

November 2011

Dear SSS Project Director,

As discussed in the 2011 Student Service (SSS) Update, the Department is making changes to the APR data collection process for the SSS program to improve transparency in the calculation of prior experience (PE) points and to ultimately provide SSS grantees with their PE points for the reporting year at the time of the APR submission. To this end, the Department has implemented a one-time online student verification process.

As part of this verification process, you will be required to review the Department's list of participant records to be included on your 2010-11 APR data file. You will need to correct, if necessary, personal identifiers (Social Security Number (SSN), First and Last Name, Date of Birth, and Student Cohort Year) for participant records that have data errors.

In addition, in order to make available your PE points at the time of APR submission, you will be required to retain all of the participants for a period of six (6) years in the case of a 4-year institutions and four (4) years in the case of a 2-year institution as these are the points of measurement for the completion objective.

Once you have reviewed and confirmed all of the data issues, you will be able to download a list of participants that need to be included on the 2010-11 APR. **Please note that you will be responsible for ensuring that the data contained in the file you download via this verification process, will be identical to that of the 2010-11 APR data file that you will be submitting to the Department in 2012.**

You will use an online Web application and registration process developed specifically for this verification process. All SSS projects must use the online verification system to review and confirm their participant records. The web application system will be available beginning November 14, 2011 through December 15, 2011 and can be accessed at:

<https://trio.ed.gov/sss/>

A guide for reviewing, confirming and submitting your report as well as a description of the download file that will contain the participant data you have reviewed and verified can be found at: <http://www2.ed.gov/programs/triostudsupp/performance.html>. Prior to beginning your verification and submission process, please review the guide for *Student Support Services Online Student Verification System (Tier 1A)* and the *Guide to Variables Contained in the Download File*.

If you encounter technical problems accessing the Web site or using the Web application, please contact the [Help Desk](#) using the instructions provided at the site.

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

Sincerely,

Eileen S. Bland
Director
Undergraduate and Graduate Programs Division
Student Service