

## OVERVIEW

Verification is a review process used to confirm the accuracy of information reported by students on the Free Application for Federal Student Aid (FAFSA). Further, verification is a federal process regulated by the U.S. Department of Education. These regulations require the processing of all changes and corrections to the applicant's FAFSA information.

Typically, 30% of all FAFSA applicants are selected for verification by the Central Processing System (CPS). Selection is either random or occurs because reported data has a high statistical probability of error. Further, a student and/or a campus financial aid administrator may initiate or request verification.

The FAFSA verification process compares the information provided on the FAFSA to tax documents, W2s, verification worksheets, etc. (whether federally or institutionally selected) provided by applicants. FAFSA verification review ensures that the student's FAFSA application is processed accurately to determine the student's financial aid eligibility.

Federal verification is typically a customizable approach to identify applications selected and the specific items that require verification. The standards for potential verification items for unique award years is published in the Federal Register (see link in resources below) annually.

In fall 2017, the University System of Georgia (USG) implemented CampusLogic Student Forms (CL) system wide to streamline the federal student aid process. The deployment of the CL tools, in conjunction with the Banner Student Information System (SIS), have simplified, standardized, and automated how students and families resolve most FAFSA verification issues. This initiative has dramatically reduced the time spent by students and schools grappling with, and sometimes being derailed by, a complex federal process.

## DEPARTMENT/AREA

Financial Aid Shared Services

Institution Financial Aid Offices

## DEFINITIONS AND OTHER INFORMATION

For a comprehensive list of definitions and other information please refer to the [Federal Student Aid Handbook](#)

**Shared Services Center (SSC):** The office of the Shared Services Center of the University System of Georgia and all personnel assigned to such office.

**Verification:** A federally mandated process to confirm the accuracy of data provided by selected applicants on the Free Application for Federal Student Aid (FAFSA®). To complete the verification process, the student, their parent(s), or spouse, if applicable, are required to provide certain documents to the institution for review. If the documentation the student provides to the institution does not match what was reported on the FAFSA®, verification can result in changes to the student's financial aid eligibility, and/or financial aid offers.

**CPS:** Central Processing System (processes FAFSA® data submitted by students and parents)

**C-Flag:** The Central Processing System (CPS) adds comment codes and text to the student's transaction to provide information to the student and to institutions about the student's processed Free Application for Federal Student Aid (FAFSA®). A flag/comment code of C is an indicator that institution resolution is required.

Additional Financial Aid definitions/information can be found at: <https://fsapartners.ed.gov/home>.

## RESOURCES

Please review the attached Appendices A, B, C, and D at the end of this document for comprehensive resources for the areas noted below regarding verification processing:

- *Appendix A: IRS Information*
- *Appendix B: Acceptable Documentation for Verification*
- *Appendix C: CampusLogic*
- *Appendix D: Additional Resources*

## VERIFICATION PROCESSING INSTRUCTIONS

The following sections will guide users through the process of using CampusLogic and Banner to review and complete verification on student files.

## FILE REVIEW

1. If a student has been selected for verification, the Applicant Requirements page (RRAAREQ) in the Banner database will have a requirement (code may vary) listed indicating that the student was selected for verification. If there are additional C-flags or comment codes that need to be reviewed, other requirements may be listed as well (this may vary across institutions).
  - **Institutions will need to load FAFSA records into Banner on an established timeline and frequency (best practice would be to load files at least 2x per week).**
  - If Institutions have the CL Connect Integration setup to load FAFSA/ISIR files, the files will be loaded to CampusLogic automatically. If the integration is not setup, institutions will need to load FAFSA records into CampusLogic on the same cadence as Banner.
  - Institutions are responsible for the first communication to their students selected for verification. The communication would direct students/parents to the CampusLogic portal to review open tasks and to submit required documentation. After the student accesses the CampusLogic portal for the first time, any subsequent communications for outstanding tasks or documentation needs would be sent to the student from CampusLogic based on institution setup frequency.
  - After student's have submitted all required documentation, the files would be ready for review in the CampusLogic portal for administrative users at the campus and SSC.
2. Log into the appropriate institution CampusLogic (CL) administrative StudentForms portal
3. Select the 'Workflow' queue.



The screenshot displays a navigation bar with three items: 'Workflow' (highlighted with a red circle), 'Reports', and 'Admin' with a dropdown arrow. Below the navigation bar are two filter boxes: 'Award Year: 2021-2022' with a dropdown arrow, and 'Student Type: All'. The main content area is titled 'File Review' and includes a link for 'View All'. It also displays the status: 'Files Available: 26' and 'Files Pended: 0'. At the bottom of the content area is a large blue button labeled 'Get Next File'.

4. Select the appropriate award year from the drop-down list of values.



The screenshot shows a navigation bar with 'Workflow' (highlighted in gold), 'Reports', and 'Admin' (with a dropdown arrow). Below the navigation bar are two filter boxes: 'Award Year: 2021-2022' (circled in red) and 'Student Type: All'. The main content area features a 'File Review' tile with a 'View All' link. The tile displays 'Files Available: 26' and 'Files Pended: 0'. At the bottom of the tile is a large blue button labeled 'Get Next File'.

5. Select 'Get Next File' or 'View All' to select from the entire list from the 'File Review' tile. Typically, selecting the 'Get Next File' option will give you the next student in order of the date/time the student submitted required documents; however, it may be beneficial to see a list of students and select them from the 'View All' option.

Note: the student's file will only appear in the 'File Review' tile once ALL required documents have been received.



The screenshot shows a web interface with a top navigation bar containing 'Workflow' (highlighted in gold), 'Reports', and 'Admin' (with a dropdown arrow). Below the navigation bar are two filter boxes: 'Award Year: 2021-2022' and 'Student Type: All'. The main content area is titled 'File Review' and displays 'Files Available: 26' and 'Files Pended: 0'. A red circle highlights the 'View All' link in the top right corner. At the bottom of the content area, a large blue button labeled 'Get Next File' is also circled in red.

6. If you click on 'View All', a window will open with a list of students who are ready to be reviewed. You can then select a student from the list.



## Verification File Review Workflow

Transaction Status:  Award Year:  Student Type:

[Show Advanced Filtering](#)

Date Ready	First Name	Last Name	Student ID	Last Saved On	Last Saved By	V Group	Comment Codes	Status
8/25/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a			Reviewing
8/28/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a		132, 124	Reviewing
8/31/2021	[REDACTED]	[REDACTED]	[REDACTED]	8/20/2020	[REDACTED]			Reviewing
8/31/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a		146	Reviewing
9/1/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a	V1	170	Reviewing

- The 'View All' window will show students, what verification group the student is assigned to, and some comment codes that are applicable to the student. To select a student for file review, click on the student's name.

Workflow Reports Admin

**AMIRY CAMERON**

SSN: [REDACTED] DOB: [REDACTED] Transaction Type:   
 Student ID: [REDACTED] Phone: [REDACTED] Available ISIRs:   
 Email: [REDACTED] [Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1 Student IRS DRT Code: 00 Dependency Status: D  
 Status: Reviewing file Student IRS Display Flag: C V Group: V5  
 Created on: 06/29/2021 Parent IRS DRT Code: 05 Comment Codes: [149 170 349 001 006](#)  
[View Current ISIR](#) Parent IRS Display Flag: B EFC: 4171

Show Previous Versions

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Independent Verification Web Form</a>	Reviewed		08/31/2021 11:39 AM	09/22/2021 07:10 PM
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Statement of Educational Purpose - School Upload Only</a>	Reviewed		07/22/2021 05:07 PM	07/29/2021 01:19 PM
<input checked="" type="checkbox"/>	<a href="#">Proof of High School Completion</a>	Reviewed		07/02/2021 03:50 PM	07/29/2021 01:20 PM
<input checked="" type="checkbox"/>	<a href="#">Student's 2019 Federal IRS Verification of Nonfiling Letter</a>	Reviewed		08/09/2021 05:08 PM	08/09/2021 05:52 PM



- If you click on 'Get New File', a window will open displaying the next student in the list (by date order that the file was completed by student) that is ready to be reviewed.

- While you have a student file open, be sure you are on Transaction Type - 'Verification' and the correct Transaction - 'Aid Year'

- Click on the 'Comment Codes' on the student file to verify there are no C-flags that need resolution. Some institutions may track various C-flags or comment codes in Banner on



RRAAREQ. Check the comment codes in CampusLogic and the Banner RRAAREQ page to ensure that the student's file is updated correctly in Banner and all additional requirements are updated as applicable.

**Comment Codes**

Verification group for student: V1

Comment Code	Description
001	Heading Comment What you must do now
004	Change in NSLDS History
006	General Instructions for making corrections
115	Discharged loans
125	SAR must be received by processing deadline
137	Student in process of requesting TPD discharge.
149	May be pell eligible based on EFC
171	Independent student selected for verification
247	Loans discharged by veterans administration
346	Pell lifetime eligibility used
359	Unusual enrollment history

Transaction: 2020 - 2021  
Status: Reviewing  
Created on: 12/07/2021  
[View Current ISIR](#)

Document Type

- 2020-2021 Independent
- Discharge Disability Ack
- Extenuating Circumstances
- Student's 2018 Federal I
- Unusual Enrollment Hist
- Unusual Enrollment History Transcripts or Grade Reports - Walden
- Unusual Enrollment History Verification

Reviewed

Submitted	Date Reviewed
12/07/2020 06:30 PM	12/07/2020 07:09 PM
12/07/2020 06:30 PM	12/07/2020 07:09 PM

NOTE: You will know the student was selected for verification because their 'V' group (verification group) will be visible.



### Verification File Review Workflow

Transaction Status: Ready for Review Award Year: 2021-2022 Student Type: All

[Show Advanced Filtering](#)

Date Ready	First Name	Last Name	Student ID	Last Saved On	Last Saved By	V Group	Comment Codes	Status	Status Di
10/20/2021	[REDACTED]	[REDACTED]	[REDACTED]	8/17/2021	Patricia Barton	V1	170	Reviewing uploaded document(s)	10/20/2021 2:10:38 PM
10/28/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a			Reviewing uploaded document(s)	10/28/2021 8:27:01 PM
11/1/2021	[REDACTED]	[REDACTED]	[REDACTED]	11/2/2021	n/a			Reviewing uploaded document(s)	11/1/2021 10:02:41 AM
11/2/2021	[REDACTED]	[REDACTED]	[REDACTED]		n/a			Reviewing uploaded document(s)	11/2/2021 3:39:31 PM
11/2/2021	[REDACTED]	[REDACTED]	[REDACTED]	9/22/2021	[REDACTED]	V1	170	Reviewing file	11/2/2021 8:00:59 PM
11/3/2021	[REDACTED]	[REDACTED]	[REDACTED]	8/12/2021	[REDACTED]	V1	170	Reviewing uploaded document(s)	11/3/2021 2:34:47 PM

**When using the 'View All' option to see files that are ready to be reviewed, there will be a column titled 'V Group.' This column will list what verification group the student is assigned to. If this column is blank, the file likely has C-flags that need to be reviewed/resolved.**

**SCRENA & YOUNG**

SSN: [REDACTED] DOB: [REDACTED] Transaction Type: Verification  
 Student ID: [REDACTED] Phone: [REDACTED] Available ISIRs: Choose an ISIR...  
 Email: [REDACTED]

[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1 Student IRS DRT Code: 00 Dependency Status: D  
 Status: Reviewing file Student IRS Display Flag: C V Group: V1  
 Created on: 04/20/2021 Parent IRS DRT Code: 01 Comment Codes: 296 149 170 349 001  
[View Current ISIR](#) Parent IRS Display Flag: B 118 308 006  
 EFC: 0

**After the student's file has been opened, the 'V Group' for the student will be displayed in the 'V Group' field, as shown. If this field is blank, the student was not selected for verification; however, the student may have C-flags that need to be reviewed/resolved.**

Select	Document Type	Status	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed	05/23/2021 08:51 PM
<input checked="" type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Reviewed	05/10/2021 05:49 PM
<input checked="" type="checkbox"/>	<a href="#">Parent 2019 Federal IRS Tax Return Transcript</a>	Reviewed	05/23/2021 08:51 PM

Show Previous Versions

- After you select a student from the list of students ready to review and have verified the 'Transaction Type' field is 'Verification' and 'Transaction' field is the correct aid year, review of submitted documents begins. The documents will be listed under the 'File Review' tab as shown below:



**BRENDEN WILLIAMS**

SSN: [REDACTED]      DOB: 08/26/2004      Transaction Type: Verification  
 Student ID: [REDACTED]      Phone: [REDACTED]      Available ISIRs: Choose an ISIR...  
 Email: [REDACTED]

[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1      Student IRS DRT Code: 00      Dependency Status: D  
 Status: Reviewing uploaded document(s)      Student IRS Display Flag: C      V Group: V1  
 Created on: 02/24/2021      Parent IRS DRT Code: 00      Comment Codes: 149 170 351 267 001  
[View Current ISIR](#)      Parent IRS Display Flag: N      EFC: 006  
 EFC: 0

[File Review](#)      [Student View](#)

Show Previous Versions

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		09/20/2021 11:57 PM	09/21/2021 08:25 PM
<input type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/15/2021 06:48 PM	
<input type="checkbox"/>	<a href="#">Parent 1-2019 Signed Federal IRS Form 1040X</a>	Not Reviewed		09/24/2021 05:38 PM	
<input type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/21/2021 04:20 PM	
<input type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Verification of Nonfiling Letter</a>	Not Reviewed		09/29/2021 10:10 PM	
<input type="checkbox"/>	<a href="#">Parents' 2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/13/2021 08:24 PM	
<input checked="" type="checkbox"/>	<a href="#">Parents' Marriage License or Certificate</a>	Reviewed		09/15/2021 07:24 PM	09/21/2021 08:24 PM

12. Before reviewing documents, it is a best practice to review any previous documents that were submitted by the student and parent. access this information by checking the 'Show Previous Versions' box. If older versions of documents submitted exist, staff can review and see notes associated with earlier versions.



The screenshot displays the FAFSA verification interface for a student named BRENDEN WILLIAMS. A modal window titled "Rejected Document" is open, showing the reason: "Reason: Other" and a comment: "Comment: Since your mother filed taxes but your father did not please be sure to choose the correct option under the Parent Taxes portion of this form." The modal has a "Close" button. In the background, a table lists document versions. The "Show Previous Versions" checkbox is checked and circled in red. The table has columns for "Select", "Document Type", "Status", "Date Submitted", and "Date reviewed". One row is circled in red, showing a "Rejected" status with a "View" button next to it.

Select	Document Type	Status	Date Submitted	Date reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed	09/20/2021 11:57 PM	09/21/2021 08:25 PM
<input type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Replaced	07/14/2021 07:29 PM	
<input type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Rejected	09/07/2021 12:41 AM	09/15/2021 06:12 PM
<input type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed	09/15/2021 06:48 PM	
<input type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Rejected	09/15/2021 04:26 PM	09/15/2021 06:14 PM
<input type="checkbox"/>	<a href="#">Parent 1-2019 Signed Federal IRS Form 1040X</a>	Not Reviewed	09/24/2021 05:38 PM	
<input type="checkbox"/>	<a href="#">Parent 1-2019 Signed Federal IRS Form 1040X</a>	Rejected	09/15/2021 07:51 PM	09/21/2021 08:22 PM
<input type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed	09/21/2021 04:20 PM	

13. The following section will focus on and detail the document review(s) as well as how to reject documents that are incorrect.

## DOCUMENT REVIEW

1. After selecting a student file via the CampusLogic portal (either by selecting a student from the 'View All' action or the 'Get Next File' action), the student 'Transaction Page' will appear.
2. Select 'Verification' from the 'Transaction Type' list of values and the correct aid year from the 'Transaction' field list of values.



3. Before reviewing or updating the student file, check the Applicant Comments (RHACOMM) page in Banner. This page will alert SSC staff to whether the student file is being worked on by institution staff. Comments regarding the student file for the applicable aid year will guide SSC staff on next steps.

4. SSC staff will not process files that have notes indicating student is being handled by institution staff



- SSC staff will review the list of documents that have been submitted by parents and students. These documents will appear on the page beneath the 'Document Type' column.

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		09/20/2021 11:57 PM	09/21/2021 08:25 PM
<input type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/15/2021 06:48 PM	
<input type="checkbox"/>	<a href="#">Parent 1-2019 Signed Federal IRS Form 1040X</a>	Not Reviewed		09/24/2021 05:38 PM	
<input type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/21/2021 04:20 PM	
<input type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Verification of Nonfiling Letter</a>	Not Reviewed		09/29/2021 10:10 PM	
<input type="checkbox"/>	<a href="#">Parents' 2019 Federal IRS Tax Return Transcript</a>	Not Reviewed		09/13/2021 08:24 PM	
<input checked="" type="checkbox"/>	<a href="#">Parents' Marriage License or Certificate</a>	Reviewed		09/15/2021 07:24 PM	09/21/2021 08:24 PM

- Click each link under 'Document Type' to review documents submitted. Detailed Information regarding each document type and what to look for is provided in Appendix C.

2021-2022 Dependent Verification Worksheet  
Dependent Student

Student (and parent/spouse) will complete a Verification worksheet as applicable and requested. The values entered on the worksheet will be either automatically or manually (by practitioners) translated to the column of values on the right side bar.

Your 2021-2022 Free Application for Federal Student Aid (FAFSA) law says that before awarding Federal Student Aid, we may require your FAFSA. To verify that you provided correct information on your FAFSA, we may require you to complete and sign this worksheet, attach any required documents, and submit the form and other required documents to the financial aid administrator at your school. Your school may ask for additional information. If you have questions about verification, contact your financial aid administrator as soon as possible so that your financial aid will not be delayed.

**Dependent Student's Information**

Student's Last Name: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Student's ID Number: \_\_\_\_\_  
 Student's Phone Number: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

**Dependent Student's Family Information**

List below the people in the parent(s)' household. Include:

- You, the student.
- Your parent(s) - for FAFSA purposes - (including a stepparent) even if the student doesn't live with the parents.
  - If you need help knowing what parent(s) to list below click [here](#).
  - If your parent(s) are unmarried/divorced/separated and do not live together, list just one parent (who you lived with the most).
  - If your parents are married or remarried, list the parent who you lived with the most and his/her spouse.
  - If your parents are unmarried and living together, list both parents.

**Document Values**

Student's Last Name:

Student's First Name:

Student's Date of Birth:

Parents' Number of Family Members:

Parents' Number in College (Parents Excluded):

Student Income Earned From Work:

Student's Tax Return Completed?:

Student's Adjusted Gross Income From IRS Form:

Student's U.S. Income Tax Paid:

NOTE: Document values may auto-populate on the right side of the page. You must still confirm that all required values are correctly entered and add/correct as needed.

- While reviewing documents, compare to the Banner page RNANAx to identify potential discrepancies that need to be addressed.



Staff will review RNANAx pages as part of reviewing files/documents in CampusLogic. The data submitted on Verification worksheets, tax returns and any other documentation will be compared to data submitted on the FAFSA (by using RNANAx). By reviewing information in Banner while completing documentation in CampusLogic, conflicting information can be identified for resolution.

8. After entering or reviewing all values in the right columns, you will need to either 'Complete' or 'Reject' the document.
9. If the document is complete (signed and has all the required data), SSC staff will click on the 'Complete' button.



10. If the document is not complete because it is missing signatures, pages, other information, etc., SSC staff will not need to enter any data in the right columns and will reject the document by selecting the 'Reject' button. If a document is rejected, SSC staff will need to note why the document was not accepted and add a comment for the student/parent to let them know what is still needed for the document.



11. When a document is rejected, a box will open that allows SSC staff to tell the student/parent why the document is being rejected. This box will also allow the entry of free form comments. The notes are visible to the student and should clearly articulate what is needed to correct the document.



## Reject Document ✕

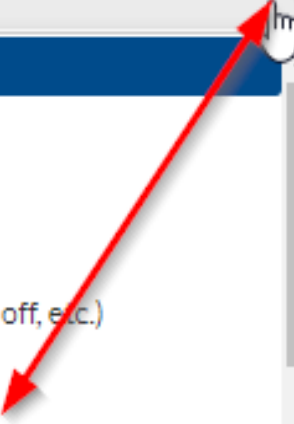
Select reason for rejecting document...

- Select reason for rejecting document...
- Other
- Not the required document
- Not all required information is filled in
- Document image cannot be accepted (blurry, too small, cut off, etc.)
- Missing signature(s)
- The document is blank

Characters Left: 500 / 500

Note: The student will see exactly what you select.

Reject Cancel



Select the appropriate reason for rejecting the document from the list of values.



**Reject Document**

Missing signature(s)

Please enter a message to display within the student's task.

To accept the 2019 Federal IRS Tax Return (Form 1040 with applicable schedules 1,2,3) the documentation MUST have a signature from one tax filer per US Department of Education policy (most individuals sign page 2 of the Form 1040) > please print, sign, and re-upload your parent's SIGNED 2019 Federal IRS Tax Return (Form 1040 with applicable schedules 1,2,3).

Characters Left: 139 / 500

**Note:** The student will see the exact message typed here in CampusLogic Portal

**Reject** Cancel

12. After the message has been entered and the 'Reject' button selected, SSC staff and the student can view the message on the 'Student View' tab in CampusLogic. The student will also receive a communication from CampusLogic each time a document is rejected. The communication will alert them that additional items are required from them to complete verification.



The screenshot displays the FAFSA verification interface. At the top, there are fields for Transaction (2021 - 2022 Transaction 1), Status (Re-Collecting documents), and Created on (07/22/2021). To the right, there are fields for Student IRS DRT Code (00), Student IRS Display Flag (C), Parent IRS DRT Code (02), Parent IRS Display Flag (B), Dependency Status (D), V Group (V1), Comment Codes (004 149 170 345 267, 001 254 255 260 006), and EFC (5500). Below these fields, there are two tabs: 'File Review' and 'Student View'. The 'Student View' tab is highlighted with a red box. Below the tabs, there is a 'Welcome!' message and a list of items to complete for the financial aid verification process. A red arrow points from the 'Student View' tab to a red warning icon in a box labeled 'Additional Info: Excessive Loan Limit Form - FAFSA'. Another red arrow points from this warning icon to a red box containing a warning message: 'Please submit the Updated NSLDS Report.' Below this message, there is a table with columns 'Filename' and 'Date Uploaded'. The table contains one entry: 'ExcessiveLoanLimitForm- [redacted]' with a date of '10/04/2021'. Below the table, there is a red box with a warning icon and the text 'Please submit the Updated NSLDS Report.' A red arrow points from the warning message to the 'Request Information' button in the table.

13. There may be times where an additional document is needed. There is a 'Request Information' button beneath the 'File Review' tab on student's file in CampusLogic. This button will allow SSC staff to add tasks or request additional documentation. When clicking on the 'Request Information' button, a list of documents will appear. Review the list or use the search feature to locate the document you need to add. Once the document needed is located, click on 'Add Request.' After clicking on 'Add Request,' a 'Comment' box will appear that allows an entry of a free form message to the student describing why the additional document is required. After typing the message, select 'Save' and close.



SSN: [REDACTED]  
Student ID: [REDACTED]  
Email: [REDACTED]

DOB: [REDACTED]  
Phone: [REDACTED]

Transaction Type: Verification  
Available ISIRs: Choose an ISIR...

[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1  
Status: Re-Collecting documents  
Created on: 07/22/2021  
[View Current ISIR](#)

Student IRS DRT Code: 00  
Student IRS Display Flag: C  
Parent IRS DRT Code: 02  
Parent IRS Display Flag: B

Dependency Status: D  
V Group: V1  
Comment Codes: [004 149 170 345 267](#)  
[001 254 255 260 006](#)  
EFC: 5500

File Review

Student View

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
✓	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		07/22/2021 02:43 PM	07/22/2021 03:56 PM
		Reviewed		10/04/2021 02:00 PM	10/07/2021 08:35 PM
		Rejected	View Edit Recall	10/07/2021 11:59 PM	10/12/2021 03:26 PM

If an additional document(s) is needed from the student/parent, select the 'Request Information' button under the 'File Review' tab.

You may click "Request Information" to assign additional information requests to the Student's list of requirements.

Request Information



### Request Additional Info

Q

Document Type	Request
(Step)Father's Birth Certificate	<a href="#">Add Request</a>
(Step)Father's Driver's License	<a href="#">Add Request</a>
(Step)Father's Passport	<a href="#">Add Request</a>
(Step)Father's Passport Card	<a href="#">Add Request</a>
(Step)Father's Social Security Card	<a href="#">Add Request</a>
(Step)Mother's Birth Certificate	<a href="#">Add Request</a>
(Step)Mother's Driver's License	<a href="#">Add Request</a>
(Step)Mother's Pass	<a href="#">Add Request</a>
(Step)Mother's Pass	<a href="#">Add Request</a>
(Step)Mother's Soci	<a href="#">Add Request</a>
2019 Business Tax A	<a href="#">Add Request</a>
2019 Business Tax Return	<a href="#">Add Request</a>
2019 Business Verification Wrksht	<a href="#">Add Request</a>
2019 Federal Partnership Return (1065)	<a href="#">Add Request</a>
2019 Federal S-Corporation Return (1120s)	<a href="#">Add Request</a>
2019 Foreign Tax Return	<a href="#">Add Request</a>

Look through the list of documents or use the search feature to locate the document that needs to be added to the student file. After locating the correct document, click on 'Add Request'

Save & Close Cancel



Please enter a message for the student that explains the need for the requested information.

Testing adding additional document.

Characters left: 465 / 500

Save & Close Cancel

When clicking on 'Add Request,' a comment box will appear. This box will allow entry of a message to the student related to why and/or what is needed based on this request. Add a message then click the 'Save & Close' button.

Request

- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request
- Add Request

Save & Close Cancel



**Request Additional Info**

Search

Document Type	Request
(Step)Father's Birth Certificate	<a href="#">Add Request</a>
(Step)Father's Driver's License	<a href="#">Add Request</a>
(Step)Father's Passport	<a href="#">Add Request</a>
(Step)Father's Passport Card	<a href="#">Add Request</a>
(Step)Father's Social Security Card	<a href="#">Add Request</a>
(Step)Mother's Birth Certificate	<a href="#">Add Request</a>
(Step)Mother's Driver's License	<a href="#">Add Request</a>
(Step)Mother's Passport	<a href="#">Add Request</a>
(Step)Mother's Passport Card	<a href="#">Add Request</a>
(Step)Mother's Social Security Card	<a href="#">Add Request</a>
2019 Business Tax Return	<a href="#">Add Request</a>
2019 Business Tax Return	<a href="#">Add Request</a>
2019 Business Verification Wrksht	<a href="#">Add Request</a>
2019 Federal Partnership Return (1065)	<a href="#">Undo Add</a>
2019 Federal S-Corporation Return (1120s)	<a href="#">Add Request</a>
2019 Foreign Tax Return	<a href="#">Add Request</a>

After entering the comment and selecting 'Save & Close', the 'Request Comment' box will close.

NOTE: To finalize addition of the comment, once again click on the 'Save & Close' button to add the request to the student's tasks in CampusLogic.

**Save & Close** Cancel

14. After selecting the 'Save & Close' button from the 'Request Additional Info' page, the task will be available on the student's view in CampusLogic.



**ANALYCE ROBERTS**

DOB: 02/22/2001  
Phone: (404)914-1200

No student account created.

Transaction Type: Verification  
Available ISIRs: Choose an ISIR...  
Comment Codes: Choose an Award Year...

[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1  
Status: Collecting documents  
Created on: 02/22/2021  
[View Current ISIR](#)

Student IRS DRT Code: 00  
Student IRS Display Flag: C  
Parent IRS DRT Code: 00  
Parent IRS Display Flag: A

Dependency Status: I  
V Group: V1  
Comment Codes: 149 171 353 267 001  
006  
EFC: 0

File Review **Student View**

Welcome!

Below is the list of items the Office of Financial Aid needs you to complete for the financial aid verification process. Click on any section to view the detailed list of requirements.

Contact the Office of Financial Aid with any questions.

> Additional Info: Documentation of Legal Guardianship

Waive Task

Tasks for the student are viewable under the Student View tab.  
Any request for documents will appear under Student tab as an outstanding task.

The student's file will not be routed to the 'File Review' tab until all outstanding tasks and/or documents have been submitted by the student/parent.

- When all documents have been submitted and all requirements have been reviewed and accepted, move to the 'Smart File Review' tab to determine if verification is completed and whether corrections need to be sent to CPS. The 'Smart File Review' section below will detail these steps.



SSN: [REDACTED]      DOB: [REDACTED]      Transaction Type: Verification  
 Student ID: [REDACTED]      Phone: [REDACTED]  
 Email: [REDACTED]      Available ISIRs: Choose an ISIR...  
[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1      Student IRS DRT Code: 00      Dependency Status: D  
 Status: Re-Collecting documents      Student IRS Display Flag: C      V Group: V1  
 Created on: 07/22/2021      Parent IRS DRT Code: 02      Comment Codes: 004 149 170 345 267  
[View Current ISIR](#)      Parent IRS Display Flag: B      001 254 255 260 006  
 EFC: 5500

File Review      Student View

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		07/22/2021 02:43 PM	07/22/2021 03:56 PM
				10/04/2021 02:00 PM	10/07/2021 08:35 PM
				10/07/2021 11:59 PM	10/12/2021 03:26 PM

Show Previous Versions

After all documents have been submitted and reviewed/accepted in the 'File Review' tab for a student. Once all documents for a student that have a 'green' checkmark and the Status of 'Reviewed', then the file is ready to be reviewed using the 'Smart File Review' button. Select the 'Smart File Review' button to view FAFSA values vs values on documentation submitted by students.

You may click "Request Information" to assign additional information requests to the Student's list of requirements.

[Request Information](#)

[Smart File Review](#)      [Full File Review](#)

Smart File Review contains a list of ISIR Fields that are verifiable and a result of the Comment Codes assigned to the Student's transaction. ⓘ

Use the pull down menu options to filter the fields being viewed.

## USING SMART FILE REVIEW

1. After all documents have been reviewed and saved to the student's file, the file is ready to be reviewed to verify if corrections are needed or if the file is completed. Select the 'Smart File Review' tab. A list of ISIR fields will appear with values from the ISIR versus values from documents submitted and reviewed.



Status: Reviewing file  
Created on: 05/01/2021  
[View Current ISIR](#)

Parent IRS DRT Code: 00  
Parent IRS Display Flag: M

Comment Codes: [112 170 267 001 361](#)  
[006](#)  
EFC: 21588

[File Review](#) [Student View](#)

Show Previous Versions

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		07/02/2021 08:51 PM	08/21/2021 07:17 PM
<input checked="" type="checkbox"/>	<a href="#">Parent 1-2019 Federal IRS Tax Return Transcript</a>	Reviewed		07/11/2021 11:55 AM	08/21/2021 07:17 PM
<input checked="" type="checkbox"/>	<a href="#">Parent 2-2019 Federal IRS Tax Return Transcript</a>	Reviewed		07/11/2021 11:55 AM	07/12/2021 03:09 PM

[Delete Documents](#)

You may click "Request Information" to assign additional information requests to the Student's list of requirements.

[Request Information](#)

[Smart File Review](#) [Full File Review](#)

Unexpected changes came in through a new ISIR that affect the file review previously submitted. Please review the ISIR values indicated with a change in both Smart and Full file review and take action as needed.

Smart File Review contains a list of ISIR Fields that are verifiable and a result of the Comment Codes assigned to the Student's transaction. [?](#)

Use the pull down menu options to filter the fields being viewed.

170 - Dependent student selected for verification

ISIR Fields	ISIR Value	Document Value	Document Type	Status
Student's Date of Birth	04/11/2000	04/11/2000	2021-2022 Dependent Verification Web Form	Match <input type="text"/>
Student's Pension Payments	0		No Documentation Provided	Match <input type="text"/>
Parents' Marital Status	Married/remarried		No Documentation Provided	Match <input type="text"/> *

- The last column in the 'Smart File Review' is the 'Status.' This column tells SSC staff if the data entered on the ISIR and the data submitted via the documents match or are creating a correction to be sent to CPS.



**Smart File Review** Full File Review

Smart File Review contains a list of ISIR Fields that are verifiable and a result of the Comment Codes assigned to the Student's transaction. ⓘ

[Correction File](#)

Use the pull down menu options to filter the fields being viewed.

170 - Dependent student selected for verification ▼

ISIR Fields	ISIR Value	Document Value	Document Type	Status
Parents' Tax Return Completed?	Already completed	Already completed	<a href="#">Multiple Documents</a>	Match
Parents Type of 2019 Tax Form Used?	IRS 1040	IRS 1040	<a href="#">Multiple Documents</a>	Match
Parents' Tax Return Filing Status	Head of household	Head of household	<a href="#">Multiple Documents</a>	Match
Parents Filed a Schedule 1?	Yes	Don't know	<a href="#">Multiple Documents</a>	ISIR Correction
Parents' Adjusted Gross Income From IRS Form	25871	25871	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parents' U.S. Income Tax Paid	0	0	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parent 1 Income Earned from Work		40438	Parent 1-2019 Federal IRS Tax Return Transcript	ISIR Correction ▼
Parent 2 Income Earned from Work	40438	40438	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parents' Educational Credits	0	0	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parents' Pension Payments	448		No Documentation Provided	Ignored ▼
Parents' IRA Payments	0	0	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parents' Tax Exempt Interest Income	0	0	Parent 2019 Federal IRS Tax Return Transcript	Match ▼
Parents' Untaxed Portions of IRA Distributions and Pensions	0	0	Parent 2019 Federal IRS Tax Return Transcript	Match ▼

Admin Override Pend Complete Review

If the correction is not required, click 'Ignore' to continue. Move to the 'Complete Review' part of this process. The file status will change to 'Verified.'



Request Information

Smart File Review

Full File Review

Smart File Review contains a list of ISIR Fields that are verifiable and a result of

Use the pull down menu options to filter the fields being viewed.

170 - Dependent student selected for verification

ISIR Fields	ISIR Value	Document Value	Document Type	Status
Student's Last Name	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification Web Form	Match
Student's First Name	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification Web Form	Match
Student's Date of Birth	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification Web Form	Match
Student's Tax Return Completed?	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification Web Form	Match
Student's Type of 2019 Tax Form Used?			No Documentation Provided	Match
Student's Tax Return Filing Status			No Documentation Provided	Match
Student's Adjusted Gross Income From IRS Form		0	2021-2022 Dependent Verification Web Form	Match
Student's U.S. Income Tax Paid		0	2021-2022 Dependent Verification Web Form	Match
Student Income Earned From Work	1000	0	2021-2022 Dependent Verification Web Form	ISIR Correction
Spouse's Income Earned From Work			No Documentation Provided	Match
Student's Educational Credits		0	2021-2022 Dependent Verification Web Form	ISIR Correction
Student's Pension Payments	0		No Documentation Provided	Match
Student's IRA Payments		0	2021-2022 Dependent Verification Web Form	Match
Student's Tax Exempt Interest Income		0	2021-2022 Dependent Verification Web Form	Match
Parents' Marital Status	Divorced/separated		No Documentation Provided	Ignored

Pend

Complete Review

If SSC staff determines that a correction is not required, they can update the line item to 'Ignore' the correction. However, this action should not take place for any value(s) that must be VERIFIED per regulations unless done by institution staff performing Professional Judgment for a student file.



**BOUTNEY, CHEAL**

NAME: 888-88-10079      COB: 2024/2025      No student account created.  
Student ID: 123456789      Phone: 555-555-5555      Transaction Type: Verification  
Email: bntney@university.edu      Available ISIRs: Choose an ISIR...  
Comment Codes: Choose an Award Year...  
[Compare ISIRs](#)

Transaction: 2021 - 2022 Transaction 1      Student IRS DRT Code: 00      Dependency Status: D  
Status: **Verified**      Student IRS Display Flag: C      V Group: V1  
Created on: 09/27/2021      Parent IRS DRT Code: 01      Comment Codes: 149 170 349 001 006  
[View Current ISIR](#)      Parent IRS Display Flag: B      EFC: 2220

[File Review](#)      [Student View](#)

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
--------	---------------	--------	-------------	----------------	---------------

Show Previous Versions

Delete Documents

You may click "Request Information" to assign additional information requests to the Student's list of requirements.

[Request Information](#)

[Smart File Review](#)      [Full File Review](#)

3. If corrections are required, click on 'Complete Review.' The 'Status' will change to 'Processing Corrections in CampusLogic.'



Smart File Review Full File Review

Smart File Review contains a list of ISIR Fields that are verifiable and a result of the Comment Codes assigned to the Student's transaction.

Use the pull down menu options to filter the fields being viewed.

170 - Dependent student selected for verification

If correction is needed to ISIR values due to documentation submitted by student/parent, the status would remain as ISIR Correction. Once the "complete review" is selected, an ISIR correction file will be created for student record. Corrections are sent by CampusLogic and/or Institution daily or as applicable.

ISIR Fields	ISIR Value	Document Value	Document Type	Status
Student's Adjusted Gross Income From IRS Form		0	2021-2022 Dependent Verification Web Form	Match
Student's U.S. Income Tax Paid		0	2021-2022 Dependent Verification Web Form	Match
Student Income Earned From Work	1000	0	2021-2022 Dependent Verification Web Form	ISIR Correction
Spouse's Income Earned From Work			No Documentation Provided	Match
Student's Educational Credits		0	2021-2022 Dependent Verification Web Form	Match
Student's Pension Payments	0		No Documentation Provided	Match
Student's IRA Payments		0	2021-2022 Dependent Verification Web Form	Match
Student's Tax Exempt Interest Income		0	2021-2022 Dependent Verification Web Form	Match
Parents' Marital Status	Divorced/separated		No Documentation Provided	Ignored
Parents' Marital Status Date	10/2018		No Documentation Provided	Ignored
Parents' Number of Family Members	3	3	2021-2022 Dependent Verification Web Form	Match
Parents' Number in College (Parents Excluded)	1	1	2021-2022 Dependent Verification Web Form	Match
Parents' Pension Payments	0		No Documentation Provided	Match

**ASHONTISTENBRIDGE**

SSN: 444-44-1111      SSN: 444-44-1111      Transaction Type: Verification  
 Student ID: F001-1111      Phone: 404-400-1230      Available ISIRs: Choose an ISIR...  
 Email: ashontistenbridge@state.edu      [Compare ISIRs](#)

---

**Transaction:** 2021 - 2022 Transaction 1      Student IRS DRT Code: 00      Dependency Status: D  
**Status:** Processing corrections      Student IRS Display Flag: C      V Group: V1  
**Created on:** 04/12/2021      Parent IRS DRT Code: 05      Comment Codes: 149 170 352 013 001  
[View Current ISIR](#)      Parent IRS Display Flag: B      EFC: 100

Show Previous Versions

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
<input checked="" type="checkbox"/>	<a href="#">2021-2022 Dependent Verification Web Form</a>	Reviewed		07/07/2021 05:10 PM	07/26/2021 12:43 PM
<input checked="" type="checkbox"/>	<a href="#">Parent 2019 Federal IRS Tax Return Transcript</a>	Reviewed		04/12/2021 07:12 PM	04/14/2021 05:00 PM
<input checked="" type="checkbox"/>	<a href="#">Student's 2019 Federal W-2 Form(s)</a>	Reviewed		07/07/2021 05:10 PM	07/07/2021 07:09 PM



## COMPLETING REVIEW

- Once files have been completed in CampusLogic (with or without corrections), SSC staff will need to navigate to the Banner page 'RRAAREQ' and verify/update the CampusLogic requirement and/or ISIR requirement to the correct status.

The screenshot shows the Banner 'Applicant Requirements RRAAREQ 9.3.26' page. The 'REQUIREMENTS' table is as follows:

Requirement *	Description	Status *	Status Date *	Established Date	Satisfied	Fund	Period
ENTRAN	Loan Entrance Interv	S	08/12/2016	08/12/2016	Y	DLSU	
ENTRAN	Loan Entrance Interv	S	08/19/2016	08/19/2016	Y	DLUN	
ISIR	Student FAFSA	S	02/17/2021	02/17/2021	Y		
VERIFY	Verify Required	S	02/25/2021	02/17/2021	Y		

A yellow callout box with a red arrow pointing to the 'VERIFY' row contains the following text: "Ensure that this status is set to satisfied. For the database we are showing, they use 'S' to show that requirement is satisfied. The CL Connect Integration should update this code, however, it should be checked in case the automatic update did not happen."

- There will be different 'RRAAREQ' requirement codes for verification (i.e., 'VERIFY', 'ISIRCL', etc.); however, the statuses will be updated by the CL Connect integration (or manually by staff) for specific codes, where applicable:

- Status – 'V' for files that have a status of 'Verified' in CampusLogic
- Status – 'C' for files that have a status of 'Processing Corrections' in CampusLogic
- Status – 'R' for files that have a status of 'Ready for Review' in CampusLogic \*
- Status – 'E' for files that have a status of 'Collecting Documents or Re-Collecting Documents' in CampusLogic. \*

\*Note: These statuses should only be updated by the automated CL Connect/Banner integration (no manual updates will be made for these statuses if CL Connect/ Banner integration is not established)



- There may also be C-flags or comment codes that have associated 'RRAAREQ' requirements. These statuses will need to be updated if the C-flag or comment code has been cleared by submitted documentation in CampusLogic.

Requirement *	Description	Status *	Status Date *	Established Date	Satisfied	Fund	Period	Packagin
CITIZ	Citizenship Proof	S	07/28/2021	03/05/2021	Y			<input checked="" type="checkbox"/>
CORRE	ISIR Correction	S	07/15/2021	07/15/2021	Y			<input type="checkbox"/>
ISIR	Student FAFSA	S	03/05/2021	03/05/2021	Y			<input checked="" type="checkbox"/>
TERMC	Terms & Con & Awards	S	08/07/2021	08/04/2021	Y			<input type="checkbox"/>
VERIFY	Verify Required	S	07/15/2021	03/05/2021	Y			<input checked="" type="checkbox"/>

- Navigate to the Banner page 'ROASTAT' or 'ROAPELL' to update the verification status to 'Verified.'



ellucian Applicant Status ROASTAT 9.3.26

Aid Year: 2122 ID: [REDACTED]

Start Over

Applicant Status Period Status Eligibility Status

APPLICANT STATUS

Aid Application Received	10/13/2020	Packaging Group	SOPH Sophomore
All Requirements Satisfied	07/01/2021		<input type="checkbox"/> Packaging Group Lock
Package Requirements Complete	06/29/2021	Expected Enrollment Status	1=Full Time
Disbursement Requirements Complete	06/29/2021		<input type="checkbox"/> Expected Enrollment Status Lock
<input type="checkbox"/> Unsatisfied Period Requirements exist		Expected Enrollment Rule	
Packaging Complete	07/01/2021	Expected Enrollment Rule Sequence	
Tracking Group	V1DEP V1 Dependent Verifica	Selected for Verification	1 Selected <input checked="" type="checkbox"/> Verification Complete
<input type="checkbox"/> Tracking Group Lock		Dependency	D
Budget Group	UGROFF UG Resident (	NSLDS Match	1=Not in default or overpayment
<input type="checkbox"/> Budget Group Lock		Comments	Y
Period Budget Group		Hold	
	<a href="#">Period Budget Group Detail</a>		<input type="checkbox"/> Prevent Automatic Pell Calculation

Summary Verification

VERIFICATION

Verification Status	V=Verified	Verification Completed	07/26/2021
<input checked="" type="checkbox"/> Verification Complete		Verification Group	V1 Standard Verification Group
Verified by	[REDACTED]		

SAVE



ellucian Applicant Pell Grant ROAPELL 9.3.26 ADD RETRIEVE RELATED TOOLS

Aid Year: 2122 ID: [REDACTED] Start Over

APPLICANT PELL GRANT Insert Delete Copy Filter

Pell Aid Period Details Aid Period Details

Applicant Pell Grant Status

Primary Pell EFC	1687	Secondary Pell EFC	1687
Primary SAR EFC	1687	Secondary SAR EFC	1687
Pell Budget	22,626.00	SAR Certified Date	
Pell FTY Cost of Attendance	22,626.00	SAR ID	
Less Than Half Time COA	10,208.00	Transaction Number	01
Scheduled Award	4,845.00	<input type="checkbox"/> Auto Zero EFC	
Expected Disbursement	4,845.00	<input type="checkbox"/> Additional Eligibility Indicator	
Amount Paid to Date	2,423.00		
Pell Aid Period			
Aid Period	FULL	Fall_Spring Semesters	

Verification

Verification Message 1

Status V=Verified

Complete Y

Group V1 Standard Verification Group

Lock Pell Disbursement

- For students who did not require an ISIR correction, navigate to the Banner page 'RNAOVxx' and lock the record.



	FM-Parent	FM-Student	IM-Parent	IM-Student
Budget Duration		<input type="text"/>		<input type="text"/>
Dependency		<input type="text"/>		<input type="text"/>
Calculate Parent Contribution for Independent Student	<input type="text"/>		<input type="text"/>	
Medical or Dental Expense			<input type="text"/>	<input type="text"/>
Tuition Paid			<input type="text"/>	
US Tax Calculation Option			<input type="text"/>	<input type="text"/>
Other Income Allowance			<input type="text"/>	<input type="text"/>
Other Assets			<input type="text"/>	<input type="text"/>
Other Asset Allowance			<input type="text"/>	<input type="text"/>

## DOCUMENT REVIEW

There is also a 'Document Review' tile where documents are stored that have been submitted for student files. When reviewing a student's file, use the 'File Review' tile to complete and review student files. The 'Document Review' area in CampusLogic Student Forms can be used when working on a particular student who has not submitted all required documents but has submitted some. For completing files and verifications, SSC staff will only use the 'File Review' section.



A new release includes the official launch of the 2022-2023 award year. [View the release notes here.](#)

Workflow Reports Admin Search Students Advanced

Award Year: 2021-2022 Student Type: All

Card Title	Available	Pended	Action
File Review	1	0	Get Next File
Document Review	23	0	Get Next Document
Document Retrieval	7,125	527	View All
Appeal Review	4	0	Get Next Appeal
Subsequent ISIR File Review	2	0	Get Next File

1. To review documents in this area, click on 'View All.'

A new release includes the official launch of the 2022-2023 award year. [View the release notes here.](#)

Workflow Reports Admin Search Students Advanced

Award Year: 2021-2022 Student Type: All

Card Title	Available	Pended	Action
File Review	1	0	Get Next File
Document Review	23	0	Get Next Document
Document Retrieval	7,125	527	View All
Appeal Review	4	0	Get Next Appeal
Subsequent ISIR File Review	2	0	Get Next File



2. After clicking 'View All,' a list will appear of submitted documents for all students who have submitted. This list is not grouped by student but by date/time documents were submitted.

The screenshot displays the 'Verification Document Review Workflow' interface. At the top, there is a blue notification bar with an information icon and a close button. Below this is a dark blue navigation bar with 'Workflow', 'Reports', and 'Admin' menus, a search box for 'Search Students', and an 'Advanced' filter button. The main content area features a title 'Verification Document Review Workflow' and two dropdown menus for 'Award Year' (set to 2021-2022) and 'Student Type' (set to All). A link for 'Show Advanced Filtering' is present. The central part of the interface is a table with the following columns: Date Uploaded, First Name, Last Name, Student ID, Document Type, Pending, and Award Year. The first row is highlighted in yellow and shows a document uploaded on 3/19/2021 for a '2021-2022 Qualifying Veteran Status'. Other rows include documents for dependent verification, parent tax returns, and student tax returns. At the bottom of the table, there is a pagination control showing 'Page 1 of 3', '10 items per page', and '1 - 10 of 23 items'. An 'Export' button is located below the pagination controls.

Date Uploaded	First Name	Last Name	Student ID	Document Type	Pending	Award Year
3/19/2021	[REDACTED]	[REDACTED]	[REDACTED]	2021-2022 Qualifying Veteran Status	No	2021 - 2022
3/29/2021	[REDACTED]	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification W...	No	2021 - 2022
3/29/2021	[REDACTED]	[REDACTED]	[REDACTED]	Parent 2019 Federal IRS Tax Return Tr...	No	2021 - 2022
4/9/2021	[REDACTED]	[REDACTED]	[REDACTED]	Parent 1-2019 Federal IRS Tax Return...	No	2021 - 2022
6/1/2021	[REDACTED]	[REDACTED]	[REDACTED]	2021-2022 Dependent Verification W...	No	2021 - 2022
6/1/2021	[REDACTED]	[REDACTED]	[REDACTED]	Parent 1-2019 Federal IRS Tax Return...	No	2021 - 2022
6/1/2021	[REDACTED]	[REDACTED]	[REDACTED]	Parent 2019 Federal IRS Tax Return Tr...	No	2021 - 2022
6/3/2021	[REDACTED]	[REDACTED]	[REDACTED]	Student's 2019 Federal W-2 Form(s)	No	2021 - 2022
6/3/2021	[REDACTED]	[REDACTED]	[REDACTED]	Student's 2019 Federal IRS Verificatio...	No	2021 - 2022
6/15/2021	[REDACTED]	[REDACTED]	[REDACTED]	Student's 2019 Federal IRS Tax Retur...	No	2021 - 2022

3. To review a document, click on the student's name or line and the document will appear.





## C-FLAG OR COMMENT CODE REVIEW AND COMPLETION

There are instances where ISIR files have C-flags or comments codes that must be resolved. These flags and/or comments can be found on student files no matter the status – selected for verification or not selected for verification. Regardless of verification status or selection, C-flags must be reviewed and cleared for students.

There are some C-flags that require student clearance while others require Financial Aid office clearance. For those that require Financial Aid offices to review restricted systems to clear the C-flag, institution staff will be required to process and complete, unless required documentation has been uploaded to the CampusLogic portal for SSC staff to review.

C-flags and comment code information is updated and published annually by the US Department of Education. For a comprehensive list of comment codes and C-flags, please review the applicable aid year list at this [website](#).

1. When accessing a student's file in CampusLogic, there will be a list of comment codes that appear for the student. Click on the comment codes and limited details will appear to alert staff to what has been flagged for that student.



**ROGER RAY**

SSN: [REDACTED]      DOB: [REDACTED]      No student account created.  
 Student ID: [REDACTED]      Phone: [REDACTED]      Transaction Type: Verification  
 Email: [REDACTED]      Available ISIRs: Choose an ISIR...  
 Comment Codes: Choose an Award Year...  
[Compare ISIRs](#)

---

Transaction: 2021 - 2022 Transaction 1      Student IRS DRT Code: 02      Dependency Status: I  
 Status: Verified      Student IRS Display Flag: B      V Group: V1  
 Created on: 06/10/2021      Parent IRS DRT Code: 00      Comment Codes: 149 353 267 359 001  
 View Current ISIR      Parent IRS Display Flag: A      006  
 EFC: 0

[File Review](#)      [Student View](#)

## Congratulations!

Your file has been sent to the Office of Financial Aid for review. No further action is required at this time. You may view documents that have been submitted by clicking on the links below.

**ROGER RAY**

SSN: [REDACTED]      DOB: [REDACTED]      No student account created.  
 Student ID: [REDACTED]      Phone: [REDACTED]      Transaction Type: Verification  
 Email: [REDACTED]      Available ISIRs: Choose an ISIR...  
 Comment Codes: Choose an Award Year...  
[Compare ISIRs](#)

---

Transaction: 2021 - 2022 Transaction 1      Student IRS DRT Code: 02      Dependency Status: I  
 Status: Verified      Student IRS Display Flag: B      V Group: V1  
 Created on: 06/10/2021      Parent IRS DRT Code: 00      Comment Codes: 149 353 267 359 001  
 View Current ISIR      Parent IRS Display Flag: A      006  
 EFC: 0

[File Review](#)      [Student View](#)

## Congratulations!

Your file has been sent to the Office of Financial Aid for review. No further action is required at this time. You may view documents that have been submitted by clicking on the links below.

Contact the Office of Financial Aid with any questions.

Comment Codes
✕

Verification group for student: V1

Comment Code	Description
001	Heading Comment What you must do now
006	General Instructions for making corrections
149	May be pell eligible based on EFC
267	NSLDS subsidized usage limit flag
353	Pell lifetime eligibility used is between 150-200%
359	Unusual enrollment history

[Close](#)

- If there is a C-flag or comment code that needs to be resolved and the applicable documentation has been submitted via CampusLogic, the documentation should be reviewed and completed as applicable.



Transaction: 2021 - 2022  
Status: Verified  
Created on: 05/27/2021

**Comment Codes**

Comment Code	Description
001	Heading Comment What you must do now
004	Change in NSLDS History
006	General Instructions for making corrections
149	May be pell eligible based on EFC
267	NSLDS subsidized usage limit flag
346	Pell lifetime eligibility used
359	Unusual enrollment history

Unusual Enrollment History Review

Based on the information provided by the National Student Loan Data System (NSLDS), you may be required to provide additional documentation to determine your eligibility for federal student aid and before disbursements of funds can be made.

View Form

Transaction: 2021 - 2022 Transaction 1  
Status: Verified  
Created on: 05/27/2021

Student IRS DRT Code: 01  
Student IRS Display Flag: B  
Parent IRS DRT Code: 00  
Parent IRS Display Flag: A

Dependency Status: I  
V Group:  
Comment Codes: 004 149 346 267 359 001 006  
EFC: 0

File Review Student View

Show Previous Versions

Select	Document Type	Status	Information	Date Submitted	Date Reviewed
	Extenuating Circumstances Documentation	Not Reviewed			
✓	Unusual Enrollment History Review (Global)	Reviewed		06/28/2021 04:15 PM	06/30/2021 01:20 PM
	Unusual Enrollment History Transcripts or Grade Reports - Walden	Not Reviewed			
	Unusual Enrollment History Verification	Not Reviewed			

- After all C-flag documentation (if file is in verification as well, use the steps in the 'File Review/Smart File Review' sections) has been reviewed for the student file in CampusLogic, select the 'Complete Review' button to complete the file.



You may click "Request Information" to assign additional information requests to the Student's list of requirements.

Request Information

Smart File Review Full File Review

Smart File Review contains a list of ISIR Fields that are **359 - Unusual enrollment history**

Use the pull down menu options to filter the fields being reviewed.

Note on this student, they were not selected for Verification but only had a C-Flag that needed to be cleared. Therefore, there would be nothing to review in the 'Smart File Review' area. If a student was selected for verification and also has C-flags to clear, review the 'Smart File Review' data as applicable and as previously outlined in this procedure manual.

There is currently no data from documents to compare. Please view the full file review.

Admin Override Pend Complete Review

5. Navigate to the Banner page 'RRAAREQ' for the student. If there is a C-flag requirement listed, it will need to be satisfied on the student file.

ellucian Applicant Requirements RRAAREQ 9.3.26

Aid Year: 2122 ID: [REDACTED]

Applicant Requirements Perkins MPN Detail Additional Requirements Direct Loan MPNs

SUMMARY

Create Requirement Delete Requirement

Tracking Group: INNVRY Independent No Verify

Request Letter

Lock Group

Requirements Completed Dates: All Packaging 07/16/2021 Disbursement

REQUIREMENTS

Requirement *	Description	Status *	Status Date *	Established Date	Satisfied	Fund	Period	Packaging	Memo	Disbursement
CORRE	ISIR Correction	S	07/16/2021	07/16/2021	Y			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ENTRAN	Loan Entrance Interv	S	08/02/2020	08/02/2020	Y	DLSU		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ENTRAN	Loan Entrance Interv	S	08/02/2020	08/02/2020	Y	DLUN		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FWSCON	FWS Contract	S	09/13/2021	09/09/2021	Y			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISIR	Student FAFSA	S	05/24/2021	05/24/2021	Y			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LEUCLO	Pell LEU close	N	10/06/2021	10/06/2021	N			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TERMC	Terms & Con & Awards	S	07/24/2021	07/16/2021	Y			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNUERN	Unusual Enrollment	S	07/16/2021	05/24/2021	Y			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VERIFY	Verify Required	S	07/16/2021	06/28/2021	Y			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

10 Per Page Record 1 of 9



Some C-flags will have additional requirements that need to be updated. If your institution does not have additional requirements on RRAAREQ, there might be nothing to update.

- The next step is to navigate to the Banner page 'RNARSxx' to clear the C-flag set on the student file. In some instances, SSC will complete this step, in others we may elect to work with the institution before this step is completed. SSC will compile a list of students who had or still need C-flag clearance and provide weekly updates to the institution at one-on-one meetings and/or in reports as applicable.

Estimated	Value	Methodology Type	Locks
FM SC	0	2=Simple	N
FM PC	0	(None)	N
Total	0		
Pell EFC	0		N
IM SC		(None)	N
IM PC		(None)	N
Calculated Non-Custodial PC			
Reported Non-Custodial PC			
IM EFC			

Official Source	1=Official	Dependency Status	1=Independent
Indicator		Verification Complete	N
SAR 'C' Flag	1=C flag set	Verification Selection	Changed
Verification	2		
Subsequent Record			
Selected			

## SUBSEQUENT ISIR REVIEW

- Institutions will turn on the 'Subsequent ISIR File Review' tile in the CampusLogic Student Forms portal. Once this tile is active, all subsequent ISIR files will fall into this area.



2. Institutions will review any files that are in this queue to determine if the current ISIR for the student or the new subsequent ISIR will be used for the student. SSC will not review this queue as this determination is at the discretion of the institution.
3. If an ISIR file in this tile is determined to be the ISIR that requires verification or should be used for the student, institution staff will take required steps to either select this file for verification or set this file to complete and make applicable changes in Banner regarding the selected action.

## REVIEW/APPROVAL OF DOCUMENTATION

An annual review of this procedure document will be conducted by SSC and institution stakeholders to ensure that all applicable updates and changes are implemented for the upcoming processing year. Document review will be completed by Dec 1<sup>st</sup> of each year for the upcoming aid year.

## APPENDIX A – IRS INFORMATION

Utilize the following resources for information regarding IRS definitions and codes:

[NASFAA Tax Transcript Decoder for Award Years](#)

[NASFAA Verification Data and Federal Tax Forms Comparison charts – AskRegs> Resources](#)

## APPENDIX B – ACCEPTABLE DOCUMENTATION

Utilize the links below for detailed information regarding acceptable documentation:

[Federal Register \(Vol. 86, No. 167 p. 49002-49006\) - Free Application for Federal Student Aid \(FAFSA®\) Information to Be Verified for the 2022-2023 Award Year](#)

[Federal Student Aid - 2022–2023 Award Year: FAFSA® Information to be Verified and Acceptable Documentation | Knowledge Center](#)

## APPENDIX C – CAMPUSLOGIC DOCUMENTS

Using CampusLogic Student Forms

[School User Overview](#)

Utilize the links below for detailed information regarding CampusLogic Document Types:

[Document Types in CampusLogic](#)

## APPENDIX D – ADDITIONAL RESOURCES

[Statutory Authority – U.S. Code, Title 20 – Higher Education Resources and Student Assistance Subchapter IV – Student Assistance > Part G – General Provisions Relating to Student Assistance Programs](#)

[NASFAA Compiled Title IV Legislation - Part 668: General Provisions, Subpart E – Verification & Updating of Student Aid Application Information](#)



[Student Aid Reference Desk](#)

[Federal Student Aid \(FSA\) Application and Verification Information](#)

[Federal Student Aid \(FSA\) Handbook](#)

[NASFAA AskRegs Resources](#)

[Shared Services Center - Financial Aid Services Website \(Resources will be housed here like – Process Flows, Escalation paths, and Best Practices\)](#)



## PROCEDURE DOCUMENT HISTORY

Document Revision Date	Pages Impacted	Description/Reason for Revision
October 2021	All	Initial Version of Document