 832-1360**. Once your fax for Section 1 has been received and processed, you will receive a confirmation email from us.

For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Sections I and the data validation reports; and (2) the Excel file of your individual participant records.

Obtain Annual Performance Report PDF

Click on the "Generate PDF" button to generate a printable version of your APR submission in PDF format.

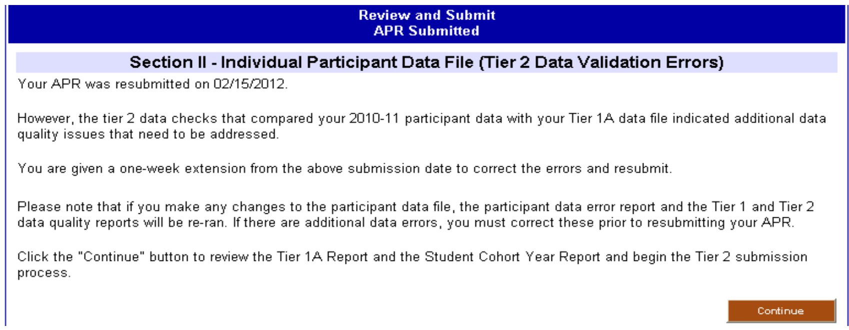
Generate PDF

Generate Excel file for Section II - Individual Participant Data for 2010-11

Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).

Download Data

If the Section II participant data does not pass the Tier 2 checks, you must revise and resubmit your Section II within one week. A screen similar to the one below will display:



Please note that any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be run again. If there are additional data errors, you must correct these prior to resubmitting your APR.

Click on the "***Continue***" button to proceed to Tier 2 and view the **Match to Prior** and **New Participant Reports** and review further instructions for resubmission.

9 Tier 2 - Submission Verification Reports

For the 2010-11 APR reporting period, the Tier 1A file replaces the match to prior process. Therefore, the Tier 1A file is now considered correct and final, and as such, essential data (such as student identifiers and cohort years) in your 2010–11 APRs will be matched against the Tier 1A file. This means that, except for new participants, 2010–11 cohorts must match the Tier 1A file cohorts, and grantees must restore records for any participants who appear in the Tier 1A File Report. With approximately 285,000 participants in the Tier 1A file, TRIO cannot accommodate any corrections to any errors to the student identifiers and cohort year that grantees might have made in earlier APRs. Therefore, the Department will consider additional changes to the SSS system of records only if a grantee has documentation that TRIO made an error in resolving issues during the Tier 1A student verification process.

The second tier data checks include Tier 1A and Student Cohort Year reports.

9.1 Tier 1A Report

The Tier 1A report compares the participants on the 2010-11 APR data file with those on the SSS Tier 1A data file to ensure that grantees have included all participants on the 2010-11 file. Those participants not included on the 2010-11 file are displayed on the screen. To include a participant for 2010-11, click on the individual checkbox then click on the "Update 2010-11 file" button and then click on the "Continue" button. To add all of the participants listed on the **current page** click on the "Check All on Current Page" button. Once you have clicked on the "Check All on Current Page", you must click on the "Update 2010-11 file" button located above the explanation box and then click on the "Continue" button.

If the grantee has included all the students on the 2010-11 file, no further revisions to the participant data will be required as part of the Tier 1A process. Click on the "***Continue***" button to proceed. The screen displays as follows:

Tier 2 - Submission Verification Reports

Tier 1A report

The web application runs this report which compares the participants on the 2010-11 APR data file with those on the SSS Tier 1A data file to ensure that you have included all participants on the 2010-11 file. Your 2010-11 data file has passed this data verification. Please click "Continue."

Continue

Those participants that are not included on your 2010-11 APR but were on your Tier 1A file are listed in the below screen and they should be added back to 2010-11 file.

Tier 2 - Submission Verification Reports

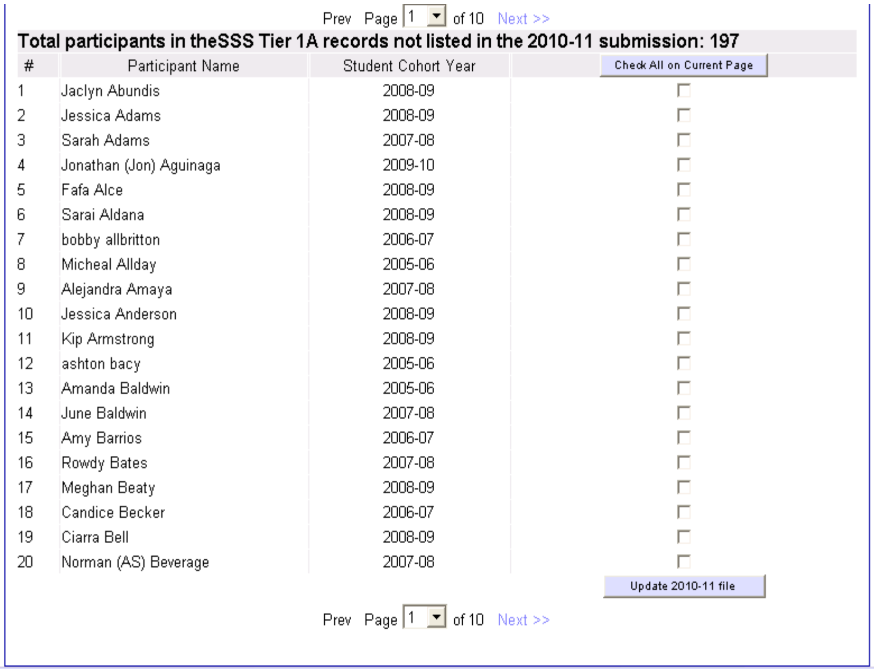
Tier 1A report

This report compares the participants on your 2010-11 APR with the SSS Tier 1A data file to ensure that you have included in your APR all participants on the Tier 1A file. Those participants that are not included on your 2010-11 APR but were on your Tier 1A file are displayed below.

Please restore the records in the Tier 1A file to your 2010-11 APR. During the Tier 1A Student Record Verification Process, the Department allowed projects to provide an explanation if they believed that there were students included in the Tier 1A data file that should not be on the file. In December 2011, the Department staff worked extensively with grantees to resolve all such cases. The Department is therefore not considering any additional changes to the SSS Tier 1A records unless a grantee has documentation that the Department made an error in its updates.

Mismatches: Grantees sometimes find in the Tier 1A file a student who they know is already in their 2010-11 APR. Often times, this occurs when an earlier year's record for a student does not match the 2010-11 record because the latter has a change in SSN, date of birth, or spelling of first and/or last name. The Department asks grantees not to change identifying data for students (name, SSN, and date of birth) reported in the Tier 1A data file, even if the information is found to have errors. For the sake of consistency in data matching, it is not critical if a student's record has misspellings or an inaccurate SSN as long as the information remains the same from year to year. Please do not add back a student listed in the Tier 1A file if you believe it will result in two records for one student, e.g., duplicate; instead, change the identifying data for the student to match the data in the Tier 1A file.

How to restore student records to your 2010-11 APR file: To restore any participants listed below to your 2010-11 APR file, click the box aligned with the student's name; then click "Update 2010-11 file." To add all of the students at once, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2010-11 APR file, please update all data fields for the student.



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Total participants in theSSS Tier 1A records not listed in the 2010-11 submission: 197

#	Participant Name	Student Cohort Year	Check All on Current Page
1	Jaclyn Abundis	2008-09	
2	Jessica Adams	2008-09	
3	Sarah Adams	2007-08	
4	Jonathan (Jon) Aguinaga	2009-10	
5	Fafa Alce	2008-09	
6	Sarai Aldana	2008-09	
7	bobby allbritton	2006-07	
8	Micheal Allday	2005-06	
9	Alejandra Amaya	2007-08	
10	Jessica Anderson	2008-09	
11	Kip Armstrong	2008-09	
12	ashton bacy	2005-06	
13	Amanda Baldwin	2005-06	
14	June Baldwin	2007-08	
15	Amy Barrios	2006-07	
16	Rowdy Bates	2007-08	
17	Meghan Beaty	2008-09	
18	Candice Becker	2006-07	
19	Ciarra Bell	2008-09	
20	Norman (AS) Beverage	2007-08	

Update 2010-11 file

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To add ALL the participants listed on the screen, grantees can click on the "***Check All on Current Page***" button.

Grantees can select individual participants to add by clicking on the checkbox next to that participant's name.

Once the participants have been selected, click on the "Update 2010-11 file" button to add the students to the file. Remember, if you either "Check All on Current Page" or check the individual checkboxes and click on the "Update 2010-11" button it will only add the participants on the **current page**. The screen will refresh itself and if you have additional records in the Tier 1A report, those records will be displayed. You must then repeat the steps for adding participant records until you have added all of the records you need to add.

If there are errors in the participant's data, the Table View Data Error report will appear again, which will include all participants on the file. Those participants with errors are displayed first. All errors must be fixed before submission. The screen displays below:

Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

First Name	Last Name	SSN

Search

Display all Students

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

<< Prev Page 1 of 6 Next >> Printable version - Participant List Report

Table View - Total Number of Participants: 144

Last Name	First Name	SSN	Invalid Format / Value Error	Data Validation Error	Message	Record Number	Delete
Abundis			8,15,16,17,18,19,20,22,24,26,27,28,29,30,31,33,34				X
aguinaga							X
alfonso						108	X
allen						4	X
anderson						76	X
arteaga						31	X
ayodele						46	X
barnes						75	X
barratachea						107	X
bergsten						34	X
black						13	X
bradshaw						73	X
bramblett						9	X
bray						25	X
brooks						72	X
bush						106	X
cabrera						71	X
cadena							X
cagle						114	X
cephas						119	X
chang						118	X
clukey						18	X
cole						82	X
cooper						81	X
cory						117	X

<< Prev Page 1 of 6 Next >> Add Participant

If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

Download Participant Data

Prior to uploading your file, verify that you have the correct number of fields and that they are in the correct sequence as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS. A valid upload file should have 36 columns.

Please note that if you make any changes to the participant data file, the participant data error report and the tier one and tier two data quality reports will be re-run. If there are additional data errors, you must correct these prior to resubmitting your APR.

Please use the Browse button to select the file or type the file name in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

After uploading the participant data file, the system will redirect you through the Tier 2 process to insure all data are based on the file you have just uploaded.

File to Upload Browse...

Upload File

Go Back to Tier II Verification Report

Navigational Instructions and Data Error Information

Search for Participant Record

Use the search feature to search for a participant by first name, last name and/or SSN. To return to the Table View (list of all students), click on the **Display all Students** button.

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records).
- You may click on the "printable version" hyperlink to print the complete participant list to view which records have data error(s).
- You may also sort on "Invalid Format/Value Error or Data Validation Error" by clicking on the column title hyperlinks.

Or you may edit the data directly on the Web application:

1. You may click the Last Name hyperlink to edit participant data or correct data errors.
2. You may click the "X" image in the "Delete" column to delete a participant data record.
3. You may click the "Add Participant" button to add a new participant data record.
4. You may sort by Last Name, Invalid Format/Value Error, Data Validation Error, Message, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation error (Message). You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II—Record Structure for Participant List of the APR. To correct these types of errors online, click on the Last Name hyperlink to view an individual record and then enter a valid format/value in the identified data field(s).
- A data validation error identifies conflicting data provided in two or more data fields. By clicking on the Last Name hyperlink to view the individual record, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error (Message) is similar to data validation error, but the system does not require you to correct the error before APR submission. However, for data quality purposes, it is strongly recommended that error is resolved.

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

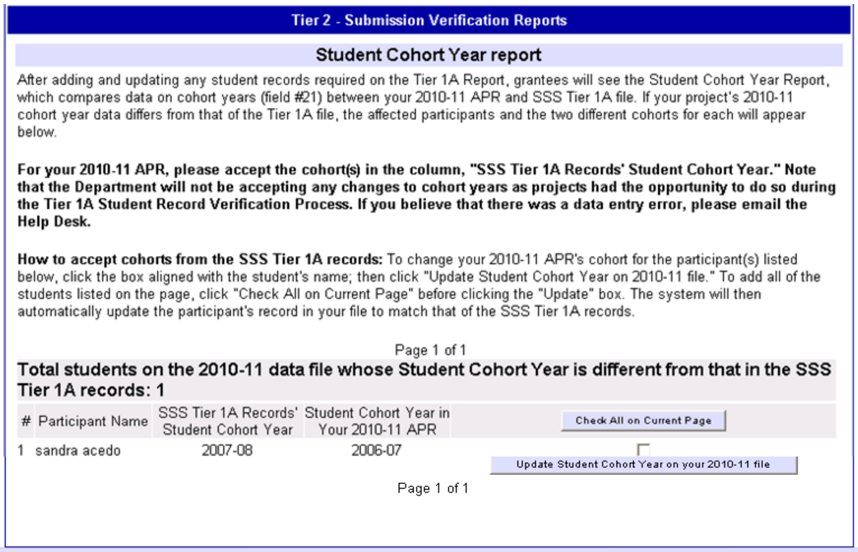
Back to Top

To return to the Tier 2 Tier 1A Report, click on the "***Go back to Tier II Verification Report***" button. If there are a large number of participant records with errors, grantees can correct the data offline and upload a corrected file. To obtain a download of the file, which will contain ALL participants and updates the grantee has entered, click on the "***Download Participant Data***" button under the participants list. After editing the data offline, grantees should return to this screen to upload the revised file.

Once the revised file is uploaded, or changes are made on the Web form, all data checks will be re-run. The Tier 1A Report displays again. If the threshold is not met, the data will have to be updated.

9.2 Student Cohort Year Report

The Web application runs this report after you add and update any student records required by the Tier 1A report; those students then become part of the 2010-11 file. This report compares the data provided in field #21 (student cohort year) of the 2010-11 APR file with the SSS Tier 1A records for your project. Those participants on the 2010-11 data file whose student cohort year (field #21) is different from the SSS Tier 1A records are displayed on the screen. You must use the functionality in the cohort year report to change your data to match the SSS Tier 1A records for each participant's record on the report. The screen displays as follows:


Tier 2 - Submission Verification Reports

Student Cohort Year report

After adding and updating any student records required on the Tier 1A Report, grantees will see the Student Cohort Year Report, which compares data on cohort years (field #21) between your 2010-11 APR and SSS Tier 1A file. If your project's 2010-11 cohort year data differs from that of the Tier 1A file, the affected participants and the two different cohorts for each will appear below.

For your 2010-11 APR, please accept the cohort(s) in the column, "SSS Tier 1A Records' Student Cohort Year." Note that the Department will not be accepting any changes to cohort years as projects had the opportunity to do so during the Tier 1A Student Record Verification Process. If you believe that there was a data entry error, please email the Help Desk.

How to accept cohorts from the SSS Tier 1A records: To change your 2010-11 APR's cohort for the participant(s) listed below, click the box aligned with the student's name; then click "Update Student Cohort Year on 2010-11 file." To add all of the students listed on the page, click "Check All on Current Page" before clicking the "Update" box. The system will then automatically update the participant's record in your file to match that of the SSS Tier 1A records.

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Total students on the 2010-11 data file whose Student Cohort Year is different from that in the SSS Tier 1A records: 1

#	Participant Name	SSS Tier 1A Records' Student Cohort Year	Student Cohort Year in Your 2010-11 APR	Check All on Current Page
1	sandra acedo	2007-08	2006-07	Update Student Cohort Year on your 2010-11 file

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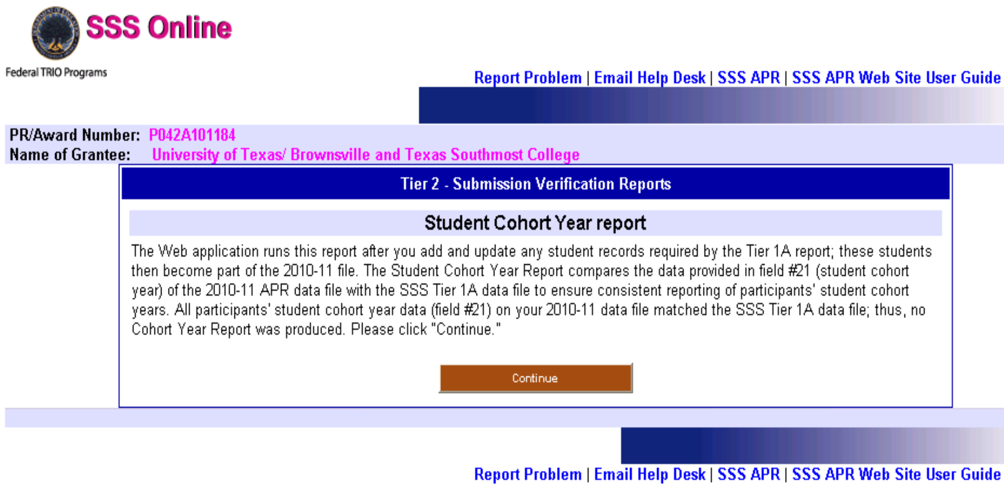
To add ALL the participants listed on the screen, grantees can click on the "***Check All on Current Page***" button.

Grantees can select individual participants to add by clicking on the checkbox next to that participant's name.

Once the participants have been selected, click on the "Update Student Cohort Year on your 2010-11 file" button. This will update the student cohort year for the selected students. Remember, if you either "Check All on Current Page" or check the individual checkboxes and click on the "Update Student Cohort Year on your 2010-11 file" button it will only add the participants on the **current page**. The screen will refresh itself and if you have additional records in the Student Cohort Year report, those records will be displayed. You must then repeat the steps for updating participant records until you have done all of the records you need to update.

If all participants' student cohort year data (field #21) on your 2010-11 data file matches the SSS Tier 1A data file, no Cohort Year Report is produced. A screen such as the one below will display:



Click on the "***Continue***" button to proceed to the next step.

9.3 Funded Rate and Eligibility Status Report (Tier 2)

Once all the participants from the Tier 1A file have been included or the cohort year has been updated, you will continue to the Tier 2 Funded Rate report. At this point, the system will run all reports again and will include any updates or revisions made resulting from the Tier 2 changes.

The screen displays the number of participants your institution was funded to serve, the number of current students included on your file, and your funded-to-serve rate. Also displayed is the list of current participants included on your file. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status Code field (field 22). The total number of current participants should be equal to or close to the number your institution has been funded to serve.

The Funded Rate report compares the number of current year participant records on the data file with - the number of participants the grantee was approved to serve in 2010-11, the number and percent of participants who are first-generation and low-income, and the number and percent of participants who are disabled and disabled and low-income.

If your funded rate falls below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2008-09. If you determine that the data file is correct, you will be asked to provide an explanation for the high or low funded rate.

The information provided in the section "2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income" is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: “Number first-generation and low-income, and/or disabled including disabled who are also low-income” was divided by the column: “Number of Current Participants Served.”

The information provided in the section “1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income” is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: “Number of students w/disabilities who are also low-income” was divided by the column: “Number of students w/disabilities (including disabled and low-income)”.

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

To change the status of a participant, click on the *Participant’s Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22).

Tier 2 - Submission Verification Reports

Tier 2-Funded Rate and Eligibility Status Table and Current Participants Report

2010-11 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table							
Number of Participants Funded to Serve & Served			**2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income**		**1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income***		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
275	337	**123%**	332	99%	3	2	67%

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2010-11 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, new (summer only) and reentry participants who received project services (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2010-11 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2011-12 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2011-12 cohort)

- The eligibility status codes are derived from field #15 and are:

1 = Low-Income and First-Generation,
2 = Low Income Only,
3 = First-Generation Only,
4 = Disabled, and
5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  0 = Unknown

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2010-11 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1	RUTH ABUNDIS	2 = Continuing participant	3 = First-Generation Only	9 = 2007-08
2	DANIELLE ACOSTA	2 = Continuing participant	2 = Low Income Only	9 = 2007-08
3	RUTH ACUNA	2 = Continuing participant	5 = Disabled & Low Income	11 = 2009-10
4	JAVIER AGUILAR	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
5	DORA ALANIS	2 = Continuing participant	2 = Low Income Only	7 = 2005-06
6	MARY ALCALA	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
7	JESSICA ALDAPE	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
8	RICARDO ALVEAR	2 = Continuing participant	2 = Low Income Only	9 = 2007-08
9	YADIRa AMARO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
10	BEATRIZ ANCHELO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
11	ROSA ANDRADE	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
12	EDMUNDO ARIZPE	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
13	VICTORIA ARIZPE	2 = Continuing participant	1 = Low-Income and First-Generation	7 = 2005-06
14	ALBERTO ARREDONDO	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
15	DORA ARREDONDO	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
16	CRISTINA ARREOLA	2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
17	NORMA ARREOLA	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
18	luz avila	2 = Continuing participant	1 = Low-Income and First-Generation	7 = 2005-06
19	JUANITA AVILES	2 = Continuing participant	1 = Low-Income and First-Generation	8 = 2006-07
20	ARTURO AYALA	2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08

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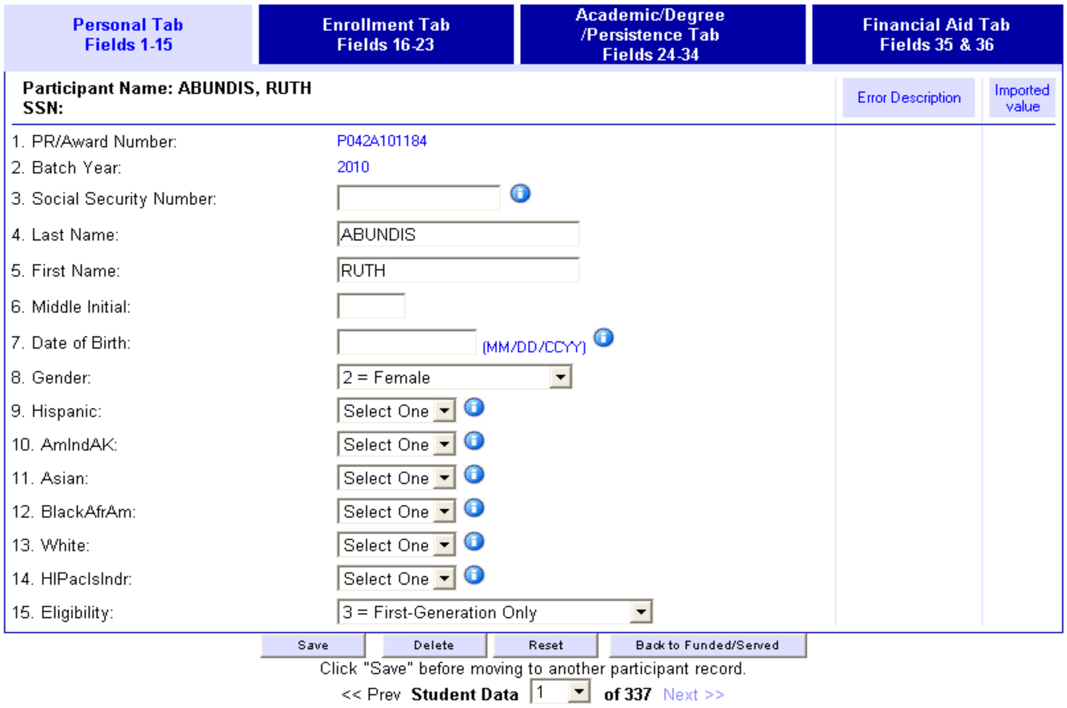
Continue

If the rate does not fall within the established threshold, you will need to verify the participant status code for each of your participants.

If the rate is low, this may indicate that not all participants have been included on the file or that some participants have been misreported as prior participants.

If the rate is high, this may indicate that some participants have been misreported as current participants.

To change the status of a participant, click on the *Last Name* hyperlink to return to the Section II Web form and update the Participant Status Code (field 22) and any other fields as necessary.



Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Tier 2 Funded Served Report.

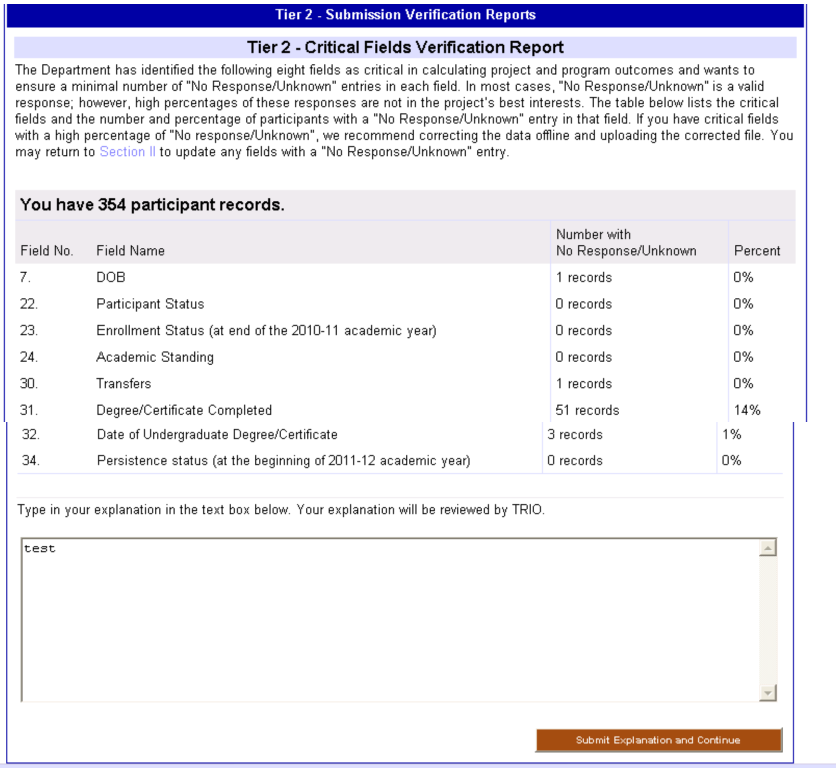
Click on the "***Continue***" button to proceed to the Tier 2 Critical Fields Verification Report.

Click on the "***Submit Explanation and Continue***" button to proceed to the Tier 2 Critical Fields Verification Report for Tier 2.

9.4 Critical Fields Report (Tier 2)

The Critical Fields report provides a percentage of participant records with "unknown/no response" for nine data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

If an explanation was entered on the Funded Rate Report, it will be noted on the screen under the "Tier 2- Funded Rate Report" heading. Otherwise, the number of students funded to serve, the number of current students reported, and the funded-to-serve rate will be displayed.



Tier 2 - Submission Verification Reports

Tier 2 - Critical Fields Verification Report

The Department has identified the following eight fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 354 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	1 records	0%
22.	Participant Status	0 records	0%
23.	Enrollment Status (at end of the 2010-11 academic year)	0 records	0%
24.	Academic Standing	0 records	0%
30.	Transfers	1 records	0%
31.	Degree/Certificate Completed	51 records	14%
32.	Date of Undergraduate Degree/Certificate	3 records	1%
34.	Persistence status (at the beginning of 2011-12 academic year)	0 records	0%

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.

test

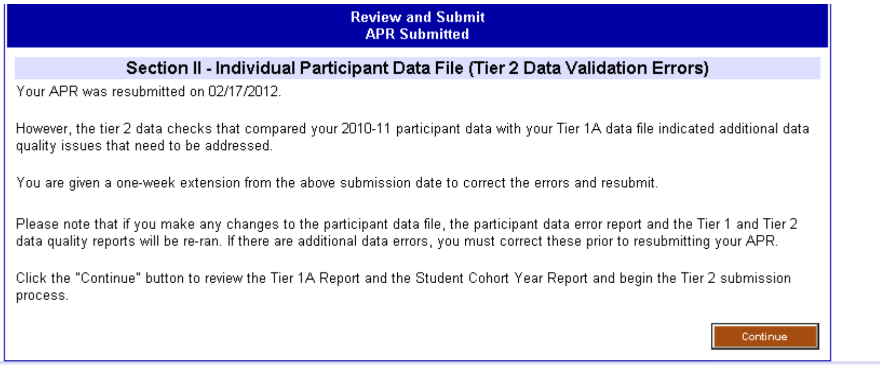
Submit Explanation and Continue

If the file contains at least one critical field with 10% or greater of "unknown/no response", an explanation box will be displayed on the screen indicating that you must either correct the response or provide an explanation.

To change a participant's data, click on the *Section II* hyperlink to return to the Section II Web form.

You have the option of changing the data by using the Last Name hyperlink for each participant listed. You can also click on the "***Download Participant Data***" button to download the file and edit offline. Once the changes have been made, you can upload the file using the "***Upload File***" button. See *Section 6.1.2* for further instructions on how to download a file and *Section 6.1.3* for instructions on how to upload a file.

Once you have made the necessary changes, either online or by editing offline, return to the Tier 2 reports by clicking on the "***Go back to Tier 2***" button. The following screen displays:



Review and Submit
APR Submitted

Section II - Individual Participant Data File (Tier 2 Data Validation Errors)

Your APR was resubmitted on 02/17/2012.

However, the tier 2 data checks that compared your 2010-11 participant data with your Tier 1A data file indicated additional data quality issues that need to be addressed.

You are given a one-week extension from the above submission date to correct the errors and resubmit.

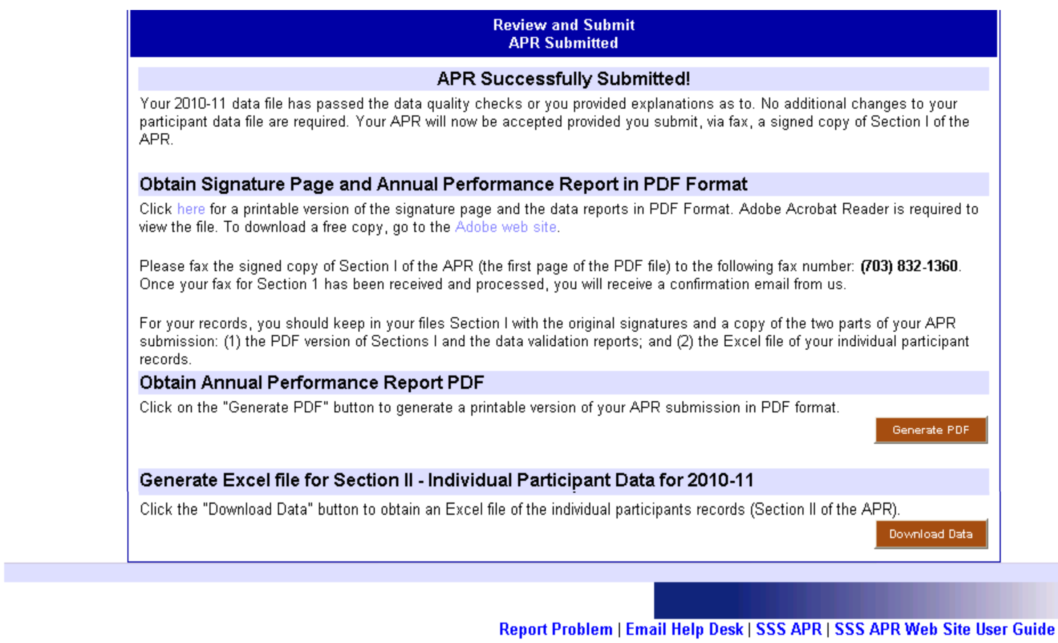
Please note that if you make any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be re-ran. If there are additional data errors, you must correct these prior to resubmitting your APR.

Click the "Continue" button to review the Tier 1A Report and the Student Cohort Year Report and begin the Tier 2 submission process.

Continue

Click on the "***Continue***" button to proceed through the data quality checks. For each screen, you must do one of the following before proceeding to the next screen: (a) meet the established threshold; (b) update or revise participant data to meet the requirements; or (c) provide an explanation as to why your file does not meet the established threshold.

The following screen displays when the APR is successfully submitted:



Review and Submit
APR Submitted

APR Successfully Submitted!

Your 2010-11 data file has passed the data quality checks or you provided explanations as to. No additional changes to your participant data file are required. Your APR will now be accepted provided you submit, via fax, a signed copy of Section I of the APR.

Obtain Signature Page and Annual Performance Report in PDF Format

Click here for a printable version of the signature page and the data reports in PDF Format. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe web site.

Please fax the signed copy of Section I of the APR (the first page of the PDF file) to the following fax number: **(703) 832-1360**. Once your fax for Section 1 has been received and processed, you will receive a confirmation email from us.

For your records, you should keep in your files Section I with the original signatures and a copy of the two parts of your APR submission: (1) the PDF version of Sections I and the data validation reports; and (2) the Excel file of your individual participant records.

Obtain Annual Performance Report PDF

Click on the "Generate PDF" button to generate a printable version of your APR submission in PDF format.

Generate PDF

Generate Excel file for Section II - Individual Participant Data for 2010-11

Click the "Download Data" button to obtain an Excel file of the individual participants records (Section II of the APR).

Download Data

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site User Guide |

The APR has been successfully submitted. No additional revisions are required. An e-mail is sent to the project director and, if provided, to the data entry person entered on Section I.

To generate a hard copy of the APR, including the Section I signature page, click on the "***Generate PDF***" button. The APR will display as a PDF.

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select "File-Print" from the menu to print the report or click on the printer image.

To download an Excel version of the 2010-11 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2010-11_final.xlsx*) will appear on the screen.

To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option. Select a location on your desktop (e.g., My Documents) to save the file.

Click on the "***Log Out***" button to end the session and return to the SSS home page. No further revisions to your file can be made.