

Dear Financial Aid Administrator:

The Office of Postsecondary Education (OPE) is requesting institutions, that administered the TEACH Grant Program during the 2013-14 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 2013-14 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 2013-2014 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 November 3, 2014. You will have 60 days to provide the data requested. The web address is:

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

Should you have questions regarding report requirements, please contact:

Freddie Cross, PhD,
OPE/PPI/Strategic Planning, Analysis, & Initiatives Services Staff
202-502-7489
Freddie.Cross@ed.gov

Sincerely,


Lynn Mahaffie

Acting Deputy Assistant Secretary
For Policy, Planning, & Innovation

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 necessary to obtain or retain a 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 Richard.Lee@ed.gov.

Teach Home Page:

TEACH Grant Online System



TEACH Grant Online System

Beta Test Site

[FAQ](#) | [Contact Help Desk](#) | [Warning](#)

Login to access your data:

User ID:

Password:

[Forgot Password?](#)

OMB Approval No.: 1840-0819
Expiration Date: 03/31/2014

Important

- The TEACH online system is available from November 1, 2013 to January 3, 2014.
- All reports are due January 3, 2014.
- This data request ONLY applies to institutions that disbursed TEACH grant funds during the 2012-13 award year.
- To begin entering your data, enter your user ID and password and click the 'Login' button.
- If you do not know your login, click on the [Forgot Password](#) link.

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