



WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION › OPPORTUNITY › RESULTS

Interim Walkthrough and Q&A

April 2024





Presenter



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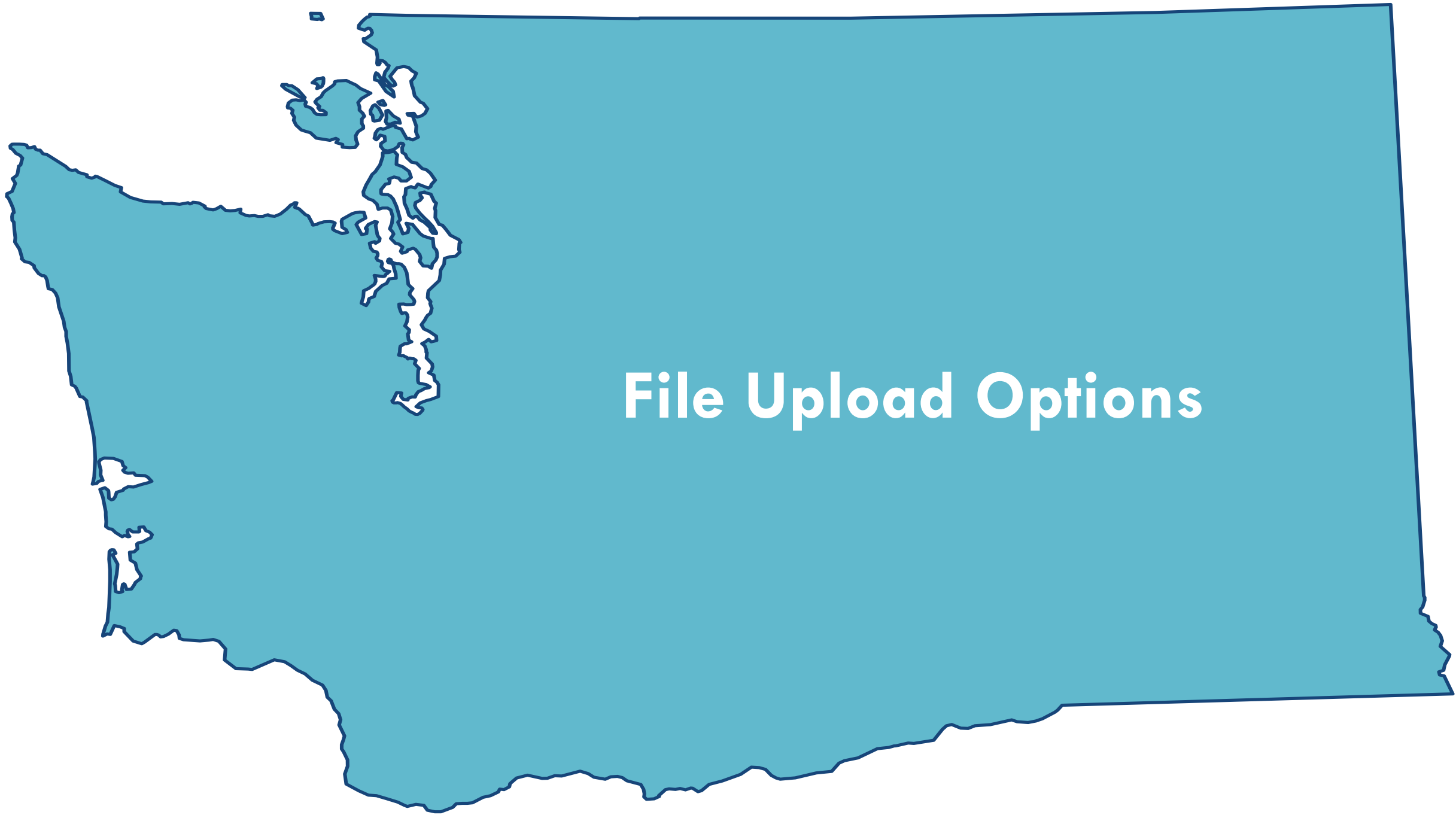
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360-485-1201



- **Introduction**
- **File Upload Options**
- **Interim Process Walkthrough**
- **Interim Reminders**
- **Q&A**





File Upload Options



Full File Upload

Full file upload

- Full file upload is best used as the initial file upload at the beginning of an academic year, however the incremental file load can be used to do the same thing.
 - Requires all student enrollment data and awards to be included or awards will be deleted.
 - Will overwrite all data currently in the portal.
 - Requires you to re-address edits after each file load.
 - This file upload type will likely go away next year, so important to become familiar with incremental file.



Incremental File Upload

Incremental file upload

Incremental file upload allows you to load partial student data instead of a full file, also called a change only file.

- The incremental file requires that you add one new column at the beginning of your file.
 - “IsDelete” column, mark “Y” if you want to delete student awards.
- Uploading incremental student data will not affect any of the student awards that are not listed on the file.
 - Similar to the Unit Record Report


Reminder:

- \$0 awards on the file equals “Need Met”
 - Leave award amount blank if student doesn’t meet eligibility



Sample Files/Templates

Found at www.wsac.wa.gov/faa-resources



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RESOURCES FOR FINANCIAL ASSISTANCE ADMINISTRATORS

Administrative Guidance

Program Guidance	2024 Legislative Session	Residency
COVID-19 Guidance	Program Manuals, MFI & Award Charts	

Program Manuals, MFI & Award Charts

- [Passport to Careers Program Manual \(2023-24\) \(2022-23\)](#)
- [Washington College Grant & College Bound Scholarship Program \(2023-24\) \(2022-23\)](#)
 - [MFI Chart for WCG, Bridge Grant, and CBS Awarding \(2024-25\) \(2023-24\) \(2022-23\)](#)
 - [Maximum WCG, Bridge Grant, and CBS Awarding \(2024-25\) \(2023-24\) \(2022-23\)](#)
 - [CSV sample file for CSAW Interim Reports \(full upload\) \(2023-24\) \(2022-23\)](#)
 - [CSV sample file for CSAW Interim Reports \(incremental uploads\) \(2023-24\)](#)



Sample Files/Templates

And in the Portal at CSAW > Upload

CSAW - Upload 2023-2024 ▼

Upload	Edits	Request Funds	
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PLEASE NOTE: Each *Full* upload attempt represents a **FRESH** start. This means that each *Full* upload must contain **ALL** enrollment data for the current academic year.

For *Incremental* uploads, only include records that are **changed, added or deleted**. Use the "incremental upload" template.

No file chosen

[incremental upload csv template](#) ⓘ[full upload csv template](#) ⓘ



It's CSAW Time!

Home [▼](#) | [Csaw](#) [▼](#)

[Upload](#) | [Edits](#) | [Request Funds](#) | [Interim Report](#) | [Students](#) | [Transmittal](#) | [Account Status](#) | [Reports](#) | [Grant Amounts](#) | [Grant Repayment Calculator](#)

Choose a menu item



Welcome to the **College Bound** ^{WCG and PTC, too} **Scholarship Award Warehouse!**

[Upload](#)

[Edits](#)

[Request Funds](#)

[Interim Report](#)

[Students](#)

[Account Status](#)

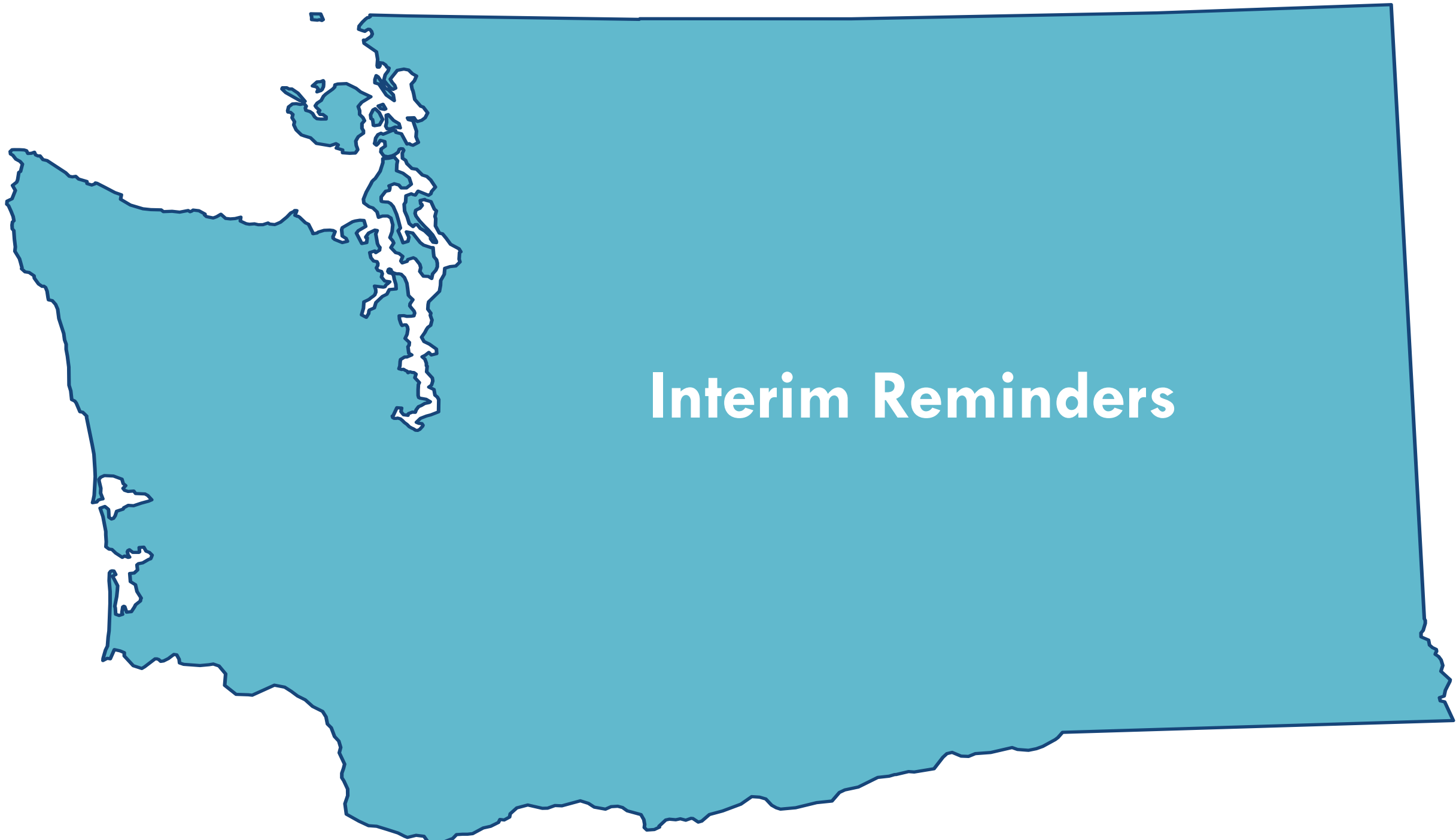
To get started:

1. Upload
2. Address Edits
3. Request Funds/Submit Interim Report

Other useful tools:

- [Summary of account status: WCG CBS PTC](#)
- [Search for students](#)
- [Submit a receivable transmittal](#)





Interim Reminders



Interim Reminders



- ✓ Request all payments before submitting your report (current term and prior terms)
- ✓ Pay close attention to the due date and start early
- ✓ Ask questions! If you don't understand something, reach out – we're here for you! Email wcg@wsac.wa.gov



Questions?