

Attempted Credits Report/ Completed Attempted Credits Report



Grants Procedures

Introduction and Report Purpose

The purpose of the *Attempted Credits Report* is to provide all approved State Grant postsecondary schools a listing of all awarded students where attempted credit information is due to PHEAA. For clarity in determining outstanding data, effective December 2014, awarded students with completed reporting will be listed on a separate *Completed Attempted Credits Report*. PHEAA requires reporting on credit distribution for all State Grant recipients, effective with the 2013-14 Academic Year.

Additional details on the reporting requirements can be found in the State Grant Certification Procedures for the appropriate year. The Certification Procedures are available on PHEAA.org/training or in the Document Library.

Frequency

Reporting is provided daily, Monday through Friday (on business days), and is available in the Grants application in the school's PageCenter mailbox. Each school will have reports for the academic year (effective Fall 2013) and separate reports for the Summer term (effective Summer 2014). For example, the 2013-14 incomplete report will be named 'ATTEMPTED CREDITS FOR 2013 ACADEMIC YEAR.'

Format

These reports are presented in a standard format. Due to this, exporting into Microsoft Excel is possible but not ideal. Exporting to Excel will require clean-up of header and footer information between pages. General instructions regarding PageCenter to Excel are available in the Document Library under State Grant Program/Technical and Processing Information. Please refer to the end of this document for alternatives.

Data Provided

- **SSN** is the social security number of the student who has:
 1. A complete State Grant record status; and
 2. An award in at least one term.
- **Last Name** is the student's last name as it appears in the State Grant record.
- **First Name** is the student's first name as it appears in the State Grant record.

NOTE: Replace X in the following labels with F-Fall; W-Winter; or S-Spring.

- **X-Online** is the number of attempted online credits for the term.
- **X-Clssrm** is the number of attempted classroom credits for the term.

IMPORTANT: A placeholder, represented by a dash (-), denotes that the online or classroom credits field is blank or unreported.

- **X-Awd** is the eligibility for the term.

IMPORTANT: A placeholder, represented by a dash (-), denotes that the student does not have an award at your school for the term.

- **X-Awd Dte** is the eligibility date for the term.

Interpreting Data

On both reports, a dash located in the award field indicates that the student did not attend your school or was ineligible for an award for that term; therefore, the credits do not need to be reported for that term. However, students will appear on the *Attempted Credits Report* due to incomplete data for the other term(s). Incomplete data for the other term(s) includes: 1) missing data which is represented by dashes; or 2) zeros (0) reported for both online and classroom components. Students listed on the *Completed Attempted Credits Report* will only have dashes if they did not receive an award at your school for the term.

Attempted Credits Report Example:

In the example below, there are dashes present in the Fall Award, Fall Online, and Fall Classroom fields. This indicates that while the term has not been reported, no reporting is required because the student was not awarded at the school for the Fall. This student appears on the incomplete *Attempted Credits Report* because, although the Spring Award amount is listed (\$278), there are dashes in the Spring Online and Spring Classroom credit fields. The dashes indicate that reporting is incomplete and the credits for the term still need to be reported because the student was awarded for that term.

SSN	Last Name	First Name	MI	F-Online	F-Classrm	F-Awd	F-Awd Dte	S-Online	S-Classrm	S-Awd	S-Awd Dte
XXX-XX-XXXX	STUDENTA	VICTORIA	J	-	-	-	4/27/13	-	-	278	4/27/13

Completed Attempted Credits Report Example:

In the example below, the first student received awards and has credits reported for both the Fall and Spring terms. For the second student, there are dashes present in the Fall Award, Fall Online, and Fall Classroom fields. This indicates that while the terms have not been reported, reporting is not required because the student was not awarded at the school for the Fall. In the Spring, the second student was awarded \$278 and has credits reported in the Spring Online and Spring Classroom fields. Reporting is considered complete for both students.

SSN	Last Name	First Name	MI	F-Online	F-Classrm	F-Awd	F-Awd Dte	S-Online	S-Classrm	S-Awd	S-Awd Dte
XXX-XX-XXXX	STUDENTG	CAMERON	J	0	15	278	4/27/13	3	12	278	4/27/13
XXX-XX-XXXX	STUDENTH	RILEY	K	-	-	-	4/27/13	6	9	278	4/27/13

Sorting

Records on the *Attempted Credits Report* are sorted top to bottom by the following conditions:

- All required components for all terms are missing;
- Both components for the same term where there is an award are zero (this equates to unreported); and
- At least one component for a required term is missing.

Within each grouping, records appear in alphabetic order, by last then first name.

Students with completed reporting for all eligible terms will be listed on the *Completed Attempted Credits Report* in the institution's PageCenter mailbox. Students on the completed report will be listed in alphabetic order by last name.

SSN	Last Name	First Name	MI	F-Online	F-Classrm	F-Awd	F-Awd Dte	S-Online	S-Classrm	S-Awd	S-Awd Dte
XXX-XX-XXXX	STUDENTA	VICTORIA	J	-	-	-	4/27/13	-	-	278	4/27/13
XXX-XX-XXXX	STUDENTB	CHANTELLE		-	-	278	4/29/13	-	-	278	4/29/13
XXX-XX-XXXX	STUDENTC	BEVERLEY	S	-	-	278	4/27/13	-	-	278	4/27/13
XXX-XX-XXXX	STUDENTD	MICHAEL	A	-	-	278	7/30/13	-	-	-	-
XXX-XX-XXXX	STUDENTA	EMILY	L	0	16	278	4/27/13	0	0	278	4/27/13
XXX-XX-XXXX	STUDENTB	ANNA	A	0	15	278	6/3/13	0	0	278	6/3/13
XXX-XX-XXXX	STUDENTC	ERICA		0	17	278	5/9/13	0	0	278	5/9/13
XXX-XX-XXXX	STUDENTD	NEVILLE	A	0	15	278	4/27/13	0	0	278	4/27/13
XXX-XX-XXXX	STUDENTA	ASHLEY	M	3	13	\$278	4/27/13	-	15	\$278	4/27/13
XXX-XX-XXXX	STUDENTB	CAILEIGH	E	-	17	\$278	5/16/13	-	-	-	-
XXX-XX-XXXX	STUDENTC	NATHAN	M	-	17	\$278	4/27/13	-	15	\$278	4/27/13
XXX-XX-XXXX	STUDENTD	PATRICK	R	-	15	\$278	4/27/13	-	16	\$278	4/27/13
XXX-XX-XXXX	STUDENTE	CHANDLER	M	-	16	\$278	4/27/13	-	15	\$278	4/27/13
XXX-XX-XXXX	STUDENTF	ASTON	J	-	17	\$278	4/27/13	3	13	\$278	4/27/13

Alternatives

Schools that are interested in receiving this data electronically should contact PHEAA:

- Phone: State Grants and Special Programs, **800.443.0646**, Option 3, Option 1
- Email: sghelp@pheaa.org, subject line 'State Grant Transmissions'