

**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.

College Users - Microsoft Internet Explorer provided by LOSFA
 https://www.osfa.la.gov/AwardSystem/faces/jsf/internal/home.jspx

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Home Students Academics Payments Reports

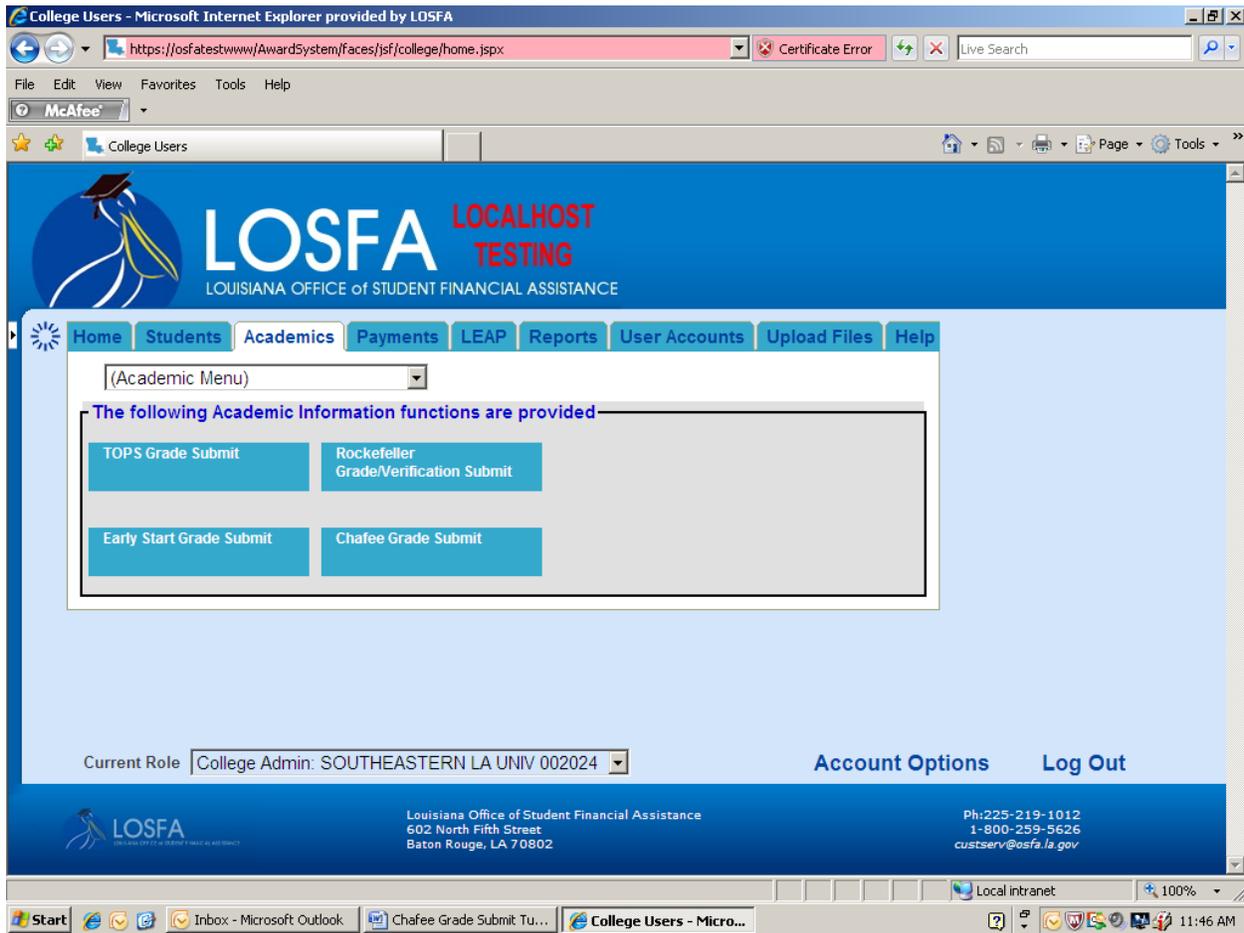
Welcome back **Bonnie Lavergne**. Your last visit was 1/31/2013 11:04:51 AM.

Broadcast Messages

9/13/2012	REMINDER: TOPS Eligibility for 1S2013: to be eligible for payment for 1S2013, students must have both an Eligible Disposition (000 New Eligible or 001 Renewal Eligible) and 1S2013 Eligible Term Not Paid. Giving TOPS Credit on only an Eligible Disposition without a 1S2013 Eligible Term Not Paid will result in Rejected billings
9/14/2012	REMINDER: The Maximum TOPS Tuition for Professional (PS) and Graduate Professional (GP) students for 1S2013 is \$2,592.00; for 2S2013 it is \$2,591.00.
10/3/2012	Adding SSN search to the TOPS Payment Roster in June swapped positions of Stipend Paid And NG Award Pd fields in the DOWNLOAD version ONLY. This has been corrected as of this date; any TOPS Payment Roster Downloads for 1S2013 and 1T2013 TOPS Payments prior to 10/03/12 should be discarded and a new file downloaded. The Browser, .PDF and Spreadsheet views were not affected.
10/16/2012	GO GRANT REMINDER: The Fall 2012 Go Grant billing deadline is Thursday, November 1. The deadline for making fall billing corrections is Friday, November 16. Should you have questions or require assistance with Go Grant billing and/or corrections, please contact Erica Hughes at 225-219-7707 or Erica.Hughes@la.gov.

Trusted sites 100%
 Start Inbox - Microsoft Outlook College Users - Micro... 11:08 AM

At the Academics screen, select **Chafee Grade Submit**.



Select **Add** to begin entering grades for Chafee ETV recipients.

The screenshot shows a web browser window displaying the LOSFA QA TEST SITE. The page has a blue header with the LOSFA logo and the text "LOSFA QA TEST SITE LOUISIANA OFFICE of STUDENT FINANCIAL ASSISTANCE". Below the header is a navigation menu with tabs for Home, Students, Academics, Payments, LEAP, Reports, User Accounts, Upload Files, and Help. The main content area features a search interface for Chafee Grades. It includes a dropdown menu for "Chafee Grade Submit", a "Search for Chafee Grades" section with a "Find" button, a "Filter 1" dropdown, and a "Display" dropdown set to "10 Results". Below the search area is a table titled "Chafee Grades for SOUTHEASTERN LA UNIV 002024". The table has columns for Select, SSN, College Code, Term, Effective Date, Quality Points, Hrs Att, Hrs Earned, Hrs Inc, Status, and Verification Number. Below the table are "Add", "Edit", and "Close" buttons. At the bottom of the page, there is a "Current Role" dropdown set to "College Admin: SOUTHEASTERN LA UNIV 002024", "Account Options", and "Log Out" links. The footer contains the LOSFA logo, address (602 North Fifth Street, Baton Rouge, LA 70802), phone numbers (225-219-1012, 1-800-259-5626), and email (custserv@osfa.la.gov). The browser's taskbar shows the Start button, several icons, and open windows for "Inbox - Microsoft Outlook", "Chafee Grade Submit Tu...", and "College Users - Micro...". The system clock shows 8:04 AM on February 5, 2013.

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

College Users - Microsoft Internet Explorer provided by LOSFA

https://www.osfa.la.gov/AwardSystem/faces/jsf/internal/home.jspx

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Chafee Grade Submit

* SSN
(no dashes, include leading zeros - e.g. 007654321)

* Academic Term

* GPA

* Quality Points

* Hours Attempted

* Hours Earned

Incomplete Hours

Satisfactory Progress No Yes

* Academic Standing

* Status

Source

Save Close

* Indicates a required field

Trusted sites 100%

Start Inbox - Microsoft Outlook College Users - Micro... Document1 - Microsoft ... 11:11 AM

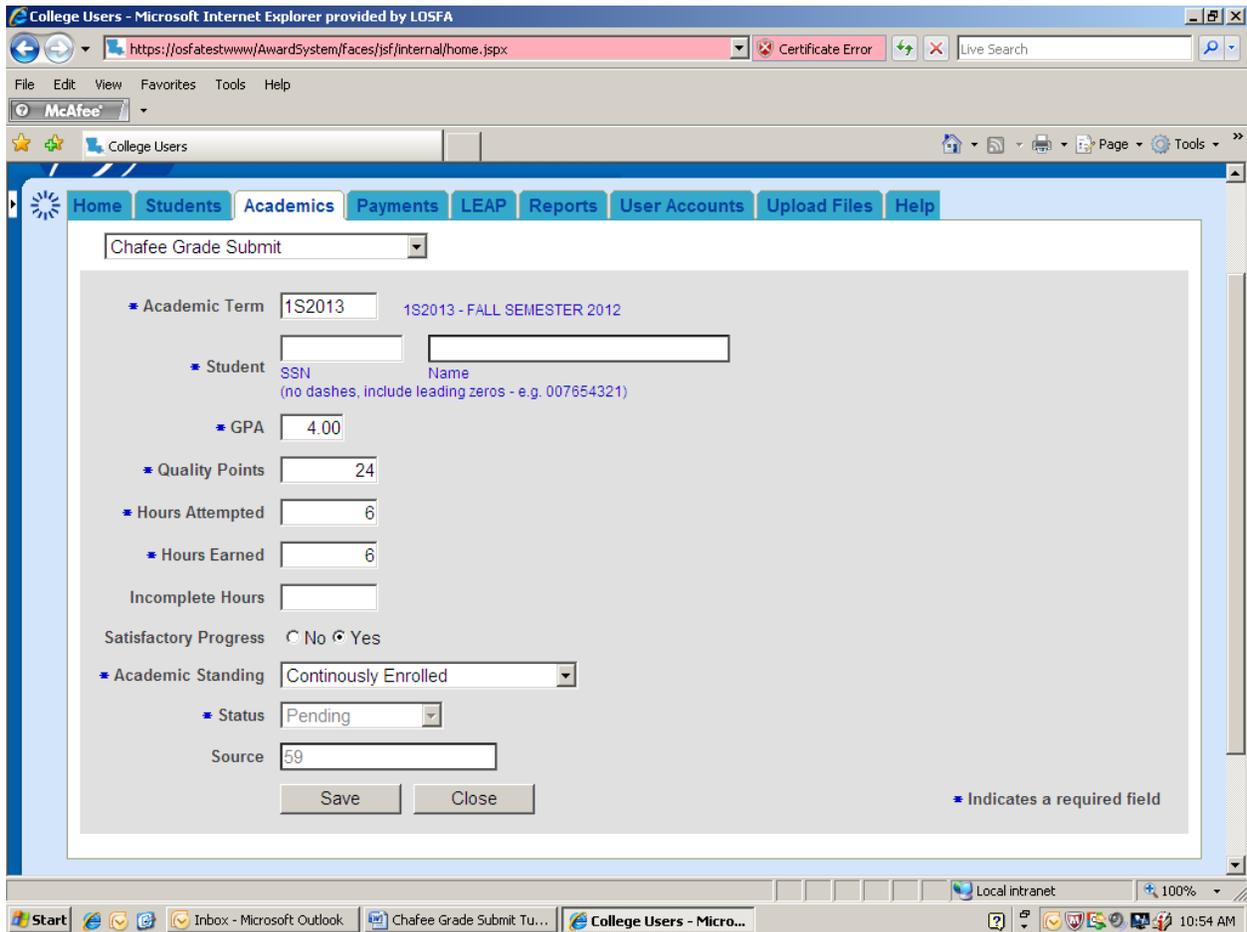
After entering the academic term, the term description will appear (see example below). Please confirm that you have entered the correct term.

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

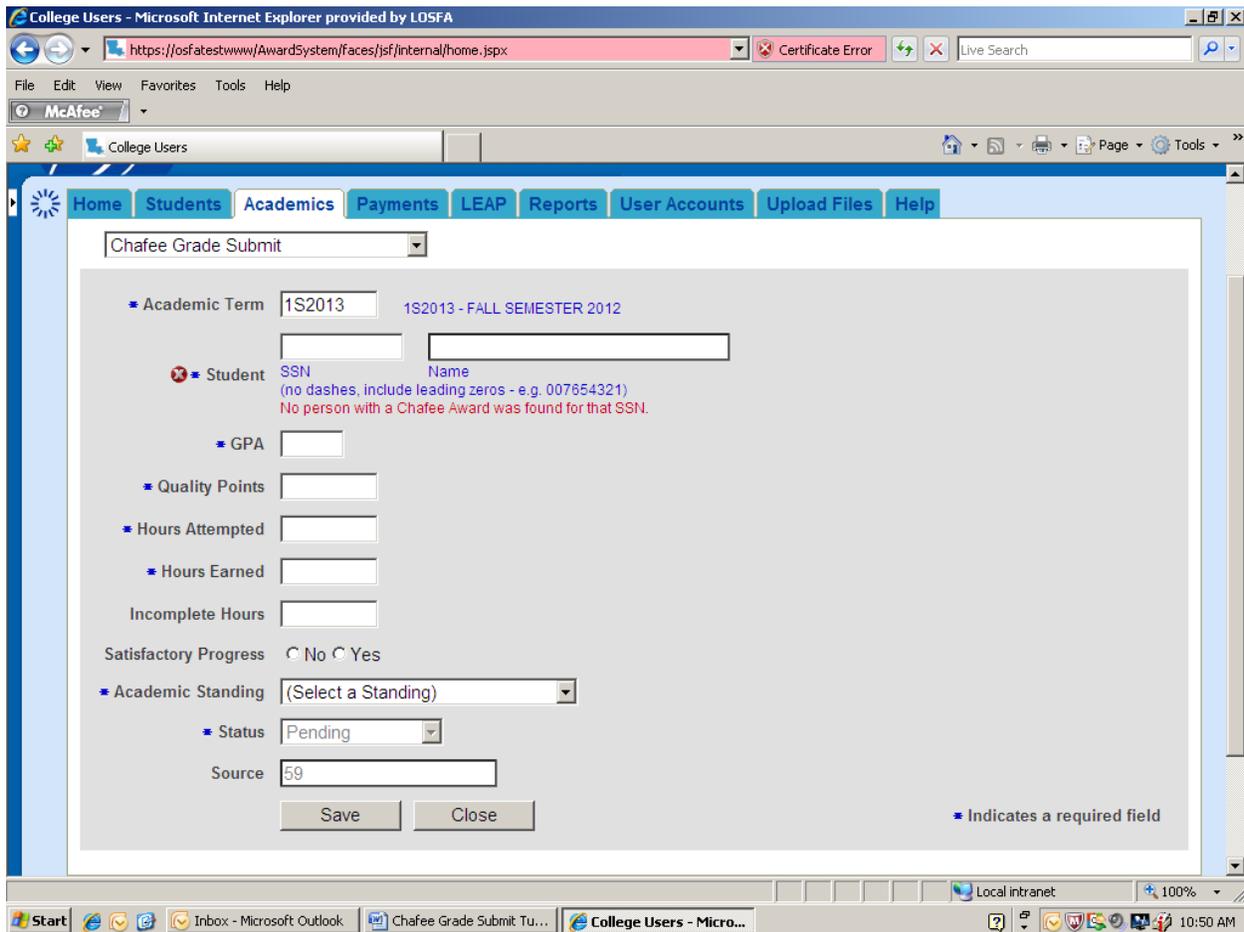
A term entry error will result in an “Invalid Term” message. Simply re-enter the data.

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.

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https://losfatestwww/AwardSystem/faces/jsf/internal/home.jspx

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Chafee Grade Submit

* Academic Term 1S2013 1S2013 - FALL SEMESTER 2012

* Student SSN [] Name []
(no dashes, include leading zeros - e.g. 007654321)

* GPA 4.00

* Quality Points 24

* Hours Attempted 6

* Hours Earned 6

Incomplete Hours []

Satisfactory Progress No Yes

* Academic Standing Continuously Enrolled

* Status (Select a Standing)
Continuously Enrolled
Officially Resigned from Institution
Withdrew from Courses

Source []

Save Close

* Indicates a required field

Local intranet 100%

Start Inbox - Microsoft Outlook Chafee Grade Submit Tu... College Users - Micro... 10:54 AM

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.

College Users - Microsoft Internet Explorer provided by LOSFA
https://osfatestbwww/AwardSystem/faces/jsf/internal/home.jspx

Home Students Academics Payments LEAP Reports User Accounts Upload Files Help

Chafee Grade Submit

Search for Chafee Grades

Find Filter 1 SSN [redacted] Filter 2 Status Pending Filter 3 (Field to search) Display 10 Results

Rows 20

Select All | Select None

Chafee Grades for SOUTHEASTERN LA UNIV 002024 - (1) record(s) found.

Select	SSN	College Code	Term	Effective Date	Quality Points	Hrs Att	Hrs Earned	Hrs Inc	Status	Verification Number
<input type="checkbox"/>	[redacted]	002024000	1S2013	2/4/2013	24.00	6.00	6.00		Pending	CH-6050

Add Edit Close

Local intranet 100% 11:00 AM