LOUISIANA STUDENT FINANCIAL ASSISTANCE COMMISSION
OFFICE OF STUDENT FINANCIAL ASSISTANCE

Student Financial Aid Bulletin

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TOPICS:	Grade Reporting for Chafee Educational and Training Voucher (ETV) Program

To comply with the federal audit requirements of the Chafee Educational and Training Voucher (ETV) Program, LOSFA requires participating postsecondary institutions to report the following academic information for Chafee ETV Program recipients:

a. admission and enrollment
b. semester hours attempted
c. semester hours earned
d. semester quality points earned
e. grade point average
f. resignation from the institution or withdrawal from all courses

An automated process for reporting semester/term grades for Chafee ETV recipients has been created on the Louisiana Award System. A step-by-step tutorial of the Chafee ETV grade submission process is included with this bulletin.

After reviewing the grade submission tutorial, submit Fall 2012 (1S2013 or 1T2013) grades. After the initial grade submission, postsecondary schools should report grades at the conclusion of each semester/term for students that receive Chafee ETV funds.

Questions regarding the Chafee ETV Program should be directed to Bonnie Lavergne, 225-219-7714, Bonnie.Lavergne@la.gov or Caleshia Clark, 225-219-7708, Caleshia.Clark@la.gov.

Chafee Educational Training Voucher (ETV) Program
Grade Reporting Tutorial
(February 20, 2013)

At the conclusion of each semester or term, report grades for Chafee ETV recipients by logging on to LOSFA's Award System using your user ID and Password and proceed as outlined below: Select the **Academics** tab.

At the Academics screen, select **<u>Chafee Grade Submit</u>**.
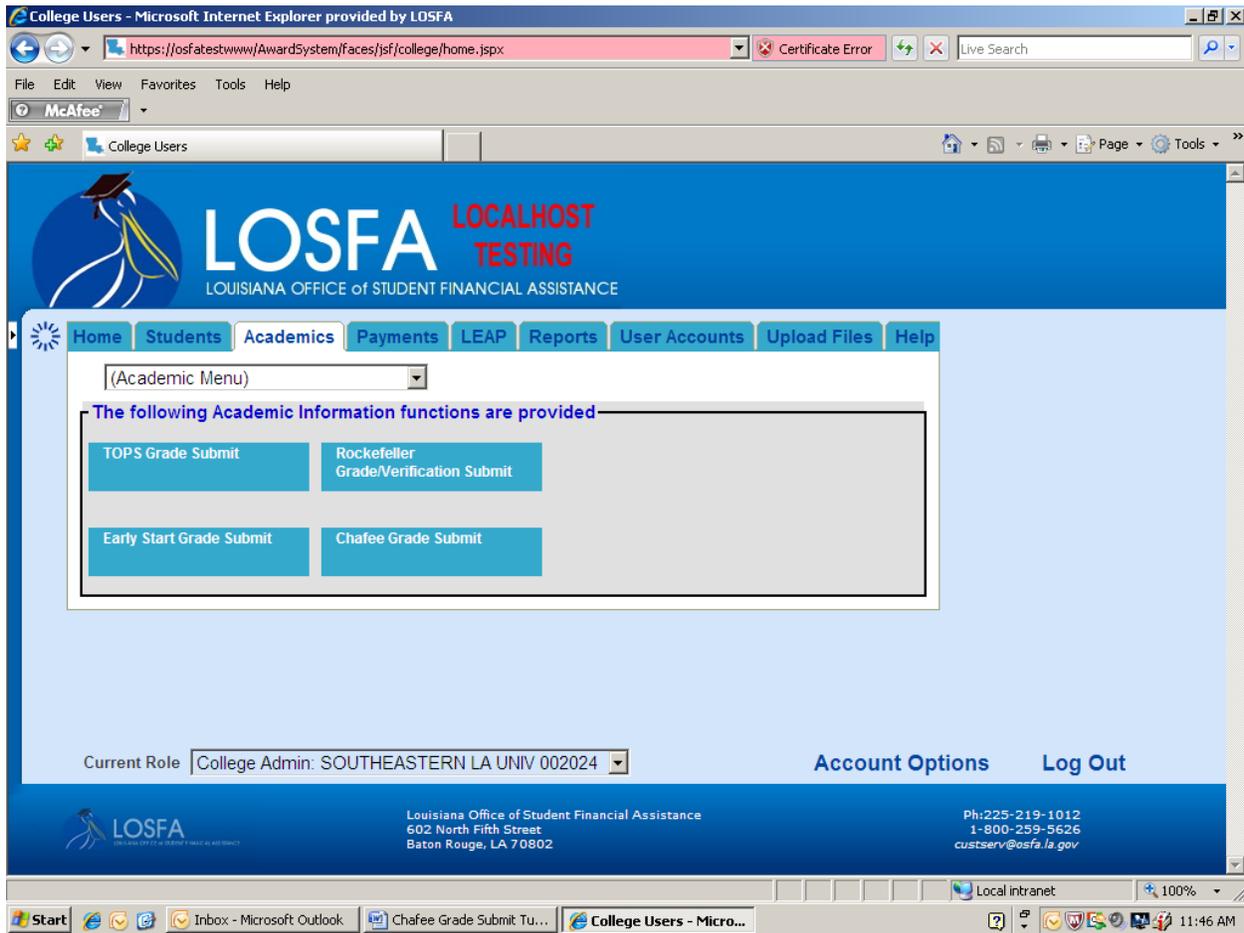
Select **<u>Add</u>** to begin entering grades for Chafee ETV recipients.

The Chafee Grade Submit screen is pictured below. Proceed with entering the required information.

After entering the academic term, the term description will appear (see example below). Please confirm that you have entered the correct term.

NOTE: <u>Academic information reported should be for the semester or term indicated, only.</u>

A term entry error will result in an "Invalid Term" message. Simply re-enter the data.

After entering the Chafee recipient's SSN, the student's name will automatically populate.

Verify student's name and continue entering academic information.
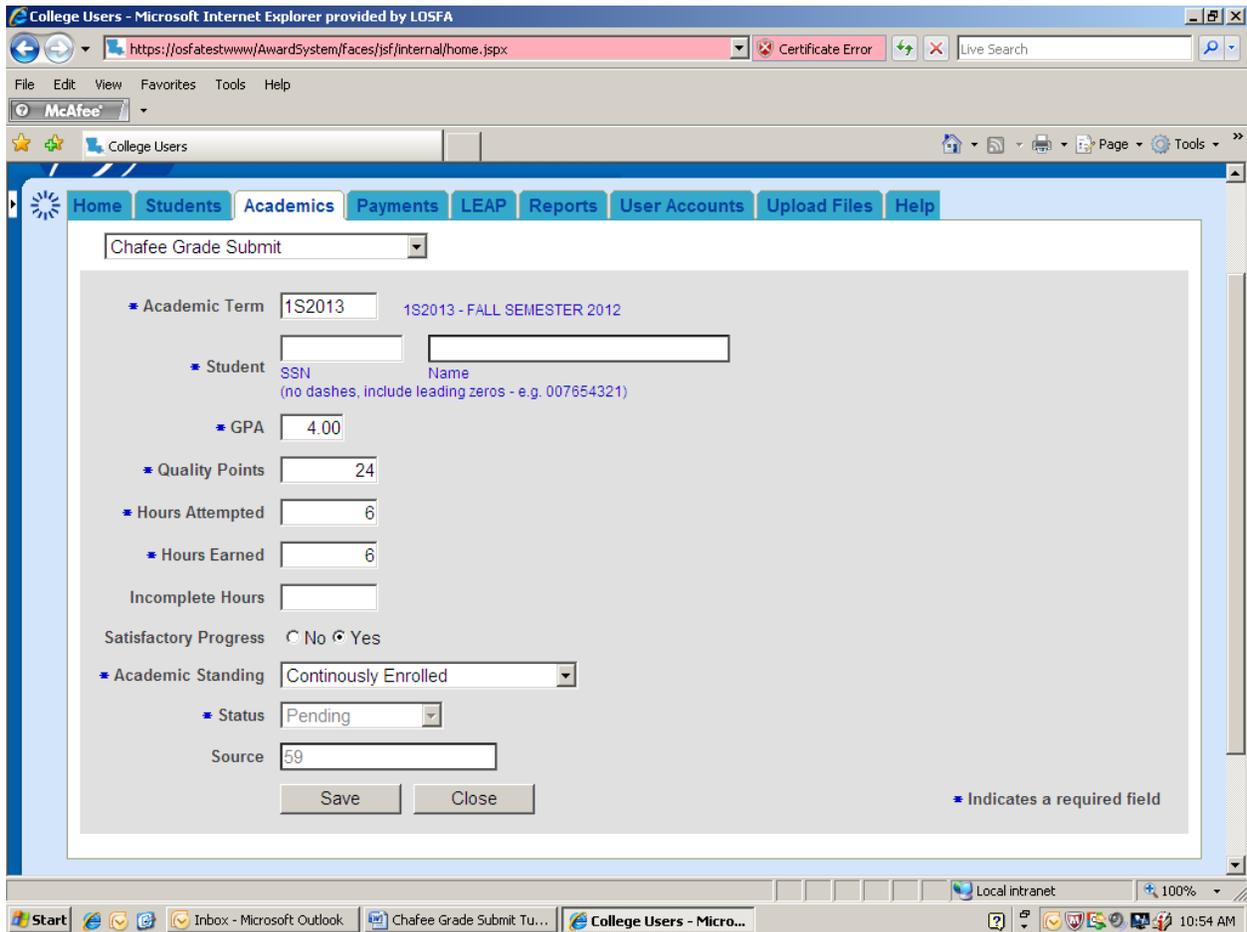
Entering an invalid SSN will produce the following error message: No person with a Chafee Award was found for that SSN. (See below)
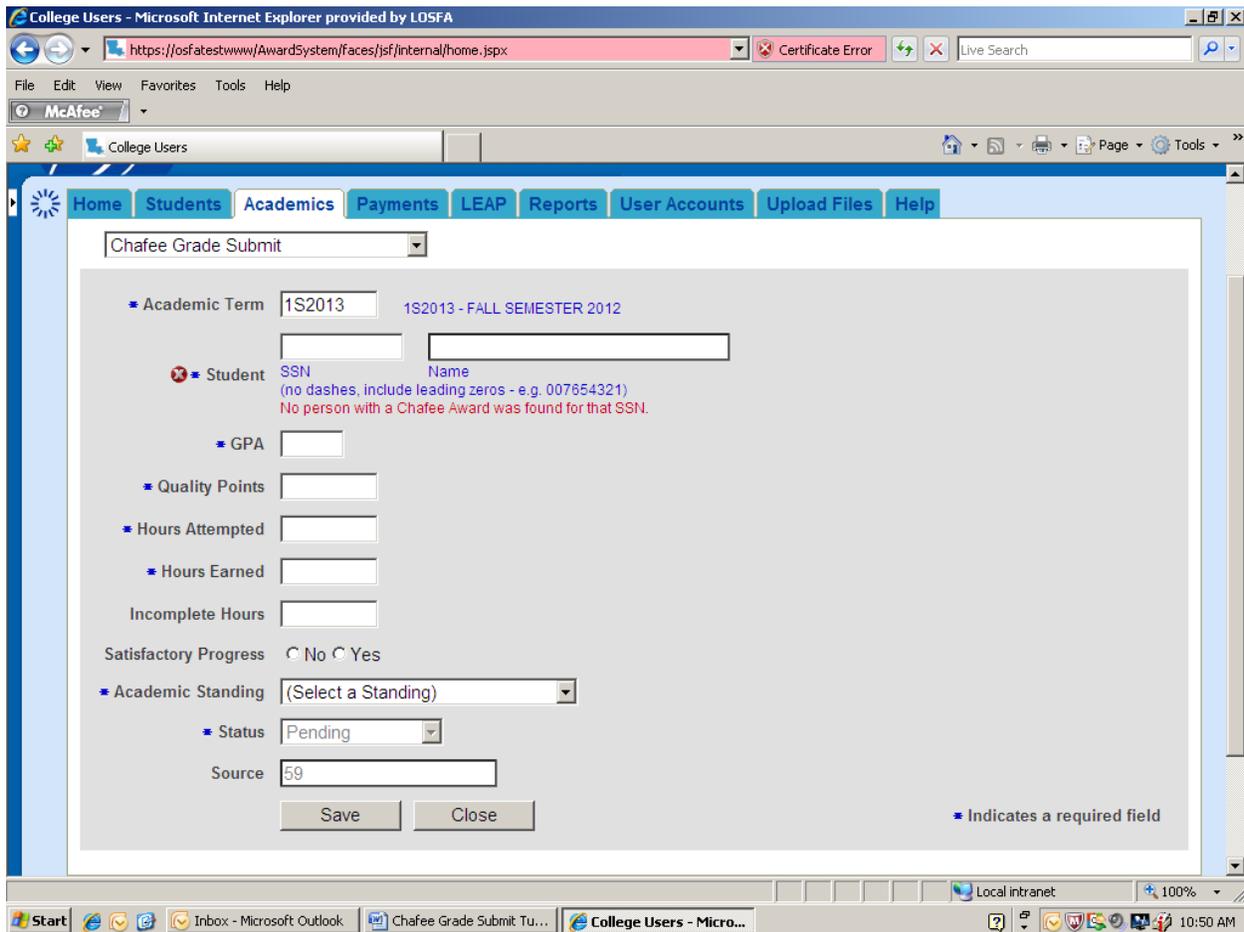
Enter the grade point average (GPA) for the semester/term with two decimal places.

Report the appropriate Academic Standing for the semester/term:

> Select **Continuously Enrolled** for students that completed the semester/term
>
> Academic Standing for students that officially resigned or withdrew should be reported accordingly.

After completing the entry of all data, **Save** the record.

Saving the Academic entry will bring you back to the Chafee Grade Submit screen and the recently added grade entry should appear on the list of Chafee Grades for your school (See below).

Select **Add** to continue reporting additional Chafee grades or **Close** to exit the Grade Submit screen.