

Guide to College Futures Scholarship Student Data Fields (AY 2017-18)

The following reference guide provides brief tips and descriptions for the various data fields you will encounter as you complete and submit your student data reports to the College Futures Foundation. The field names are listed in the same order as the online student data entry form.

Field Name	Description
Grant Number	Please select the College Futures Grant Number that is applicable to your students' Community Foundation Scholarships.
Program Type	This field appears for certain programs only. If it appears, please choose the appropriate type of program (e.g. Cal SOAP Upward Bound) in which your scholarship student is participating or has participated.
Name-related fields	Please make sure you enter each student's name exactly as it appears in college application forms. This is particularly important for matching names and birth dates with the National Student Clearinghouse. Please do NOT include any diacritics (e.g. accents, tildes, etc).
Birth date	Enter birth dates as a numeric month, day and year (e.g., 03-28-1994). We use names and birth dates for matching with the National Student Clearinghouse.
Gender	Please indicate if the student is male or female.
First Generation	First generation students are students whose parents did not attend college. Please complete this field with "yes" if the student's parents did not attend college or "no" if the student's parents did attend college.
Ethnicity & Race	Please complete these fields. If known, please specify Asian and Pacific Islander Group if your student is "Asian" or "Native Hawaiian or Other Pacific Islander."
High School	<p>Your scholarship student must be a graduate of a California high school. If not, please contact your program officer.</p> <p>To find the student's high school, search by county first. For example, if a student attends Lincoln High in San Francisco, search for San Francisco County, then find Abraham Lincoln High School. If you do not see the school listed, please confirm that you are searching for the complete name (e.g. Lincoln High is actually Abraham Lincoln High School).</p> <p>If the school is not listed, click on "Create a Help Request to have a high school added to this list" so that we can add it.</p> <p style="text-align: right;">→ For batch upload users, please make sure the high school is not in the drop down menu first. Please contact Lauren Salazar at lsalazar@collegefutures.org if the high school is still not listed.</p>
High School GPA and graduation year	Please make sure these fields are completed. GPAs should be "Cumulative Weighted Academic Grades 9 – 12" from the transcript.

Postsecondary Institution	<p>Your scholarship student must pursue a degree at an accredited postsecondary institution in the United States. If not, please contact your program officer. Search for the institution by state first. Then select the institution. If you do not see the institution listed, please verify that you have the full name and the correct spelling.</p> <p>If an institution is not listed, please click on the “Create a Help Request to have a school added to this list” so that we can add it.</p> <p>→For batch upload users, please make sure the institution is not in the drop down menu, and if the school is still not listed, please write in the name of the institution.</p>
*ACT & SAT scores	Please enter applicable SAT and/or ACT test scores. <i>*These fields are optional.</i>
A-G Courses Completed	Please check “yes” if your student successfully completed the a-g course requirements with a grade of “C” or higher.
Student Educational Goals	A student’s education goal is defined as what type of degree a student is intending to complete: <i>a bachelor’s degree at a 4-year Institution, transfer from a 2-year to a 4-year institution to complete a bachelor’s degree, or complete a degree at a 2-year institution.</i> Please select the option that your student best associates with.
Dependency Status	Please select dependent, independent, or Foster Youth. Please visit this link for more information regarding dependency status.
College Major	Please select your student’s college major from the drop-down menu.
College GPA	Please enter your student’s cumulative college GPA.
College Units	Total number of credit units earned towards graduation.
EFC	<p>Expected Family Contribution (EFC) should match the EFC line from the Student Aid Report which each student receives after completing the FAFSA. If your student completed a CA Dream Act Application, an EFC will also be reported on the Dream Act Application confirmation page.</p> <p>This field should remain blank ONLY IF the student is not reporting an EFC from the FAFSA or the CA Dream Act Application. DO NOT enter a 0 (zero) into this field unless the verified amount of the EFC is actually 0 (zero).</p> <p>Note: If your student has an EFC above \$10,000, please be prepared to provide documentation of how the student meets your low-income criteria.</p>
Origin of EFC	<p>Please select the origin of the EFC that is reported in the field, “EFC” (e.g. FAFSA, Dream Act, or Not Available). ONLY select the option, “Not Available,” if the student is not eligible to complete the FAFSA and did not complete a CA Dream Act Application.</p> <p>This field should remain blank ONLY IF the student did not report an EFC AND does not fall into any of the categories listed above. This will indicate that the student’s EFC is missing.</p>
FAFSA/Dream Act Completed by Priority Date	<p>For California colleges/universities, the priority deadline is March 2nd. For institutions outside of California, please check their deadlines as it varies across state. You can also access this information here: https://fafsa.ed.gov/fotw1718/pdf/Deadlines.pdf</p>

Community Foundation Scholarship Amount	Enter the total scholarship amount you have awarded to the student for the entire academic year, even if it is an estimated amount. You can modify the amount later when you have complete information.
Community Foundation Scholarship Type	Please select from one of two options: New or Renewal. Please select New if your student is receiving a scholarship for the first time ever. Please select Renewal if your student has received at least one scholarship in the past.
How often does student receive scholarship dollars?	Select the frequency of scholarship disbursements to the student. For example, if you disburse scholarship dollars once a year, but the student receives scholarship disbursements once per semester (administered by the postsecondary institution), please choose “by term.” If you do not know how often the student receives disbursements, then enter how often you disburse the scholarship dollars.
Student’s Living Situation	Please provide your student’s living situation: on campus, off campus, or living at home.
Pell Grant Amount	The AY 2017-18 EFC cut-off for Pell Grants is \$5,328. For students with EFCs \$5,328 and below, you should include a Pell Grant amount (it should be between \$590 and \$5,815). For more information about Pell Grants, visit: https://ifap.ed.gov/dpccletters/GEN1619.html . If the student’s EFC indicates Pell-eligibility (\$5,328 and below) and he or she does not have a Pell Grant, please explain this discrepancy in the Grant’s “Notes” field.
Cal Grant A Amount	Provide the tuition/fee dollar amount that a student with Cal Grant A receives: up to \$12,240 at a University of California campus, up to \$5,472 at a California State University campus, and up to \$9,084 at independent colleges for 2016-2017.
Cal Grant B Amount	Fee Amount: the tuition/fee amount that a student with Cal Grant B receives after in his or her second year: up to \$12,240 at a UC campus, up to \$5,472 at a CSU campus and up to \$9,084 at independent colleges for 2017-2018. Stipend Amount: the living allowance of up to \$1,656 that a student with Cal Grant B receives in his or her first year, sometimes called Access Fee.
Cal Grant A on hold / Cal Grant B on hold	If a student was awarded a Cal Grant but decided to put it on hold (or defer) via the Web Grants account, please check the box with the corresponding Cal Grant award.
BOG Waiver	Community college students with Pell-eligible EFCs should be eligible for a BOG Waiver; those with higher EFCs might still be eligible for BOG Waivers. If you verified that your community college student did NOT receive a BOG Waiver, please elaborate in the Grant’s “Notes” field.
Institutional Grant or Scholarship	Please provide any institutional grants or scholarships the student received.
Other Grant or Scholarship fields	Please indicate the name <u>and</u> amount of other grants or scholarships the student received that are not listed above. Please DO NOT list College Futures-funded scholarships (administered by your program) here. Please select the appropriate award in the drop down list.
Work Study fields	If the student accepted work study funding, please enter the ACCEPTED amounts only.
Loan fields	If the student accepted a loan, please enter ACCEPTED amounts only.

If you have any questions about the fields and the data collection process in general, please contact **Lauren Salazar** at lsalazar@collegefutures.org.