

Dear Financial Aid Administrator:

The Office of Postsecondary Education (OPE) is requesting institutions, that administered the TEACH Grant Program during the 2008-09 Award Year, to provide student level data to aid in the Department's requirement to submit an annual progress report to Congress, as mandated in Section 420P of the Higher Education Act, as amended by the Higher Education Opportunity Act of 2008.

The report will be developed primarily with data from Federal Student Aid (FSA), the Application Processing System and the Common Origination and Disbursement (COD) System. However there are two key data elements that are not available through these systems and must be provided by each institution: the student's Classification Instructional Program (CIP) Code and the student's Total Cost of Education for the 2008-09 award year.

OPE will provide you with following student level data:

- Student's First and Last Name
- Students Date of Birth
- Student's Total TEACH Grant Award as reported to COD

In order to facilitate this process, OPE has developed an online data collection tool for financial aid administrators to use to submit the data for the 2008-2009 recipients of TEACH Grant Program.

You will be provided with instructions on how to log in to the site. The data collection site is slated be available on or about xxx, 2011. You will have 30 days to provide the data requested. The web address is:

<https://opeweb.ed.gov/TEACH>

Should you have questions regarding report requirements, please contact:

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Sincerely,

David A. Bergeron

Acting Deputy Assistant Secretary
For Policy, Planning, & Innovation
Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (as identified in Section 420P of the Higher Education Act, as amended by the Higher Education Opportunity Act of 2008). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1840-XXXX.