January 6, 2022

Dear Student Support Services Project Director:

It is time to prepare the Annual Performance Report (APR) for the Student Support Services (SSS) Program for program year 2020-21. The Web application you will use to submit your report will "go live" on Monday, January 10, 2022. The due date for submitting your APR is Friday, **February 11, 2022**. The data structure and instructions for the report, along with links to the secured APR Web site are maintained by our contractor.

**NOTE:** For clarity, for the SSS 2020-21 APR data collection, Field # 34 [Persistence Status (at the beginning of the 2021-22 academic year)], the year of the degrees/certificates earned (or when a transfer occurred) must fall within the reporting period (August 2020 through August 2021).

**Prior Experience (PE) Points**: Please note that prior experience (PE) points are assessed in the second, third, and fourth years of the grant cycle. Since the 2020-21 reporting period is the first year of the 2020-2025 grant cycle, the U.S. Department of Education (the Department) will not use the data you submit to calculate your prior experience points.

The APR summary PDF document that grant projects are strongly advised to download contains personally identifiable information (PII) about program participants. Executive Order 13556 requires compliance with uniform standards in managing documents with sensitive information. In compliance with these standards, the Department is: (1) including a header marking across the top of the document “CUI//PRVCY/STUD”; (2) beginning the file name with the characters CUI-PRVCY-STUD; and (3) including a footer in the cover page which states, “Controlled by Emory Morrison”. As a practical matter, these markings are meaningful for the National Archives and Records Administration (NARA) which oversees compliance with Executive Order 13556. They indicate that the document contains sensitive information and should be handled with care. The marking CUI is an acronym for Controlled Unclassified Information; the marking PRVCY indicates “Privacy” which is a particular class of CUI; and the marking “STUD” indicates “Student”. If you have any questions or concerns about the CUI markings, please contact Emory.Morrison@ED.Gov, and please include “APR CUI’ in the subject line”.

**Registration:** Grantees must register a password in order to protect the security of their APR data. All first-time users must register at the site in order to set up their account. To register, click on the "Login and Registration" link and provide the Project Director’s first and last name and email address. If the PR number, last name, and email address match the data that the Department currently has on file, users will proceed with the registration process by providing a password, password confirmation, and selecting two security questions before submitting the form. Users will be required to login again using the PR number and re-entering the password.

If the project director’s information has changed or needs to be updated from what the system holds, the user may submit updated information through the registration page to initiate a change verification process. The information that the user submits will be verified by a program specialist. Only after the new project director information has been verified can the user proceed with registration.

**Help Desk:** If you encounter technical problems accessing the Web site or using the Web application, please contact the Help Desk by telephone at (703) 885-8008 or e-mail at [generaltrio@collabralink.com](mailto:generaltrio@collabralink.com). Please note that the Help Desk will respond to inquiries from grantees within two business days of receiving the telephone call or e-mail. The Help Desk will be available to respond to questions on weekdays (excluding Federal Holidays) from January 10, 2022, to February 11, 2022. During peak times, it may take longer to receive a response; thus, we encourage you to prepare and submit your performance report as soon as you have collected the complete set of data.

Please remember, **within five business days after final submission of your completed online APR, you must scan and upload a signed copy of Section I of the report form** that certifies that the information submitted electronically has been verified to be accurate and complete. Should you have any problems uploading Section I, please contact the Help Desk for assistance at (703) 885-8008.

If you need to revise your performance report data after submission, please contact the Help Desk for assistance. Please note that generally, the Department will be able to accommodate revisions only until the due date for submitting your APR.

Thank you for the time and effort you devote to the performance reporting process and for your commitment to providing complete and accurate data for the SSS Program. Please retain source documents in a readily accessible form so that they can be verified during an on-site visit.

Sincerely,

James Davis

Director

Undergraduate Programs Division