

ISIR Corrections

1.	Navigate: Financial Aid > Federal Application Data > Correct 20xx-20yy ISIR records. (Select the correct aid year in place of "20xx-20yy".)
2.	Enter search criteria to identify the student such as the student's ID or name. Enter the Institution. (Campus ID is not used.)
3.	Click the Search button.
4.	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. Click the Add a new Row button.
5.	In the Actual Bio/Demo Data, Student Data and Parent Data sections of the page you can change various values such as address and marital status.
6.	Click the Correct Address option to include the Campus Community address on the correction in place of the ISIR Address.
7.	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 Assumptions link. The Assumptions page will let you change the value and reset the status of the field to either Reported or Verified .
8.	On the Assumptions/School Codes page you can override dependency, change the Housing Code for your Institution. If a student omits an answer to a question or the answer is inconsistent, the CPS either assumes a response for the applicant or rejects the response. 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.
9.	If you have adjusted the student's or parents' income or done a dependency override or some other Professional Judgment, check the Adjusted EFC Calc Requested checkbox.
10.	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.
11.	As a final step, run INAS . This will also save your work. Click the INAS button.
12.	End of Procedure.