Student Support Services Program
2016-17 Annual Performance Report
Section I, Part 1—Project Identification/Characteristics
Certification and Warning Statements

Field	Response
A. Project Identification	

1. Project Identification *[pre-populated]*
2. Type *[pre-populated]*
3. Project *[pre-populated]*
4. Reporting Period: *[pre-populated]*
5. GPA Scale: *[pre-populated]*
6a. Name of Grantee Institution: *[pre-populated]*
6b. IPEDS Unit ID *[pre-populated]*

Field	Response
6. Address	
Line 1:	
Line 2:	
City, State, Zip + 4	

Certification: ... information reported and submitted electronically on ____/____/_____ is readily verifiable. The information reported is accurate and complete to the best of our knowledge.

Name of Project Director Print: _____	Name of Certifying Official (Print) _____
Name of Project Director Signature: _____	Name of Certifying Official Signature: _____
Date: ____/____/_____	Date: ____/____/_____

Warnings: Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097. Further Federal funds or other benefits may be withheld under this program unless this report is completed and filed as required by existing law (20 U.S.C.) 1231a) and regulations (34 CFR 75.590 and 75.720).

Paperwork 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 15 hours 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 (Public Law 102-325, as amended). Send comments ... information, including suggestions for reducing this burden, to regulations.gov during the public comment period for this collection of information. If you have specific questions about the form, instrument or survey, please contact Federal TRIO Programs, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.

Field	Response
B. Project Director and Data Entry Person Information	
7. Project Director Information	
8a. Name of Project Director	First Name
	MI
	Last Name
8b. Telephone No. (Area Code, Number and Ext.)	

Section I, Part 2—Project Required Services

	Number of participants receiving service that was provided by project	Number of participants referred to another service provider
	_____	_____
...on	_____	_____
...mic literacy	_____	_____
• Information in applying for Federal Student Aid	_____	_____
• Assistance in completing and applying for Federal Student Aid	_____	_____
• Assistance in applying for admission to Graduate School and obtaining Federal student aid (not applicable to 2-year institutions)	_____	_____
• Assisting in applying for admission to 4-Year Institution and obtaining Federal student aid (not applicable to 4-year institutions)	_____	_____

Definitions:

The **"Number of participants receiving service that was provided by project"** is defined as those participants that were offered services by the project and subsequently received services from the project. This figure *does not* include participants that were offered services by the project but declined them (e.g., due to lack of need, participant refused the service, etc.).

The **"Number of participants referred to another service provider"** is defined as those participants that were offered services by the project but were subsequently referred to another service provider. Note that the Department is not asking projects to report on whether participants actually received services from the service provider or for projects to follow-up with these participants to ensure services were rendered. The Department is only requesting that the projects report on the number of participants that were referred to another service provider.

The Department is asking projects to report on the number of participants, <u>not</u> the number of contacts. For instance, if a participant received a service that was provided by a project multiple times, he/she should only be counted once for the purposes of this report. However, it is possible for a participant to be counted once in each of the two columns for a given service; that is, a participant received a service that was provided by the project and was also referred to another service provider. For example, a participant might have received math tutoring that was provided by the project but was also referred to another service provider for language arts tutoring.

Section I, Part 3—Competitive Preference Priorities

In the 2015 Student Support Services grant competition, applicants were given the option to earn additional points by proposing strategies to influence the development of students' non-cognitive skills (Competitive Preference Priorities 1a and1b) and provide greater individualized counseling to students (Competitive Preference Priorities 2a and 2b). Please answer the following related questions:

1. **If your project earned points for competitive preference priority #1, please enter the number of students who received the intervention _____.**

1a. Please describe what activities your project enacted in order to develop non-cognitive skills.

300 words or less

2. **If your project earned points for competitive preference priority #2, please enter the number of students who received the intervention _____.**

2a. Please describe what new, additional, or modified activities your project enacted to provide individualized counseling.

300 words or less

STUDENT SUPPORT SERVICES (SSS) PROGRAM
2015-16 ANNUAL PERFORMANCE REPORT (APR)
SECTION II -- RECORD STRUCTURE FOR PARTICIPANT LIST

A grantee must submit student records in Excel or CSV format. For additional information regarding data submission, please see the instructions under "**HOW MAY THE REPORT BE SUBMITTED?" REPORTING REQUIREMENT: The Department requires grantees to submit participant records for all students served by the project in the past six years (i.e., cohort years 2011-12 through 2016-17) in the case of a 4-year institution and four years (i.e., cohort years 2013-14 through 2016-17) in the case of a 2-year institution.** For additional information on data submission requirements, please see the instructions.

II.A. Project Identifiers (pre-populated)

Field #	Field Name	Database Column Name	Valid Field Content
1	PR/Award Number	PR	The eleven-digit PR/Award Number can be found in Block 5 of the project's Grant Award Notification for the reporting year.
2	Batch Year	BatchAY	2016 for Project Year 2016-17

II.B. Participant Demographic Information, Eligibility and Cohort Status, and Project Entry Information
The fields (#3 - #21) in this section do not require annual updates.

Field #	Field Name	Database Column Name	Valid Field Content
3	Social Security Number	SSN	001010001 to 999999998 Unknown = 000000000 **NOTE**: Please format the SSN in nine digits greater than 0. If using EXCEL, you may use dashes (e.g., 123-45-5667 or 123456789). Do not use letters. The information in this field should be the same as provided in the previous reporting period and cannot be changed in future reporting years.
4	Student's Last Name	LastNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) **NOTE:** First position will be justified with an uppercase A-Z. **No blanks will be accepted.** The information in this field should be the same as provided in the previous reporting period and cannot be changed in future reporting years.

Field #	Field Name	Database Column Name	Valid Field Content
5	Student's First Name	FirstNM	0 to 9 Uppercase A to Z . (period) ' (apostrophe) - (dash) **NOTE:** First position will be justified with an uppercase A-Z. **No blanks will be accepted.** The information in this field should be the same as provided in the previous reporting period and cannot be changed in future reporting years.
6	Student's Middle Initial	MI	Uppercase A to Z Blank = No response
7	Student's Date of Birth	DOB	**Participant's date of birth is:** **Format is MM/DD/CCYY** MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000 = No response/Unknown **NOTE:** The information in this field should be the same as provided in the previous reporting period and cannot be changed in future reporting years.
8	Gender	GenderCD	**Participant is a:** 1 = Male 2 = Female 0 = No response/Unknown
9	Ethnicity— Hispanic	Hispanic	**Participant is identified as Hispanic/Latino.** 1 = Yes 2 = No **NOTE:** Hispanic/Latino refers to a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, <u>regardless of race</u>. As such, every Hispanic/Latino person has an associated race(s).
10	Race— American Indian/Alaska	AmIndAK	**Participant is identified as American Indian/Alaskan Native.** 1 = Yes 2 = No

Field #	Field Name	Database Column Name	Valid Field Content
	n Native		**NOTE:** American Indian/Alaskan Native refers to a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Please provide race information for <u>every</u> participant, ethnicity notwithstanding.
11	Race—Asian	Asian	**Participant is identified as Asian.** 1 = Yes 2 = No **NOTE:** Asian refers to a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Please provide race information for <u>every</u> participant, ethnicity notwithstanding.
12	Race—Black or African American	BlackAfrAm	**Participant is identified as Black or African American.** 1 = Yes 2 = No **NOTE:** Black or African American refers to a person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American." Please provide race information for <u>every</u> participant, ethnicity notwithstanding.
13	Race—White	White	**Participant is identified as White.** 1 = Yes 2 = No **NOTE:** White refers to a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Please provide race information for <u>every</u> participant, ethnicity notwithstanding.
14	Race—Native Hawaiian or Other Pacific Islander	HIPacIslndr	**Participant is identified as Native Hawaiian or Other Pacific Islander.** 1 = Yes 2 = No **NOTE:** Native Hawaiian or Other Pacific Islander refers to a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Please provide race information for <u>every</u> participant, ethnicity notwithstanding.
15	Eligibility	EligibilityCD	**Participant is:** 1 = Low-Income and First-Generation 2 = Low-Income only

Field #	Field Name	Database Column Name	Valid Field Content
			3 = First-Generation only 4 = Disabled 5 = Disabled & Low-Income 0 = No response/Unknown
16	Academic Need *(at initial selection)*	NeedCD	**Participant's academic need is based on:** 1 = Low high school grades 2 = Low admission test scores *3 and 4 = No longer used* 5 = Predictive indicator 6 = Academic proficient tests 7 = Low college grades 8 = High school equivalency 9 = Failing grades 10 = Out of the academic pipeline for 5 or more years 11 = Other 12 = Limited English proficiency 13 = Lack of educational and/or career goals 14 = Lack of academic preparedness for college level course work 15 = Need for academic support to raise grade(s) in required course(s)/academic major 0 = No response/Unknown **NOTES**: Select the criterion that best describes the participant's academic need. Since many students may qualify for project services based on more than one criterion, please select the main criterion that was used to determine the individual's need for project services. Please use option #11, "Other" sparingly. **Predictive indicator** is a composite variable for estimating the potential success of a student in college using a variety of factors that may include indicators such as high school GPA, SAT or ACT test scores, high school preparedness, etc. **Academic proficient tests** include tests used for clinical purposes such as to determine learning disabilities as well as placement tests and study skills inventories.
17	First Enrollment Date *(at grantee*	FirstEnrollDT	**Participant's first enrollment date at the grantee institution is:** **Format is MM/DD/CCYY** MM = 01– 12

Field #	Field Name	Database Column Name	Valid Field Content
	institution)		DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
18	Date of First Project Service	FirstServiceDT	**Participant's date of first project service is:** **Format is MM/DD/CCYY** MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00/00/0000= No response/Unknown
19	College Grade Level *(entry into project)*	EnterGradeLV	**Participant's college grade level at entry into the project is:** 1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 0 = No response/Unknown **NOTE:** Use your institution's classification grade level when determining the participant's college grade level. Use options 3, 4, 5, and 6 **only for students who have the required number of credits and GPA** to be classified at the institution as sophomore, junior, senior, and other undergraduate, respectively.
20	Enrollment Status *(in academic year first served)*	FirstServEnrollCD	**Participant enrollment status in the year first served is:** 1 = Full-time (at least 24 credit hours or 36 clock hours in an academic year) 2 = 3/4 time (at least 18 credits hours or 27 clock hours in an academic year) 3 = 1/2 time (at least 12 credit hours or 18 clock hours in an academic year) 4 = Less than 1/2 time (fewer than 12 credit hours or less than 18 clock hours in an academic year) 10 = Not applicable (New participant—2017 summer session participants who did not earn college credits) 0 = No response/Unknown **NOTE:** If a participant is "New" in this reporting period, then the Enrollment Status in the academic year first served (field #20) and the Enrollment Status at the end of the reporting period (field #23) should be the same. If the participant is a new summer participant who did not earn college credits in this reporting period, please

Field #	Field Name	Database Column Name	Valid Field Content
			select option #10 in both fields #20 and #23.
21	Student Cohort Year	StuCohortYR	**Participant's Student Cohort Year is:** 1 = Other (prior to 2005-06) *2 through 6 = No longer used* 7 = 2005-06 8 = 2006-07 9 = 2007-08 10 = 2008-09 11 = 2009-10 12 = 2010-11 13 = 2011-12 14 = 2012-13 15 = 2013-14 16 = 2014-15 17 = 2015-16 18 = 2016-17 19 = 2017-18 99 = Not applicable *(please see note below)* **NOTE:** Select option 99 if the student is a continuing participant in this reporting period (field 22, option 2) and was never assigned a cohort. Please note that once a cohort has been established, you cannot change the cohort in subsequent reporting periods. For additional information, please refer to the APR instructions.

II.C. Participant's Status and Academic Status
The following fields (#22 - #25) may require annual updates, dependent on a per-participant basis.

Field #	Field Name	Database Column Name	Valid Field Content
22	Participant Status *(during the 2016-17 academic year)*	PartCD	**Participant is a:** 1 = New participant (part of 2016-17 cohort for this reporting period) 2 = Continuing participant 3 = Prior-year participant (enrolled but not receiving SSS services) 4 = Prior-year participant (no longer enrolled at grantee institution) *5 through 7 = No longer used* 8 = New Summer participant—Earned College Credits (2017 summer session only; part of 2017-18cohort)

Field #	Field Name	Database Column Name	Valid Field Content
			9 = New Summer participant— **Did not** Earn College Credits (2017 summer session only; part of 2017-18 cohort) A **new participant** is an individual who was served by the SSS project for the **first time** in this reporting period (PY 2016-17) and meets the definition of participant in 34 CFR 646.7(b) of the SSS program regulations. A **continuing participant** is an individual who was served by the SSS project for the first time in **any** prior reporting period and also received services in the 2016-17 reporting period. For APR reporting purposes, a participant who left the grantee institution in a previous reporting period but reentered the institution and was served by the project in 2016-17, is considered a "continuing" participant. A **prior-year participant enrolled at grantee institution** is an individual served by the SSS project in **any** prior reporting period that was enrolled at the grantee institution during the current reporting period but did not receive project services on a continual basis during the reporting period. This definition includes a prior-year participant who received a certificate/diploma from a program that is less than two years in duration and is pursuing an associate's degree at the grantee institution. A participant who left the grantee institution in a previous reporting period but reentered the institution and **was not** served by the project in 2016-17, is considered a "prior-year participant enrolled at grantee institution." A **prior-year participant not enrolled at the grantee institution** is an individual who was not enrolled at the grantee institution during the current reporting period (2016-17). A **new participant--summer session only who earned college credits** is an individual served by the SSS project for the first time during the summer session preceding the participant's first academic year at the grantee institution (i.e., served during summer 2017 prior to the 2017-18 academic year) and earned college credits. This student is thus part of the next year's cohort (i.e., 2017-18, field #21, option "19"). This definition does not include a student enrolled at the grantee institution prior to the summer session but who received services from the SSS project for the first time during the summer 2017. This individual would meet the definition of "new participant" (field #22, option "1" and would be in the 2016-17 cohort (field #21, option "18"). A **new participant--summer session only who did not earn college credits** is an individual served by the SSS project for the first time during the summer session preceding the participant's first academic year at the grantee institution (i.e., served during summer 2017 prior to the 2017-18 academic year) and did not earn any college credits. This student is thus part of the next year's cohort (i.e., 2017-18, field #21, option "19"). This definition does not include a student enrolled at the grantee institution prior to the summer session but who received services from the SSS project for the first time during the summer 2017. This individual would meet the definition of "new participant" (field #22, option "1" and would be in the 2016-17 cohort (field #21, option "18").

Field #	Field Name	Database Column Name	Valid Field Content
			NOTE: The sum of the number of new (option #1); continuing (option #2); and new summer session only (options #8 and #9) should equal the total number of participants the project served during the 2016-17 academic year.
23	Enrollment Status *(at the end of the 2016-17 academic year)*	EnrollCD	**Participant's enrollment status at the end of the academic year is:** 1 = Full-time (at least 24 credit hours or 36 clock hours in an academic year) 2 = 3/4 time (at least 18 credits hours or 27 clock hours in an academic year) 3 = 1/2 time (at least 12 credit hours or 18 clock hours in an academic year) 4 = Less than 1/2 time (fewer than 12 credit hours or less than 18 clock hours in an academic year) 9 = Not applicable (prior year participants no longer enrolled) 10 = Not applicable (New summer participant—2017 summer session participants who **did not** earn college credits) 0 = No response/Unknown
24	Academic Standing	AcamStandCD	**Participant's academic standing is:** 1 = Good standing 2 = Not in good standing 9 = Not applicable (prior-year participant no longer enrolled) 10 = Not applicable (New summer participant—2017 summer session participants who **did not** earn college credits) 0 = No response/Unknown **NOTE:** Use your institution's definition of good academic standing. Please complete for all new, continuing participants, prior-year participants still enrolled, and new summer participants who earned college credits. Use option "9" (Not applicable) for prior-year participants no longer enrolled. Use option "10" for new summer participants who did not earn any college credits.
25	Cumulative GPA	CumGPA	**Participant's cumulative GPA is:** 0.000 to 5.000 9.999 = Not applicable (prior-year participant no longer enrolled and new summer participants who did not earn college credits) Blank = No response/Unknown **NOTE:** Complete for all new, continuing, prior-year participants still enrolled, and new summer participants who earned college credits. Use "9.999" for prior-year participants no longer enrolled and new summer participants who did not earn any college credits.

II.D. Academic Progress/Persistence
The following fields (#26 - #34) may require annual updates, dependent on a per-participant basis.

Field #	Field Name	Database Column Name	Valid Field Content
26	College Grade Level *(at the beginning of the 2016-17 academic year)*	BegCurrentGradeLV	**Participant's college grade level at the beginning of the 2016-17 academic year was:** 1 = 1st yr., never attended 2 = 1st yr., attended before 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 7 = Dual degree program 8 = Graduate/Professional Student 15 = Not applicable (New summer participant—2017 summer session) 99 = Not applicable (prior-year participant no longer) 0 = No response/Unknown **NOTE:** Use grade level options 3, 4, 5, and 6 **only for students who have the required number of credits and GPA** to be classified by the participant's grantee institution as a sophomore, junior, senior, and other undergraduate respectively. Use option "7" for an individual enrolled in a program that awards both the bachelor's and a graduate degree upon successful completion of the program of study. Use option "8" for a student who graduated with a bachelor's degree and then entered graduate/professional school during the academic year. Use option "15" for an individual who is a new summer participant (i.e., field #22, options 8 or 9). Use option "99" for an individual who is a prior-year participant no longer enrolled at the grantee institution including students who received a bachelor's degree or equivalent in a previous reporting period.
27	College Grade Level *(at the end of the 2016-17 academic year)*	CurrentGradeLV	**Participant's college grade level at the end of the 2016-17 academic year is:** 1 = No longer used 2 = 1st yr. 3 = 2nd yr./sophomore 4 = 3rd yr./junior 5 = 4th yr./senior 6 = 5th yr./other undergraduate 7 = Dual degree program 8 = Graduate/Professional Student 10 = Not applicable (New summer participant—2016 summer session only not earning college credits) 99 = Not applicable (prior-year participant no longer enrolled) 0 = No response/Unknown **NOTE:** Use grade level options 3, 4, 5, and 6 **only for students who have the required number of credits and GPA** to be classified by the participant's postsecondary institution as a sophomore, junior, senior, and other

Field #	Field Name	Database Column Name	Valid Field Content
			undergraduate respectively. Use option #6 if a student received a bachelor's degree or equivalent in this reporting period. If the student received a bachelor's degree or equivalent in a previous reporting period, use option "99." Use option "7" for an individual enrolled in a program that awards both the bachelor's and a graduate degree upon successful completion of the program of study. Use option "8" for a student who graduated with a bachelor's degree and then entered graduate/professional school during the academic year. Use option "10" for participants who were served by the SSS project for the first time during the 2017 summer session preceding the participant's first academic year at the grantee institution and **did not** earn any college credits. Use option "99" for an individual who is a prior-year participant no longer enrolled at the grantee institution including students who received a bachelor's degree or equivalent in a previous reporting period.
28	Date of Last Project Service	LastSerDT	**Participant's date of last project service is:** **Format is MM/DD/CCYY** MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 88/88/8888 = Not applicable, still participating in project 00/00/0000= No response/Unknown
29	Reason for Withdrawal or Not Returning	ReaforWith	**Reason participant withdrew/did not return is:** 1 = Academic dismissal 2 = Dismissal for non-academic reasons 3 = Withdrew/Did not return for financial reasons 4 = Withdrew/Did not return for health reasons 5 = Withdrew/Did not return for academic reasons 6 = Withdrew/Did not return for personal reasons 7 = Not applicable (called for military service or deceased) 8 = Not applicable (student still enrolled, completed certificate program, graduated or transferred) 0 = No response/Unknown
30	Transfers	Transfers	**Participant's transfer status is:** 1 = Transferred from a 2-year institution to another 2-year institution 2 = Transferred from a 2-year institution to a 4-year institution 3 = Transferred from a 4-year institution to another 4-year institution 4 = Transferred from a 4-year institution to a 2-year institution 8 = Did not transfer, still enrolled or graduated (participant is still enrolled at the grantee-institution, graduated with a bachelor's degree, received an associate's degree or certificate and did not transfer to a 4-year institution)

Field #	Field Name	Database Column Name	Valid Field Content
			9 = Did not transfer, not enrolled at grantee institution (participant withdrew, did not return, was called for military service or is deceased) 0 = No response/Unknown
31	Undergrad-uate Degree/ Certificate Completed at Grantee Institution	DegreeCD	**Participant's degree/certificate status is:** 1 = Certificate/diploma for occupational, educational program (less than two-year program)—**Did not transfer from a 2- to a 4-year institution** 2 = Certificate/diploma for occupational, educational program (at least two-year program)—**Did not transfer from a 2- to a 4-year institution** *3 = No longer used* 4 = 1st Bachelor's degree 5 = No longer used 6 = Equivalent of Bachelor's Degree *7 = No longer used* 8 = No degree/certificate, still enrolled at grantee 9 = No degree, not enrolled (withdrew from grantee institution prior to obtaining degree/certificate, did not return to grantee institution including those students who transferred without getting a degree/certificate and second bachelor's degree without receiving a first bachelor's degree from the grantee institution) 10 = Associate's degree only—**Did not transfer from a 2- to a 4-year institution** 11 = Associate's degree **AND** transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year. 12 = Certificate **AND** transferred from a 2- to a 4-year institution within the academic year or by the beginning of the next academic year. 0 = No response/Unknown *Select option #1 or #2* if the student received a certificate only. **IMPORTANT:** Once a certificate has been reported, please do not change this response in subsequent reporting years unless you reported it incorrectly or the participant earned an associate's degree only (option 10) within the 4-year time-frame. *Select option #4* if a student received a first bachelor's degree. If the participant received a first bachelor's degree and later received a second bachelor's degree within the six year time frame, please select option #4 and provide the date the first bachelor's degree was awarded in field #32. **IMPORTANT:** Unless you reported the attainment of a bachelor's degree incorrectly, once you report this degree, please do not change this response in subsequent reporting years. If the participant did not receive a first bachelor's degree from the grantee institution but received a second bachelor's from the grantee institution, please select option #9.

Field #	Field Name	Database Column Name	Valid Field Content
			Select option #6 if the student is enrolled in a dual degree program and has completed all of the requirements for a bachelor's degree. **IMPORTANT:** Unless you reported the attainment of equivalent of a bachelor's degree incorrectly, once you report this status, please do not change this response in subsequent reporting years. *Select option #8* if the student is still enrolled at the grantee institution but has not yet completed their undergraduate program of study. *Select option #9* for participants who withdrew from the grantee institution prior to obtaining a degree/certificate, did not return to grantee institution, or transferred without receiving a degree including students who transferred from a 2-year to a 4-year institution. Also select this option if the participant attained a second bachelor's without attaining a first bachelor's from the grantee institution. *Select option #10* if the student received an associate's degree **only**. **IMPORTANT:** Unless you reported the attainment of an associate's degree incorrectly, once you report this degree, please do not change this response in subsequent reporting years. *Select option #11* if the student received an associate's degree and transferred from a 2-year to a 4-year institution within the academic year or by the beginning of the next academic year. Also select option 11 if the student received an associate's degree and transferred to a four year program at the grantee institution within the academic year or by the beginning of the next academic year. *Select option #12* if the student received a certificate and transferred from a 2-year to a 4-year institution within the academic year or by the beginning of the next academic year. Also select option 12 if the student received a certificate and transferred to a four year program at the grantee institution within the academic year or by the beginning of the next academic year. **IMPORTANT:** If option 11 or 12 is selected, unless you report the attainment of a certificate/associate's degree and transferred to a 4-year institution incorrectly, once you report this status, please do not change this response in subsequent reporting periods.
32	Date of Undergraduate Degree/ Certificate	DOUD	**Date the participant attained the degree or certificate:** Format is MM/DD/CCYY, e.g., 05/23/2010 MM = 01- 12 DD = 01 - 31 CC = 20 YY = 00 - 99 (e.g., 10 = 2010)

Field #	Field Name	Database Column Name	Valid Field Content
			88/88/8888 = No degree earned yet 00/00/0000 = No response/Unknown **NOTE**: This date must be the date of the degree/certificate noted in field #31. If you do not know the exact date, use 15 for the day and use your best estimate for the month.
33	Field of Study Degree/ Certificate Earned	DegCertFieldErnd	**Participant earned degree in:** 1 = Humanities 2 = Social/Behavioral Sciences 3 = Life Sciences 4 = Physical Sciences 5 = Mathematics 6 = Computer/Information Science 7 = Engineering 8 = Teacher Education (Teacher Prep) 9 = Education-Research & Administration 10 = Business/Management 11 = Health Professions & Related Sciences 12 = Vocational/Technical 13 = Communication/Journalism/Technologies 14 = General Studies/Transfer Degree 15 = Other technical/professional 16 = Has not earned a degree/certificate 0 = Unknown **NOTES:** If the participant (i.e., all current and prior-year participants) **received** a certificate or degree, please select the field of study (options 1 - 15) in which the degree or certificate was earned. If the participant has not earned a degree/certificate, select option "16." If you do not know the field of study in which the degree or certificate was earned, select option "0—Unknown." Option 14 is for two-year institutions who do not offer a degree/certificate in a specific field of study. Select this option if the student has met all of the requirements for a degree, certificate, and/or transfer. All other two year institutions who do offer a degree/certificate in a specific field of study should indicate the student's major field of study in which the degree or certificate was **attained**.
34	Persistence	CurPerstStatus	**Participant's enrollment status at the beginning of the 2017-18 academic year was:**

Field #	Field Name	Database Column Name	Valid Field Content
	Status *(at the beginning of the 2017-18 academic year)*		1 = Enrolled at grantee institution 2 = Has graduated from the grantee institution with an associate's degree or received a certificate **and** transferred from a 2- to a 4-year institution 3 = Has transferred from the grantee institution (i.e., 2-year) to a 4-year institution without receiving an associate's degree or certificate 4 = Has graduated from the grantee institution with an associate's degree or received a certificate **but did not transfer** to a 4-year institution. 5 = Has graduated from the grantee institution with a bachelor's degree or equivalent 6 = Not enrolled at grantee institution 0 = No response/Unknown **NOTE**: Use option "1" if the student is still enrolled at the grantee institution at the beginning of the 2017-18 academic year. Use option "2" only if the student graduated from the grantee institution with an associate's degree or received a certificate **and** transferred from a 2- to a 4-year institution. Use option "3" for students who transferred from a 2- to a 4-year institution **but did not** receive an associate's degree or certificate from the grantee institution. Use option "4" for students who received an associate's degree or certificate from the grantee institution **but did not** transfer to a 4-year institution. Use option "5" for students who graduated with a first bachelor's degree or equivalent at the grantee institution. Use option "6" for students who are no longer enrolled at the grantee institution, that is, the student did not return to the grantee institution in the Fall 2017 term. These include all other transfers except students who transferred from a 2-year to a 4-year institution. *Options 2, 3, and 4 only apply to 2-year institutions. Option 5 only applies to 4-year institutions.*

II.E. Student Financial Assistance

Field #	Field Name	Database Column Name	Valid Field Content
35	Amount of Financial Aid Received	FinAidRecvd	**Amount of financial aid received by the participant is:** 00000 to 99999 (e.g., 05000 for $5,000) Leave this field blank for prior-year participants no longer enrolled. **NOTE**: Provide the dollar amount (whole dollars only) of the financial aid received of each participant as determined by the financial aid office. Do not include the amount of SSS Grant Aid awarded.
36	Amount of SSS Grant Aid Awarded	SSSGrantAid	**Amount of grant aid awarded to the participant is:** 00000 to 99999 (e.g., 05000 for $5,000) Leave this field blank for prior-year participants. **NOTE**: Provide the amount of SSS grant aid awarded (whole dollars only) for the academic year. For this

Field #	Field Name	Database Column Name	Valid Field Content
			reporting period, individual grant aid awards should not be less than the minimum Pell Grant award of $588 nor exceed the maximum Pell grant award of $5,775.

II.F. Additional Participant Information

Field #	Field Name	Database Column Name	Valid Field Content
37	Participant Name Change	PartNameChange	If the participant changed his/her name and this information will ensure uniformity and accuracy in tracking/reporting the participant, please enter the participant's full name (i.e., first and last name). If there is no change in the participant's name as provided in fields 4 and 5, you may leave this field blank. Examples of how to enter a participant's full name: John Doe, John D. Doe; Dr. John Doe; Jane Doe-John; John Doe II; John Doe, Jr., Note: The information in this field can be changed in subsequent reporting periods, as necessary.
38	Case Number	CaseNumber	**The case number is a TRIO generated number assigned to every current and prior year participant and is used to ensure that grantees include all of the records that need to be on the SSS APR data file. The case number is also used to match SSS data records with the SSS longitudinal file.**
39	Deceased Participant	DeceasedPart	**1 = Deceased prior-year participant** **2 = Participant was served during reporting period 2016-17 but is now deceased.** **9 = Not Applicable/participant not deceased** **Note: This field includes three options for reporting on those current or prior year participants who by the time the APR is submitted are deceased. Select option "1" if the participant is an individual served by the project in any prior reporting period but is now deceased. Use option "2" if the student was enrolled and receiving services at the grantee institution during the 2016-17 academic year. Use option "9" if it is not applicable to participant.**