

**LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

***Taylor Opportunity Program for Students (TOPS)
Bulletin***

TOPS BULLETIN NUMBER:	T2018-4
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DISTRIBUTION:	College and University Financial Aid Offices and Registrars, LAICU Financial Aid Offices and Registrars, Louisiana Community and Technical College System Personnel
TOPICS:	TOPS Inventory Roster

Beginning July 1, 2018, the Louisiana Office of Student Financial Assistance (LOSFA) will generate the TOPS Inventory Roster on a quarterly basis. The TOPS Inventory Roster WILL NOT replace the weekly generated TOPS Student Roster and TOPS Master Roster. These reports should still be utilized to determine the status of current students.

The purpose of the TOPS Inventory Roster is to facilitate the reporting of data regarding all students who have ever received a TOPS Award to LOSFA, regardless of whether the student continues to receive the award. Access to this data allows LOSFA to track a student's history on programs awarded by the agency and to report on the efficacy of the program. The questions most often asked include whether the students who receive TOPS continue their higher education after they lose the award and/or use all eligibility and whether the students stay in Louisiana. Your continued reporting of this data will assist us to answer these questions.

In 2006, LOSFA requested an opinion from the United States Department of Education's Family Policy Compliance Office (FPCO) in response to concerns expressed by a number of colleges and universities regarding the transmission to LOSFA of students' education records (academic information) relating to the Family Educational Rights and Privacy Act (FERPA). The response noted that it was not a violation of FERPA for LOSFA to request postsecondary institutions to provide certain educational records if that information is necessary to determine eligibility, award amounts, conditions of the award, or to enforce the terms of the award. For more information, and to read the letter from FPCO, go to <http://www.osfa.la.gov/T2006-4.htm>.

The following link should be used to access the TOPS Inventory Roster file format:

http://www.osfa.la.gov/MainSitePDFs/references/TOPS_InvRost_Export_PGP_def.pdf

For additional information on this bulletin, please email www.sgar@la.gov or contact Deborah Paul, LOSFA Scholarship and Grant Director at Deborah.paul@la.gov.