<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>GETTING STARTED</td>
<td>3</td>
</tr>
<tr>
<td>RECORD STATUS AND ALL STATUSES</td>
<td>5</td>
</tr>
<tr>
<td>RECORD LEVEL FILTERS</td>
<td>7</td>
</tr>
<tr>
<td>TERM LEVEL FILTERS</td>
<td>9</td>
</tr>
<tr>
<td>USING FILTERED RESULTS</td>
<td>22</td>
</tr>
</tbody>
</table>
INTRODUCTION

The purpose of this document is to provide financial aid administrators with information to explain filtering fields and expected results. This document serves as a complement to the State Grant Partner Interface User Guide. To locate the State Grant Partner Interface User Guide, please visit PHEAA.org/training.

GETTING STARTED

PA State Grant Records Lists can be filtered to meet certain criteria. Partner Interface presents a collapsed Filter Records section to users that initially choose View Records List from the Dashboard.

Select the "View Records List" hyperlink to access the record filtering options.
Records are categorized by PA State Grant **Record Status** along with an **All Statuses** category. There are two high-level filtering options: **Record Level Filters** and **Term Level Filters**. The availability of these options is dependent upon the selection in the left column.

In general, most user filtering should start by selecting the All Statuses category. Otherwise, results are limited to students who are categorized under one of the six PA State Grant Record Statuses.
**RECORD STATUS AND ALL STATUSES**

Before filtering, it is important to understand how the PA State Grant Program categorizes each student’s record into a Record Status. There are six categories: Complete-Active; Incomplete-Active; Complete-Reject; Incomplete-Reject; Complete-Inactive; and Incomplete-Inactive.

**AUTOMATIC RECORD STATUS FILTERS**

Record Status is determined automatically in the PA State Grant system at a record level NOT a term level. Therefore, it is important to remember that if a record is ineligible for at least one term for reasons other than “E,” “M,” or “Y,” the record will be counted in the “Reject” category. Please read each status to understand how PA State Grant classifies Record Status when terms meet different conditions.
1. **Complete-Active** – Records in this category include those where eligibility has been determined including those that have been awarded, rejected for a need-based reason (E, M, or Y), cancelled, or adjusted to zero (which results in Reject "M").

<table>
<thead>
<tr>
<th>Examples</th>
<th>Fall Eligibility</th>
<th>Spring Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Award</td>
<td>Ineligible – High EFC (Reject “E”)</td>
</tr>
<tr>
<td>2</td>
<td>Award</td>
<td>Award</td>
</tr>
<tr>
<td>3</td>
<td>Cancelled – Not Enrolled (Cancel &quot;G&quot;)</td>
<td>Cancelled – Not Enrolled (Cancel &quot;G&quot;)</td>
</tr>
<tr>
<td>4</td>
<td>Ineligible – No Financial Need or Insufficient Financial Need (Reject “M”)</td>
<td>Ineligible – No Financial Need or Insufficient Financial Need (Reject “M”)</td>
</tr>
<tr>
<td>5</td>
<td>Cancelled – Not Enrolled (Cancel &quot;G&quot;)</td>
<td>Award</td>
</tr>
<tr>
<td>6</td>
<td>Ineligible – High EFC (Reject “E”)</td>
<td>Cancelled – Not Enrolled (Cancel &quot;G&quot;)</td>
</tr>
<tr>
<td>7</td>
<td>Award</td>
<td>Ineligible – Maximum Number of Payments for Program (Reject “Y”)</td>
</tr>
</tbody>
</table>

Note: This table does not list every possible combination.

**TIP** – Select **Complete-Active** on the left. Then select “Reject” from the **Eligibility Status** drop-down under **Term Level Filters**. This will result in records that are ineligible for reasons “E,” “M,” or “Y” for at least one term and will remove records that are in a pending status for all terms.

![State Grant Records](image-url)
2. **Incomplete-Active** – Records in this category include those where eligibility cannot be determined due to missing data. This category includes:
   - Records that have a need-based reject reason "E" but no other ineligibility reasons.
   - Records that require completion of the PA State Grant Form (SGF). A red dot appears on the Application Info tab for a student that requires SGF completion.
   - Records that are under review. A record that is under PHEAA review will have the label “Under Review For” at the top of the **Student Record** section beneath the student’s demographic data and snapshot of eligibility.

3. **Complete-Reject** – Records in this category include those where data is complete, eligibility has been determined and at least one term is ineligible for a non-need-based reason (i.e., a reason other than “E,” “M,” or “Y”).

<table>
<thead>
<tr>
<th>Examples</th>
<th>Fall Eligibility</th>
<th>Spring Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ineligible – Less than Half-Time (Reject “I”)</td>
<td>Award</td>
</tr>
<tr>
<td>2</td>
<td>Ineligible – High EFC (Reject “E”)</td>
<td>Ineligible – Less than Half-Time (Reject “I”)</td>
</tr>
<tr>
<td>3</td>
<td>Ineligible – Less than Half-Time (Reject “I”)</td>
<td>Cancelled – Not Enrolled (Cancel “G”)</td>
</tr>
<tr>
<td>4</td>
<td>Ineligible – Less than Half-Time (Reject “I”)</td>
<td>Ineligible – Less than Half-Time (Reject “I”)</td>
</tr>
</tbody>
</table>

Note: This table does not list every possible combination.

4. **Incomplete-Reject** – Records in this category include those where:
   - Eligibility cannot be determined due to missing data
   - A non-need-based reject reason exists for at least one term [ineligibility reasons other than “E,” “M,” or “Y” alone]
   - The record has a need-based ineligibility reason “E” in combination with another reason

<table>
<thead>
<tr>
<th>Examples</th>
<th>Fall Eligibility</th>
<th>Spring Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ineligible – Pennsylvania Domicile (Reject “D”)</td>
<td>Ineligible – Pennsylvania Domicile (Reject “D”)</td>
</tr>
<tr>
<td>2</td>
<td>Ineligible – Pennsylvania Domicile and High EFC (Rejects “D” and “E”)</td>
<td>Ineligible – Pennsylvania Domicile and High EFC (Rejects “D” and “E”)</td>
</tr>
</tbody>
</table>

Note: This table does not list every possible combination.

5. **Inactive Categories** – Records may be inactivated for a variety of reasons such as non-deliverable postal mail. Additional filtering is not available on inactive records.
   - **Complete-Inactive** – Displays total records that are complete but inactive.
   - **Incomplete-Inactive** – Displays total records that are incomplete but inactive.

**ALL STATUSES**

All Statuses is the grand total of all records at your institution. Adding up individual Record Status (Complete-Active, Incomplete-Active, etc.) totals yields the same number as the total shown in **All Statuses**.

**RECORD LEVEL FILTERS**

Record Level Filters break down records by a date of update, specific high-level record statuses as described in the previous section “Record Status and All Statuses,” and other special conditions. For example, you may want a list of all incomplete records at your institution. You can accomplish this by placing a check next to all three “incomplete” record...
statuses.

1. Updated By and Updated When – You must select a date or date range when using Updated By. You may select a day (within the last 7 days) or date range (within the past 2 weeks). The Updated By selection helps to narrow down your updates versus those made by PHEAA or the student. Selecting “School” results in all records that were last updated by someone at your institution. Selecting “PHEAA/Student” results in all records that were last updated by PHEAA or the student via our online Web Enrollment Change Form.

2. Record Status – Displays only upon selection of All Statuses since other categories are already pre-sorted by record status: Complete-Active; Incomplete-Active; Complete-Reject; Incomplete-Reject; Complete-Inactive; and Incomplete-Inactive.

3. Special Conditions – Displays upon selection of All Statuses, Complete-Active or Complete-Reject. Special Conditions are as follows:

   A. Collectibles – Records where PHEAA is collecting a PA State Grant award directly from the student. These are the records that are sorted by last name at the beginning of disbursement rosters. Individual records display a message regarding the collectible above the tabs.

   B. Validation Processing – Records that have been cancelled for PHEAA’s Income Validation and records where Income Validation has been completed.

Tip - Users may refine the list to just cancellations for Income Validation by using the Eligibility Status filter (choose Cancelled) and Cancellation Reasons filter (Choose “V-Income Validation”) instead of the Special Condition filter.
A companion report, entitled *Validation/Other Review*, is available in the *PageCenter* repository. This report lists records that are under an Income Validation review (not completed) or were cancelled for Income Validation. This report also provides students that may be under review but are not yet cancelled. The *Validation Processing* filter does not show these students.

**C. Late Processing** – Records where the student was processed initially as ineligible due to filing past the deadline but where PHEAA had extended the deadline for all students and reprocessed the student as on-time. For example, in 2014-15, PHEAA extended the May 1, 2014 deadline to May 22, 2014 and the August 1, 2014 deadline to August 22, 2014.

## TERM LEVEL FILTERS

When filtering by term, there are two options: 1) Meets "ANY" of the following; or, 2) Meets "ALL" of the following.

**"ANY"** – "ANY" means "this term OR that term."

- Select all or deselect all term check boxes to get results that meet the condition(s) in any term.
- Select one term to get results that meet the condition(s) for that term regardless if the other terms meet the condition or not.
- Select two of three terms at a quarter schedule institution to get results that meet the condition(s) in either of those terms only.

**"ALL"** – "ALL" means "this term AND that term."

- Select all term check boxes to get results that meet the condition(s) in every term.
  
  **NOTE:** When all term check boxes are deselected, the results are the same as selecting "ANY."
- Select one term to get results that meet the condition(s) in that term only regardless if the other terms meet the condition or not.
- Select two of three terms at a quarter schedule institution to get results that meet the condition(s) in both of those terms only.

### Examples

<table>
<thead>
<tr>
<th>To obtain this result:</th>
<th>Take this action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A list of students who are ineligible for &quot;less than half-time&quot; for the Fall term only</td>
<td>Select ANY or ALL and check off the Fall term box only</td>
</tr>
<tr>
<td>A list of students who are ineligible for &quot;less than half-time&quot; for any term</td>
<td>Select ANY and select all or deselect all term check boxes</td>
</tr>
<tr>
<td>A list of students who are ineligible for &quot;less than half-time&quot; for all terms</td>
<td>Select ALL and check every term</td>
</tr>
<tr>
<td>A list of students who are ineligible for &quot;less than half-time&quot; for both Fall and Winter terms at a quarter schedule institution</td>
<td>Select ALL and check off both Fall and Winter term boxes only</td>
</tr>
</tbody>
</table>
Filtering by term allows you to zone in on specific term information. You may want to use this in conjunction with the **Record Level Filters** if the record status is important to your results. For example, you may wish to have a list of all complete records where the Fall term enrollment is marked as “full-time” and you are not concerned with the enrollment status in the Winter and/or Spring term(s).

**Filter Records**

**Record Level Filters**
- **Updated By**: Select
- **Updated When**: Select
- **Record Status**: Complete - Active, Complete - Reject
- **Special Conditions**: Select

**Term Level Filters**
- **Meets ANY of the following Terms**: Fall
  - **Eligibility Date**: From: To:
  - **Eligibility Status**: Select
  - **Enrollment Mode**: Select
  - **Housing Status**: Select

**Enrollment Status**:
1. Full Time Student
2. Full Time Running
3. Half-time Student
4. Less Than Half-Time

**Cancellation Reasons**:
- Graduated from a Bachelor’s
- Not a High School Graduate
- Death of Student
- Cancelled due to Agency Error

**Program of Study**

**Results**: 27 Records
If you simply want all fall term records marked as “1 – Full Time Student” regardless of the PA State Grant record status (complete or incomplete), then do not select any information under **Record Level Filters**.

**NOTE:** The **Housing Status** filter does not have any special instructions and is not detailed in this document.

1. **Eligibility Date** – The date when eligibility (award or reject) was determined or the date an award was cancelled or adjusted. In general, incomplete records do not have this date. This is the same date that is labeled **Award Date** on the **Award** tab in the **Student Record** and in a student listing that has been downloaded into a Comma Separated Value (CSV) file.

Please note that the proper date format is MM/DD/CCYY and that the “From” and “To” dates are inclusive.

If you are interested in producing a list of students who were previously awarded and had award changes on specific dates, you would take the following steps:

**Step 1:** Be sure to begin your filter using the “All Statuses” section of the “State Grants Dashboard.”

**Step 2:** Select “Awarded” from the “Eligibility Status” field.

**Step 3:** Select the “Term Level Filter” choosing “ANY” or “ALL,” depending upon the desired results. In this example, we selected “ANY” and checked off the Fall and Spring terms.

**Step 4:** Enter the “From” date (in this example, we used March 1, 2017) and the “To” date (in this example, we used March 31, 2017) in the “Eligibility Date” section. This will find students who were already awarded but had award changes during the month of March.
**TIP** – For best results, enter your filter on All Statuses. If All Statuses is too large, place a check in the Complete-Active and Complete-Reject under Record Level Filters before entering your Eligibility Date range under the Term Level Filters.

Filter Records

Record Level Filters

Updated By: - Select -  Updated When: - Select -

Record Status:
- Complete - Active
- Complete - Reject
- Incomplete - Active
- Incomplete - Inactive

Special Conditions: - Select -

Term Level Filters

Meets ANY of the following Terms:
- Fall
- Winter
- Spring

Eligibility Date: From: 03/01/2018 To: 03/31/2018

Eligibility Status: Awarded

Enrollment Mode: - Select -

Housing Status: - Select -

Enrollment Status:
1. Full Time Student
2. Full Time-Evening
3. Half-Time Student
4. Less Than Half-Time

Cancellation Reasons:
A. Graduated from a Bachelor's
B. Not a High School Graduate
D. Death of Student
E. Cancelled due to Agency Err

Program of Study:

Results: 27 Records
2. **Reject Types** – Selecting an ineligibility reason from the drop-down will return all students who are ineligible for that reason.

For example, if your institution is interested in a list of students who filed their applications late, select “L – Student missed filing deadline.” The results can then be exported into a spreadsheet for your use in student outreach to encourage on-time filing in the future.
3. Eligibility Status

A. **Awarded** – Records that have an award greater than zero in the term or terms being filtered.

B. **Reject** – Records that have an ineligibility reason in the term or terms being filtered.

C. **Cancelled** – Records that have been cancelled and have an award of zero in the term or terms being filtered. Results will show any cancellation reason.
**TIP** – To narrow your results to a specific reason, choose a reason in the **Cancellation Reasons** drop-down in conjunction with selecting “Cancelled” in this drop-down.
D. **Pending** – Records that have pending eligibility for the term or terms being filtered. Records in this status may be: 1) under review for Income Validation; 2) under review for another audit.

**TIP** – Results will be more successful with an understanding of **Record Status** versus **Eligibility Status**.

Please keep in mind that results will depend upon the record status or statuses selected along with the term or terms selected. For example, it is possible to have a record that is rejected in one term and pending in the other. When a specific term selection is not made, the record will appear in the **Eligibility Status** filtering results for both the “Pending” and the “Reject” drop-down selections.

The below example shows results from selecting “Reject” under Eligibility Status. Notice that there are 2147 records with rejects. However, there are 133 records in the Complete-Reject status and 124 records in the Incomplete-Reject status totaling only 257 records under the “rejected” record status categories. This is because the remaining 1890 records are ineligible for reasons “E,” “M,” or “Y” and fall into either the Complete-Active or Incomplete-Active categories as previously indicated. While records with “E,” “M,” or “Y” reasons are ineligible, they do not get categorized with a “rejected” record status, meaning they will not appear under the “Complete-Reject” or “Incomplete-Reject” categories. Also, keep in mind that students may have multiple ineligibility reasons for a given term.

![Filter Records](image-url)
4. Enrollment Mode (Effective with the 2018 Summer term)

Select an enrollment mode (100% classroom, Up to 50% distance education, Greater than 50%, but less than 100% distance education, 100% distance education) from the drop down.

Please note, you cannot filter on an Enrollment Mode of "Distance Education Program of Study" but you can identify these students by filtering on "DE – Distance Education" under the Program of Study.

⚠️ TIP – If you plan on exporting the downloaded list, you will want to name the list according to the enrollment mode selected since the enrollment mode data does not appear in any column on the spreadsheet. Please refer to the "Using Exported Results" section of this document for more information.
5. Enrollment Status

You may select one or more enrollment statuses from the scrolling list. To select more than one, simply hold down the “Shift” key while clicking with your mouse. To deselect, release the “Shift” key.

Results: 19 Records
6. Cancellation Reasons

Filtering under Cancellation Reasons produces a list of records that have been cancelled and have an award of zero in the term or terms being filtered. Results will show only the cancellation reason chosen. You may select one or more cancellation reasons from the scrolling list. To select more than one, simply hold down the “Shift” key while clicking with your mouse. To deselect, release the “Shift” key. Selecting “Cancelled” in the Eligibility Status filter in conjunction with choosing a cancellation reason is highly recommended. Otherwise, unexpected results may occur such as records that are in a pending status.

**TIP** – To locate all records where at least one term has been cancelled for a specific reason such as not enrolled:
- Select All Statuses
- Select ANY” on the Term Level Filters drop-down while leaving all terms checked
- Choose “Cancelled” from Eligibility Status
- Choose “G-Student Not Enrolled” from the Cancellation Reasons
7. Program of Study

Filtering by **Program of Study** produces a list of records where the student is enrolled in the program of study selected. For schools that have branch campuses, selections are not available under the **All Schools** category. A campus must be selected in order to populate selections. Selections are related to the campus chosen.

Only applicable Programs of Study will appear in the drop down.

**TIP** – To locate all records where the student is enrolled in a 2-year terminal program at a 4-year institution for the Fall term only:

- Select All Statuses
- Select “ANY” on the **Term Level Filters** drop-down and check all applicable terms (this example illustrates Fall only)
- Choose “G-2 Year Terminal Prog in a 4 Yr School” from the Program of Study selection. To select more than one Program of Study, simply hold down the “Shift” key while clicking with your mouse. To deselect, release the “Shift” key.

![Filter Records](image-url)
**TIP** – To locate all records where the program of study is other (e.g., Summer term records that were reported as not meeting the minimum term-length requirement), choose “00 – Other.”
USING FILTERED RESULTS

The data that is output to a filtered Student List is the same regardless of the selected criteria.

1. **Display data:** Student Name, Address, SSN, Award Counter, Term Eligibility, Term Enrollment, Term Housing, and Academic Year Eligibility Total.

   ![Displaying filtered results](image)

   1. **Display data:**
      - Student Name
      - Address
      - SSN
      - Award Counter
      - Term Eligibility
      - Term Enrollment
      - Term Housing
      - Academic Year Eligibility Total

2. **Exported Data:**

<table>
<thead>
<tr>
<th>Excel columns</th>
<th>Comma Separated Value (CSV) file columns</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>SSN</td>
</tr>
<tr>
<td>Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Address</td>
<td>First Name</td>
</tr>
<tr>
<td>Award Counter (Total)</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>(term) School Code</td>
<td>Street Address</td>
</tr>
<tr>
<td>Award/Reject</td>
<td>City</td>
</tr>
<tr>
<td>(term) Enrollment Status</td>
<td>State</td>
</tr>
<tr>
<td>(term) Housing Status</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Total</td>
<td>Academic Year Award Counter</td>
</tr>
<tr>
<td></td>
<td>Academic Year Award Total</td>
</tr>
<tr>
<td></td>
<td>(term) College Code</td>
</tr>
<tr>
<td></td>
<td>(term) Award Amount</td>
</tr>
<tr>
<td></td>
<td>(term) Reject Code</td>
</tr>
<tr>
<td></td>
<td>(term) Award/Reject Date</td>
</tr>
<tr>
<td></td>
<td>(term) Cancellation Code</td>
</tr>
<tr>
<td></td>
<td>(term) Enrollment Status</td>
</tr>
<tr>
<td></td>
<td>(term) Housing Status</td>
</tr>
<tr>
<td></td>
<td>(term) Enrollment Mode</td>
</tr>
</tbody>
</table>
Once filtering is complete, there are three basic courses of action. Refer to the *Partner Interface User Guide* for additional information.

1. Export the results to Excel or a CSV file for further analysis.
   - Both options open using Excel.
   - Excel - List will be exported with descriptions instead of codes. This will be similar to the Student Records List. For column data, refer to the Exported Data table.
   - CSV - List will be exported with codes in the Grant Applicant Status Transmission format. This file can be imported into your FAMS system. For column data, refer to the Exported Data table.

2. Cycle through the results on the *Partner Interface* display.

3. Select up to 100 records for inclusion in a **Mass Update Queue** (selecting less records may result in a faster system response time).
Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation’s leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA’s earnings are used to support its public service mission and to pay its operating costs, including the administration of the Pennsylvania State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit PHEAA.org.

---

BOARD OF DIRECTORS

Representative Michael Peifer  
Chairman, Greentown

Senator Wayne D. Fontana  
Vice Chairman, Pittsburgh

Senator Ryan Aument  
Landisville

Senator John P. Blake  
Lackawanna

Representative Mike Carroll  
Avoca

Representative Angel Cruz  
Philadelphia

Representative Sheryl M. Delozier  
Cumberland

Senator Arthur Haywood  
Philadelphia

Senator Vincent J. Hughes  
Philadelphia

Representative Anita Kulik  
Allegheny

Honorable Roy Reinard  
New Hope

Representative James R. Roebuck, Jr.  
Philadelphia

Senator Mario M. Scavello  
Monroe/Northampton

Representative Curtis G. Sonney  
Erie

Chancellor Timothy R. Thyreen  
Waynesburg

Senator Robert M. Tomlinson  
Bensalem

Secretary Robin L. Wiessmann  
Dept. of Banking & Securities

Secretary Pedro A. Rivera  
Dept. of Education

House Republican Appointee  
Vacant

Senate Republican Appointee  
Vacant

---

PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

1200 North Seventh Street, Harrisburg, PA 17102-1444 • Phone: 1-800-692-7392

GR-PINFT
020619

These materials have been developed and paid for by the Pennsylvania Higher Education Assistance Agency (PHEAA) for informational purposes. Although the information contained in this document is believed to be accurate at the time of printing, PHEAA does not guarantee its accuracy. You should independently verify that this information is correct.