

Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

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The Student Certification Process for Grade & Hours

Overview of the Student Certification Process

Student certification is a process by which student academic progress is verified by postsecondary institutions (PSIs). Academic progress for students is determined by collecting student grade and enrollment hour information for a specific academic period. This data is used to verify student eligibility for future participation in state-funded financial assistance programs. The following state programs require certification information for initial student applicants, renewal students, and reinstatement/restoration applicants:

Program	Certification	Timeframe
Florida Bright Futures Scholarships	- Institutional cumulative grade point average (GPA) and/or - Hours enrolled or earned as of the prior year's summer term	On-going throughout the year
José Martí Scholarship Challenge Grant	Institutional undergraduate GPA	Due May 15*
Scholarships for Children and Spouses of Deceased or Disabled Veterans		
Rosewood Family Scholarship		
All Other Programs: Access to Better Learning and Education Grant Florida Fund for Minority Teachers Florida Generation Matching Grant Florida Incentive Scholarship Florida Resident Access Grant Florida Student Assistance Grant Florida Work Experience Program Mary McLeod Bethune Scholarship	Institutional grade point average (GPA) and/or hours enrolled.	Due May 30*

**If the deadline falls on a weekend, certifications are due the next business day.*

During the academic year, an institution may be providing certification information for two different academic years.

- The Reinstatement/Restoration Application for the upcoming academic year opens February 1.
- The Reinstatement/Restoration Application for the current academic year closes on May 30; however, certification for Bright Futures restoration students closes June 6.

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Accessing PSI Certifications

Go to <http://www.FloridaStudentFinancialaid.org/SSFAD/home/uamain.htm> and select **Postsecondary Institutions**. Log in using your User ID/PIN and, under *Student Certifications*, select **Initial/Renewal Reporting**.



The Postsecondary Institution (PSI) Student Certification Menu will appear.

- The **Award Year** field will default to the upcoming award year if the Reinstatement/Restoration Application for the upcoming award year is currently open. Otherwise, this field will default to the current award year.
- Select **By Applicant SSN** for an individual student record or **By Report** for a list of applicants for each program.
- Click **Search**.

A screenshot of the 'POSTSECONDARY INSTITUTION (PSI) STUDENT CERTIFICATION MENU' page. The header is identical to the previous screenshot. The main content area has the title 'POSTSECONDARY INSTITUTION (PSI) STUDENT CERTIFICATION MENU'. Below the title, it states: 'OSFA requests that your institution complete the certification requirements for all reinstatement/restoration and initial José Martí Scholarship Challenge Grant Fund (JM) students. Review these frequently throughout the year for additional students. Certification(s) required:'. It then lists two requirements: 'a. The most recent institutional cumulative GPA for students who are not enrolled this spring term and seeking JM funding as a graduate student.' and 'b. The most recent institutional cumulative GPA and/or credit hours that were completed by the student prior to the year of funding being requested.'. Below these, it provides instructions: '1. Select an SSN from the drop-down menu "By Applicant SSN" to access an individual student certification screen. Then click Search, or 2. Select "By Report" to view all reinstatement/restoration applicants or initial José Martí Scholarship Challenge Grant graduate students by program. Then click Search.'. At the bottom, there are two search options: 'By Applicant SSN' with a dropdown menu showing 'NONE' and a date selector for '2014-15' under 'Award Year', and 'By Report' with a dropdown menu showing 'NONE'. A 'Search' button is located at the bottom right of the form area.

Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

The **PSI Student Certification Record** for the specific student appears when the user selects an SSN from the **By Applicant SSN** drop-down menu or clicks the asterisk (*) next to a student's name when using the "By Report Feature". The SSN, award year, and applicant's name are pre-filled fields. NOTE: An applicant whose "SSN" begins with a "P" has been assigned a Pseudo Number because the applicant chose not to provide an SSN.

The Bright Futures record will display GPA and/or Hours fields for Bright Futures students who did not meet the minimum GPA and/or Credit Hours requirement during a prior renewal evaluation period, as applicable.

Complete all required fields and select **Submit** to receive a confirmation page.

NOTE: If the student never attended your institution, select the box at the bottom of the certification page and select Submit.

GPA Only Certification

Welcome to
**Florida Student Scholarship
Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

PSI STUDENT CERTIFICATION RECORD

[HELP](#) [log out](#)
[printing instructions](#)

[Return to PSI Student Certification Menu](#)

Last Date Updated
08/18/2014

Questions/Fields marked with an asterisk (*) require a response.

1. Data entry requested
 - A. Cumulative GPA.
 - B. Never attended indicator.
2. Click "Submit." You should then see the message "Record updated successfully."
3. After confirming successful record update, click on the "Return to PSI Student Certification Menu" link located at the top of page to return to the report you were previously viewing.

SSN: [] Award Year: 2014-15 Applicant's Name: []
(First Name_MI_Last Name)

2.87
Institutional Undergraduate
Cumulative GPA

If student never attended your institution, click here ☐

[Submit](#)

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The Student Certification Process for Grade & Hours

GPA and Hours Certification

Welcome to
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& Grant Programs**

1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

PSI STUDENT CERTIFICATION RECORD

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[printing instructions](#)

[Return to PSI Student Certification Menu](#)

Last Date Updated
05/07/2014

Questions/Fields marked with an asterisk (*) require a response.

- Data entry requested**
 - Cumulative GPA.
 - The number of hours enrolled and earned.
 - Never attended indicator.
- Click "Submit." You should then see the message "Record updated successfully."
- After confirming successful record update, click on the "Return to PSI Student Certification Menu" link located at the top of page to return to the report you were previously viewing.

SSN

2014-15
Award Year

Applicant's Name
(First Name_MI_Last Name)

3.28

*Institutional Undergraduate
Cumulative GPA

*Number of Term 1 hours student enrolled in
most recent academic year enrolled

0

*Number of Term 1 Hours student earned for
most recent academic year enrolled

0

*Number of Term 2 hours student enrolled in
most recent academic year enrolled

0

*Number of Term 2 hours student earned for
most recent academic year enrolled

0

*Number of hours earned summer 2014

0

If student never attended your institution, click here

☐

Submit

Form CPSI-1, Sections 1009.40 F.S., 1009.532 F.S., SBE Rules 6A-20.019, 6A-20.023, 6A-20.027, 6A-20.028

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The Student Certification Process for Grade & Hours

José Martí Students Seeking Graduate Funding

Students seeking José Martí graduate funding require certification of the applicant's cumulative GPA and verification of the classification indicated by the applicant on the Florida Financial Aid Application (FFAA). The screen below will only appear for students applying for the José Martí Scholarship as a graduate student.

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& Grant Programs**

1-888-627-2004
Florida Department of Education
Office of Student Financial Assistance

PSI STUDENT CERTIFICATION REPORT
JOSÉ MARTÍ SCHOLARSHIP CHALLENGE GRANT
APPLICANTS CERTIFIED

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[printing instructions](#)

[Return to PSI Student Certification Menu](#)

PSI Code:
Academic Year: 2014-15

PSI Name:
Total Number of Students: 5

Questions/Fields marked with an asterisk (*) require a response.
1. Click on the asterisk (*) to access the "PSI Student Certification Record" to certify required information. Click "Submit" at bottom of screen. Once data for an individual student has been submitted, you should see the message "Record updated successfully."
2. After confirming successful record update, click "Return to PSI Student Certification Menu" located at the top of the screen to continue certification for remaining students.

SSN	LAST NAME	FIRST NAME	MIDDLE INITIAL	CERTIFICATION REQUIREMENTS	
				CUMULATIVE GPA	CLASSIFICATION
			S	3.84	GRADUATE STUDENT
				3.92	GRADUATE STUDENT
			M	3.67	GRADUATE STUDENT
			R	3.62	GRADUATE STUDENT
				4.00	GRADUATE STUDENT

Postsecondary Institution Resources

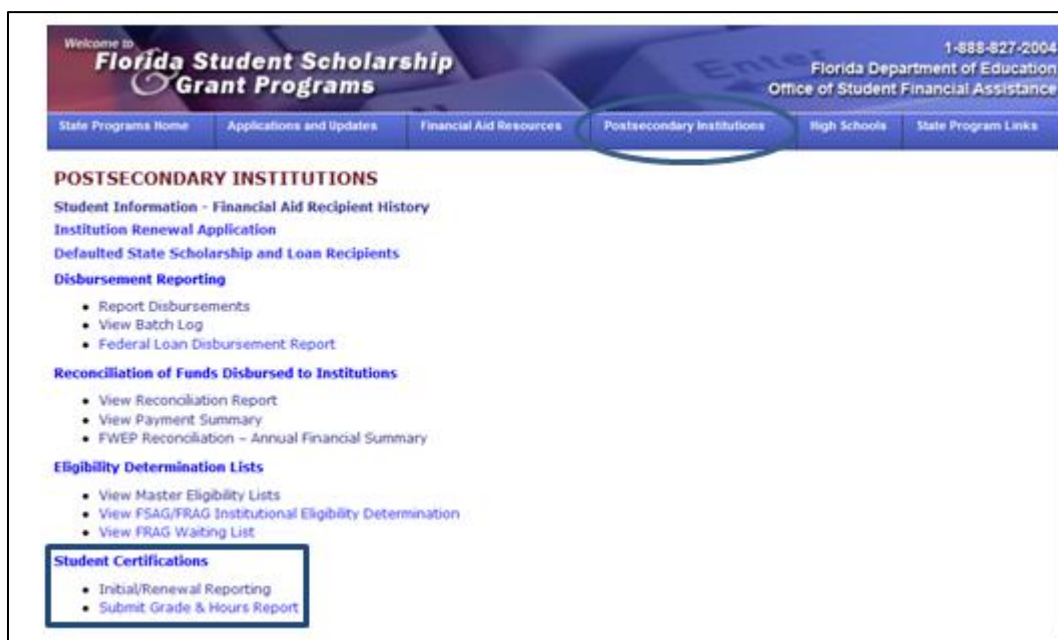
The Student Certification Process for Grade & Hours

Grade and Hours (G&H) Report

The G&H Report requires a postsecondary institution (PSI) to submit grade and hours information, including an institutional, undergraduate cumulative GPA and earned hours for all disbursed students during a specified academic year. The report provides each institution with two methods of submission:

- The first method is available online via a secure web screen. The institution's three-digit code and name are pre-filled from the login ID process. After selecting field choices of Academic Year and List View, click **Run GRHR Report Query** to display student records. Individual records may be updated by clicking on the student's Social Security Number (SSN). This procedure is similar to the Disbursement Eligibility Report process.
- The second method is via **Secure File Transfer Protocol (SFTP)**. On our server, you will find folders labeled **DER_in** and **out**, **G&H_in** and **out**, and **MEL_out**. Note that the terms "in" and "out" are relative to OSFA's server. If you are providing your Grade and Hours Report to OSFA, you will place it in the **G&H_in** folder. Review the "Downloading and Uploading a G&H Report" section on page 11.

To access the G&H Report from the State Programs home page, select **Postsecondary Institutions**, then select **Submit Grade & Hours Report** under **Student Certifications** to log in using your assigned User ID and PIN.



Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

G&H Report Legend

Refer to the legend of the numbered items in the screen preview below.

Welcome to **Florida Student Scholarship & Grant Programs** 1-888-827-2004
Florida Department of Education
Office of Student Financial Assistance

GRADE AND HOURS REPORT

[HELP](#) [log out](#)

Legend

- 1. Institution Code:** The institution code is pre-filled from the login ID process.
- 2. Institution Name:** The name of the institution is pre-filled from the login ID process.
- 3. Term Type:** The institution's term type is pre-filled from the login ID process.
- 4. Academic Year:** Selection of the academic year for the G&H report is required. The year defaults to current year.
- 5. List View:** Select from the drop-down menu one of the options listed below to specify the list of records desired:
 - **All** displays all records on file
 - **Reported** displays all records submitted
 - **Reported with Edits** displays records submitted with an edit
 - **Reported without Edits** displays records submitted without an edit
 - **Not Reported** displays all records not submitted
- 6. Credit type:** The institution's credit type is pre-filled from the login ID process.

Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

7. **Selected By:** Select from the drop-down menu to request student records by SSN in ascending order or by last names alphabetically.
Filter: Allows the user to search for an individual or grouping of students by SSN or Last Name. Enter all or part of either the SSN or Last Name in the **Selected By** field and then click **Search**. Both the **Selected By** and **Filter** need to be aligned with SSN or Last Name choices.
8. **Grade and Hours Layout:** Provides parameter fields required with character spacing and values. Institutions using the batch file method need to adhere to this format to submit the file to the State Student Financial Aid Database (SSFAD).
9. **Edit Explanations:** Provides a list of edits, messages, and directions to clear the edits.
10. **Run GRHR Report Query:** Click **Run GRHR Report Query** to view all student records.
11. **Search:** Clicking this button will begin a search of all students meeting the criteria of fields 1-7 indicated above.
12. **SSN:** The student's Social Security Number. Clicking on the SSN will link to the student's Financial Aid Recipient History.
13. **Name:** The student's name listed by Last Name, First Name, and then the student's Middle Initial.
14. **Date of Birth:** The student's date of birth listed in MM/DD/YYYY format.
15. **Last Updated Date:** Displays last date of submission/change. By clicking on the link, a history of G&H submissions will display.
16. **Override Term HRS:** The function is used by the institution to override the Hours Outside Range. The system currently has values by term and credit types.
17. **Cumulative Degree Hours:** Enter only those hours used by the postsecondary institution toward the student's major for their certificate, associate, or baccalaureate degree as of the end of the spring term. A student enrolled in multiple majors or degree programs is reported using the student's primary major or degree hours.
18. **Report Summer Hours:** If a program in which the student has received financial aid uses summer hours for renewal evaluation, **Yes** will be indicated requiring hours be reported.
19. **Summer Hours:** Enter the number of hours the student completed if reporting summer hours for the specified year. If student did not earn summer hours, enter zero.
20. **T1 (Hours):** Enter the number of hours the student earned during the first term.
21. **T2 (Hours):** Enter the number of hours the student earned during the second term.
22. **T3 (Hours):** Enter the number of hours the student earned during the third term.
23. **T4 (Hours):** Enter the number of hours the student earned during the fourth term.
24. **Total (Hours):** This field is automatically calculated by adding summer, T1, T2, T3, and T4 hours information.
25. **Cum GPA:** Enter the student's institutional cumulative GPA as determined by the institution.
26. **Grade & HR Appeal Approved:** Institutions may enter an appeal recommendation by selecting **YES** from the drop-down menu or **NO** if the institution recommends rejecting the student's appeal. If the student has not requested an appeal, the field will default to **ANR** (Appeal Not Requested). For recommendations after the deadline or for prior academic years, please select **ADD** and the "Update Appeals" screen will appear with the student's information for the institution. Select **YES** for an approved recommendation or **NO** for a denied recommendation. Click "**Submit**" to save the update. After the appeal is submitted, a Grade and Hours Report screen will open to confirm the update with the note "Appeal Successfully Submitted. See Approved Appeal field on the student record."

Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

G&H Reporting Process

To start the online reporting process, enter your search parameters and select search to see each student, one page at a time, or select **Run GRHR Report Query** to view all records at once.

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Florida Department of Education
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GRADE AND HOURS REPORT

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[printing instructions](#)

Institution Code: **Institution Name:** **Term Type:**

Academic Year: **List View:** **Credit Type:**

Selected By: **Filter:**

(Enter a SSN or a last name)

[Grade and Hours Layout](#)
[Edit Explanations](#)

The two newest Grade and Hours fields, "Cumulative Degree Hours" and "Total Earned Hours," remain **optional**.
The HELP screen and Grade and Hours Layout links provide definitions for these two fields.

SSN		Name			Date of Birth		Last Updated Date		Override Term HRS		Cumulative Degree Hours	
Report 2014 Summer Hours?	2014 Summer Hours	T1 (Hours)	T2 (Hours)	T3 (Hours)	T4 (Hours)	Total (Hours)	Cum GPA	SAP (Byrd Only)	Grade & Hours Appeal Approved	Total Earned Hours		
TOTAL RECORDS: 0												

For a record containing an edit, review the edit explanations page (as shown below) for a method to clear the respective edit code. For example, the table below indicates an **E06** edit code that needs to be resolved. The suggested method to clear the edit is to verify values are entered for GPA and hours for each required term.

Code	Edit Messages	Method to Clear Edit
E01	MATCHING DATA NOT SUPPLIED FOR STUDENT	CORRECT STUDENT DATA AND RESUBMIT.
E02	HOURS EXCEED MAX ALLOWED	IF THE CORRECT NUMBER OF HOURS REPORTED EXCEED 24 CREDIT HOURS OR 720 CLOCK HOURS, SELECT "OVERRIDE TERM HOURS."
E03	CUM GPA CANNOT EXCEED 4.00	REDUCE THE GPA TO A MAXIMUM OF 4.0.
E04	STUDENT DID NOT ATTEND PSI FOR THE TERM	REPORT HOURS FOR THE TERM STUDENT ATTENDED, IF FUNDED, AT YOUR INSTITUTION. ENTER ZERO FOR REMAINING TERMS.
E05	HOURS REPORTED FOR INVALID TERM	DELETE HOURS FOR NON-VALID TERM
E06	GPA AND/OR HOURS CANNOT BE NULL	ENTER A VALUE FOR GPA AND/OR HOURS EACH REQUIRED TERM. ZERO IS A VALID ENTRY.
E07	MESSAGE ONLY - GRADE AND HOURS RECORD NOT REQUIRED	GRADE & HOURS WERE REPORTED FOR STUDENT WHO WAS NOT DISBURSED THIS YEAR. NOT NECESSARY TO CLEAR THIS EDIT - MESSAGE ONLY.
E08	SAP INDICATOR "YES" OR "NO" REQUIRED	SELECT "NO" FOR SAP INDICATOR.
E09	SUMMER HOURS REQUIRED	IF "YES" IS CHECKED, ENTER THE NUMBER OF SUMMER HOURS EARNED. ZERO IS A VALID ENTRY.
E10	MESSAGE ONLY - CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS ARE OPTIONAL FIELDS	ENTER A VALID VALUE FOR CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS.
E11	PSI REPORTING SUMMER GRADE AND HOURS MUST BE HOME INSTITUTION	STUDENT MUST REQUEST SUMMER NON-HOME PSI TO SEND TRANSCRIPT INFORMATION TO HOME INSTITUTION FOR SUMMER GRADE AND HOURS REPORTING.

Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

Downloading and Uploading a G&H Report

Secure File Transfer Protocol (SFTP) is a standard network protocol used to transfer files from one host to another over a Transmission Control Protocol (TCP) - based network. SFTP users authenticate themselves using a username and password sign-in.

After requesting (SFTP) account, you will receive an e-mail from OSFA indicating that we have created an account for your institution to access our SFTP server through a secure batch process or manually with software such as Secure Client or through our Managed File Transfer (MFT) Internet Transfer Client website. The account ID is your 3-digit state account ID number. Your password will be sent under separate cover or by phone.

To reach our Secure File Transfer Protocol (SFTP) server, go to <https://transfer.fldoe.org>

On our server, you will find folders labeled **DER_in** and **out**, **G&H_in** and **out**, and **MEL_out**. Note that the terms “in” and “out” are relative to OSFA’s server. If you are providing your Grade and Hours Report to OSFA, you will place it in the **G&H_in** folder. If you are retrieving your Master Eligibility List from OSFA, you will find it in the **MEL_out** folder.

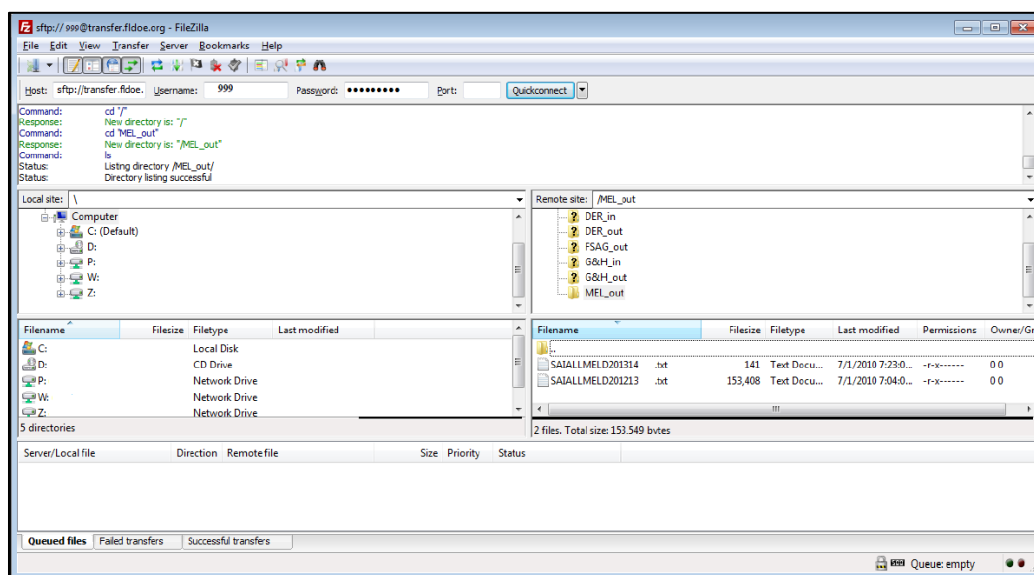
OSFA – SSFAD File Naming Convention

Grade and Hours (G&H) Layout File Naming Convention:

{YYYYMMDD}SAIGRHR{PSI}.txt

Ex. 20150501SAIGRHR999.txt

An example of an FTP account (shown via FileZilla) is below.



Postsecondary Institution Resources

The Student Certification Process for Grade & Hours

View Batch Log

The View Batch Log screen may be used to verify that downloads/uploads were successfully processed from the Postsecondary Institutions (PSI). PSI's may also view the Batch Log screen to check messages regarding system errors that occurred during batch processing attempts.

Under **Disbursement Reporting**, select **View Batch Log**.

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State Programs Home Applications and Updates Financial Aid Resources **Postsecondary Institutions** High Schools State Program Links

POSTSECONDARY INSTITUTIONS [log out](#)

[Student Information - Financial Aid Recipient History](#)
[Institution Renewal Application](#)
[Defaulted State Scholarship and Loan Recipients](#)
Disbursement Reporting

- [Report Disbursements](#)
- [View Batch Log](#)**
- [Federal Loan Disbursement Report](#)

Enter a date range in the **From** and **To** fields in the format mm/dd/yyyy. To view messages for a specific module, select the module name from the **Module** drop-down menu. **Click Search**.

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VIEW BATCH LOG [HELP](#) [log out](#)
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Questions/Fields marked with an asterisk (*) require a response.

Institution Code: Institution Name:

*From: 11/14/2014 mm/dd/yyyy *Module: **None**
*To: 11/14/2014 mm/dd/yyyy

Select the Number in the Rejects

Module Name	DateTime	Message
Please use Microsoft Internet Explorer browser version 6.3 or higher		
Previous Page Home Print		
§ Date Last Modified: 5/2/2011 10:17:54 AM		

Records were Rejected.

Search

Module Name DateTime Message

- BF INITIAL LOAD CONVERSION
- BF GRADES & HOURS UP AND DOWN
- UPLOAD BF-LOGIN DATA
- BOUNCE EMAIL
- DER Upload
- DVA DOWNLOAD
- DVA Upload
- Grade and Hour Upload
- High School GPA Upload
- Populates new High Schools
- Test Scores Upload - ACT
- Test Scores Upload - GRE
- Test Scores Upload - SAT

- **Module Name:** This is the name file used to perform the batch process.
- **Date Time:** The date and time the message was generated.

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- **Message:** The message generated during the batch process.

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VIEW BATCH LOG

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Questions/Fields marked with an asterisk (*) require a response.

Institution Code: Institution Name:

*From: 03 - 11 - 2015 mm/dd/yyyy *Module: DER Upload
*To: 03 - 19 - 2015 mm/dd/yyyy [Search](#)

Select the Number in the Rejected Column to View the Reason the Records were Rejected.

Module Name	DateTime	Message																												
DER Upload	03/12/2015 14:50:34	File processed. 20150312SAIDER 72.txt: 52 <table><thead><tr><th>Program</th><th>Rejected</th><th>Edits</th><th>Processed</th></tr></thead><tbody><tr><td>FGMG</td><td>0</td><td>0</td><td>5</td></tr><tr><td>BFGSV</td><td>0</td><td>0</td><td>1</td></tr><tr><td>FSAG</td><td>0</td><td>0</td><td>9</td></tr><tr><td>BFFMS</td><td>0</td><td>0</td><td>25</td></tr><tr><td>BFFAS</td><td>0</td><td>0</td><td>10</td></tr><tr><td>CDDV</td><td>0</td><td>0</td><td>2</td></tr></tbody></table>	Program	Rejected	Edits	Processed	FGMG	0	0	5	BFGSV	0	0	1	FSAG	0	0	9	BFFMS	0	0	25	BFFAS	0	0	10	CDDV	0	0	2
Program	Rejected	Edits	Processed																											
FGMG	0	0	5																											
BFGSV	0	0	1																											
FSAG	0	0	9																											
BFFMS	0	0	25																											
BFFAS	0	0	10																											
CDDV	0	0	2																											