WASHINGTON STUDENT
ACHIEVEMENT COUNCIL
EDUCATION · OPPORTUNITY · RESULTS

Interim Walkthrough and Q&A

April 2024

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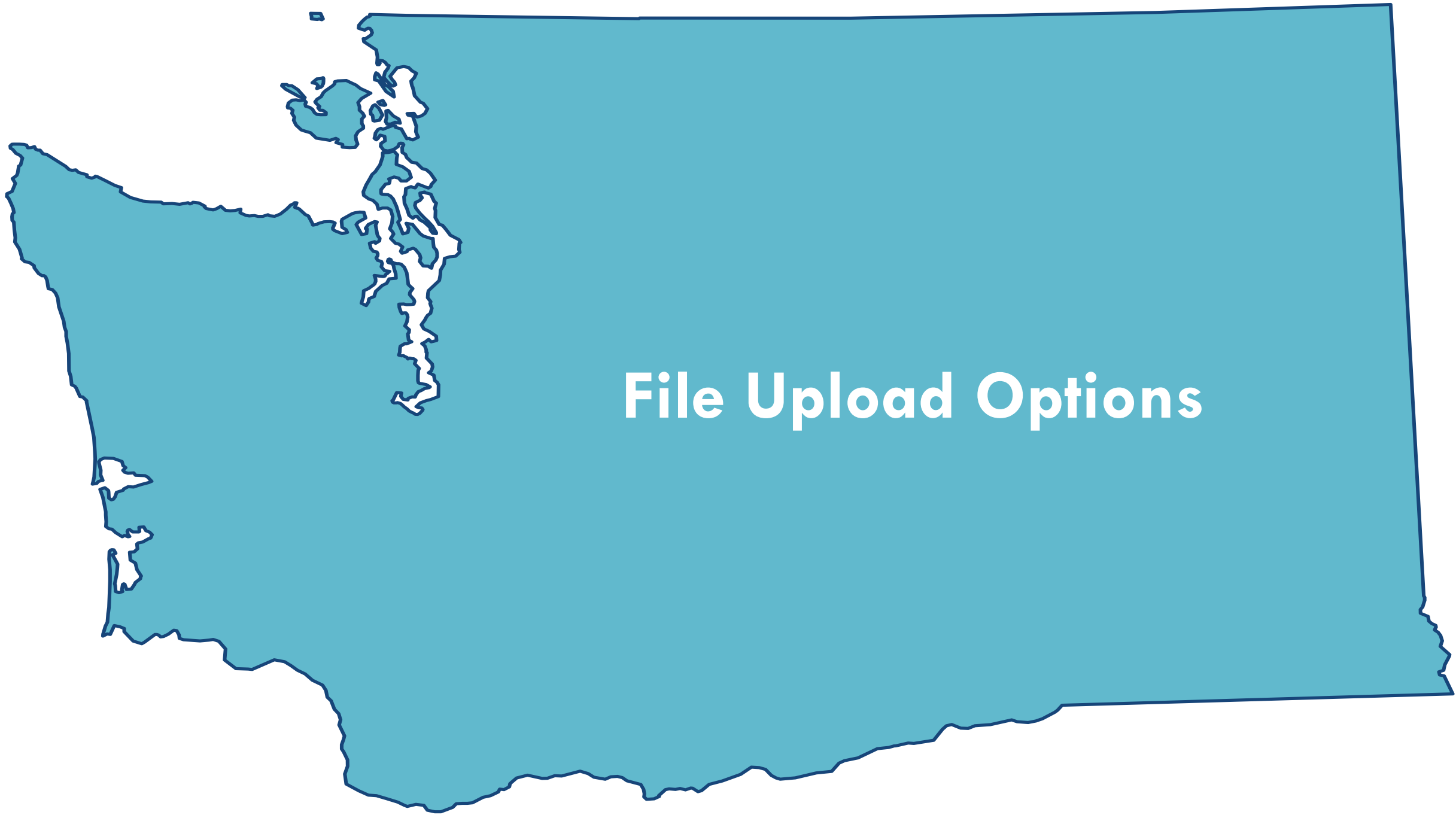Assistant Director – Need Based Programs

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Agenda

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

File Upload Options

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 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

Sample Files/Templates

And in the Portal at CSAW > Upload

CSAW - Upload   2023-2024 ▾

| Upload | Edits | Request Funds |

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.

Choose File No file chosen

incremental upload csv template **i**   full upload csv template **i**

It's CSAW Time!

Choose a menu item

Welcome to the **C**ollege Bound ^WCG and PTC, too **S**cholarship **A**ward **W**arehouse!

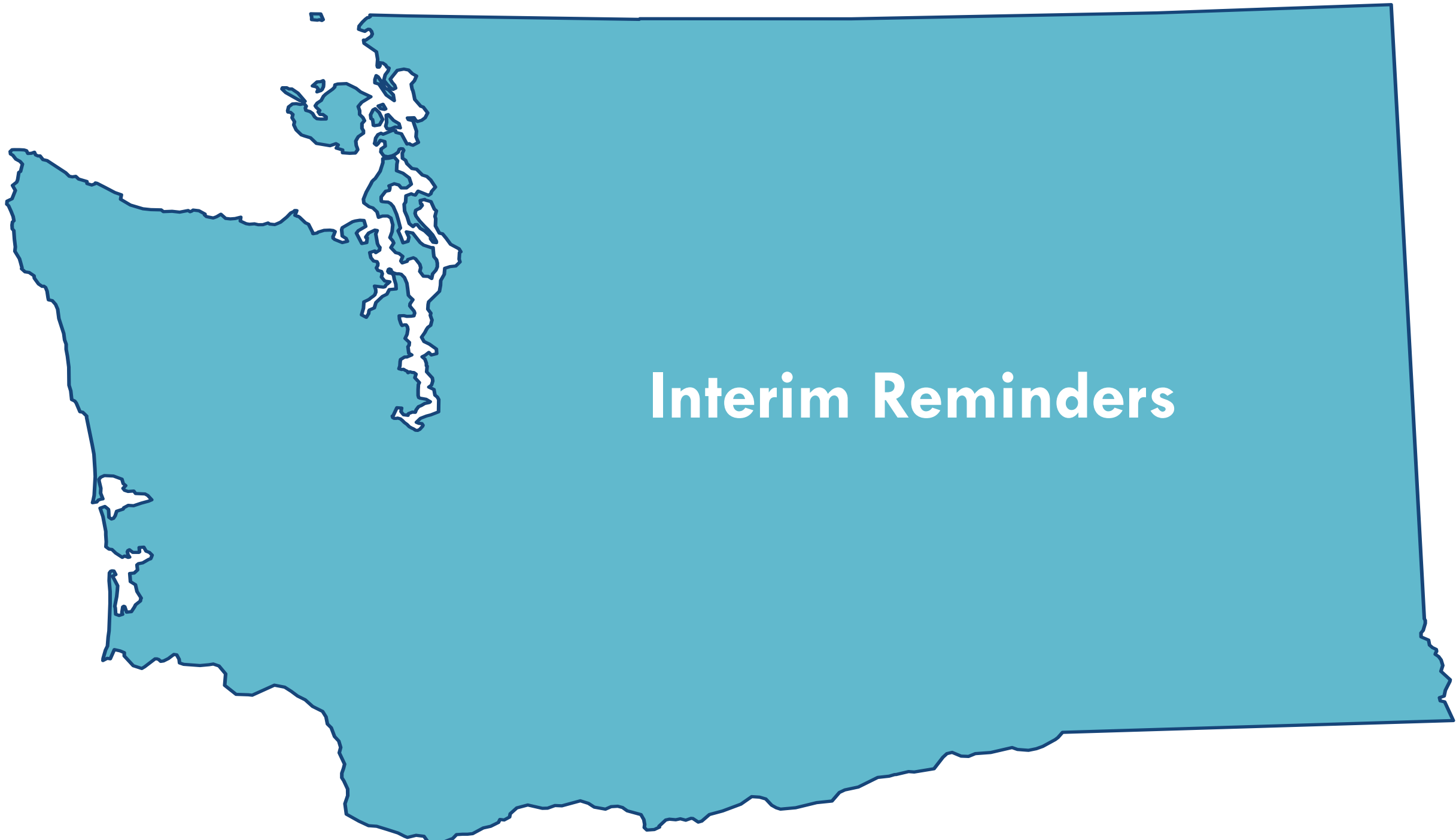| Upload	Edits	Request Funds	Interim Report	Students	Account Status

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?