Session 14 - Federal Output Documents

By the end of this session, you will be able to:

- *correct a Student Aid Report (SAR) and*

- *review a SAR Information Acknowledgment and an Institutional Student Information Record (ISIR).*

RESOURCES

- *A Guide to 1997-98 SARs and ISIRs*

- *1997-98 Action Letter #4 [GEN-96-20]* — Application For Certification to Participate in EDE

- *1997-98 Action Letter #5 (GEN-96-22)* — Application Processing System

- *1997-98 Action Letter #8 (GEN 96-6)* — SAR Codes

SESSION CONTENTS

1. Need to Know

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Review of the Application Process

Paper FAFSA	FAFSA Express/ FAFSA on the Web	EDExpress
How is it completed and submitted?		
The student: • completes the paper FAFSA and • mails it in for processing	The student: • completes the application on a computer; • sends it to the CPS online; and • prints, signs, and mails signature page	The student: • completes the paper FAFSA. The school official: • enters the data electronically; • sends them to the CPS online; and • files the paper FAFSA
How long does processing take?		
2 weeks	**72 hours**	**72 hours**
How are changes to output documents made?		
The student: • writes corrections on Part 2 of SAR and • mails it in for processing	The student: • writes corrections on Part 2 of SAR and • mails it in for processing	The student: • takes corrections to the school for electronic entry or • requests Part 2 of the paper SAR

Insert Chris' SAR - page 1

Insert Chris' SAR - page 2

Insert Chris' SAR - page 3

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Insert Chris' SAR - page 6

Insert Chris' SAR - page 7

Insert SAR Information Acknowledgment - page 1

Insert SAR IA - page 2

Insert ISIR - 1

Insert ISIR - 2

Insert ISIR - 3

Insert ISIR - 4

PRACTICE

Review Quiz — The SAR

Check if each statement is correct. You may use your training materials.		
	YES	**NO**
1. Information Review Forms are used to make mandatory corrections indicated on the SAR.		
2. Information Review Forms have printouts of each FAFSA item with adjacent spaces for corrections.		
3. If a student completes the FAFSA with insufficient information for an EFC to be calculated, the SAR is flagged as "Pell-ineligible."		
4. Information Request Forms are used to make optional corrections indicated on the SAR.		
5. The Information Request Form is Part 3 of the SAR.		
6. The Information Request Form contains each item from the FAFSA and space for corrections.		
7. Part 2 includes the following: Information Summary, eligibility letter, FAFSA information, NSLDS history.		
8. Part 1 of the SAR contains the eligibility letter.		
9. Part 2 of the SAR is where the student makes corrections.		

BACK AT THE OFFICE

Back at the office, you should:

- Read *A Guide to 1997-98 SARs and ISIRs.* You can obtain this by calling 1-800-4-FED-AID.

- Attend the next EDE training.

- _____

- _____

- _____

ANSWER KEY

Review Quiz — The SAR

Check if each statement is correct. You may use your training materials.	YES	NO
1. Information Review Forms are used to make mandatory corrections indicated on the SAR.		X
2. Information Review Forms have printouts of each FAFSA item with adjacent spaces for corrections.	X	
3. If a student completes the FAFSA with insufficient information for an EFC to be calculated, the SAR is flagged as "Pell-ineligible."		X
4. Information Request Forms are used to make optional corrections indicated on the SAR.		X
5. The Information Request Form is Part 3 of the SAR.		X
6. The Information Request Form contains each item from the FAFSA and space for corrections.	X	
7. Part 2 includes the following: Information Summary, eligibility letter, FAFSA information, NSLDS history.		X
8. Part 1 of the SAR contains the eligibility letter.	X	
9. Part 2 of the SAR is where the student makes corrections.	X	