

Experimental Sites Reporting Tool in COD

ESI Upload Workbook

9/18/2018

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Introduction

Each institution participating in the Experimental Sites Initiative (ESI) must report experiment-specific information to Federal Student Aid (FSA). This information will be collected through a web-based reporting tool within COD and from school responses to surveys.

This workbook was developed to assist institutions with the process for reporting student-level, experiment-specific information to FSA using the ESI Reporting Tool in COD.

Participating institutions will upload an excel template within the ESI Reporting Tool in COD to satisfy this requirement. A blank version of the Excel template (ESI Upload), identifying the required data elements is available within the ESI Reporting Tool in COD.

The first five columns of the ESI Upload (columns A through E) are required for all experiments. This identifying information will enable the Department to obtain and link other data for the evaluation of the experiments.

The ESI Upload also contains additional columns that are applicable to all experiments (Columns F through AE) and experiment-specific columns (columns AF through BG) that institutions will only complete if they are participating in the applicable experiment.

Depending on the number of participants in an experiment, schools may choose to enter the required information manually for each participant in the experiment, or work with IT resources to import the required information into COD via the ESI upload template. Schools using the ESI upload template must not make any changes to its format. This specific format of the template must be used in order for data to be processed correctly. The template is protected and users will not be able to add or delete columns.

Participating schools must complete and upload the ESI upload template by the date specified by the ESI Team. Doing so will identify all the aid applicants affected by your school's participation in the applicable experiment and provide information needed for the evaluation of the experiment. **For the 2017-2018 award year, the final ESI Upload, including all required columns, must be completed and uploaded by November 16, 2018.** Going forward, the deadline for reporting will be announced to participating schools at the end of each award year.

Timely reporting is a requirement spelled out in your institution's amendment to its Program Participation Agreement. Accurate and timely reporting serves two purposes. First, it allows FSA to properly track the amount of Pell Grant expenditures for some experiments. Second, it provides information needed to evaluate all experiments.

Step by step instructions are provided on the following pages to assist you with this required reporting process.


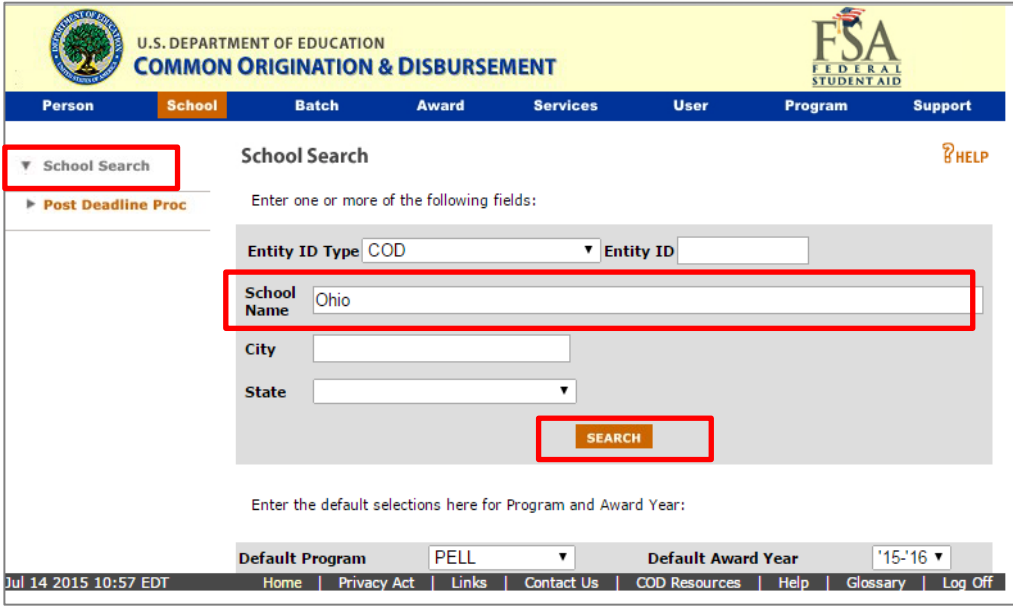
Monthly Reporting for the Second Chance Pell, Dual Enrollment and EQUIP Experiments

In addition to the final, annual reporting, institutions participating in the Second Chance Pell, Dual Enrollment, and EQUIP experiments are also required to submit a **monthly** ESI Upload that identifies **all** participants in a given experiment who completed a FAFSA. For this monthly reporting institutions are only required to complete the first five columns (columns A through E) of the ESI Upload template. This ongoing, **monthly** reporting process assists FSA with monitoring expenditures.

Reminder: The final roster of all 2017-2018 applicants (with ALL applicable columns completed) must be uploaded by November 16, 2018.

Experimental Sites Initiative (ESI) Upload

Please refer to the following instructions for accessing and uploading the ESI Upload into the ESI Reporting Tool:

Step	Instructions
1.	<p>Access the COD website using your FSA ID, password and token: https://cod.ed.gov</p> 
2.	<p>Once logged into COD, select “School” from the menu bar at the top of the COD Homepage. Then select “School Search” from the left-hand menu. Enter the name of your institution, and click “search.”</p> 

- Step** **Instructions**
3. The School Summary Information screen will display. On the left side of the page under the drop down menu, click on “Experimental Sites Upload” to access the ESI Upload Template.

School Summary Information ? HELP

▶ **School Search**

▼ **School Information**

- School Summary
- Financial Aid Contact
- Eligibility
- General
- Options
- Funding Info
- Summary Financial Info
- Refunds of Cash
- Cash Activity
- Events
- Memos
- Yearly Totals
- Relationships
- Balance Confirmation
- Correspondence
- File Share/Messages
- Report Selection
- Experimental Sites Initiative Upload**

▶ **Post Deadline Proc**

Enter the default selections here for Program and Award Year:

Default Program PELL **Default Award Year** '16-'17

Contacts			Summary	
Type	Name	Phone	Award Year	Program
			'16-'17	PELL
			Cash > Net Accepted & Posted Disbursements & older than 30 days	\$0.00
			% of Cash > Net Accepted & Posted Disbursements	-3.26347%
			Cash > Net Accepted & Posted Disbursements	(\$50,937.00)
			Current CFL	\$1,560,709.00
			Target Net Disbursement to Net Drawdown Ratio	0.0
			Net Disbursement to Net Drawdown Ratio	1.0
			Funding Info	Advanced Funded
			Third Party	No
			Full Participant Indicator	Yes
			View Batches	Last 7 Days

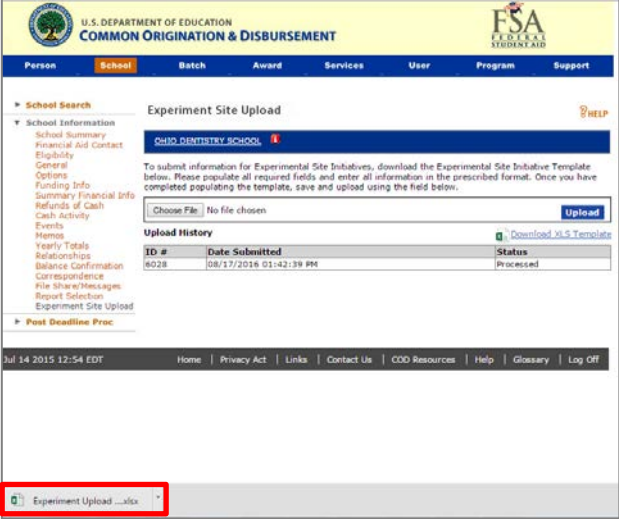
Step **Instructions**

4. To download the spreadsheet to report experiment-specific, student-level information, click the link on the right hand side of the screen that says “Download XLS Template.” After the download is complete, the Excel file will be available on the bottom left of your screen.

The screenshot shows the 'Experimental Site Upload' interface. At the top, it says 'U.S. DEPARTMENT OF EDUCATION COMMON ORIGINATION & DISBURSEMENT' and 'FSA FEDERAL STUDENT AID'. A navigation bar includes 'Person', 'School', 'Batch', 'Award', 'Services', 'User', 'Program', 'Support', and 'Admin'. The main content area is for 'Brooks College'. It contains instructions: 'To submit information for Experimental Site Initiatives, download the Experimental Site Initiative Template below. Please populate all required fields and enter all information in the prescribed format. Once you have completed populating the template, save and upload using the field below.' Below this is an 'Upload Successful. See ID #4.' message and a 'Choose File' button with the text 'No file chosen' and an 'Upload' button. A red box highlights the 'Download XLS Template' link. An 'Upload History' table is also present.

ID #	Date Submitted	Status
4	4/26/2016 08:30:00.0	Pending
3	4/25/2016 14:32:00.0	Processed
2	4/23/2016 12:31:00.0	Upload Error
1	4/13/2016 06:40:00.0	Processed

Note: Do not alter the template format. Use this template and without any changes to its format. This specific format of the template must be used in order for data to be processed correctly. The template is protected and users will not be able to add or delete columns.

Step	Instructions
5.	<p>After the download is complete, the downloaded Excel file (Experiment Upload) will be available on the bottom left of the screen. Click on the “Experiment Upload” downloaded file to open the Excel template. After opening the file, save the file to your computer (or network). Remember the file name and location so that you can refer to the file when you are ready to enter your data and upload the populated template into the Reporting Tool.</p> 
6.	<p>Once you have downloaded and saved the template, you can exit the Reporting Tool within COD. Refer the instructions on the next page for assistance with completing each of the columns on the spreadsheet.</p>

Instructions for completing each column on the ESI Upload

Column	Instructions
<p>Column A</p> <p>Award Year</p>	<p>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</p> <p>Enter the four digits of the last year of the current award year (for 2017-2018 award year enter 2018; for 2018-2019 enter 2019, etc.)</p>
<p>Column B</p> <p>Experiment Number</p>	<p>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</p> <p>Enter the experiment number of the experiment in which the student participates (see Appendix A)</p>
<p>Column C</p> <p>OPE ID</p>	<p>Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments.</p> <p>OPE ID – enter the eight digit OPE ID of the participating institution that signed the PPA Amendment</p>

Column	Instructions
Column D Student SSN	Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments. Enter the Social Security Number (9 digits, no dashes) for each student.
Column E Student Last Name	Required for end of the year reporting for ALL experiments and monthly reporting for the Second Chance Pell, Dual Enrollment, and EQUIP experiments. Enter the last name of the student. Note: Previously, the student's date of birth (DOB) was reported in this column. The Department is no longer collecting DOB. Please report the student's last name that was entered on the student's FAFSA.
Column F Student First Name	Required for end of the year reporting for ALL experiments. Enter the first name of the student.
Column G Total non-Title IV aid received by student	Required for end of the year reporting for ALL experiments (only if the student <i>received</i> non-Title IV aid). Enter the amount of non-Title IV aid <i>received</i> by the student. If none, enter 0.
Column H Total Amount PLUS Loans Initially Awarded	Required for end of the year reporting for ALL experiments (only if the student <i>was awarded</i> PLUS Loans). Enter the amount of PLUS Loans <i>awarded</i> to the student. If none, enter 0.
Column I Total Amount PLUS Loans Disbursed	Required for end of the year reporting for ALL experiments (only if PLUS Loans were <i>disbursed</i> on behalf of the student). Enter the amount of PLUS Loans <i>disbursed</i> on behalf of the student. If none, enter 0.
Column J Total Amount FSEOG Initially Awarded	Required for end of the year reporting for ALL experiments (only if the student <i>was awarded</i> FSEOG funds). Enter the amount of FSEOG funds <i>awarded</i> to the student. If none, enter 0.

Column	Instructions
<p>Column K</p> <p>Total Amount FSEOG Disbursed</p>	<p>Required for end of the year reporting for ALL experiments (only if FSEOG funds were <i>disbursed</i> to the student).</p> <p>Enter the amount of FSEOG funds <i>disbursed</i> to the student.</p> <p>If none, enter 0.</p>
<p>Column L</p> <p>Total Amount Perkins Initially Awarded</p>	<p>Required for end of the year reporting for ALL experiments (only if the student was <i>awarded</i> Perkins funds).</p> <p>Enter the amount of Perkins funds <i>awarded</i> to the student.</p> <p>If none, enter 0.</p>
<p>Column M</p> <p>Total Amount Perkins Disbursed</p>	<p>Required for end of the year reporting for ALL experiments (only if Perkins funds were <i>disbursed</i> to the student).</p> <p>Enter the amount of Perkins funds <i>disbursed</i> to the student.</p> <p>If none, enter 0.</p>
<p>Column N</p> <p>Institution Name</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the name of the participating institution as listed on the addendum to the Program Participation Agreement (PPA).</p>
<p>Column O</p> <p>Student's Cum. GPA for last completed AY</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the student's cumulative grade point average (GPA) at the end of the award year for which the school is currently reporting). If you enter 4.0 then the cell might round to 4, that is fine.</p>
<p>Column P</p> <p>Beginning of Award Year Enrollment Status</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the enrollment status of the student at the beginning of the award year for which the school is currently reporting.</p> <p>N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time</p>
<p>Column Q</p> <p>End of Award Year Enrollment Status</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the enrollment status of the student at the end of the award year for which the school is currently reporting.</p> <p>N = not enrolled F = full time T = $\frac{3}{4}$ time H = half time L = less than half time</p>

Column	Instructions
<p>Column R</p> <p>Direct Costs</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the amount of Direct Costs for the student (Direct Costs are Institutional Costs). Examples of Direct Costs include tuition, fees, and room and board (if contracted with the school). Direct costs can also include expenses for required course materials (books, kits, tools, supplies, etc.) <i>if the student does not have a real and reasonable opportunity to purchase the required course materials from any place but the school.</i></p>
<p>Column S</p> <p>Indirect Costs</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the amount of Indirect Costs for the student (Indirect Costs are Non-institutional Costs). Examples of Indirect Costs include charges for any required course materials that a school can document a student had a real and reasonable opportunity to purchase elsewhere, charges to a student’s account for group health insurance fees if the insurance is required for all students and the coverage remains in effect for the entire period for which the student was charged, despite the student’s withdrawal, and charges to a student’s account for discretionary, educationally related expenses (e.g., parking or library fines).</p>
<p>Column T</p> <p>FWS Awarded</p>	<p>Required for end of the year reporting for ALL experiments (only if the student was awarded FWS funds).</p> <p>Enter the amount of FWS funds <i>awarded</i> to the student. If none, enter 0.</p>
<p>Column U</p> <p>Other Federal aid awarded</p>	<p>Required for end of the year reporting for ALL experiments (only if the student was awarded Federal aid funds from programs other than FWS).</p> <p>Enter the amount of other Federal Aid <i>awarded</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent). Be sure to only include awarded amounts. You will report amounts disbursed in a later column.</p> <p>If none, enter 0.</p>
<p>Column V</p> <p>Non-Federal Aid Awarded</p>	<p>Required for end of the year reporting for ALL experiments (only if the student was awarded Non-Federal aid funds).</p> <p>Enter the amount of other Non-Federal Aid <i>awarded</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships). Be sure to only include awarded amounts. You will report amounts disbursed in a later column.</p> <p>If none, enter 0.</p>

Column	Instructions
<p>Column W</p> <p>FWS Disbursed</p>	<p>Required for end of the year reporting for ALL experiments (only if FWS funds were <i>disbursed</i> to the student).</p> <p>Enter the amount of FWS funds <i>disbursed</i> to the student</p> <p>If none, enter 0.</p>
<p>Column X</p> <p>Other Federal Aid Disbursed</p>	<p>Required for end of the year reporting for ALL experiments (only if Federal Aid other than FWS was <i>disbursed</i> to the student).</p> <p>Enter the amount of other Federal Aid <i>disbursed</i> to the student (besides FWS). Examples of other Federal aid include Pell Grant, FSEOG, Perkins, TEACH, Subsidized Direct Loan, Unsubsidized Direct Loan, Direct PLUS – Graduate Student and Direct PLUS - Parent).</p> <p>If none, enter 0.</p>
<p>Column Y</p> <p>Non-Federal Aid Disbursed</p>	<p>Required for end of the year reporting for ALL experiments (only if Non-Federal Aid was <i>disbursed</i> to the student).</p> <p>Enter the amount of other Non-Federal Aid <i>disbursed</i> to the student. Examples of Non-Federal aid include institutional aid and outside scholarships).</p> <p>If none, enter 0.</p>
<p>Column Z</p> <p>Credits attempted (current award year)</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the credits <i>attempted</i> by the student during the current award year (the current award year is the award year for which the school is currently reporting).</p>
<p>Column AA</p> <p>Credits earned (current award year)</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the credits <i>earned</i> by the student during the current award year (the current award year is the award year for which the school is currently reporting).</p>
<p>Column AB</p> <p>Cumulative Credits earned (prior to award year)</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the cumulative credits <i>earned</i> by the student prior to the current award year (this amount would be the total number of credits earned prior to the student enrolling in this current award year).</p>

Column	Instructions
<p>Column AC</p> <p>Cumulative Credits earned (at end of award year)</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter the cumulative credits <i>earned</i> by the student at the end of the current award year (this amount would be the total number of credits earned to date including this current award year).</p>
<p>Column AD</p> <p>Is this student participating in multiple experiments?</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>Enter “Y” for Yes or “N” for No.</p>
<p>Column AE</p> <p>List other experiments student is participating in (Experiment Numbers only)</p>	<p>Required for end of the year reporting for ALL experiments.</p> <p>List the experiment number(s) of the other experiments in which the student participates (See Appendix A for the experiment numbers). Leave blank if you answered “N” in Column AD.</p>
<p>Column AF</p> <p>Students’ COA increase due to PLA</p>	<p>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</p> <p>Enter the amount of the increase in the student’s COA due to participation in the PLA experiment.</p>
<p>Column AG</p> <p>Student credits earned due to PLA, credits in program</p>	<p>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</p> <p>Enter the credits <i>earned due to PLA</i> and enter the total credits in the program.</p>
<p>Column AH</p> <p>Which PLA program(s) is student enrolled in?</p>	<p>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</p> <p>Enter the name of the PLA program(s) in which the student is enrolled. This field has been limited to 12 characters, please consistently abbreviate program names longer than 12 characters.</p>
<p>Column AI</p> <p>Did student complete PLA?</p>	<p>Required for end of the year reporting for schools participating in the Prior Learning Assessment (PLA) experiment and the student is a participant in the experiment.</p> <p>Enter “Y” for Yes or “N” for No.</p>
<p>Column AJ</p> <p>Which LDA program(s) is the student enrolled in?</p>	<p>Required for end of the year reporting for schools participating in the Limited Direct Assessment (LDA) experiment and the student is a participant in the experiment.</p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment. This field has been limited to 12 characters, please consistently abbreviate program names longer than 12 characters.</p>

Column	Instructions
<p>Column AK</p> <p>Enrolled in Non-CBE Program?</p>	<p>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</p> <p>Enter Yes if the student is also enrolled in a non-CBE program. Enter No if the student is only enrolled in a CBE program.</p> <p>Enter “Y” for Yes or “N” for No.</p>
<p>Column AL</p> <p>Which CBE program(s) is the student enrolled in?</p>	<p>Required for end of the year reporting for schools participating in the Competency-Based Education (CBE) experiment and the student is a participant in the experiment.</p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment. This field has been limited to 12 characters, please consistently abbreviate program names longer than 12 characters.</p>
<p>Column AM</p> <p>High School Graduation Status</p>	<p>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter the high school graduation status for the student.</p> <p>Enter “Y” for Graduated or “N” for Continuing High School.</p>
<p>Column AN</p> <p>Not eligible for Pell – Default</p>	<p>Required for end of the year reporting for schools participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to default status. Otherwise, enter ‘N.’</p>
<p>Column AO</p> <p>Not eligible for Pell – Selective Service</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to Selective Service status. Otherwise, enter ‘N.’</p>
<p>Column AP</p> <p>Not eligible for Pell – Citizenship</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to Citizenship status. Otherwise, enter ‘N.’</p>
<p>Column AQ</p> <p>Not eligible for Pell – High School Completion</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to High school completion status. Otherwise, enter ‘N.’</p>

Column	Instructions
<p>Column AR</p> <p>Not eligible for Pell – Drug Conviction</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to Drug Conviction status. Otherwise, enter ‘N.’</p>
<p>Column AS</p> <p>Not eligible for Pell – EFC</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student is not eligible for Pell due to ineligible EFC. Otherwise, enter ‘N.’</p>
<p>Column AT</p> <p>Not eligible for Pell – Did not complete FAFSA</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student did not successfully file a FAFSA to be considered for Pell. For example, the secondary student was selected for but failed to complete verification.</p> <p>Otherwise, enter ‘N.’ Given the fact that students must complete a FAFSA to be considered for an experimental Pell Grant and completing a FAFSA is generally the first step ALL potential student participants take, a “Y” should only be entered in column AT if an applicant was selected for and failed to complete verification.</p>
<p>Column AU</p> <p>Not eligible for Pell – Did not enroll</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student did not enroll and therefore is not eligible for Pell. Otherwise, enter ‘N.’</p>
<p>Column AV</p> <p>High School Name</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter the complete name of the high school attended by the student. Enter the first 70 characters of the high school name only.</p>
<p>Column AW</p> <p>High School Address</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter the complete address, city, state, zip of the high school attended by the student. Enter the first 140 characters of the high school address only.</p>
<p>Column AX</p> <p>High School National Center fo Education Statistics (NCES) secondary school ID</p>	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter the NCES secondary school ID of the high school attended by the student.</p>


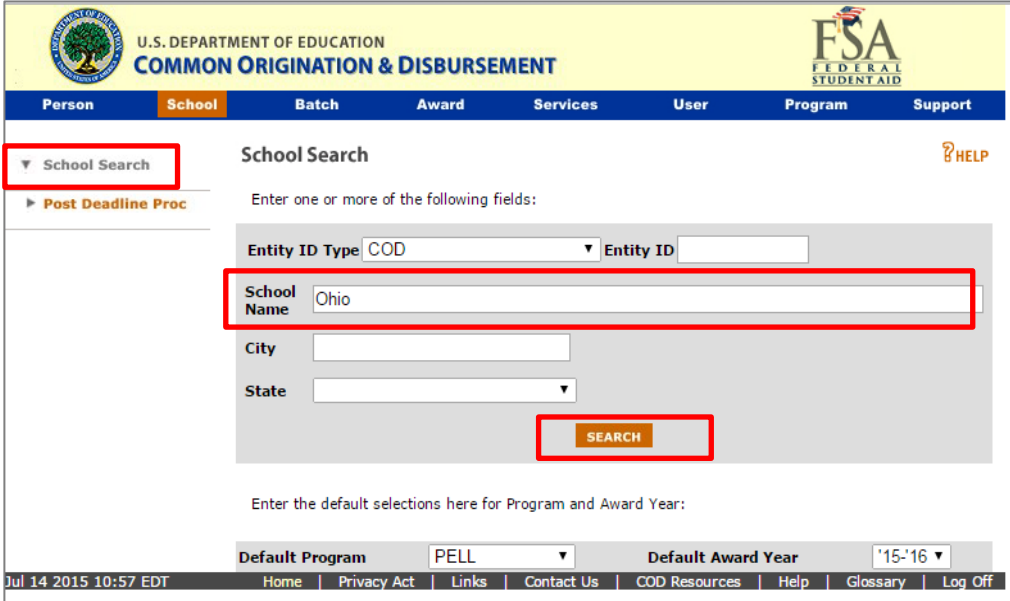
Column	Instructions																								
Column AY High School Local Education Agency (LEA) code	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter the code for the LEA in which the high school attended by the student is located.</p>																								
Column AZ Prior to participating in the experiment, was student dually enrolled in postsecondary and secondary school	<p>Required for end of the year reporting for schools is participating in the Dual Enrollment experiment and the student applied to participate in the experiment.</p> <p>Enter “Y” if the student was a dually enrolled student prior to participating in the experiment. .Otherwise, enter ‘N.’</p>																								
Column BA Assigned Status	<p>Required for end of the year reporting for schools participating in the Loan Counseling experiment and the student is a participant in the experiment.</p> <p>Enter the assigned status for the student. Enter “T” if the student was assigned to the Treatment group or “C” if the student was assigned to the Control group.</p>																								
Column BB Student received voluntary loan counseling during the most recently completed award year?	<p>Required for end of the year reporting for schools participating in the Loan Counseling experiment and the student is a participant in the experiment.</p> <p>Enter “Y” if the student received voluntary loan counseling during the most recently completed award year. Otherwise, enter ‘N.’</p>																								
Column BC EQUIP Program	<p>Required for end of the year reporting for schools participating in the Educational Quality though Innovative Partnerships (EQUIP) experiment and the student is a participant in the experiment.</p> <p>Enter the name of the approved program(s) in which the student is enrolled under the experiment.</p>																								
Column BD End of Award Year Status	<p>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment. ONE-letter code indicating postsecondary (first) and incarceration (second) status.</p> <table border="1"> <tbody> <tr> <td>A</td> <td>graduated/completed program/still incarcerated</td> </tr> <tr> <td>B</td> <td>graduated/completed program/released from prison</td> </tr> <tr> <td>C</td> <td>graduated/completed program/prison status unknown</td> </tr> <tr> <td>D</td> <td>continued program/still incarcerated</td> </tr> <tr> <td>E</td> <td>continued program/released from prison</td> </tr> <tr> <td>F</td> <td>continued program/prison status unknown</td> </tr> <tr> <td>G</td> <td>discontinued program/still incarcerated</td> </tr> <tr> <td>H</td> <td>discontinued program/released from prison</td> </tr> <tr> <td>I</td> <td>discontinued program/prison status unknown</td> </tr> <tr> <td>J</td> <td>program status unknown/still incarcerated</td> </tr> <tr> <td>K</td> <td>program status unknown/released from prison</td> </tr> <tr> <td>L</td> <td>program status unknown/prison status unknown</td> </tr> </tbody> </table>	A	graduated/completed program/still incarcerated	B	graduated/completed program/released from prison	C	graduated/completed program/prison status unknown	D	continued program/still incarcerated	E	continued program/released from prison	F	continued program/prison status unknown	G	discontinued program/still incarcerated	H	discontinued program/released from prison	I	discontinued program/prison status unknown	J	program status unknown/still incarcerated	K	program status unknown/released from prison	L	program status unknown/prison status unknown
A	graduated/completed program/still incarcerated																								
B	graduated/completed program/released from prison																								
C	graduated/completed program/prison status unknown																								
D	continued program/still incarcerated																								
E	continued program/released from prison																								
F	continued program/prison status unknown																								
G	discontinued program/still incarcerated																								
H	discontinued program/released from prison																								
I	discontinued program/prison status unknown																								
J	program status unknown/still incarcerated																								
K	program status unknown/released from prison																								
L	program status unknown/prison status unknown																								

Column	Instructions
<p>Column BE</p> <p>Prior to experiment, was student enrolled in a postsecondary program while incarcerated?</p>	<p>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</p> <p>Enter “Y” if the student was enrolled in a postsecondary program prior to the experiment while the student was incarcerated. Otherwise, enter ‘N.’</p>
<p>Column BF</p> <p>Student enrolled in ineligible program at current institution? (Y=Yes\N=No\U=Unknown)</p>	<p>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</p> <p>Enter “Y” if the student was enrolled in a postsecondary program offered by your institution that is not participating in the experiment. Enter “N” if the student was not enrolled in an ineligible program at the institution. Otherwise, enter ‘U.’</p>
<p>Column BG</p> <p>Student enrolled in an ineligible program at another institution? (Y=Yes\N=No\U=Unknown)</p>	<p>Required for end of the year reporting for schools participating in the Second Chance Pell experiment and the student is a participant in the experiment.</p> <p>Enter “Y” if the student was enrolled in a postsecondary program at another institution that is not participating in the experiment. Enter “N” if the student was not enrolled in a program ineligible to participate in the experiment at another institution. Otherwise, enter ‘U.’</p>

Once you have completed the columns on the spreadsheet, save the file. Remember the name of the file and its location on your computer or network so that you can refer to the file when you are ready to upload the file into the ESI Reporting Tool within COD.

Refer to the following instructions on the next page for uploading the file into the ESI Reporting tool within COD.

Instructions for uploading the completed ESI Upload template into the ESI Reporting Tool within COD

Step	Instructions
1.	<p>Access the COD website using your FSA ID, password and token: https://cod.ed.gov</p> 
2.	<p>Once logged into COD, select “School” from the menu bar at the top of the COD Homepage. Then select “School Search” from the left-hand menu. Enter the name of your institution, and click “search.”</p> 

- Step** **Instructions**
3. On the left hand side of the screen, under School Information, click on “Experimental Sites Upload.” In order to upload the completed excel template:
1. Click on “choose file” to locate the saved file.
 2. Select the file, the file name should display.
 3. Click “Upload” on the right side of the page.

The screenshot shows the 'Experimental Site Upload' page for Brooks College. The 'Choose File' button is highlighted with a red box, and the file name 'ESIUploadDoc.XLS' is displayed next to it. The 'Upload' button is also highlighted with a red box. Below the upload area, an 'Upload History' table shows three entries:

ID #	Date Submitted	Status
3	4/25/2016 14:32:00.0	Processed
2	4/23/2016 12:31:00.0	Upload Error
1	4/13/2016 06:40:00.0	Processed

4. Check to ensure the file was uploaded successfully. The 5 required columns (columns A through E) will go through a series of validation checks to ensure the data is acceptable for processing. Each file will also go through virus scanning. If a virus is detected the template will not upload into COD. An error message will display. It is rare that a file does not pass the virus scan. In the unlikely event that it does not, you will need to ensure that the file is not corrupt and reload the file.

The screenshot shows the 'Experimental Site Upload' page for Brooks College. A red error message is displayed: "This file failed the virus scan and cannot be uploaded." The 'Choose File' button is highlighted with a red box, and the file name 'ESIUploadDoc.XLS' is displayed next to it. The 'Upload' button is also highlighted with a red box. Below the upload area, an 'Upload History' table shows three entries:

ID #	Date Submitted	Status
3	4/25/2016 14:32:00.0	Processed
2	4/23/2016 12:31:00.0	Upload Error
1	4/13/2016 06:40:00.0	Processed

Step **Instructions**

5. **Successful Upload.** If the upload is successful, the file will have an ID number associated with it and represents a successful upload took place.

Experimental Site Upload ? HELP

Brooks College

To submit information for Experimental Site Initiatives, download the Experimental Site Initiative Template below. Please populate all required fields and enter all information in the prescribed format. Once you have completed populating the template, save and upload using the field below.

Upload Successful. See ID #4.

Choose File No file chosen **Upload**

[Download XLS Template](#)

Upload History

ID #	Date Submitted	Status
4	4/26/2016 08:30:00.0	Pending
3	4/25/2016 14:32:00.0	Processed
2	4/23/2016 12:31:00.0	Upload Error
1	4/13/2016 06:40:00.0	Processed

in 03 2015 13:07 EDT Home Privacy Act Links Contact Us COD Resources Help Glossary Log Off

When checking the status of your file upload on the Experimental Site Upload page, note that a successful upload will be referenced as “Pending” if the file passes the virus scan and then “Processed” after the uploaded template is validated with no errors.

Successful validation occurs when the template data is in the correct format for each required field with valid entries. Once the file is marked “Processed” you have successfully uploaded your data using the Reporting Tool.

Please note:

If an Upload Error is displayed on the Upload History, correct errors and upload again. See Step 6 for further instructions.


Step **Instructions**

6. **Files uploaded with an error status.** When the user uploads a file and it contains ‘bad data’ an “Upload Error” hyperlink message will display. Click on the hyperlink, and you will be redirected to a page which will display the errors (Experimental Sites Upload Error Detail Page). Locate the errors, make the necessary corrections, and then reload the file.

The screenshot displays the 'Experimental Site Upload' interface for Brooks College. It features a navigation bar with tabs for Person, School, Batch, Award, Services, User, Program, Support, and Admin. The main content area includes a sidebar with 'School Information' options, a central upload area with a 'Choose File' button and an 'Upload' button, and an 'Upload History' table. The table lists four upload attempts, with the second attempt (ID #2) highlighted in red and labeled 'Upload Error'.

ID #	Date Submitted	Status
4	4/26/2016 08:30:00.0	Pending
3	4/25/2016 14:32:00.0	Processed
2	4/23/2016 12:31:00.0	Upload Error
1	4/13/2016 06:40:00.0	Processed

Please refer to Step 7 for the specific errors that can occur.

Step	Instructions								
7.	<p>The Experimental Sites Upload Error Detail Page.</p> <p>Potential errors:</p> <ul style="list-style-type: none"> ○ Invalid Award Year ○ Invalid School OPE ID ○ Invalid Experiment Number ○ Invalid Student SSN ○ Main school is not participating in the experiment  <p>The screenshot shows the 'Experimental Site Upload Error Detail Page' for Brooks College. The page header includes the U.S. Department of Education logo and 'COMMON ORIENTATION & DISBURSEMENT'. The main content area displays the school name 'Brooks College' and 'ID #: 2'. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Row #</th> <th>Error Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invalid Award Year</td> </tr> <tr> <td>2</td> <td>Invalid School OPE ID</td> </tr> <tr> <td>3</td> <td>Invalid Experiment Number</td> </tr> </tbody> </table> <p>Fix any errors identified and upload the file again.</p> <p>After successfully uploading the data, the file will be marked “Processed.” Schools must check that the file uploaded is marked “Processed” to ensure that the reporting requirement has been met for the award year in which the institution is reporting.</p>	Row #	Error Type	1	Invalid Award Year	2	Invalid School OPE ID	3	Invalid Experiment Number
Row #	Error Type								
1	Invalid Award Year								
2	Invalid School OPE ID								
3	Invalid Experiment Number								

Appendix A: Experiment Numbers and Titles

Experiment Number	Experiment Title
01	Ability to Benefit
02	Academic Term
03	Aid to Prior Institutional Charges
04	Aid to Prior Term Charges
05	Automatic Pay - (FWS)
06	Entrance Counseling
07	Exit Counseling
09	Loan Fees
10	Loan Proration
11	Multiple Disbursement
12	Over-award
13	30 Day Delay
14	Time Records - (FWS)
15	Pell Elig Students with Bachelor Degree Enrolled in Career Programs
16	Pell Elig Students Enrolled in Approved Short-term Training Programs
17	DL Single Disbursement of One Term Loan for Study Abroad Students
18	DL Early Disbursement - Students Studying Abroad and Foreign Schools
19	Direct Loan - Unequal Disbursements
20	Direct Loan - Limiting Unsubsidized Loan Amounts
21	PLUS Loans for Parents of Students with Intellectual Disabilities
22	Eligibility of Dually Enrolled Students with Intellectual Disabilities
23	Prior Learning Assessment
24	Competency-Based Education - Split Disbursement
25	Limited Direct Assessment
26	Federal Work Study (FWS) for Near-Peer Counseling
27	Second Chance Pell
28	EQUIP (Educational Quality through Innovative Partnerships)
29	Dual Enrollment
30	CBE - Satisfactory Academic Progress Only
31	CBE - Subscription Period Disbursement
32	Loan Counseling

Appendix B: Field Type & Sample Values

	Column	Field	Field Type	Max Length	Sample Value
Required	A	Award Year (Use 2018 for 2017-2018)	Numerical	4	2018
	B	Experiment Number	Numerical	2	12
	C	OPEID	Numerical	8	12345678
	D	Student SSN	Numerical	9	123456789
	E	Student Last Name	Char	35	Abraham
ALL	F	Student First Name	Char	30	John
	G	Total non-Title IV aid received by Student	Currency	15,2	1.00235E+12
	H	Total Amount PLUS Loans Initially Awarded	Currency	15,2	1.00235E+12
	I	Total Amount PLUS Loans Disbursed	Currency	15,2	1.00235E+12
	J	Total Amount FSEOG Initially Awarded	Currency	15,2	1.00235E+12
	K	Total Amount FSEOG Disbursed	Currency	15,2	1.00235E+12
	L	Total Amount Perkins Initially Awarded	Currency	15,2	1.00235E+12
	M	Total Amount Perkins Disbursed	Currency	15,2	1.00235E+12
	N	Institution Name	Char	70	University of Maryland
	O	Student's Cum. GPA for last completed AY	Numerical	1,4	3.4257
	P	Beginning of Award Year Enrollment Status	Char	1	F
	Q	End of Award Year Enrollment Status	Char	1	a
	R	Direct Costs	Currency	15,2	1.00235E+12
	S	Indirect Costs	Currency	15,2	100.12
	T	FWS Awarded	Currency	15,2	100.12
	U	Other Federal Aid Awarded	Currency	15,2	100.12
	V	Non-Federal Aid Awarded	Currency	15,2	100.12
	W	FWS Disbursed	Currency	15,2	100.12
	X	Other Federal Aid Disbursed	Currency	15,2	100.12
	Y	Non-Federal Aid Disbursed	Currency	15,2	100.12
	Z	Credits attempted (current award year)	Numerical	4	134
	AA	Credits earned (current award year)	Numerical	4	134
	AB	Cumulative Credits earned (prior to award year)	Numerical	4	134
	AC	Cumulative Credits earned (at end of award year)	Numerical	4	134
	AD	Is this student participating in multiple experiments?	Y/N Flag	1	Y
	AE	List other experiments student is participating in (Experiment Numbers only)	Char	10	08 09 13
	PLA	AF	Students' COA increase due to PLA	Currency	15,2
AG		Student credits earned due to PLA, credits in program	Numerical	4	123
AH		Which PLA program(s) is student enrolled in?	Char	12	02 04 06
AI		Did student complete PLA?	Char	Y/N Flag	Y
LDA	AJ	Which LDA program(s) is student enrolled in?	Char	12	03 05 07
CBE	AK	Enrolled in Non-CBE Program?	Y/N Flag	1	Y
	AL	Which CBE programs is student enrolled in?	Char	12	09 18 07

Dual Enrollment	AM	High School Graduation Status	Char	1	A
	AN	Not eligible for Pell – Default	Y/N Flag	1	Y
	AO	Not eligible for Pell - Selective Service	Y/N Flag	1	Y
	AP	Not eligible for Pell – Citizenship	Y/N Flag	1	Y
	AQ	Not eligible for Pell - High school completion	Y/N Flag	1	Y
	AR	Not eligible for Pell - Drug conviction	Y/N Flag	1	Y
	AS	Not eligible for Pell – EFC	Y/N Flag	1	Y
	AT	Not eligible for Pell - Did not complete FAFSA	Y/N Flag	1	Y
	AU	Not eligible for Pell - Did not enroll	Y/N Flag	1	Y
	AV	High School Name	Char	70	Rolling Brook Senior High School
	AW	High School Address	Char	140	1234 Rolling Brook Rd, Arlington, VA 22204
	AX	High School National Center for Education Statistics (NCES) secondary school ID	Char	15	00U4567UIO58954
	AY	High School Local Education Agency (LEA) code	Char	15	0K942J1P9125894
	AZ	Prior to participating in the experiment, was student dually enrolled in postsecondary and secondary school?	Y/N Flag	1	Y
Loan Counseling	BA	Assigned Status	Char	1	B
	BB	Student receive voluntary loan counseling during the most recently award year?	Char	1	N
EQUIP	BC	Equip Program	Char	3	ABC
Second Chance Pell	BD	End of Award Year Status	Char	1	D
	BE	Prior to experiment, was student enrolled in a postsecondary program while incarcerated?	Y/N Flag	1	Y
	BF	Student enrolled in ineligible program at current institution? (Y = Yes \ N = No \ U = Unknown)	Char	1	U
	BG	Student enrolled in ineligible program at another institution? (Y = Yes \ N = No \ U = Unknown)	Char	1	Y