

Award Status Extract Procedure

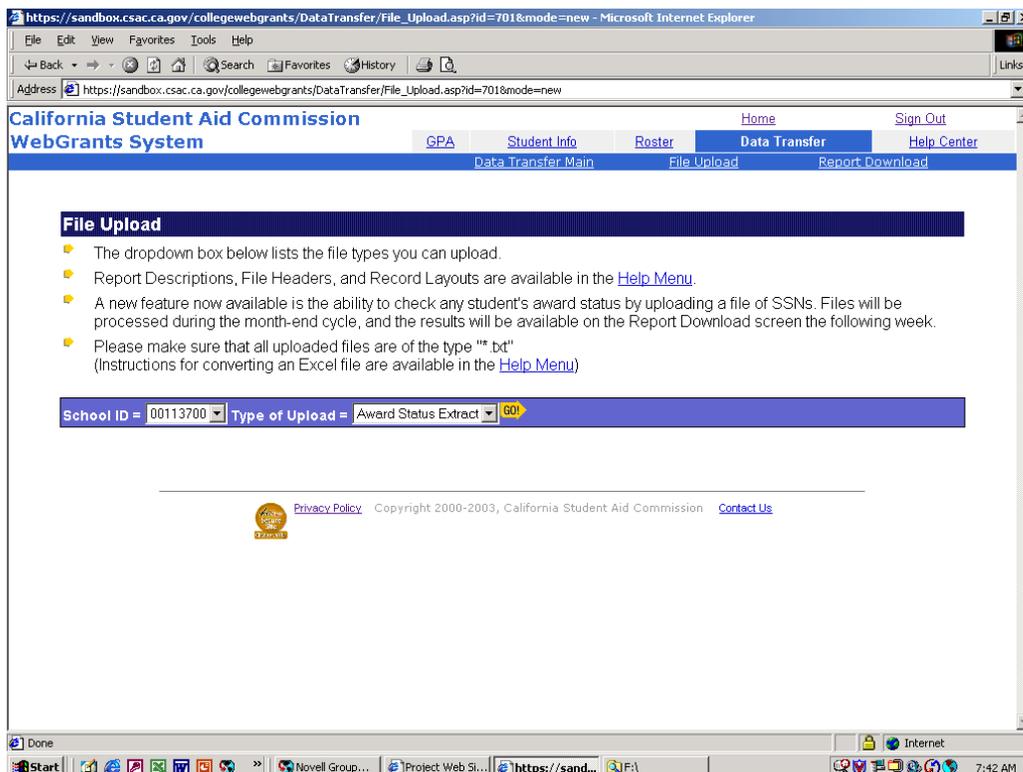
Based on a recommendation made by the Commission's Grant Programs Advisory and Enhancements Work Group, the Commission has developed a new data file extract that will assist schools in tracking award status information for Cal Grant applicants. The new extract is called the Award Status Extract. The Commission developed this functionality to allow schools to match students who are enrolled on their campus with the Cal Grant database.

The Award Status Extract process allows schools to submit to the Commission a formatted list of student Social Security Numbers which will result in the Commission returning two data files with award status information for each student listed on the submitted list. At this time, the results are only available in data file format. The resulting data files can be used to assist schools in identifying students on their campus who may be eligible for Cal Grant payments but do not appear on their current payment roster.

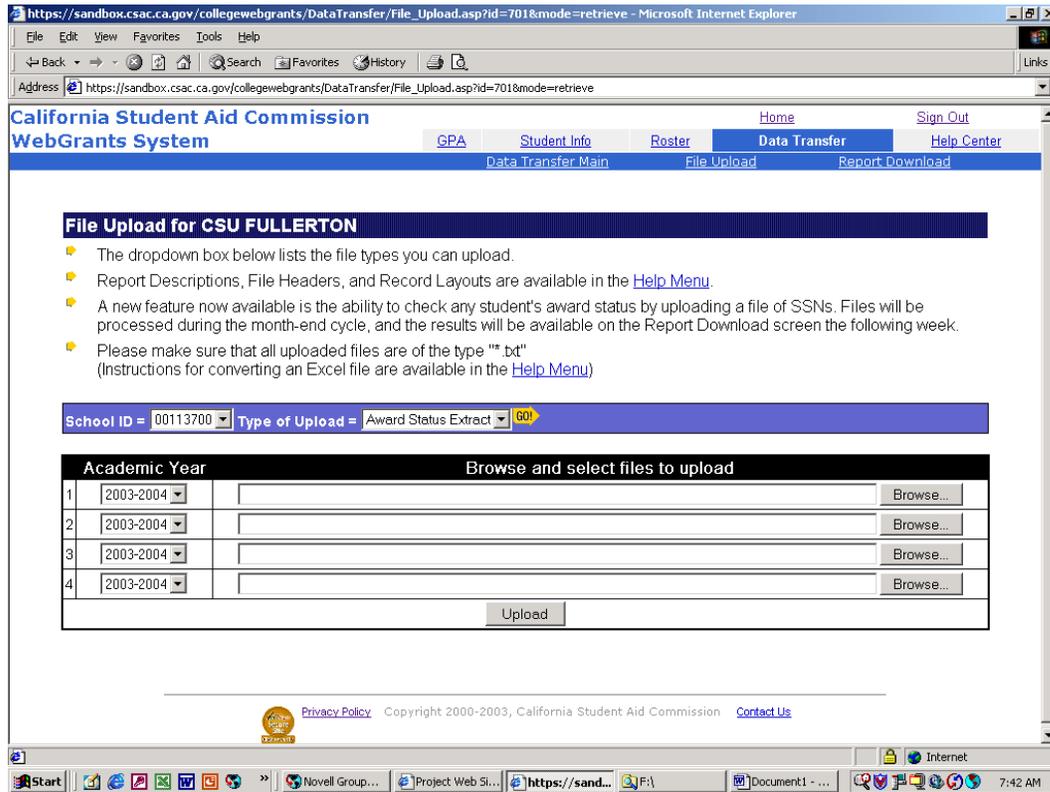
The following are the procedures for the Award Status Extract Process.

Uploading an Award Status Upload File

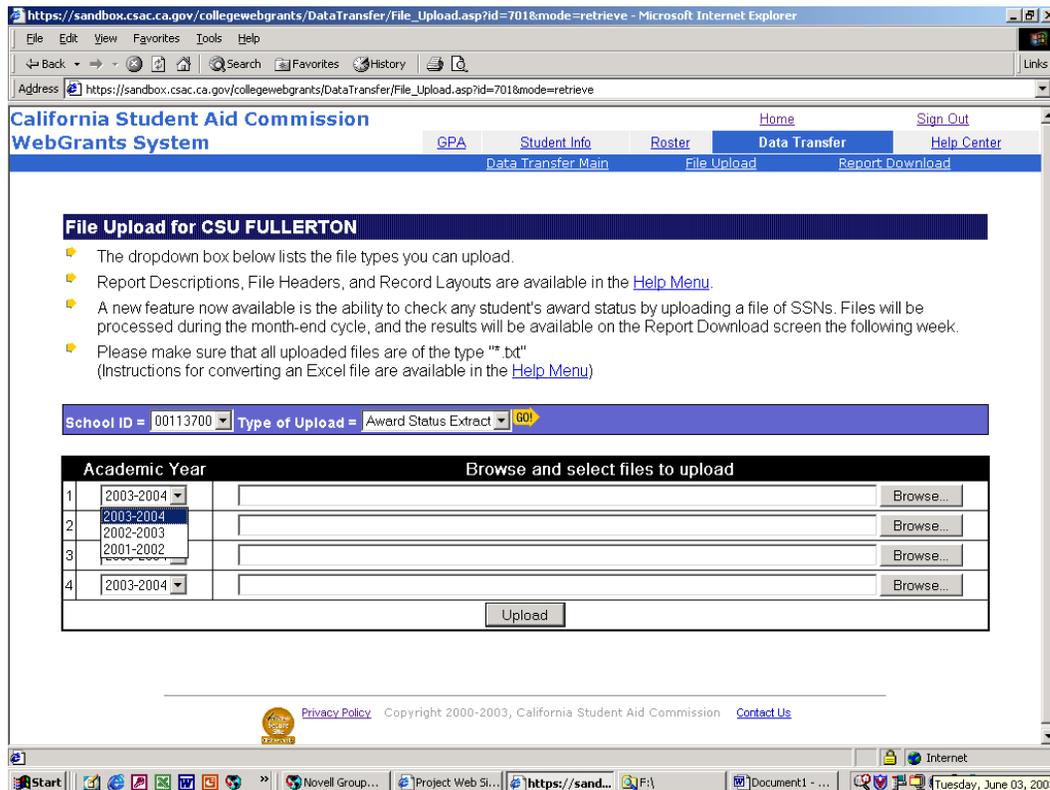
1. Create the Award Status upload file in a text (.txt) format following the Award Status record layout specifications (attached).
2. Log in to WebGrants and navigate to the Data Transfer/File Upload page.



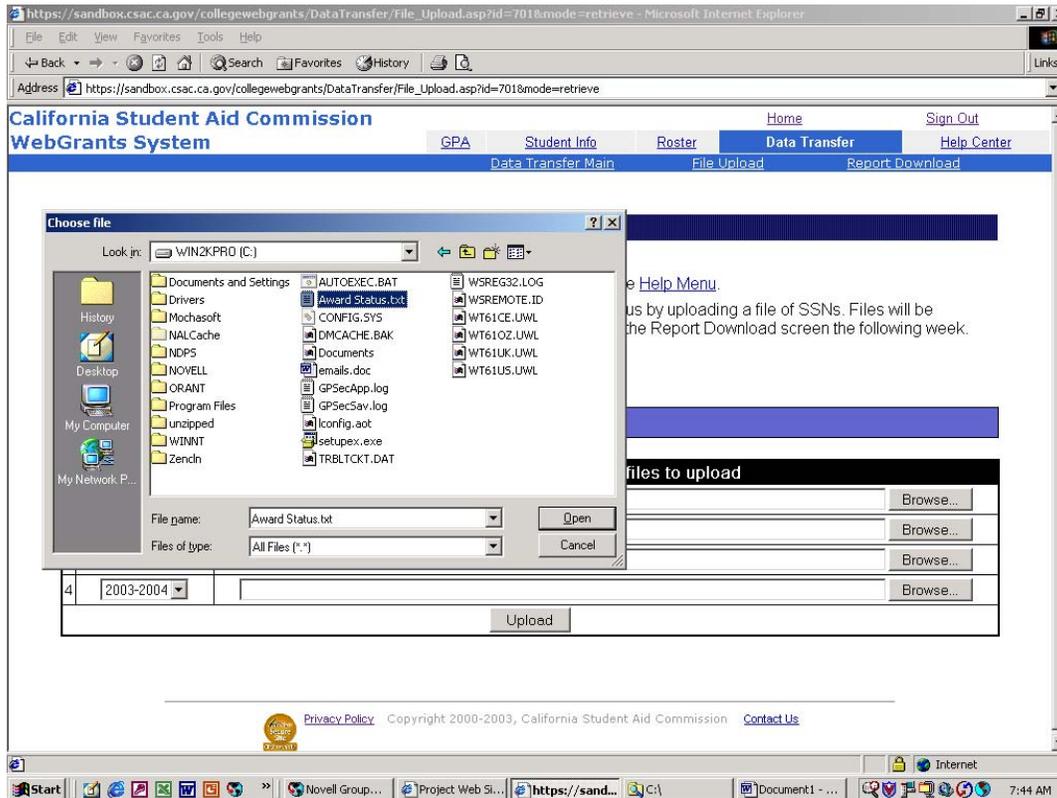
- Select your school ID from the **School ID** drop down box and select “Award Status Extract” from the **Type of Upload** dropdown field and click the <GO!> button.



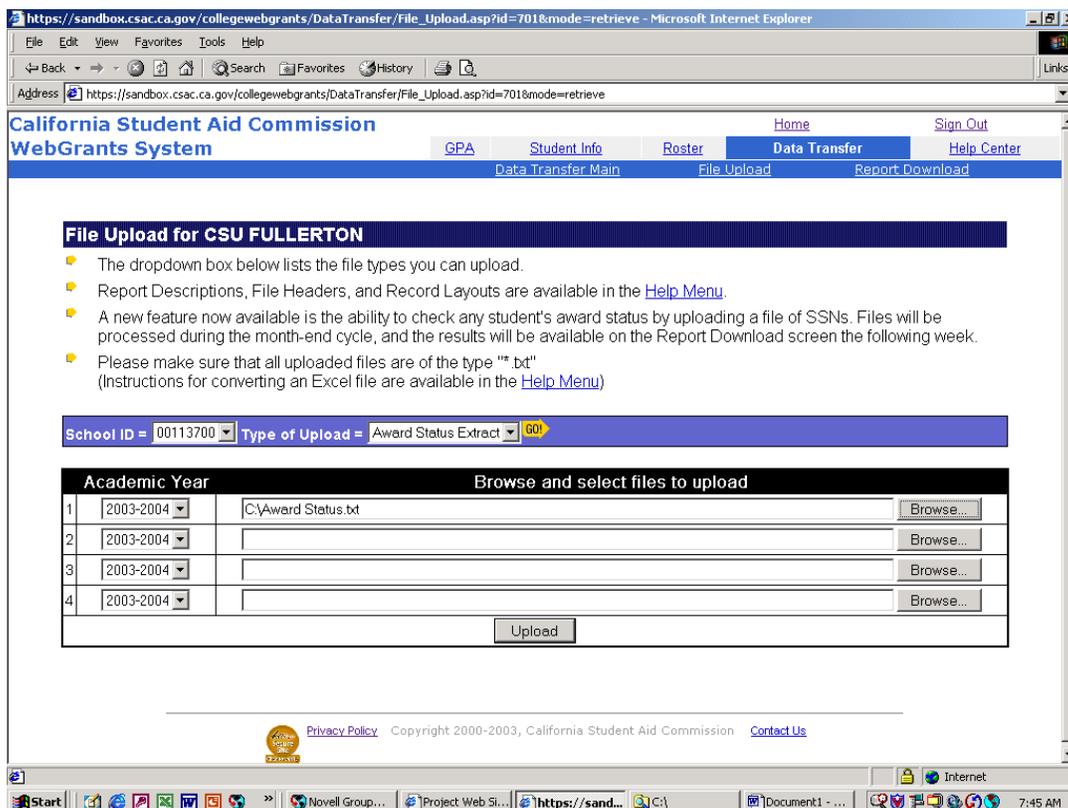
- Select the appropriate academic year from the Academic Year drop down field.



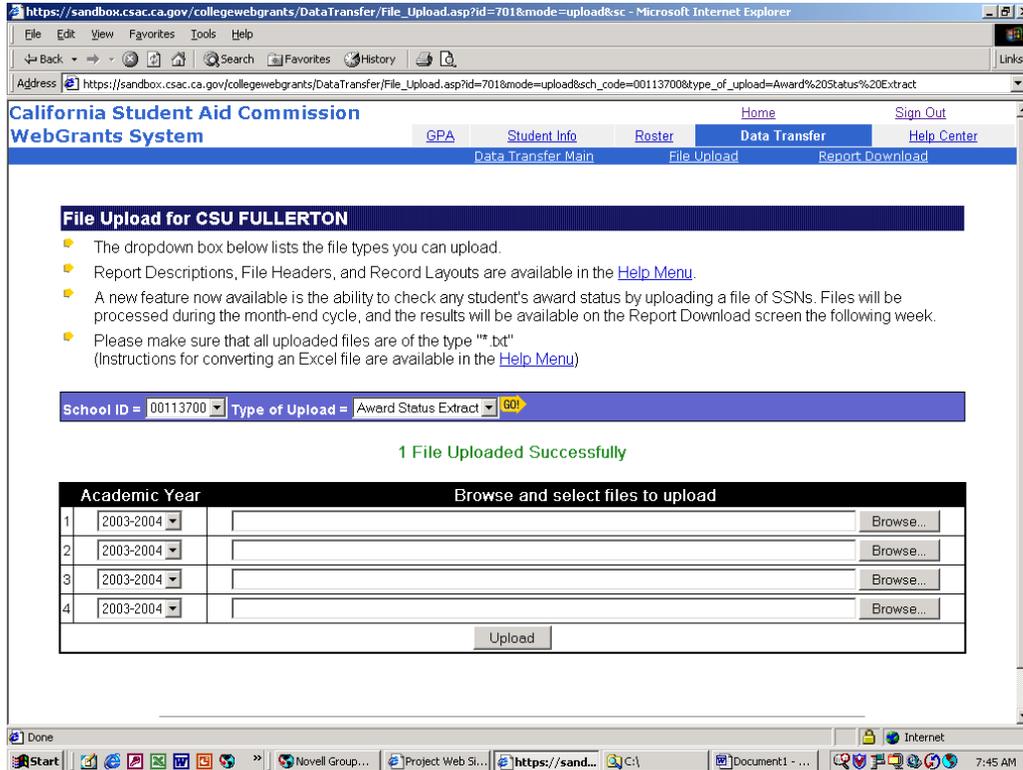
- Click the Browse button and locate the Award Status upload file on your hard drive or network drive. Click on the file name.



- Click the <Open> button to populate the File Location field with the path of the Award Status upload file.



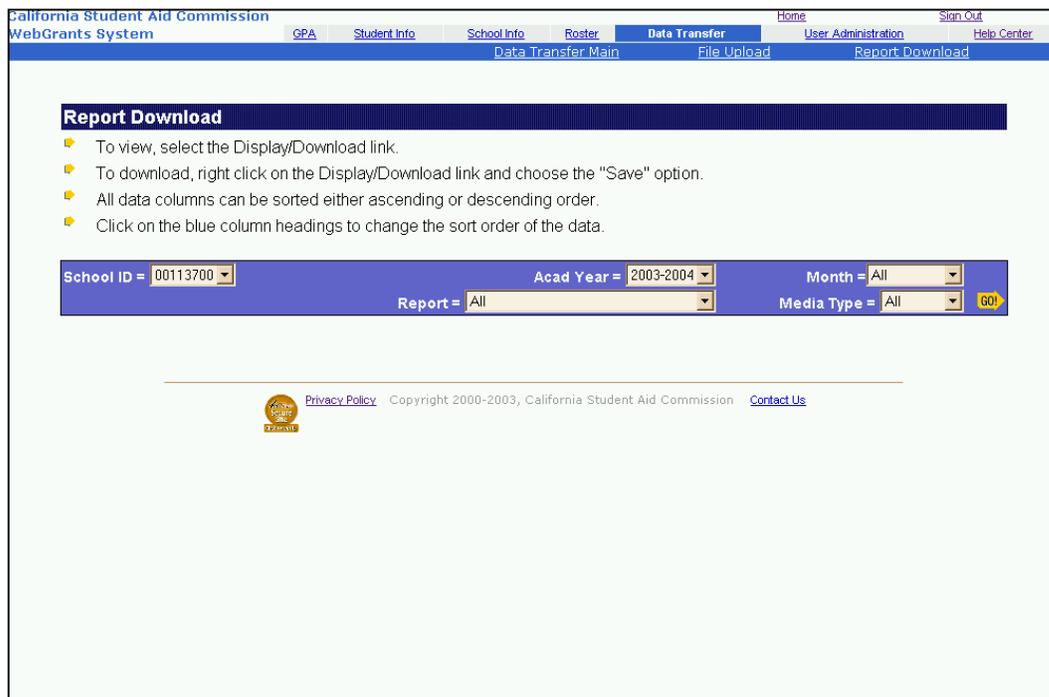
7. Click the Upload Button to transmit the Award Status Upload file to the Commission.



The Commission will process the uploaded file during the month end processing and will post two Award Status Extract files on the WebGrants Report Download page, one with students who were awarded a Cal Grant, and one with students who were not awarded.

Downloading an Award Status Extract File

1. Log in to WebGrants and navigate to the Data Transfer/Report Download page.



- Use the selection fields on the blue User Request Bar to display the Award Status Extract datafiles and click the <GO!> button.

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 Data Transfer Main File Upload Report Download

Report Download for FASHION INST OF DES/MERCH - LA

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order.
- Click on the blue column headings to change the sort order of the data.

School ID = Acad Year = Month =
 Report = Media Type =

Report Date	Description	Media Type	Month	
09-MAY-03	Award Status Extract - Awarded	Data File	MAY	Display/Download
09-MAY-03	Award Status Extract - Non Awarded	Data File	MAY	Display/Download

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- To **display** the Award Status Extract file click the corresponding display/download link with the **left** mouse button to view the extract in a separate browser window.

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 Data Transfer Main File Upload Report Download

Report Download for FASHION INST OF DES/MERCH - LA

- To view, select the Display/Download link.

<https://sandbox.csac.ca.gov/collegewebgrants/reports/01111200/ASAD-2002-01111200-09MAY03-3.TXT> - Microsoft Internet Explorer

001151158AUTRY	GENE	A19821106RE010426102300	A	1428T/F	1428			
001233046LENTON	SELISSA	S19710531RC000733095100	C	576	B/S	576		
001151157CASSIDY	HOPALONG	19641124NC020645413200	B	2979T/F	1428	ACSS	1551	
001233025PENNY	RUSS	J19640208RC010558641125	C	576	B/S	576		
001260035SOMBER	MONEY	C19830915RE0100853120	A					
001233030SMEYER	JOHN	L19570208RC010561253100	C	576	B/S	576		
001233026LENON	BITTER	T19790722RC980439603175	B	1551		ACSS	1551	
001233054LEI	CHAUN	V19270505RC010527392225	B	1551		ACSS	1551	
001302004MCBRICKER	BETTY	J19741001RC0106931T75	A	7281T/F	7281			
001329033ANIMAGI	MENOVUE	19830125RE010195602300	B	11259T/F	9708	ACSS	1551	
001260038ODOHEZ	TYE	B19830701RE0100952020	A					
001329017PTOLEMY	FRISCO	19830124RE010038692300	B	11259T/F	9708	ACSS	1551	
001233028KIMBER	DANCE	S19820729RC000571042275	B	1551		ACSS	1551	
001329036SMETHWYK	ELLIOT	L19680815RC000269983150	A	9708T/F	9708			
001329040SPINNET	ALICIA	J19730724NC020613362300	A	9708T/F	9708			
001233033FLOW	AUDRA	L19720914RC010564794100	C	576	B/S	576		
001151105ANTONEL	CHRIS	19761206RC01069441T100	A	1506T/F	1506			
001233046LENTON	SELISSA	S19710531RC000733095100	C	576	B/S	576		
001260030REMPAL	PAUL	A19540515NC0205545830	A					

4. To **download** the Award Status Extract file click the corresponding display/download link with the **right** mouse button and select **Save Target As...** from the pop-up menu to save the file to your hard drive or network drive.

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Data Transfer Main File Upload Report Download

Report Download for FASHION INST OF DES/MERCH - LA

- To view, select the Display/Download link.
- To download, right click on the Display/Download link and choose the "Save" option.
- All data columns can be sorted either ascending or descending order.
- Click on the blue column headings to change the sort order of the data.

School ID = 01111200 Acad Year = 2002-2003 Month = All
Report = All Media Type = All **GO!**

Report Date	Description	Media Type	Month	Display/Download
09-MAY-03	Award Status Extract - Awarded	Data File	MAY	Display/Download
09-MAY-03	Award Status Extract - Non Awarded	Data File	MAY	Display/Download

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Context menu options: Open, Open in New Window, **Save Target As...**, Print Target, Cut, Copy, Copy Shortcut, Paste, Add to Favorites..., Properties

Once downloaded, the files can be opened in a desktop program, such as Microsoft Excel, or read into a school's Financial Aid Management System for analysis.

Upload File Specifications

Award Status Extract - Header Record Layout

Field Name	Description	Data Type	Sample Values	Position
Transaction Code	A header record will be identified by a transaction code of ASTX.	ASCII Text(4)	ASTX	
Data Media	09:Data Transfer Facility	ASCII Text(2)		
Filler	Spaces will be inserted here	ASCII Text(6)		7-12
Institutional Identification	USED code number	ASCII Text(8)	00131200 00247800	13-20
Filler	Spaces will be inserted here			21
Institution Name	School Name	ASCII Text(32)	UC Davis	22-53
Batch Processing Date	This is a timestamp that indicates when the file was created. The format is CCYYMMDD	ASCII Text(8)	20020603	54-61
Academic Year	Academic Year	ASCII Text(4)	2002	62-65
Record Count	This count should match the number of detail records that follow the header record.	ASCII Text(5)	234	66-70
Filler	Spaces will be inserted here	ASCII Text(410)		71-480

Award Status Extract - Detail Record Layout

Field Name	Description	Data Type	Sample Values	Position
SSN	Social Security number will always be 9 characters.	ASCII Text(9)	1234567 89	1-9

Award Status Extract - Upload File Layout

Position	Value
First line on file	Header Record
Second line on down	Detail Record

Download File Specifications

Award Status Extract – Awarded – Download Record Layout

Field Name	Length	Sample Values	Position
Social Security Number	9	123456789	1-9
Last Name	19	Potter	10-28
First Name	12	Harry	29-40
Middle Initial	1	J	41-41
Date of Birth	8	20021125 YYYYMMDD	42-49
New or Renewal	1	N, R	50-50
Grant ID Number	9	C01077491	51-59
Education Level	1	2	60-60
Remaining Eligibility	6	325	61-66
Program Type	1	A, B, C	67-67
Total Award Amount	5	12345	68-72
Tuition & Fees	5	T/F	73-77
Tuition and Fee Award Amounts	5	12345	78-82
Books/Supplies	5	B/S	83-87
Books/Supplies Award Amount	5	12345	88-92
Access	5	ACSS	93-97
Access Award Amount	5	12345	98-102

Award Status Extract – Non Awarded – Download Record Layout

Only the Social Security number will be provided on the Non Awarded data file.