



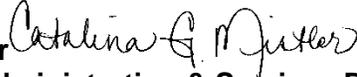
OPERATIONS MEMO

Update of the California Student Aid Commission

March 19, 2013

GOM 2013-11

TO: Financial Aid Administrators

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SUBJECT: 2013-14 California Dream Act Application Cal ISIR Tool

The California Student Aid Commission (Commission) has released the WebGrants tool that can be used to view academic year 2013-14 California Dream Act Institutional Student Information Records (Cal ISIR). The tool can be downloaded from the WebGrants "Tools" menu.

Cal ISIR Records on WebGrants

Cal ISIRs are generated from the submitted and processed California Dream Act Applications. Similar to the Free Application for Federal Student Aid (FAFSA), students release the data to one or more schools. The Cal ISIRs are posted in WebGrants on the Report Download Screen off of the "Data Transfer" menu.

To facilitate straightforward system processing, Cal ISIR records are formatted in a file layout similar to the layout used for federal ISIRs. To help differentiate a Cal ISIR from a federal ISIR, a California ISIR Indicator flag has been placed in field 38 of the 2013-14 Cal ISIR. This additional flag should not affect processing of Cal ISIRs since the corresponding field on the federal ISIR is a filler field. However, institutions should exercise caution when processing Cal ISIRs since the record layout is similar to the federal ISIR. The Cal ISIR File Layout is posted in WebGrants on the "Help" page.

Using the Cal ISIR Tool

The Commission created the Cal ISIR Tool to give financial aid administrators the ability to view Cal ISIRs on their desktop, separate from any systemic processing that the institution may perform. The tool is programmed in Excel which we hope will make it available to most campus desktop computers. Some campus information security measures will block applications that use macros. You may have to work with your Information Technology staff to get the tool to allow you to view the Cal ISIRs for students applying to your institution.

We recommend that financial aid administrators download the tool to their computer desktop or network drive as allowed by campus policy. When



accessing the Cal ISIR records, these can be saved to any location. When the tool is opened, it will require confirmation that you understand that macros will be used.

To open the Cal ISIR file, click on the “Import CA ISIR File” button in field A1 of the spreadsheet. Locate your ISIRs that you saved and the file will be opened. Processing of a large data file will normally be 30 to 60 seconds.

Help is available for the tool on worksheets 2 and 3 of the tool. Descriptions for each Cal ISIR field, and any corresponding California Dream Act Application question number, if applicable, can be found on the 2013-14 Cal ISIR File Layout located on the WebGrants “Help” page. The 2013-14 Cal ISIR Comment Codes and Text are also posted on the WebGrants “Help” page.

This tool will not take the place of integration of the Cal ISIR data onto a school’s Financial Aid Management (FAM) system. It will, however, allow key data elements, such as EFC, income and assets to be identified.

Contacts

For assistance in learning how to use WebGrants and for any other questions on the California Dream Act Application, schools can contact the Commission’s School Support Services staff at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!