A. Template formatting questions

1. Why can't we copy & paste onto the document? This way it will take less time for us to format on a different document and SED does not have to open formatting directly on the report.
   Answer: Ask your IT Department for a report to match the fields requested by SED and then Use "Paste" or "Paste As Text".

2. We at (…) are trying to copy and paste existing data from internal Excel databases to complete the Interim Report Student Data tab. We are finding that the new format has no editing options. For example, you can't sort, insert rows, adjust column width, etc.
   Is there a way these features can be unlocked to make this process easier on our end? Re-keying all the info that already exists in a database invites errors and expends unnecessary time and energy.

   Answer: The file is locked to prevent errors and unauthorized changes in the type of information reported.

3. Please allow us to expand/shrink columns. The set up as it is has certain columns quite wide in which I have only 3 characters, while other columns that I need more room for information, are far too narrow which makes information get lost on the printout.

   Answer: Column widths have been adjusted The fields will contain the full entry even if it is not fully displayed to you while entering information.

4. I have entered all of my students names and some information into the Student Data page, but when I print the page so that I can go retrieve missing information and write it on the paper in order to enter it later, the page only prints headings. My student data is in, but it doesn't print.

   Answer: Select All (CTRL-A) before printing and then use the print formatting capabilities of Excel to print as you desire.

B. FAQ's

Q1. NYSSID numbers. We received multiple questions about these numbers and how would the institutions obtain them.

A1. **Each high school graduate of a NYS high school has a NYSSIS number associated with that student. The numbers are used to verify the identity of the student. This number can be obtained from the Chief Information Officer of the School District or the Principal of the school where the student graduated. However, due to the complexity of the process and to reduce the burden on the institutions, we are not going to collect these at this time. The institutions' own student ID number will be used instead.**

Q2.
    a. Ethnicity, we have students that chose to use the option "other" concerning their race and ethnicity. How would you like us to identify those particular students?
    b. How do we report students who ethnically identify themselves as multi-cultural and/or multi-racial?

A2. **Please read the field descriptions, as it is possible to enter more than one race/ethnic category. There is no category of "other" as it have been determined by the federal government that the race/ethnic categories provided allow individuals to select the one or more codes which best identify themselves. It is important not to confuse "nationality" (i.e. Japanese, Chinese, etc.) with race/ethnicity (i.e. Asian), as these are distinctly different concepts.**

Q3. How do we enter the gender of students who do not use female/male?

A3. Currently, Education Departments of NY State and USDOE collect data on the respondent's assigned sex at birth, which is the sex listed on the original birth certificate. However, the option of "neither" was added to allow for flexibility.

Q4. The transfer application form, students who transferred into the program for the fall 2014 semester have already had the old transfer form filled, do we have to request the students to have the new form filled out?

A4. **No.**

Q5.
    a. Class rank and size, not all students went to a school that accessed class rank and size, what do you we input for these students?
    b. What should be entered for high schools that do not rank their students? What if that is not collected by our institution as part of the admissions criteria?

A5**. This should be collected if available from high schools. Leave blank if you do not have received the info.**

Q6. For date of entry [in HEOP], we usually put the term and year on our rosters (i.e. Fall 2011, Spring 2013, Summer 2010). For a majority of students this is the only format on record, can this format continue to be acceptable?

A6. **HEOP determines semesters of remaining eligibility based upon the semesters already used. Therefore whether an actual date or semester and year are used, it will indicate the use of eligibility for that semester.**

Q7. Do we only e-mail a PDF copy of the signature or do we also need to send the cover page via postal mail?

A7. **Email for this interim report.**

Q8. Are the planned activities items SED is asking programs to do or are these the same as our goals & objectives for the academic year with the methodology? How do we estimate activities for non-enrolled students, numbers that will be tested, etc.?

A8. **HEOP funds are used only for activities and support of enrolled HEOP students, therefore there should be no funds used and no reporting of activities for individuals who are not enrolled students. You should also report HEOP-related activities supported by the institution funds.**

Q9. The Planned Activities tab:
1) When referring to the Academic Year, is summer included? Our academic year is July 1-June 30.

A9.1 Except for those institution that operate on a trimester system, the academic year is from the beginning of the fall semester until the conclusion of the spring semester.   The summer program is a summer activity occurring outside of the regular academic year.

2) The first activity: screening of potential enrollees takes place during the Spring semester. Consequently, total numbers of students and hours are projected, correct? And for "grade levels"-- high school juniors and seniors?

A9.2 For those activities occurring throughout the academic year, indicate the expected number of participants for each activity. Screening of potential enrollees referred to here is to take place during the Spring 2015. This will be compared in the final report to the actual events and number of participants.

3) What is meant by "grade levels" -- freshmen, sophomores, etc.? And "term" -- fall and spring semester? Again, projected numbers?

A9.3 Grade level refers to the student's academic year. Term refers to the fall or spring semester.   Yes, these are projected numbers.

4) "Special" tutoring, etc. Does special refer to our tutoring, counseling and guidance activities beyond those described in the Guidelines? Again, projected numbers?

A9.4. Special tutoring includes that tutoring which is performed under the auspices of HEOP. This is outside the tutoring done as part of the regular services provided by the institution. HEOP services cannot supplant regularly offered institutional services.

5) What is meant by "other planned activities"? The grant no longer supports enrichment activities during the academic year. What are we being asked to provide in this section?

A9.5. The grant is not meant to supplant institution's efforts. These can be other ACADEMIC activities or institution supported activities.

Q10 How do we identify students who are pursuing double majors?

A10. **Fill in the two majors in alphabetical order (e.g. Biology-Computer Science**)

Q11. May the Summer and Fall rosters mirror the rosters submitted previously on MERS?

A11. **No. The data needs to be entered in the manner indicated in this report.**

Q12. In our summer program, we offer non-credits remedial courses, for the category "Summer Remedial Contact hours Attempted" should we enter the total number of hours the class meets during the summer program or the credit equivalent?

A12. **Please review instructions/field descriptions carefully. Contact hours, as per field descriptions.**

Q13. Housing Status – Not sure what or why this information is needed. The drop down asks for either commuter or resident. Does SED make a distinction between commuters who live at home with their family versus commuters who live in apartments on campus versus commuters who live in apartments off-campus? At what point in time do we take this snapshot—when they enter (…), when the current fall semester begins? Students are moving all the time. How often does this need to be updated?

A13. **This is based on how they are packaged (resident or commuter) and it has to be updated yearly. There is no distinction regarding what type of non-college housing. The student is either living in college housing or not.**

Q14. Special testing – According to FERPA students have the right not to disclose if they have special testing when applying for or entering college. Likewise, we are not allowed to disclose if we provide special testing in an effort to provide reasonable accommodates to eligible students

A14. **Special testing relates to HEOP/admission related testing. However, SED can ask for any educational records of students; please see: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html.**

Q15. Concerning the number of dependents, for families that have public assistance and SSI income do we rely only on the 4506 document or can we look at the number of dependents that are listed on the public assistance and SSI documents?

A15. **This is an issue for your institution's financial aid office as financial eligibility had to have been previously determined for admission into HEOP. Please review RFP and Q/A. Use the approved methodology utilized by your campus.**

Q16.
   a. Please define SAT score and ACT score. Do we use the Verbal + Math+ Writing for SAT and only the composite score for ACT's
   b. For SAT scores are they looking for the National or State percentiles?
   c. SAT/ACT score – where do we find the two digit numeric or composite percentile score or the average of the percentile scores from multiple sections?

A16. **See field descriptions in the report form.**

Q17. Counseling Hours-Placement and Vocational: Does this refer to career counseling, counseling around co-op, internships, applying for jobs, applying for graduate school?

A17. **Please see the field descriptions. The types of counseling are outlined there. "Applying for jobs"…"applying for graduate school" is not placement or vocational counseling.**