ISIR Corrections

Concept

The system stores and displays each loaded ISIR in a separate effective-dated row that cannot be modified. Original ISIR data loaded into the ISIR Corrections component have all fields unavailable. To make corrections to the ISIR, you must insert a new effective-dated row in the component.
### Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate: <strong>Financial Aid &gt; Federal Application Data &gt; Correct 20xx-20yy ISIR records.</strong> (Select the correct aid year in place of &quot;20xx-20yy&quot;).</td>
</tr>
<tr>
<td>2.</td>
<td>Enter search criteria to identify the student such as the student's ID or name. Enter the Institution. (Campus ID is not used.)</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Click the Search button.</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<td>------</td>
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</tr>
<tr>
<td>4.</td>
<td>To make more room for the page, you can collapse the menu.</td>
</tr>
<tr>
<td>5.</td>
<td>The fields on these pages are not available for editing because they are derived from the loaded ISIR. To make changes, add a new effective-dated row. On the new row, you can edit the fields.</td>
</tr>
<tr>
<td>6.</td>
<td>To add a new row click the Add a new Row button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
7. | Use the FAFSA Information page to make changes to student or parent data such as income, marital status, degree type, tax information, etc.

Notice that the **EFC Status** on this new row is **Unofficial**. Depending on the Institution set up, you may not be able to process financial aid for a student with an Unofficial EFC.

Once CPS sends the correction ISIR, and you load it, the status will become **Official** again.

Because each time an ISIR is loaded or you make corrections, a new effective-dated row is added to this page, you maintain a record of all the ISIR transactions for this student.

When you add a new row, the **Correction Status** is automatically set to **Pending**. Before you can generate a correction file to send to CPS, you must set the **Correction Status** to **Send**.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>8.</td>
<td>To access the <strong>INAS Federal Extension</strong> page, click the <strong>FM</strong> link. On this page you can override installation defaults for INAS calculations and change academic and non-standard budget durations. Budget Durations can be changed without requiring a correction ISIR.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
9. | To view the current need summary, click the **Need Summary** link.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Click <strong>Return</strong>.</td>
</tr>
<tr>
<td>11.</td>
<td>In the <strong>Actual Bio/Demo Data</strong>, <strong>Student Data</strong> and <strong>Parent Data</strong> sections of the page you can change various values such as address and marital status.</td>
</tr>
</tbody>
</table>
Step 12. Compare the Campus Community student address with the ISIR address. First look at the Student address from Campus Community. Click the Student Address link.
Step | Action
--- | ---
13. | If you check the **Override Address Type** checkbox, you can select a different address for this person, if there is one. Click the **OK** button.

![Override Address Type](image1.png)

14. | Click the **ISIR Address** link to view that address and check that it matches the one in Campus Community.

![ISIR Address](image2.png)

15. | To correct the ISIR Address so it matches the Campus Community address, click the **Correct Address** checkbox.

When you generate the correction record the system will insert the address from Campus Community into the student's ISIR record. It will not display on this page until the correction has been sent to CPS, returned from CPS and loaded.

![Correct Address](image3.png)
<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>If CPS has assumed the value of some FAFSA question, the field for that question will be marked with (a) to the right of the field value. To edit such a field, click the <strong>Assumptions</strong> link. The <strong>Assumptions</strong> page will let you change the value and reset the status of the field to either <strong>Reported</strong> or <strong>Verified</strong>.</td>
</tr>
<tr>
<td>17.</td>
<td>Go to the <strong>Assumptions/School Codes</strong> page.</td>
</tr>
</tbody>
</table>

![MaineStreet interface](image-url)
Step | Action
--- | ---
18. | If a student omits an answer to certain questions or the answers are inconsistent, the CPS either assumes responses for the applicant or rejects the responses. You can use this page to override this data. Leaving the check boxes cleared indicates there is no change and the override is not performed.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.</td>
<td>If you have adjusted the student's or parents' income or done a dependency override or some other Professional Judgment, check the <strong>Adjusted EFC Calc Requested</strong> checkbox. This is the indicator that you have made a PJ.</td>
</tr>
</tbody>
</table>
### Step 20. Action

Click the **EFC/DB Matches/Corr** tab.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>Click the <strong>EFC/DB Matches/Corr</strong> tab.</td>
</tr>
</tbody>
</table>

The **EFC/DB Matches/Corr** page is designed to resemble the EFC information as it appears on the student's SAR.

### Step 21. Action

The **EFC/DB Matches/Corr** page is designed to resemble the EFC information as it appears on the student's SAR.

22. If you are satisfied with the corrections you have made, change the **Correction Status** to **Send**. The correction will then be ready to be processed and included in a correction file to send to the CPS.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>As a final step, run <strong>INAS</strong>. This will also save your work. Click the <strong>INAS</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>24.</td>
<td>Click the <strong>Need Summary</strong> link to view changes that have resulted from your edits.</td>
</tr>
</tbody>
</table>

**Need Summary**
**Step 25:** The **Need Summary** has been updated.

Click the **Return** link.

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>25.</td>
<td>The <strong>Need Summary</strong> has been updated. Click the <strong>Return</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>26.</td>
<td>An excellent page to view ISIR corrections for a student is &quot;View ISIR Field Audits.&quot; Navigate: Financial Aid &gt; Federal Application Data &gt; View ISIR Field Audits. Enter Institution, Aid Year and information to identify the student.</td>
</tr>
<tr>
<td>27.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

![Screen shot of the process of viewing ISIR Field Audits](image)
### Step 28

**Action**

The changes made to the ISIR are reflected in the number of rows in the audit. Each correction is time stamped and includes the emplid of the person making the correction.

### Step 29

**End of Procedure.**
Appendix: FAFSA Fields

Student Data – Enrollment Information
FAFSA enrollment information displays in two forms. The edit box displays the ISIR value for the field, and the activated options display the definition of the value. The values include: 1 – Full time, 2 – 3/4 Time, 3 – 1/2 time, 4 – LT 1/2 time, and 5 – Not Attending.

Student Data – Background Information

State of Residence
Select the student's state of residence from the available options.

Res Prior to 2000 (resident prior to 2000)
The available options are Blank, 1 – Yes and 2 – No.

Residency Date
Enter a date for the student's state residency.

Are you Male?
The available options are 1 – Yes and 2 – No.

Permit Self Serv to Enroll (permit the CPS to enroll the student with Selective Service)
The available options are 1 – Yes and 2 – No.

Degree/Certificate
The available options include
1 – 1st Bchlr
2 – 2nd Bchlr
3 – Occ/Tech (Associate)
4 – Associate General Ed)
5 – Cert <2 y
6 – Cert>=2 yrs
7 – Tech Cred
8 – Grad/Prof
9 – Other.

Current Grade Level
The available options are:
00 – 1st yr NA (never attended)
01 – 1st yr AB (attended before)
02 – 2nd yr Sph
03 – 3rd yr Jnr
04 – 4th yr Snr
05 – 5th yr UG (under graduate)
06 – 1st yr GP (graduate/professional)
07 – Grad/Prof+ (graduate/professional or beyond).
HS Diploma or GED (high school diploma or general equivalency degree completed)
The available options are 1– Yes and 2 – No.

Received First Bachelor Degree
The available options are 1- Yes and 2 – No.

Interested in Stu Loans (interested in student loans)
The available options are 1 – Yes and 2 – No.

Interested in Work Study
The available options are 1 – Yes and 2 – No.

Drug Conviction Effecting Elig (drug conviction effecting eligibility)
The available options are
Blank
1 – No
2 – Yes (Part Year)
3 – Yes/Don't Know.

Student Data – Financial Information

Tax Return Filed
The available options are Blank, Already Filed/Completed, Will File, and Will Not File.

Tax Form Used
The available options are Blank, IRS 1040, IRS 1040A/EZ/Telefile, Foreign Tax Return, and U.S. Territory Return.

Eligible For 1040A or 1040EZ
The available options are Blank, Yes, No, and Don't Know.

Student Data – Dependency Status Information

Marital Status
The system displays the number representing the option selected. You can choose to change marital status in personal data or on the ISIR record. To change the marital status on the ISIR record, use this page. Information changed here will not change personal data information. This enables you to change the marital status to affect the EFC but does not change the marital status value in personal data. The available options are
Blank
1 – Single/Divorced/Widowed,
2 – Married/Remarried
3 – Separated.

Marital Status Date
Enter the date of the indicated marital status.
Marital Status (Personal Data)
The system displays the marital status listed in the Campus Community bio-demographic data records.

Dependency Status
The system displays the student's dependency status determined by the answers to the dependency status questions.

Citizenship Status
The system displays the citizenship status listed in the ISIR.

Student Data – Independent Student Information
The system displays the Number in College and Number in Family for an independent student.

Parent Data – Parent Background Information

Marital Status
The available options are
1 – Single/Divorced/Widowed,
2 – Married/Remarried
3 – Separated.

Marital Status Date
The system displays the marital status date reported on the FAFSA.

Parent Data – Parent Financial Information

Tax Return Filed
The available options are Blank, Already Filed/Completed, Will File, and Will Not File.

Tax Form Used
The available options are Blank, IRS 1040, IRS 1040A/EZ/Telefile, Foreign Tax Return, and U.S. Territory Return.

Eligible For 1040A or 1040EZ
The available options are Blank, Yes, No, and Don't Know.