# 2009 INSTRUCTIONS FOR USING THE CORE 40 AND HONORS INTERNET UPDATE SYSTEM (CHIPS)

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## 2009 INSTRUCTIONS FOR USING THE CORE 40 AND HONORS INTERNET UPDATE SYSTEM (CHIPS)

The Frank O'Bannon Grant program is a need-based college financial aid program administered by the State Student Assistance Commission of Indiana (SSACI). The SSACI awards provide *increased* funds to eligible high school graduates earning an Academic Honors Diploma (AHD) with a cumulative Grade Point Average (GPA) of at least 3.00 on a 4.00 scale, and to Core 40 Diploma (C40) graduates with a cumulative GPA of at least 2.00 on a 4.00 scale.

Please note that for SSACI's purposes, not only must the Indiana Department of Education (IDOE) academic courses required for the Core 40 Diploma or the Academic Honors Diploma curriculum be completed, but the required cumulative GPAs specified above must be achieved as well. Currently the IDOE does not set a minimum grade point average for C40 diplomas. Academic Honors Diplomas require that students have no grade less than a C and a B average overall. This may result in a student being considered C40 or AHD for IDOE purposes, but not for SSACI purposes. Carefully note this distinction and report to SSACI only those students who meet SSACI's requirements. The IDOE may have different reporting requirements you must meet as well.

**CHIPS** (**C**ore 40 And **H**onors **I**nternet U**P**date **S**ystem) was developed as a Web-based Internet application to facilitate the reporting of eligible AHD and C40 graduates to SSACI. The reporting done by the high school counselors is crucial to the success of the Frank O'Bannon Grant program. Otherwise, students might not receive the Academic Honors and Core 40 monetary enhancements to the Frank O'Bannon Grant program. In addition, as of 2006, colleges may utilize the AHD or Core 40 designation in SSACI's records to determine a student's eligibility for the new Federal Academic Competitiveness Grant (ACG) program. Therefore the accuracy of your reporting has become even more meaningful as it may provide additional funding into the student's financial aid package.

**CHIPS** allows the user to:

- **Add seventh semester data for students (by the initial data entry deadline date of Friday February 27, 2009)** who are on target to meet SSACI's requirements for a Core 40 Diploma or Academic Honors Diploma (with the required cumulative GPAs) at the end of eight semesters.
- Enter data on-line, one student or several students at a time; or upload an appropriately formatted text file containing all student records.
- Update (correct) student records on-line to make necessary corrections to name, date of birth or Social Security Number.
- **Update (correct) student records on-line to change program status before or after graduation, until Friday, May 29, 2009. Thereafter you will need to approach a more manual process by directly contacting SSACI (317-232-2355).**
- Print or View all records entered.

**CHIPS** stores all data on a secure server requiring a user name and password for access. All data is encrypted when transmitted over the Internet for maximum privacy, confidentiality, and security. Stored data is held in the highest confidence and regularly backed-up. The CHIPS application is available whenever the user has access to the Internet. The user also has on-line access to the Verification Form.

**General Security Agreement (Found on-line at http://www.in.gov/ssaci/files/Electronic_security_agreement.pdf)** SSACI trusts that only authorized high school staff will have access to CHIPS data entry and review. The General Security Agreement must be reviewed by high school personnel and remains in effect until SSACI revises or revokes it. All high school staff working with CHIPS must abide by the principals set forth in the Agreement.

**Verification Form (Found on-line at http://www.in.gov/ssaci/files/2009-10-52021-CHIPSVerificationForm.pdf)** The Verification Form has been updated for the 2009 CHIPS reporting cycle. It can be copied and used to obtain the needed data for CHIPS entry and permission from parents to make the data available to SSACI. Do not send the Verification Form to SSACI. Keep it in accordance with your high school's record keeping requirements.

SSACI understands that some parents and students might be reluctant to disclose Social Security Numbers. Parents and students need to understand that in order to be considered for Federal, State, and many college financial aid programs, the Federal Processor must receive the *Free Application for Federal Student Aid* (FAFSA) on or before March 10th of every year and the FAFSA requires student and parent Social Security Numbers. SSACI receives a copy the FAFSA for students who indicate on the FAFSA that Indiana is their legal state of residence.

## CHIPS DATA ENTRY OVERVIEW

**Prior to starting CHIPS data entry, please review the information on data accuracy, eligible students, required data fields, data entry, and data upload procedures.**

### Data Accuracy

Data accuracy is integral to this process working correctly for the student. Entering the correct social security number, last name, first name and date of birth for each student is extremely important. *These data elements are matched against what the student reports on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student cannot be awarded a Frank O'Bannon Grant with the Core 40 or Academic Honors enhancement.* Translated in dollars, in 2008-09 a student could have lost up to a maximum of $2,200 in Frank O'Bannon Grant funds if the CHIPS information was not correct. Additionally, if colleges are looking for the Core 40 or Academic Honors designation in the SSACI records as part of the award process for the Federal Academic Competitiveness Grant (ACG) and no designation is found, students may lose up to $750 the first academic year, and $1300 the second academic year of their college career.

### Eligible Students

The students for whom you report information must be U.S. citizens or eligible non-citizens (eligible non-citizen students have an Alien Registration Number, i.e. a green card) with a social security number. See the Free Application for Federal Student Aid (FAFSA) for definitions of eligible non-citizens. If a student is here as an exchange student, with an F1 or F2 student visa or J1 or J2 exchange visitor, or a G series visa, he should not be reported to SSACI. But, for Indiana Department of Education (IDOE) purposes, the student may be eligible for the Core 40 or Academic Honors Diploma. Please check with the IDOE for details.

## REQUIRED DATA FIELDS

**Social Security Number**

The student's social security number (SSN) must be entered as 9 digits, with (123-45-6789) or without (123456789) dashes. Any other data entry will result in an error, which will be displayed on screen. You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must be the same as on the student's Social Security card.

**Last Name**

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma. Do not use suffixes such as "Jr" of "II" unless you are sure that is the student's legal name. Also avoid using apostrophes in names such as "O'Brien" unless you are sure that is the student's legal name and how the student signs his or her name.

**First Name**

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa".

**Date of Birth**

The student's date of birth (DOB) must be entered as 8 or 10 characters: 8 digits from 0 to 9 with or without slashes. If a student's DOB is January 7, 1990, it must be entered as 01/07/1990 or 01071990. The format must be mm/dd/ccyy or mmddccyy where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year, for example, "1989", where the "19" or century part is required. Editing is done on the DOB to make sure it is valid and reasonable. For example, "1995" is not a reasonable birth year for a high school senior[1]. Errors are reported in "red letters" and must be fixed before the data is accepted.

**Diploma Type Criteria (Academic Honors or Core 40)**

**Initially Adding Records**: The first time a student's data is entered, the only valid programs you can choose are: "AHD" or "Core 40." Do not report to SSACI those students who do not appear to be in a position to complete the Core 40 or Academic Honors Diploma with the required GPAs (Core 40 at least a 2.0 on a 4.0 scale, Academic Honors at least a 3.0 on a 4.0 scale, if GPA is less than 3.0 but has at least a 2.0 and is completing the Core 40 curriculum may report as Core 40). If a high school uses a GPA scale other than a 4.0, click here to use the GPA converter (http://www.in.gov/ssaci/files/GPA_Converter.xls)

**Updating Records**: When updating an existing record there is a third program possibility: "Neither." *The code "Neither" should be used to tell SSACI that the student, whose information was previously entered, did not earn either the Core 40 or the AHD at the end of eight semesters.*

*Students who were on track to earn the Academic Honors Diploma but who finish with a cumulative grade point average of less than 3.0 on a 4.0 scale however completed a Core 40 curriculum (with a final GPA of at least 2.0 on a 4.0 scale) should have their status switched in the CHIPS report from Academic Honors to Core 40.*

[1] On the other hand, if you have a 13 – 15 year old for example graduating with a Core 40 or Honors Diploma, we will be glad to update our system manually. Just call us.

*Students who were on track to complete the Core 40 curriculum, but failed to meet the required 2.0 on a 4.0 scale cumulative grade point average or didn't complete the required coursework, should be switched to "Neither." In this way the student's record is never deleted from the data collection system, only updated to reflect the student's* ***final program status****.*

**Text File**: If data is added by uploading a text file, the program code "Core 40" or "AHD" (without the quotation marks) should be used when the file is created by the user. Data cannot be uploaded with a code of "Neither". See the discussion section of Uploading Data on page 12 for details.

## ACCESSING CHIPS FUNCTIONS

### Accessing CHIPS

**CHIPS** requires the user's Internet Browser to be Microsoft's *Internet Explorer*. At minimum, users will need to use Internet Explorer Version 6.0 or later. If you have an older version of your Browser and are having problems you may contact SSACI at 317-232-2355. You can go to the **Help-About Internet Explorer** window of your Browser to check its version. If the user has a properly configured personal computer, the latest versions of the browsers can be downloaded free from www.microsoft.com. It is best to check with your IT staff to make sure your computer can benefit from the newest versions of the software prior to downloading a new version of the application.

CHIPS is accessed using the URL: www.ahdc40.IN.gov/ or www.ssaci.IN.gov/ .
If you use the later URL it starts at SSACI's homepage. You will need to take the additional steps of using the navigation frame on the left-hand side of the page and under the **Professional Partners** section click on **High Schools-CHIPS** to access the CHIPS program.

As soon as you access the CHIPS Core 40 AHD area of SSACI's Web page, a window that looks like this will pop-up:

At this point, click on the appropriate "bar". You have the following information available:
CHIPS Instructions
Frequently Asked Questions
Electronic General Security Agreement and Verification Forms
AHD/Core 40 Data Input

CHIPS Instructions
If you go to this area on the webpage above, you can view, save, or print the instructions. Clicking on the Back button of your Browser will take you back to the previous screen.

Frequently Asked Questions
If you go to this area on the webpage above, you can view a series of questions and answers about the CHIPS reporting program. Clicking on the Back button of your Browser will take you back to the previous screen.

Electronic General Security Agreement and Verification Forms
If you go to this area on the webpage above, you can download a verification Form or read the General Security Agreement which high school personnel agree to abide by. The Verification Form can be printed if you need another one. Clicking on the Back button of your Browser will take you back to the previous screen.

AHD/Core 40 Data Input
If you go to this area on the webpage above, you will access the main data collection area. It is discussed in detail later on page 9 in these instructions. A User Name and Password, provided in the cover letter sent in the mail, are required to enter this area.

## SPECIAL NOTICES

**Purpose**

This area contains program advisories and a troubleshooting list. It is recommended you check this area prior to starting your data entry or update in the event there is an alert of which you should be aware.

Special Notices will ONLY be placed in the event that the system is unavailable or when SSACI has special notices or other information announcements that need to be communicated. The Special Notice window will appear like this:

# DATA INPUT

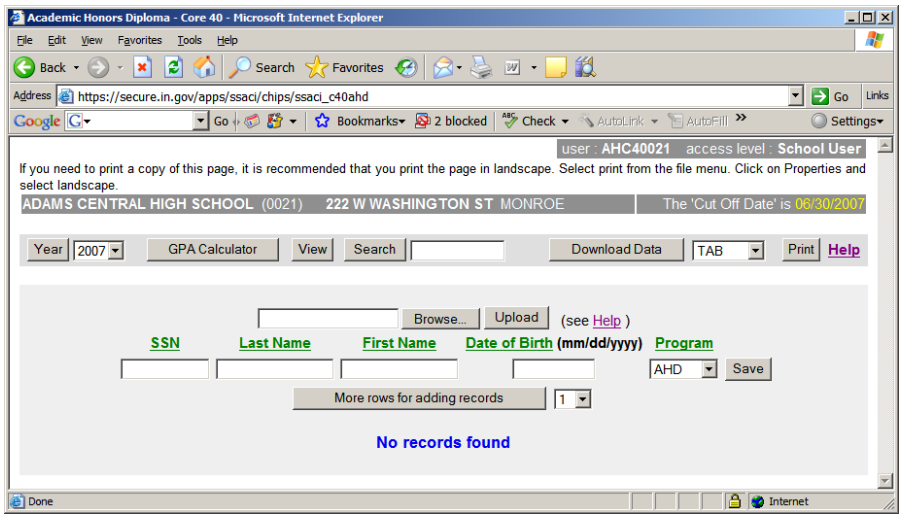
## AHD/Core 40 Data Input

You will be asked to supply your *User Name* and *Password*, which are provided in the cover letter sent via U.S. Postal mail to your Director of Guidance in January 2009.

The User Name and Password are case sensitive! Please turn off your Caps Lock button prior to entering the information and use the shift key where capital letters are called for.

Be sure to use the mouse or TAB key to go between the User Name and Password boxes and not the Enter key. You can choose to check the box to save your password if that option is displayed on your screen *but understand that if you do, anyone who has access to your computer has access to CHIPS data and can modify it!*

Once your User Name and Password have been entered, you will be in the data collection area of CHIPS. The screen example is reflected below:



This is one of the most important areas in CHIPS. Here you can do a host of activities:

- View the data you have entered, arranging the display by any of the five data fields
- Add new student records to the system on-line
- Upload a file of new student records
- Update existing records on-line once records are created

**NOTE**: When entering information on a student, data must be entered for all of the fields as the application will not save partial updates.

**SSN**, **Last Name**, **First Name**, **DOB** and **Program**

SSACI can not update its **G**rant **R**eporting **A**nd **D**elivery **S**ystem (**GRADS –** where FAFSA data is stored) without valid data in all five fields. Without complete and accurate data in all five fields, a student might lose the Academic Honors or Core 40 enhancement to the Frank O'Bannon Grant, and the Academic Competitiveness Grant (ACG) funding.

## OVERVIEW OF DATA ENTRY FUNCTION

**CHIPS** provides two methods to enter student data: 1) manual entry of one or several students at a time or 2) uploading a previously prepared and appropriately formatted text file. Many uploads can be done, each one adding new students to the system. No matter which method is used, each student record can be added only once.

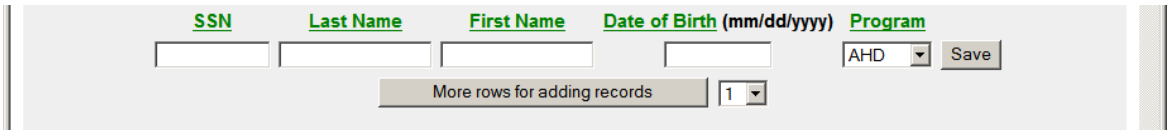
It is important that each uploaded file contain only **new** students not already entered otherwise an error message will be generated. The system checks to see if an SSN already exists system-wide; if it does, the record will be rejected. Changes or corrections ("updating") to student data already loaded must be done on-line, one student at a time and not through the upload process.

Uploading a text file of student information in the proper format can make reporting quick and easy. Users should consult with their school or corporation Information Technology (IT) staff if they are unsure of how to create and save files in the correct format.

# MANUAL STUDENT DATA ENTRY

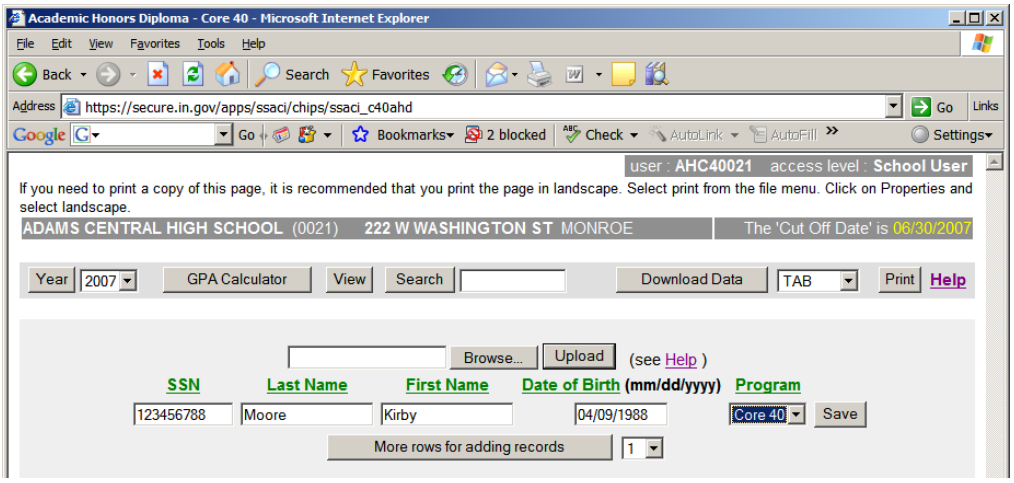
## Adding One or Several Student Records at a Time

To add data one student or several students at a time, use the area in the mid part of the screen to do so.




It is in this area that you enter individual student data. Use the drop-down menu in the **Program** column to select the student's program, Core 40 or AHD; it is accessed by clicking on the down arrow button. Once you have entered all the required data, click the **Save** button to the right of the Program field to store the data.

If the data entry has no errors, the data will be accepted; if there are errors, they will be displayed in "red letters" and you must correct them to save the student record. The most common errors are not having 9 digits for the SSN or using an incorrect format for the DOB. You can click on the **SSN**, **Last Name**, **First Name**, **DOB** or **Program** links to get on-line help. Once the system accepts the data, the screen will reappear ready for a new record.




## More Rows for Adding Records/Saving Data

If you would like to add up to 20 student records at a time before hitting the Save Button, click on the down arrow to the right of the button "**More rows for adding records**." Select the number of rows you would like to add at a time. Then, click on the "More Rows for adding records" button.

This feature will allow you to complete data entry for several students while hitting the Save button only once when you have reached the number of students you indicated you wanted to add, as opposed to hitting the save button after each individual student data entry. NOTE: When using the "more rows for adding records", count the number of students you want to enter MINUS ONE (as this feature automatically adds a row to your count) to avoid ending up with a BLANK row for which you will have no student information to enter. *To become familiar with this feature, it is recommended that you start by selecting the option to add only a few (3-5)*

*students (remembering to subtract one from your count). Be sure to hit the SAVE button when done. Once you are comfortable with the feature, you can decide to add more records at a time. It's better to practice on a few records than to try to add 20 records and lose them because the SAVE button was not clicked prior to exiting the program.*

# UPLOADING OF A PREVIOUSLY PREPARED AND FORMATTED FILE

## Appropriately Formatting the File

The file must be in "tab separated" or "comma separated" format. The file can be prepared directly from your computer system, from an application such as an Excel spreadsheet — using the **Save As…** function — to create a tab or comma separated formatted file, or the file may be typed directly into a simple text editor such as Windows Notepad. A student record consists of five data fields: **SSN, Last Name, First Name, DOB,** and **Program** in that order. Each data field must conform to the rules for that data field (as described above for each field). The "Upload" option may only be used to add new records. If changes or corrections are needed for previously entered data, it must be done in the manner described on the previous page. **Do not use a header record when formatting a file.**

Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044), and each record ended with a CR character ("carriage return", ASCII decimal value 013) and LF character ("line feed", ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put a <CR><LF> at the end of every record, as will the **Save As…** function of Excel or hitting the <Enter> key if records are typed into Windows Notepad. Either the TAB or comma separator must be consistently used throughout the data set. If correct, the uploaded data will be immediately available to you on-line; else you will get an error message in "red letters" for each incorrect record.

Examples of valid records are below:

123456789, Gauss, Carl, 01/01/1990, AHD
987654321, Berry, Holly, 11/05/1990, Core 40

or

123456789<TAB>Gauss<TAB>Carl<TAB>01/01/1990<TAB>AHD
987654321<TAB>Berry<TAB>Holly<TAB>11/05/1990<TAB>Core 40
where <TAB> is the TAB character inserted by your computer or CHIPS application.

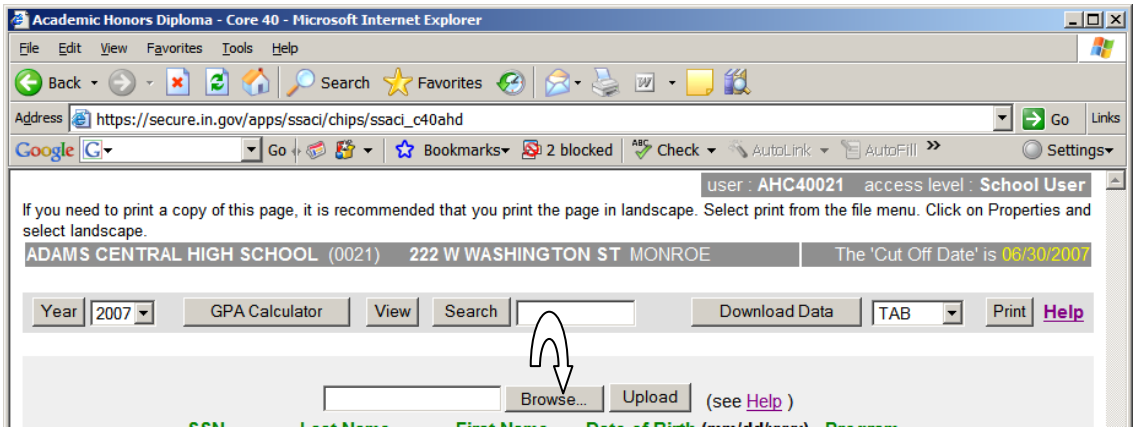
## Uploading Data

If you click on the "Browse" button in the CHIPS application, your Internet Browser will open a window titled "Choose file" or a similar phrase. You might have to click on the "My Computer" icon in the window to find your C: drive (or the appropriate drive where the file resides on your system.)

Once you find the file you want to upload, either double click on it or click once and then click on the "Open" button in the window. Either action will take you back to the "Upload" Web page in CHIPS. The file will be in window next to the "Browse" button. Click on "Upload" to send the file.

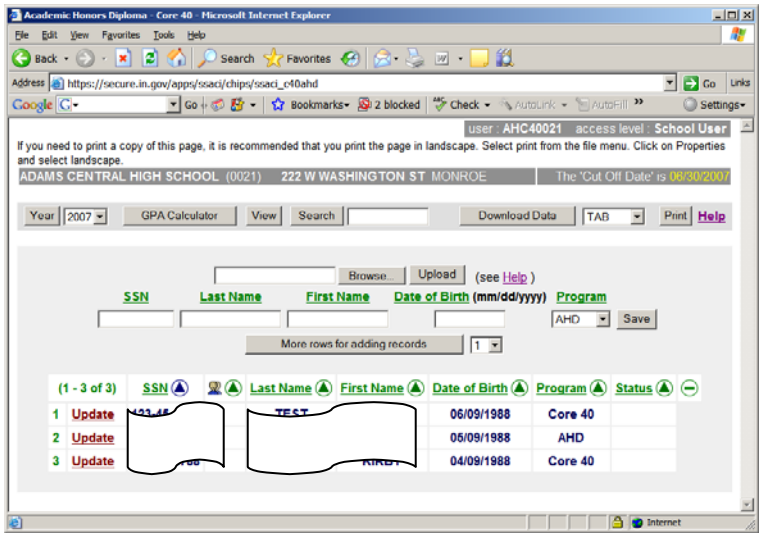
Alternatively, just type the path and name of the file in the window and click "Upload". The name of the file does not matter but it is conventional to name a text file with the extension ".txt" (i.e. ahdc402009.txt would clearly identify the file).

If data will be entered using a database upload, use the area in the upper part of the screen to do so.




To add records from a tab or comma delimited file, type in the path and file name or use the "Browse" button to find the file and click "Upload". It is in this area that you can upload text files to add new students to the data collection system. If you click on the **Help** button, a help window will appear.

Once you have entered student data, you can see more of this screen by using the vertical scroll bar to move down the page. You do this by using the Up (▲) or Down (▼) scroll buttons on the far right side of the screen. The screen will appear like the next graphic after entering several records or completing a database upload:

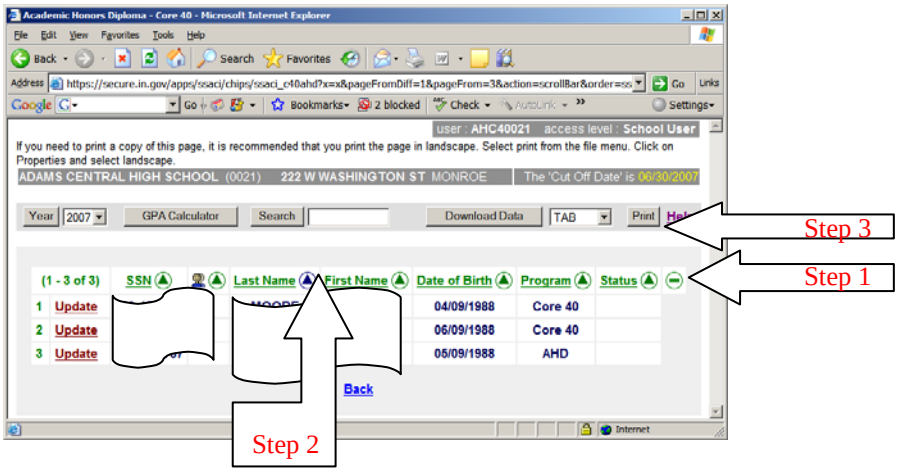



## Updating and Saving Data

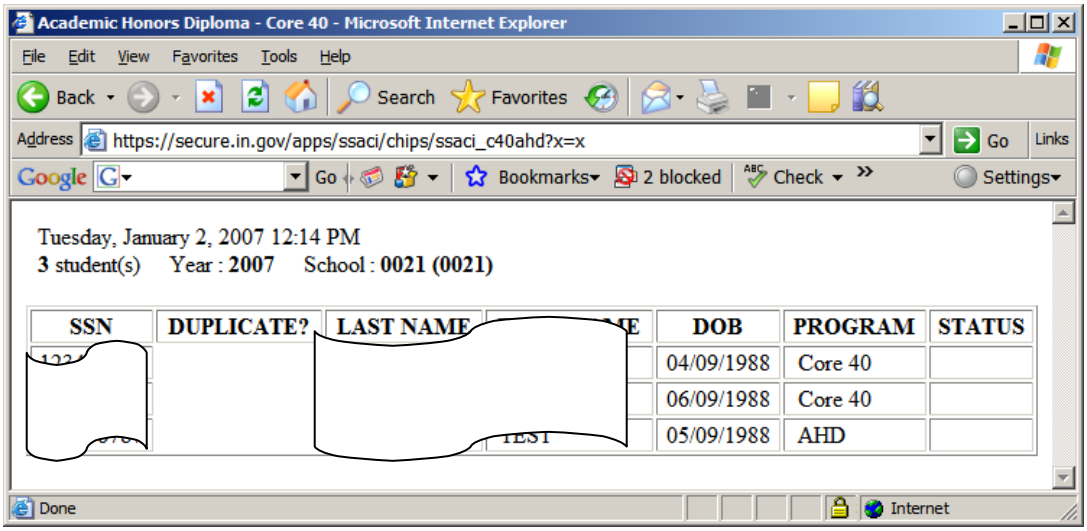
Click on the word 'Update' next to the SSN if you need to make a change to a record. You can now change any or all fields as needed for that student's record. Click the **Save** button next to Program to save the updated information. As soon as you are done saving the record, the screen will go back to the list of students, ready to update another student or add a new record. If the updated data contains errors, they will be in "red letters" and the data will not be saved. Fix the data before attempting another **Save**.

## Viewing the Data

The screen displays up to 15 records in each view. To view the next 15 records, click on to move to the next page. Clicking on will take you to the end of the list. Reversed arrowheads will take you to the previous page or to the beginning of the list. To view your entire list by alpha click on the symbols (Step1), then (Step2), and then the Print button (Step3) as seen below.




Once Steps #1 and through Step #3 are completed the entire list can be seen as reflected below.




## Sorting the Data

The sort order defaults to ascending SSN order. To reset the sort order, click on the button (you may need to scroll to the far right on your screen to see this button). Allow a moment for the default sort to be "released." Then click on the symbol next to the data field name by which you want to re-order the list of data. The arrowhead pointing up means the list is in ascending order; the symbol means the list is in reversed order. The options are:

- **Order by SSN**, that is, display the list in SSN numerical order.
- **Order by Last Name**, that is, display the list in alphabetical order.
- **Order by First Name**

- **Order by Date of Birth**
- **Order by Program**

If you would like to sort on multiple fields, such as program by last name, click on the button (you may need to scroll to the far right on your screen to see this button), then click on the Program symbol then the Last Name symbol . To change the sort order, click on the button. A sort cannot be saved. The records will revert to ascending social security number once the application is closed.

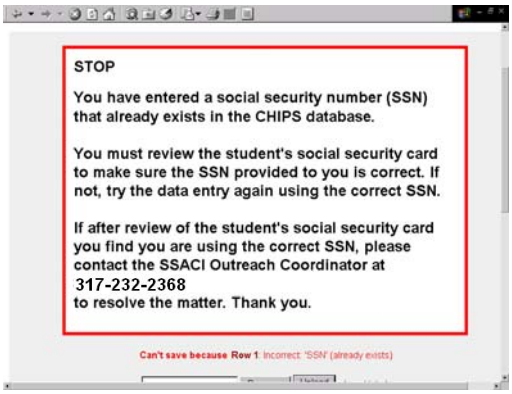
**Printing**

Sort the list as you would like, by Last or First Name, SSN, Program, or DOB. Click on the PRINT button located between the Download Data Button and the Help field. Allow time for the list to come up on your screen, and then print as you would any other document. Using the Print function is also a good way to look at your list as a whole (not just 15 students at a time.) You may click on PRINT, bring up the list, scroll through the list, and then print if you wish.

# TROUBLESHOOTING UNUSUAL SITUATIONS/ACTION REQUIRED BY HIGH SCHOOLS

## Duplicate Social Security Numbers

CHIPS will **NOT** let you enter a social security number that already exists in the system. If you enter a duplicate SSN, you will see the following screen:




This error could occur when doing either a database upload, or entering individual student data. If you get this error:

1) Check to make sure a typographical error has not been made in either the database created for upload or in the social security number you manually entered.

If the SSN appears to be correct according to your records:

2) Check the student's social security card to make sure the correct number was provided to the school in the first place. If not, correct the record and try the data entry again.

If the SSN on file is confirmed with the student's social security card, then contact the SSACI Outreach Manager (Eugene Johnson) at 317-232-2368 for further instructions.

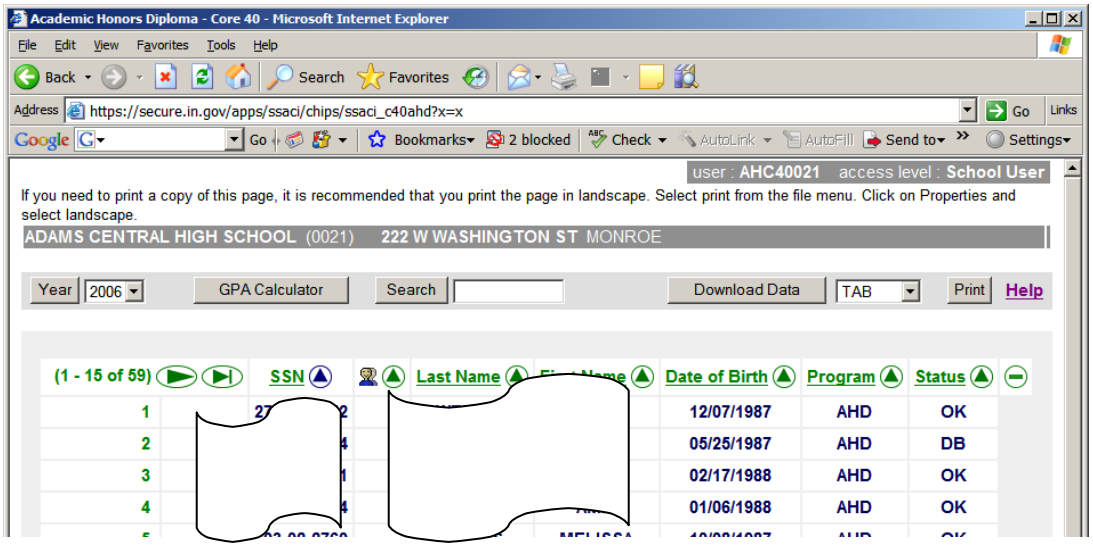
## Status Code Column

As of the first week in February, the status code column function will be operational. Therefore, if you enter your student's information into CHIPS prior to the first week in February, the status code column will be blank. You must then remember to check back and review the column in February and take the necessary action.

It is **CRITICAL** that you check to make sure the status code column reads 'OK' to ensure the student's information entered into CHIPS matches their information in SSACI's GRADS database. This information can be reviewed starting **FEBRUARY 1, 2009**. The student information submitted via CHIPS is compared to the Free Application for Federal Student Aid (FAFSA) data downloaded from the Federal government. SSACI stores the FAFSA data in a system named GRADS. When SSACI compares CHIPS data to GRADS data, its purpose is to update the student's record in GRADS so he or she is recognized for earning the Academic Honors Diploma (AHD) of a cumulative grade point average of at least a 3.0 on a 4.0 scale, or a Core 40 Diploma (C40) of a cumulative grade point average of at least a 2.0 on a 4.0 scale. This action allows SSACI to consider the student for increased Frank O'Bannon Grant funds. Additionally, if colleges are looking for the Core 40 or Academic Honors designation as they

utilize the SSACI records information as part of their award process for the Federal Academic Competitiveness Grant (ACG) and no designation is found, students may lose up to $750 the first academic year, and $1300 the second academic year of their college career in ACG.

An attempt to match the CHIPS data with the GRADS data is made each time you enter and save the student's information into the CHIPS database. The data match has an outcome, and the outcome is indicated by a Status Code reflected in the Status Code Column in CHIPS (See arrow to Status Code Column on next page screen shot). Sometimes the CHIPS data cannot be matched to GRADS data. If the data elements in CHIPS (Social Security Number-SSN, Last name, First name, DOB) do not match what the student reported on the FAFSA, then no update can take place. This could mean the information in CHIPS is incorrect or that the student made an error on the FAFSA, or if the student has not filed a FAFSA, the update cannot take place. You may need to take additional action to resolve the discrepancy. In the event that the student information *is* correct but the social security number has already been claimed for a student reported earlier, after you have asked the student to provide a copy of the social security card as proof and the card number matches the number the student reported, you will need to contact SSACI so that SSACI may identify the additional student also identified with in the CHIPS database with that same number and contact their high school to help resolve the discrepancy.




The next section (on the following page) provides a list of codes, their meaning, and action you may need to take in order to enable a "match" between the student you entered in CHIPS (who fits the criteria diploma type and GPA) and the FAFSA for determining if the student is eligible for an increase in state grant funding . If a code other than "IN" or "OK" is reflected, you need to follow up to try an resolve the issue to ensure that a CHIPS and GRADS data match takes place for as many cases as possible.

| Code | Meaning | Action |
|---|---|---|
| DB | Date of Birth does not match GRADS | Double check the Date of Birth in CHIPS and tell the student to check the FAFSA. Correct the one in error. |
| DE | Deactivated program (AHD or C40) for student | Check that you intended the diploma status to a change to "Neither", meaning no longer Core 40 or AHD. |
| DN | Neither Date of Birth nor Name match, possibly SSN is incorrect. Information reported in CHIPS does not match information in state grant file. | Double check the Date of Birth and Last Name in CHIPS and compare it with a copy of the student's social security card. If information is correct, tell the student to check the FAFSA data submitted to the Federal Processor. If all information is correct, it may be necessary to call SSACI (Eugene Johnson) @ 317-232-2368. |
| ER, or PD, or GY | SSACI Internal Control Status Issue | Call SSACI (Eugene Johnson) at 317-232-2368 |
| GP | Student was reported into SEAS database for Twenty-First Century Scholarship as having GPA less than 2.0, yet reporting student into CHIPS where 2.0 is a minimum criterion to enter. Therefore reporting conflict exists between SEAS and CHIPS database information. | If GPA currently is at least 2.0 and before May 29, 2009 than correct SEAS database, if after May 29, 2009 than contact Twenty First Scholarship @ 317-233-2100 for SEAS database correction. If GPA is not 2.0 then student status in CHIPS database needs to be updated to a status of "Neither" as not eligible for Core 40/AHD diploma criterion and no further action in SEAS is needed. |
| IN | Good News! Corrections were made in CHIPS or with the FAFSA data submitted to the Federal Processor and the "marriage" of information between them now matches. | No further action needs to be taken. The status code should change to "OK" the following day and the increased eligibility if applicable will be applied to student's state grant eligibility. |
| NF | No FAFSA exists for the current year (2009-2010) but a FAFSA does exist for the previous year (2008-2009). Therefore no "marriage" of information will occur with what was reported in CHIPS to a current year FAFSA so that eligibility for an increased state grant award cannot be determined | No award can be granted. Encourage the student to file the current year FAFSA (2009-2010). If FAFSA arrives at Federal Processor prior to the state grant receipt date deadline (March 10, 2009) the state award eligibility and eligibility for an increase in the amount of the state grant award may be determined after the "marriage" of information between CHIPS and the current year FAFSA takes place. However, if after filing the FAFSA inconsistencies are present between CHIPS and the FAFSA another updated status code may appear in the status column. In this case further action may be needed (i.e. Ask to see student's social security card) to correct either original CHIPS data submitted or if CHIPS is not the problem then FAFSA information reported may be incorrect. If so, the student will need to contact the Federal Processor and the FAFSA data to have the CHIPS and FAFSA information match. |
| NM | Last Name does not match GRADS | Double check the student's Last Name with your records, with their social security card. Correct |

| Code | Meaning | Action |
|---|---|---|
| | | original CHIPS data if necessary. If CHIPS data is correct, have student check the FAFSA. |
| SN | • The information in CHIPS has been entered incorrectly or;<br>• The student has not filed a FAFSA or;<br>• The student has filed a FAFSA, but did not list Indiana (IN) as their state of residence or;<br>• The student made an error on the FAFSA information they submitted (name, date of birth, or social security number) | • Re-check to ensure the student's name and social security number matches the student's social security card, the student's date of birth is correct.<br>• Encourage student to file the 2009-2010 FAFSA.<br>• Have student check to ensure residency status is correct on the FAFSA; if state of residence is not Indiana (IN), SSACI does not receive FAFSA data and no 'marriage' of information between CHIPS and FAFSA is then possible. If correction on FAFSA is warranted, student must contact the Federal Processor.<br>• Have student review the FAFSA for accuracy of information and make corrections if needed with the Federal Processor on or before May 15, 2009. |
| OK | Program data in CHIPS and 2009-2010 FAFSA data are cohesive | No action is needed! |

**Unusual Situations**

Please contact the SSACI Outreach Manager (Eugene Johnson at 317-232-2368) if you have students in any of the following situations:

- A Mid-term Graduate
- A student who must complete course work during summer school to reach the Core 40 or AHD status
- Transfer or Drop-Out

If you encounter problems with this application or deadlines, please contact the SSACI Outreach Manager Eugene Johnson at 317-232-2368 for assistance.

## SSACI FILING DEADLINES

| 2009 - 2010 Application Year | Purpose | FAFSA Filing & Correction Receipt Deadline |
|---|---|---|
| FAFSA for the 2009-2010 academic year | State aid | RECEIVED by the Federal Processor after January 1, 2009 but on or before March 10, 2009. SSACI Edit Corrections must be received by the Federal Processor on or before May 15, 2009. |
| | Federal aid | June 30, 2010. |

## CHIPS CHECKLIST

1. Do you know your 2009 CHIPS reporting User Name and Password?
2. Have you read and agreed to the General Security Agreement
3. Have you obtained the student information through the verification form before you begin to enter CHIPS data?
4. Have you read the CHIPS instructions?
5. Do you know the criteria for those students you will report into CHIPS?
6. Have you decided whether you will report student into CHIPS through an upload function or manually?
7. Are you updating your student's status columns starting February 1, 2009?
8. Are you meeting the data entry deadlines?
    - February 27, 2009 for adding seventh semester data for students who are on target to meet SSACI's requirements for a Core 40 Diploma or Academic Honors Diploma
    - May 29, 2009 for updating a student's status before or after graduation?
9. Are you performing a review of status code columns in CHIPS beginning February 1, 2009?