Monetary Award Program (MAP) Eligibility

USER GUIDE

Quick Links

GAP Access Portal

GAP Access Portal User Guide

Illinois Student Assistance Commission

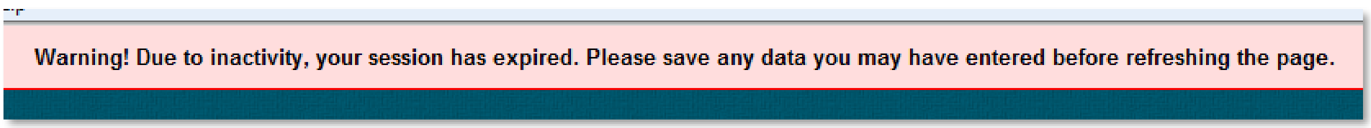
Table of Contents

Overview

The Monetary Award Program (MAP) is administered by schools using the MAP system, which is available through ISAC's Gift Assistance Programs (GAP) Access portal. MAP information is accessed by logging into the GAP system and then selecting the MAP program from the **Programs** tab near the top of the screen. Student eligibility information is accessed via the **Student** tab, and payment processing, when it becomes available for an award year, is accessed via the **Payment** tab.

Quick links to ISAC contact information, the FAA section of ISAC's website and MAP program information can be found at the bottom of all MAP system screens, as seen below:

Please note that the MAP system will time out after prolonged inactivity. The following message will appear to allow you to save your data:



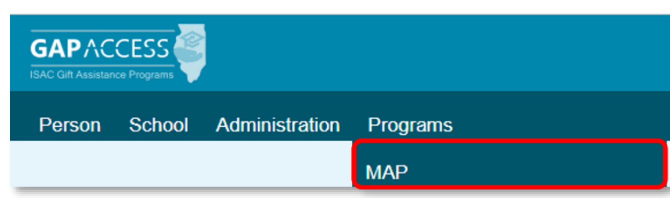
GAP Access and Navigation

To access the Monetary Award Program (**MAP**) program, the user must first have an account to access the GAP Access Website.

Users must have the appropriate program privileges for all applicable programs to complete processes for any ISAC program. The GAP Access Primary Administrator of the institution is responsible for granting appropriate access to all users. A shortened explanation of this process is below. Please see the GAP Access User Guide for further guidance on granting program privileges, creating new accounts, and general usage tips for the wider GAP Access site.

The GAP Access portal is available 24 hours a day, 7 days a week. Data processing takes place each day between the hours of 7 a.m. and 10 p.m. (CT). Data submitted after 10 p.m. will be processed and dated the following day.

All users need a valid GAP Access ID and password to access the system. Once a school user has successfully logged in to GAP Access, the MAP information can be accessed by selecting the program — **MAP** — from the list under the **Programs** tab.



ISAC relies on a designated Primary Administrator (usually, the Financial Aid Director) at each institution to authorize users and provide them with the appropriate level of access for each program in the system.

Program Access & Privileges

To grant privileges to users, the Primary Administrator must log in to GAP Access**. If the Primary Administrator is locked out of their account or needs to create an administrator account, they must contact ISAC's Partner Services department** via phone or email.

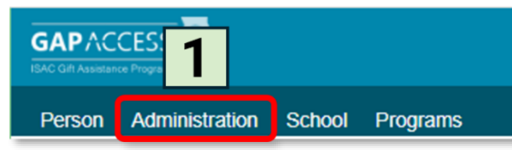
Partner Services

Phone: (866) 247-2172

Email: isac.schoolservices@illinois.gov

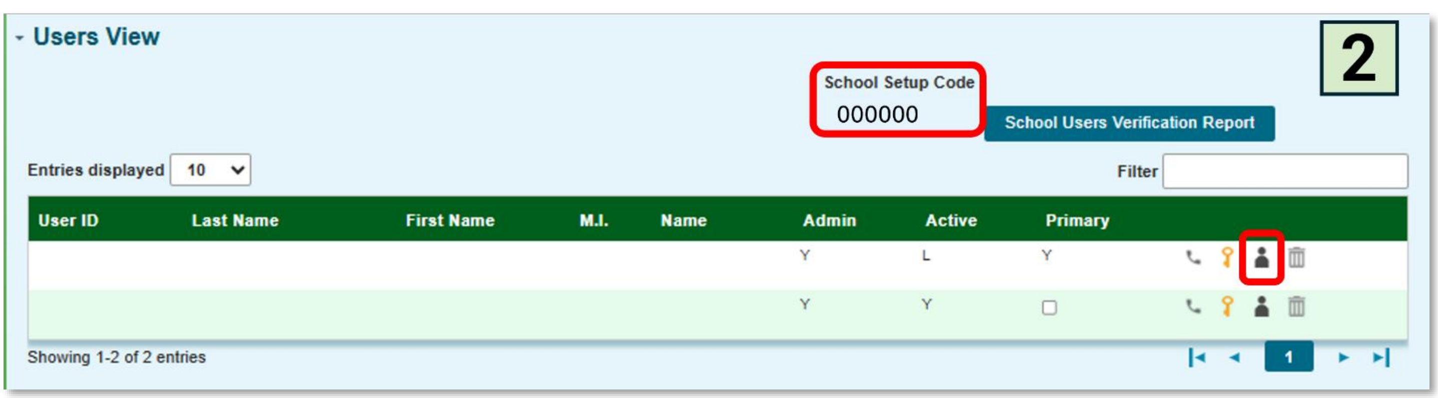
After logging in, the Primary Administrator can grant other school users access and privileges to each GAP access program.

Select the Administration tab at the top of the screen.



1. Under user administration, click the person icon next to the user that needs privileges granted.
    a. There are four helpful icons for user accounts including:
        - **Phone icon** –resets user's two-factor authentication.
        - **Key icon** – resets a user's password
        - **Person icon** – grants program privileges & access
        - **Trash icon** – deletes a user's account if no longer needed

Note: The School Setup Code that is required for creating new user accounts can also be found on this screen.



2. Under the **Program Privileges screen**, select the appropriate privilege for each program the user will need access to.

a. **MAP** – Monetary Award Program

- The options include:
    - **None** – User cannot view or access the program
    - **Update** – User can change information and upload files to the program.
    - **View** – User can view information in the program but cannot edit detail or upload files.

3. After selecting the necessary privileges, click **Save Changes**.

    a. The User Administration button can be used to be taken back to the User Administration page to select a new user if needed.

Once a user has been granted update privileges for the appropriate program, the user can log in to GAP and select the desired program from the **Programs** drop-down menu.

Note: If a user is logged in when program privileges are assigned, they may need to log out of GAP and log back in to see the new program added to the **Programs** drop-down menu.

Filtering and Viewing Options

Within each of the tabs, some filtering and viewing options may be available to personalize the student list shown:

- **Student and Payment tabs** – offer the ability to change the Filter, Column, and Sort options.
- **Certification tab** – has a subtab with the ability to change the Filter options.

Filter Screen

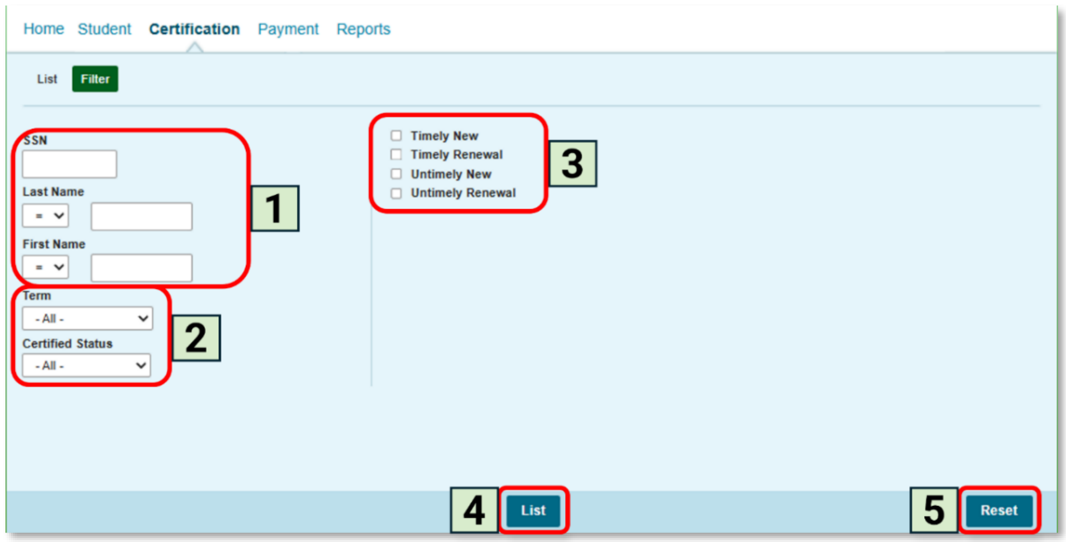
Student records can be filtered by selecting specific categories which can be accessed by selecting the **Filter** subtab within the Student, Payment, and Certification tab screens.

1. Individual students can be filtered using the options to search by SSN, Last Name, First Name.
2. Records can also be sorted by Term or Certified status.
3. Criteria and/or selected category options are found on the right of the screen. By clicking the box next to the listed items, the records can be sorted based on the criteria listed for that

specific Filter screen. **Depending on the selected screens (Student, Certification, or Payment) these options will vary.**

4. Once filter options have been selected/entered select the **List** button at the bottom of the screen to generate the customized view.

5. A **Reset** button is also available at the bottom right to clear multiple selections with one click.



Sort Screen

The **Sort** screen provides several options for sorting the student list. This screen is accessed by selecting the **Sort** subtab. The sort options are available within the Student and Payment screens.

The Sort screen is separated into two lists of elements(s). The list on the left side of the screen are **Unselected** items that are not currently being used to sort the list. Items on the right side of the screen are **Selected** and are being used to sort the list.

The list is sorted with the elements as they are listed from top to bottom. I.e. if "Last Name" is the first element listed followed by "First Name", the list will first be sorted by the students' last names and then first names.

To move items between the **Unselected** and **Selected** groups, either click the box next to the item and use the arrows to move the item in the desired side or click on an element and drag it to the desired location.

Method 1: Using Arrows to Arrange Elements.

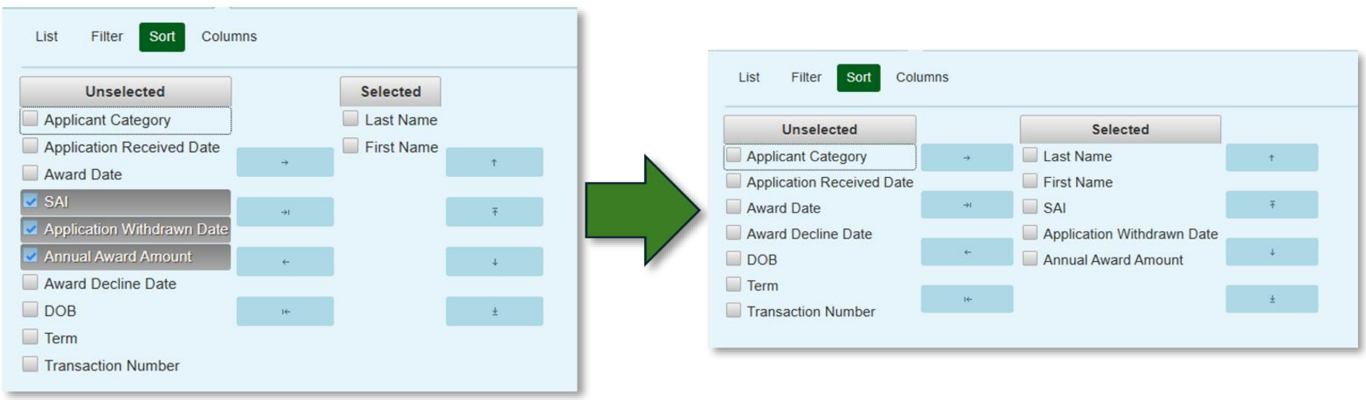
1. To add an element to sort the list, check the box next to the data element(s) from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add them to the **Selected** group.

   a. Arrows come in two varieties:

      i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.

      ii. Arrow pointing to bar – places an element to the top or bottom of the group in the indicated direction.

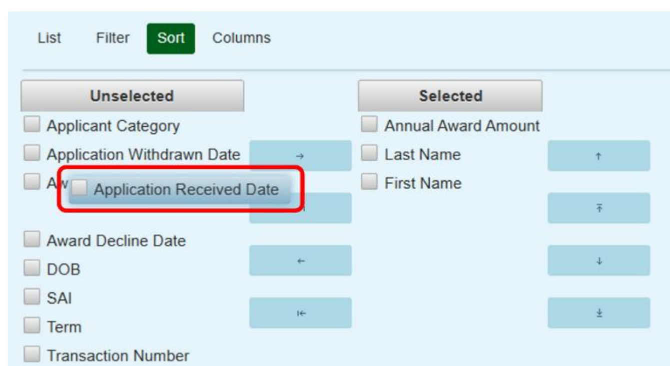
2. Selected checkboxes will be sorted descending. Unchecked checkboxes will be sorted ascending.



Method 2: Dragging and Dropping to Arrange Elements.

1. To move an item between groups, simply click the item and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.

   a. This method can also be used to move items up or down a group.



Viewing Custom Sort Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.

Columns Screen

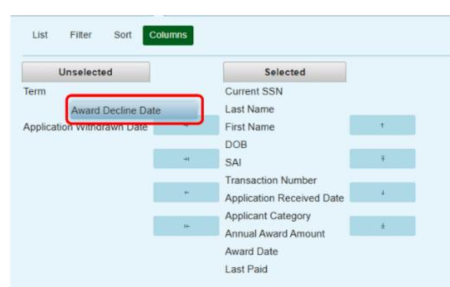
The **Columns** screen allows the column headings to be customize in the order in which they appear. This screen is accessed in the Student and Payment screens by selecting the **Columns** subtab. The Column Headings appear in two group lists: Unselected (not viewed in the student list) and Selected (appear on the student list). Note, only one Column Heading can be moved at a time within the Column Screen. The Column Headings can be moved between groups using different methods:

Method 1: Using the Arrows to Arrange Headings.

1. To add a column to the list, click the Column Heading from the Unselected group, then select the **Add** arrow (arrow that points to the right) to add it to the **Selected** group. Removing a heading is done similarly but by selecting the arrow that points to the left.
   a. Arrows come in two varieties:

      i. Standard Arrow – moves an element in that direction and places it at the bottom of the group.
      ii. Arrow pointing to bar – places an element to the top of the group in the indicated direction. Or if the arrow points down, it will move it to the bottom of the group.

Method 2: Dragging and Dropping to Arrange Headings.



1. To move a Column Heading between groups, simply click the Column Heading and, while holding the click, drag the item to the desired group. While dragging the item, it will appear as a light blue box that can be moved around the screen.
   a. This method can also be used to move items up or down a group list.

Method 3: Double Clicking to Arrange Headings.

1. A quick method of moving a Column Heading from one group list to the other is to simply double click the Column Heading label.
   a. This automatically adds the heading to the bottom of the opposite group list.

2. To change the Column Heading order after using the double click method, utilize either the arrows or drag and drop methods.

Viewing Customized Column Lists

1. Once all the Column Heading selections have been made, click on the **List** tab at the bottom of the screen to generate a customized list.

2. A **Reset** tab is available in the bottom right corner to clear multiple selections with one click.

Alternative Application Update

On July 24, 2026, a federal district court ruled that undocumented students are no longer eligible to receive financial assistance from the Illinois Student Assistance Commission (ISAC) for the 2026-2027 school year. The court's ruling is the result of the Trump Administration suing the State of Illinois to deny college access to undocumented students who have graduated from Illinois high schools.

We know this court decision brings tremendous uncertainty and financial challenges for Illinois undocumented students. This is a developing situation as the state explores options and students and families should check back for updates from the Commission as they become available. In the meantime, please see our Student and Family FAQs.

Because students have already completed the Alternative Application for the 2026-27 year, these students will appear on the **Student List Eligibility: View Screen** in the MAP system. These records will have a disqualify code 3 associated with their account. This code can be viewed from the **Student Detail: Eligibility** and **Student List Eligibility: View** screens. Students with a disqualify code of 3 will not be eligible to receive payment for MAP or any other ISAC grants or scholarships for the 2026-27 academic year.

The information regarding Alternative Application students appearing within the MAP system will still be included in this User Guide to help identify these students; however, information on correcting the Alternative Application to fix disqualification errors has been removed as this process will not take place for the 2026-27 academic year.

Student List Eligibility: View Screen

The **Student List Eligibility: View** screen is accessed from the **Student** tab. From this screen, colleges can view students who have listed their school as one of the school choices on the FAFSA® or the Alternative Application for Illinois Financial Aid.

The initial loading of the **Student List Eligibility: View** page will result in a default view with the following columns:

- **#** – number assigned to student in the list.
- **Pay MAP** – when payment becomes available each term, the green dollar sign icon can be clicked to generate a payment request for the student.
- **Sel (Select)** – allows the user to select students to generate their own list. This can be used to make a list of students that are actively enrolled at the college.
- **Current SSN** – Displays the last four digits. To view a full SSN, use the padlock icon next to the student's name. **Students who complete an Alternative Application for Illinois Financial Aid are assigned an ISAC ID number that will display in the Current SSN field in place of an SSN. The number remains the same for the student for all award years. See Alternative Application Update for more information.**
- **Last Name**
- **First Name**
- **Transaction #** – the transaction number from the ISIR in the system for that student.
- **Original Yearly Eligible Amount** – amount the student is determined to be eligible based on the most recent ISIR
- **Disqualify** – a code that explains why a student is disqualified. A list of disqualified codes can be found in the Disqualify Codes Table section of this document.
- **MAP Suspense** – indicates the suspense status of a student's MAP eligibility. The following codes are used:
    - **S** – New application received after the suspense date will not be considered for an award this year.
    - **A** – Payment request will be processed for full year.
    - **Q** – Payment request will be processed for 2nd Semester/Quarter as well as 3rd Quarter.

- **SAI** – Student Aid Index imported from ISIR information.

- **FPS Process Date** – FAFSA Processing System date the ISIR is submitted and received by the system.

- **Date of Birth**

- **Academic Level**

- **MAP Paid Credit Hours** – Number of hours the student has received MAP payment. The maximum number of paid credit hours a student can receive is 135. A MPCH Report can be used to identify students that have reached, or are near, the maximum MAP Paid Credit Hours (MPCH).

- **Continuing Student** – Indicates a student that has filed a FAFSA for the previous year (Y). If a student did not file a FAFSA in a previous year "N" is shown.

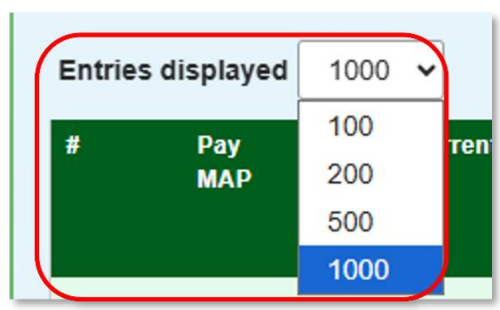
- **SAI Change** – Indicates a change in SAI. This is automatically filled based on the student's ISIR transactions. If there is a change in SAI between transactions one of the following codes will be displayed:
    - **1** – SAI increased
    - **2** – SAI decreased

- **ING Certified** – indicates the same values as the Certified Column in the ING program. The field is blank if the student has not applied for ING.

- **IVG Benefits** – displays a "Y" if the student received benefits above $0 in this academic year (not necessarily at this school) and N if not.

Display Options and Navigation

The **Student List Eligibility: View** screen displays 100 student records by default. This can be increased by using the drop-down menu next to the Entries displayed section directly above the table that lists students (see image to the right).



To view more records, click on the arrows beneath the table to go to the next page. There are also arrows with vertical lines that allow the user to jump to the first or last page of the student list (see image right).

To view additional columns, use the scroll bar at the bottom of the table.

Creating Reports of Eligible Students

To view a report of the **Student List Eligibility: View** screen:

1. Click the “View Report” button located at the bottom of the screen to create a note version of the list.

OR

2. Click the “Excel Report” button located at the bottom of the screen to create an excel report.

The report can then be printed from the respective application used to view the report. More reports on specific student records can be generated using various filter and sorting options. To see some examples of specialized reports, see the Filtering for Specific Student Record Types section.

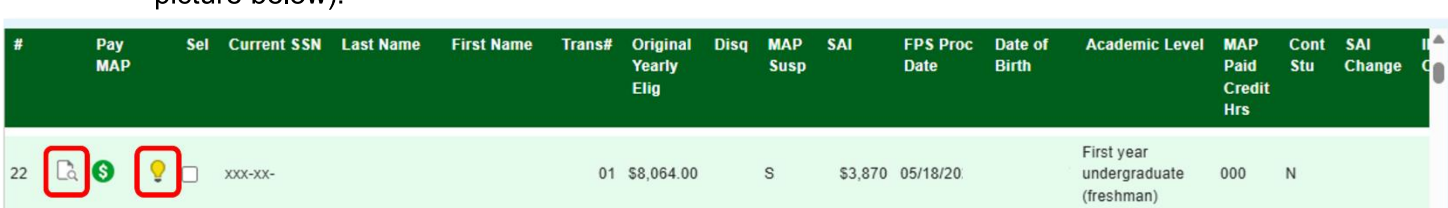
Student Detail: Eligibility Screen – Determining Eligibility Issues

The Student Detail: Eligibility screen displays information from the student's selected transaction as well as eligibility status information for MAP. This screen allows users to view the MAP eligibility details of an individual student record beginning with the most recent transaction.

Student records flagged with the “light bulb” icon on the **Student List: Eligibility View** screen, may also include yellow highlighting on the **Student Detail: Eligibility** screen on the fields that may be impacting the student’s eligibility.

If a yellow light bulb appears and there are no direct indications on the **Student List: Eligibility** screen, potential issues can be viewed by doing the following:

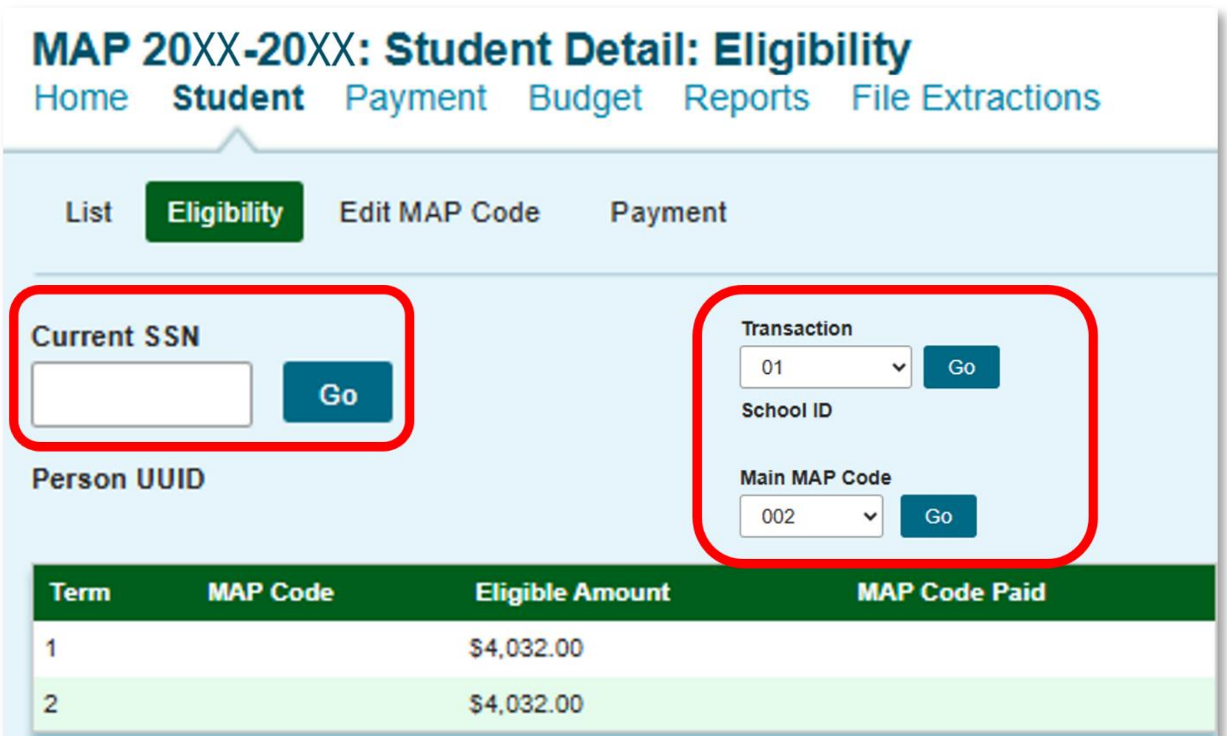
1. Click the paper with the magnifying glass icon next to the second column on the left (see picture below).



2. This will take the user to the **Student Detail: Eligibility** screen where individual information about each student can be found.

    a. Note: You can navigate to another student using the "Current SSN" section. Type in the next student's SSN or ISAC ID Number (which is assigned by ISAC to Alternative Application applicants) and click "Go".

    b. The most recent student transaction is shown by default. To view a different transaction, select the desired number from the drop-down menu of the "Transaction" section and click "Go".

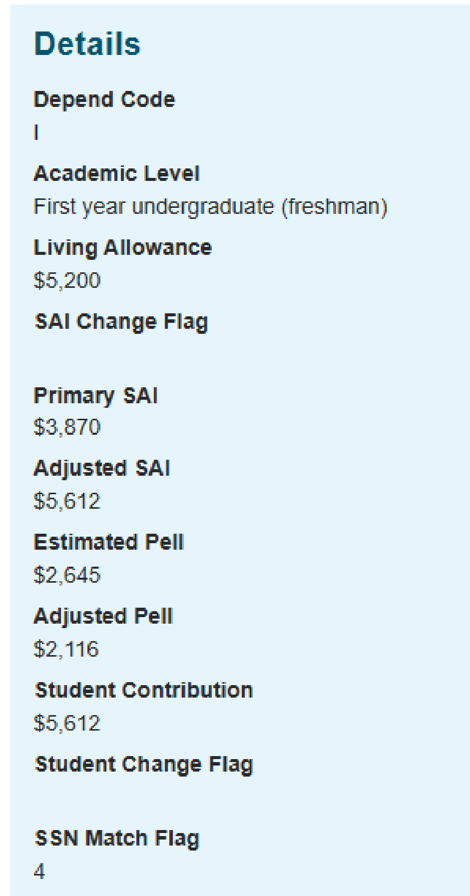


3. The **Student Detail: Eligibility** screen shows eligibility issues highlighted in yellow. The screen is divided into two main sections: Details and School Certification Data.

Details

The details section is split into two parts. The left side mainly shows information that is directly imported from the student's FAFSA or Alternative application. The right side shows ISAC specific information. Below is a summary of each category with a description of potential codes seen withing.

Left Side – FAFSA DATA



- **Depend Code** – Shows a Dependency Code based on entered FAFSA or Alternative Application information. See a list of Dependency Codes and all other codes in the Student Eligibility Codes section.
- **Academic Level** – Reported academic level from FAFSA or Alternative Application.
- **Living Allowance** – A predetermined value based on the MAP Formula approved for each academic year.
- **SAI Change Flag** – Indicates whether a change in SAI has occurred between ISIR submissions. See a list of SAI Change Flag codes and all other codes in the Student Eligibility Codes section.
- **Primary SAI** – SAI calculated from FAFSA or Alternative Application.
- **Adjusted SAI** – SAI calculated using the MAP formula for the current academic year.
- **Estimated Pell** – estimated Pell amount student may be eligible to receive.
- **Adjusted Pell** – Adjusted based on the current academic year MAP formula terms
- **Student Contribution** – calculated from FAFSA or Alternative Application information.
- **Student Change Flag** – Indicates the Student Last Name/SSN Change Flag from either the FAFSA or Alternative Application. See a list of Student Change Flag codes and all other codes in the Student Eligibility Codes section.
- **SSN Match Flag** – Indicates if the entered SSN matches the NSLDS Database Results Flag. Results from the NSLDS match for applicants who met criteria to be sent to match. See a list of SSN Match Flag codes and all other codes in the Student Eligibility Codes section.

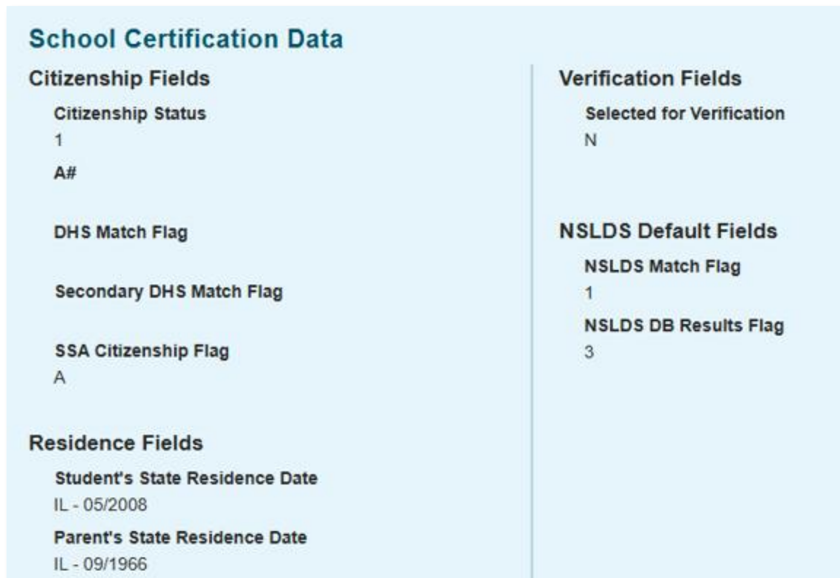
Right Side – ISAC Data

- **Update Type** – Indicates the whether data has been updated (U) or is the initial data received (I). This is also identified in the Update Type Codes section.
- **As Of Date** – The date on which the eligibility status information was gathered from the ISAC database.
- **Disqualify** – Indicates the reason a student is disqualified from the program using a number system. If this section is blank, the student is not disqualified. See the Disqualify Codes for more information.
- **MAP Suspend** – Displays the suspense status of a record. See the MAP Suspense Codes for more information.
- **MAP Paid Credit Hours** – Shows the number of MAP Paid Credit Hours a student has used. The values that appear in this range from 000 – 135. To create a report showing, see the MAP Paid Credit Hours (MPCH) Report section.
- **Paid Previous** – Indicates if a student received funds in a prior year. See the Paid Previous Code section.
- **Continuing** – Indicates if a FAFSA was completed by the student in the previous year – Y or N.
- **ING Certified** – This field matches the certification field in the ING system. If a student is certified a "**Y**" will appear. If a student is not, an "**N**" will display. It will be blank if the student has not applied for ING.
- **IVG Benefits** – A "**Y**" will appear in this field if a student has received any benefits from IVG this academic year.

School Certification Data

Near the bottom of the **Student Detail: Eligibility** screen is the School Certification Data section. The flag codes are the same as those found on a student's ISIR or Alternative Application Student Record and are defined in the U.S. Department of Education's FAFSA® Specifications Guide. The most recent guides can be found at fsapartners.ed.gov in the [Knowledge Center's Library under Handbooks, Manuals, or Guides](#).

Left Side



Citizenship Fields

- **Citizenship Status**
- **A#**
- **DHS Match Flag**
- **SSA Citizenship Flag**

Residence Fields

- **Student's State Residence Date**
- **Parent's State Residence Date**

Right Side

Verification Fields

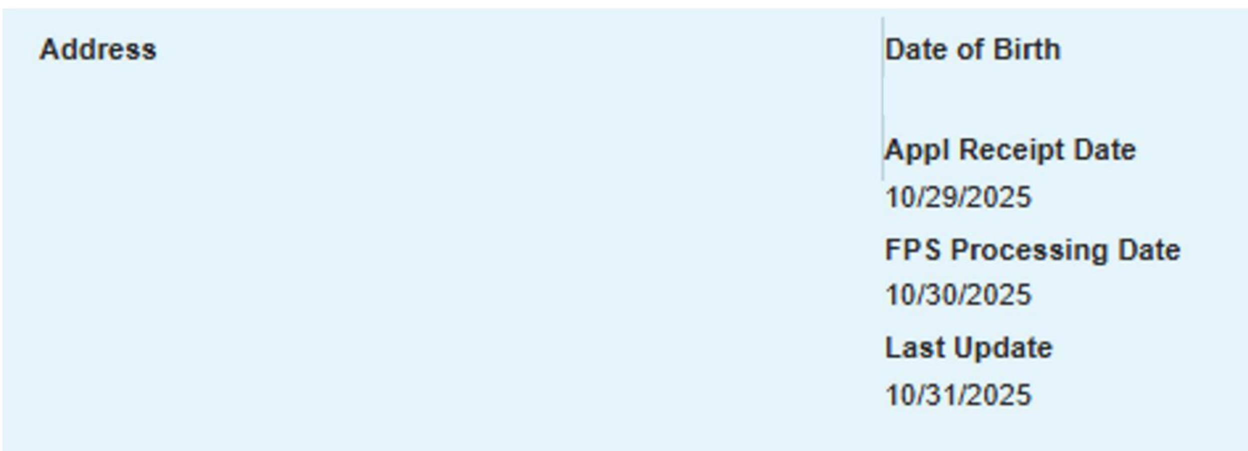
- **Selected for Verification**

NSLDS Default Fields

- **NSLDS Match Flag**
- **NSLDS DB Results Flag**

Bottom

- **Address** – Student’s current address as reported on the FAFSA or Alternative Application.
- **Date of Birth**
- **Appl Receipt Date** – The Application Receipt Date is the date that the student’s initial FAFSA was received by the FAFSA Processing System (FPS), or the Alternative Application was received by ISAC. (This is the date used by ISAC when determining if a student is eligible for a MAP grant.)
- **FPS Processing Date** – The FPS Processing Date is the date that the transaction was processed by the FAFSA Processing System or ISAC
- **Last Update** - the date that the student’s record was last updated.



Filtering for Specific Student Record Types

To view records in varying statues, the filter and sort tabs can be utilized. In the sections below, the steps are provided on how to create filters to view specific student record types. Once a filter has been created, a report can be generated to easily reference these students later.

Viewing Suspended Student Records

To Create a Report of Suspended Student Records Using the Suspense Flag

To make specific lists, the Filter, Columns, and Sort screens are used to create list parameters. Follow the steps below to create a report of suspended student records in "Application Receipt Date" order:

1. Within the MAP program click the **Student** tab.
2. Click the Filter tab.
3. Check the box labeled "MAP Suspend" (lower right section of screen).
4. Access the Columns screen by clicking on the Columns tab.
5. Locate "Application Receipt Date" under Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
6. Highlight "Application Receipt Date" and click on the up arrow to move this column to its desired screen location.
7. Click the Sort tab.
8. Locate "Application Receipt Date" under the Unselected Columns; double click on it to move it to the bottom of the Selected Columns list.
9. Highlight "Application Receipt Date" and click on the up arrow to move it to the top of the list.
10. Click the List tab.
11. The Eligibility List view now displays a listing of the students with suspended records, in Application Receipt Date order.
12. To review a printable listing of these student records, click the View Report or Excel Report buttons at the bottom of the screen.
13. To print this report, click on the print icon on your browser's tool bar.

Viewing Records Released from Suspense – Viewing Records by Application Receipt Date

When records are released from suspense, ISAC will create an Eligibility Status File (ESF) update that will remove the “S” from the “MAP Susp” field. There is no indicator in the MAP system that identifies which student records were released.

To make specific lists, the Filter, Columns, and Sort screens are used to create list parameters. Follow the steps below to create a report of student records using “Application Receipt Date” using the MAP system:

1. Access MAP via the GAP Access portal.
2. Access the **Student List Eligibility: View** screen by clicking the Student tab along the top of the screen.
3. Access the Filter screen by clicking on the Filter tab.
4. Locate ‘Application Receipt Date’ and enter a date range using the popup calendars (i.e., June 6, 2026 – July 1, 2026).
    a. Optional: If a user is creating a report identifying students released from suspension the ‘Application Receipt Date’ and the ‘MAP Suspend’ fields could be added to the report for each student. If so,
        - Access the Columns screen by clicking on the Columns tab.
        - Locate “Application Receipt Date” and “MAP Suspend” filed name under Unselected Column and move them to the bottom of the Selected Columns list by highlighting them and clicking the top right arrow.
        - Highlight each fieldname and click the up arrow to move them to the desired screen location.
5. Click the List tab.
6. The Student List Eligibility: View now displays a list of the students falling within the specified Application Receipt Dates.
7. To review a printable listing of these student records, click the View Report or Excel buttons at the bottom of the screen.
8. To print this report, click on the print icon on your browser’s tool bar.

Viewing Graduate Student Records

If students are not appearing on your student list as you think they should, it may be because they have indicated on the FAFSA or Alternative Application that they are a graduate student.

To make specific lists, the Filter, Columns, and Sort screens are used to create list parameters. In the default view in the MAP system, schools will not see graduate students (disqualify code 4) on the student list, nor can they access graduate students by using the SSN search.

To see these students, you must use the Filter function:

1. Select the “Filter” tab
2. Click on the Graduate Students only checkbox.
3. Click “List” to see a list of students that indicated they are a graduate student on their FAFSA.
4. To review a printable listing of these student records, click the View Report or Excel buttons at the bottom of the screen.
5. To print this report, click on the print icon on your browser’s tool bar.

If you determine that a student is not a graduate student and has answered incorrectly on the FAFSA, the student will need to make a correction to their application so that they can be considered for a MAP award.

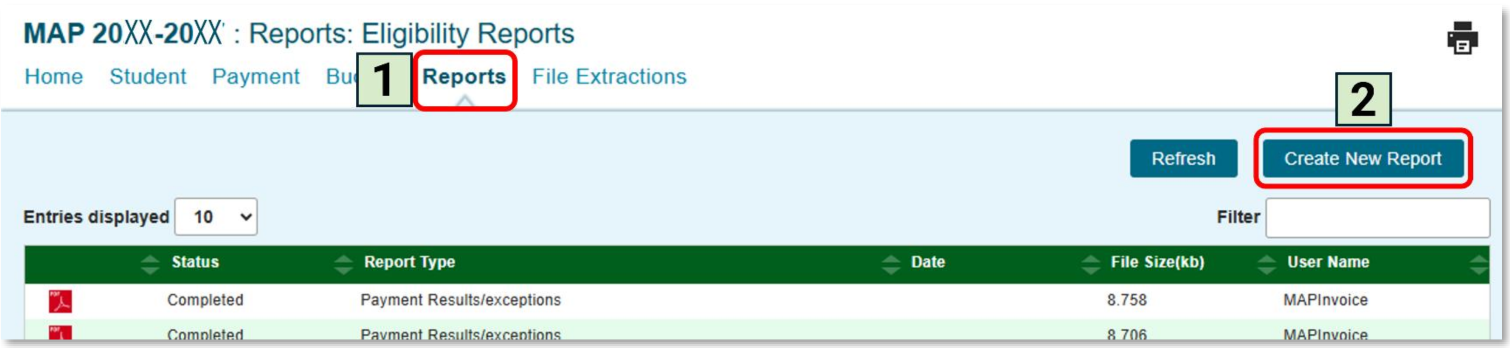
MAP Eligibility Report

The MAP Eligibility Report displays students that may be eligible for the Monetary Award Program (MAP) grant.

To generate a report:

1. Click the **Reports** tab.

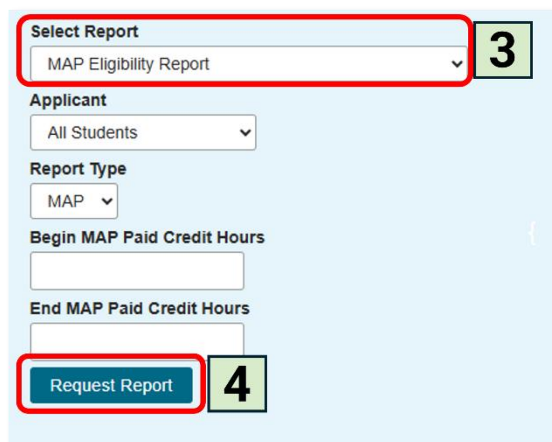
2. Click the **Create New Report** button in the upper right-hand corner of the screen.

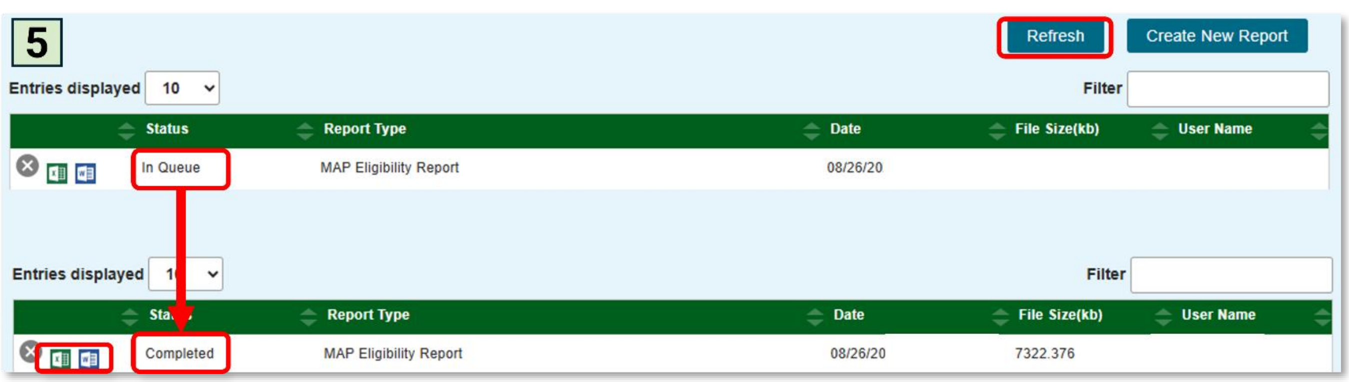


3. Select the report type from the Select Report drop-down menu.

4. Click on the **Request Report** button.

5. Reports will appear on the list with a status of “In Queue”. After a few minutes, the refresh button on the upper-right above the reports table can be clicked. The report’s status will become “Complete”. Once the report is completed, it can be accessed using either the Word or Excel download buttons.



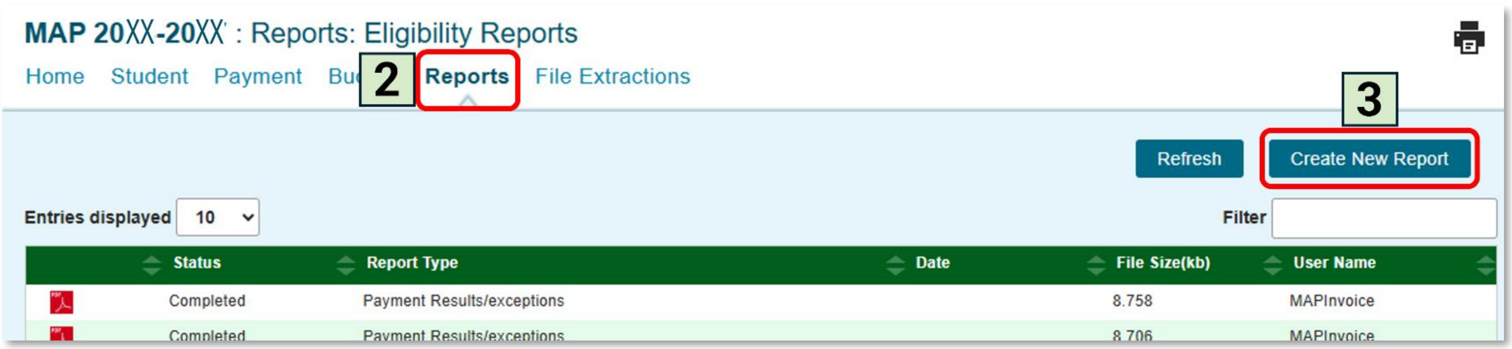


MAP Paid Credit Hours (MPCH) Report

A report exists in the MAP system to assist schools in identifying students that have reached, or are near, the program's maximum (135) MAP Paid Credit Hours (MPCH). The report allows the user to input a range of MPCH to accommodate the different needs of each institution. The report can be used to identify those students that have already reached the limit, or to counsel those students that are approaching the program maximum.

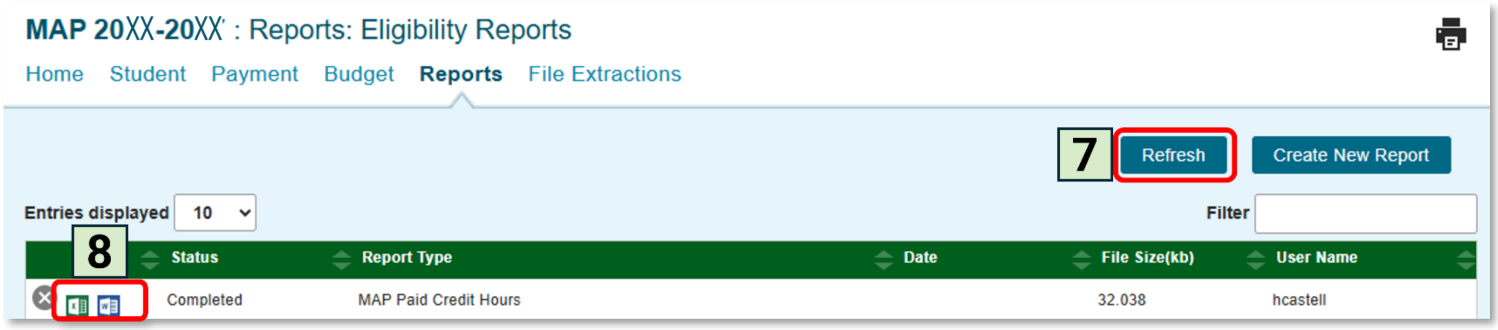
To generate and print the MPCH Report:

1. Access the MAP system via the GAP Access portal.
2. Click the "Reports" tab.
3. Click the "Create New Report" button.



4. Select "MAP PAID CREDIT HOURS" from the select report dropdown box.
5. Optional: A range of MPCH can be entered into the Begin and End MPCH boxes.
6. Click the "Request Report" button. This will return the user back to the main reports screen.

7. Click the Refresh icon, if necessary, until the status reads completed.
8. Click the Microsoft Excel or Microsoft Word icon to view the report.
9. To print the report, select the printer option on the menu bar of the Excel or Word application.

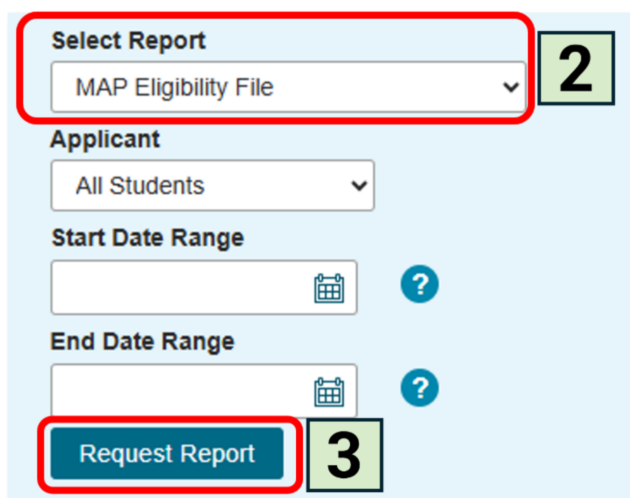


File Extractions: Eligibility Status Files Screen

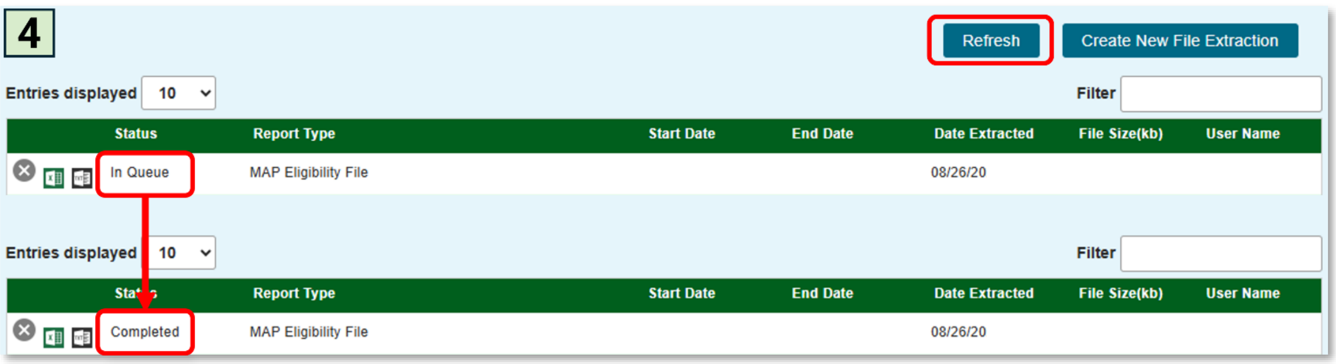
The **File Extractions: Eligibility Status Files** screen is accessed from the File Extractions tab. From this list, the user will be able to: download the requested file; delete any previously extracted files; and/or create a new extraction request. To run a file extract:

1. Click the **Create New File Extraction** button in the upper right-hand corner of the screen.

2. Select the extraction type from the **Select Report** drop-down menu.
3. Click on the **Request Report** button.



4. Extractions will appear on the list with a status of “In Queue”. After a few minutes, the refresh button on the upper-right above the reports table can be clicked. The report’s status will become “Complete”. Once the report is completed, it can be accessed using either the Notepad or Excel download buttons.



The **Eligibility Status File (ESF)** extraction list provides schools with a list of their previously extracted ESF files. The ESF extraction can be performed on a variable range of records. The actual amount of time to perform the extraction could vary dramatically between small ESF requests containing 100-200 records, and large ones containing 20,000-30,000 records.

MAP 160-Byte File Layout Specifications

The MAP 160-Byte File layout is for schools that utilize the file extraction features of the MAP system or send MAP payment requests to ISAC via File Transfer Protocol. To see the most updated file specifications see the 2026-27 MAP 160-Byte File Layout Specifications.

Resolving an ISAC Conflict Transaction

Students who have an ISAC Conflict indicator on their Student Detail screen (see image to the right) have a discrepancy in their student record that must be resolved to determine a student’s eligibility. To resolve the conflict the financial aid office must contact ISAC’s Partner Services at isac.partnerservices@illinois.gov for assistance with resolving the conflict.

Below is a sample of the communication that will be used/needed to resolve the conflict:

Thank you for your recent inquiry regarding a discrepancy in one or more 2026-27 Institutional Student Information Records (ISIRs).

In order to process your request, **we require the school to confirm that the student’s first, middle initial and last name, date of birth and current SSN have been validated by their**

office. **By electronically submitting this data to us, you are confirming that you have verified its accuracy.**

In prior years, schools would submit copies of confidential documents (Social Security cards, etc.), even if they had not been requested. To avoid these sensitive documents from being unnecessarily submitted, ISAC established the list below of key identifiers for resolution. After we receive the key identifiers from the school, we review the information and, **if needed, we will request supporting documentation.**

Provide the following key identifiers for each student in question:

Student First, Middle Initial and Last Name

Student Last 4 Digits of SSN

ISIR Transaction Number

ISIR Transaction Date

Date of Birth

School contact information (name and phone number)

Brief description of the discrepancy (for example, if a Student Name or Student SSN needs to be corrected, clearly identify both the "incorrect" and "correct" information if known)

If you choose to provide the information via an Excel spreadsheet, please password-protect the Excel file and provide information needed to access the document to ISAC in a separate communication.

At this time, please **do not** fax any information to ISAC. If we need additional documentation after our initial research, based on your response to the above, we will notify you.

If you have any questions, please contact ISAC's School Services Department by calling 866-247-2172 or by sending an e-mail message to isac.partnerservices@illinois.gov.

Sincerely,

Partner Services

Illinois Student Assistance Commission (ISAC)

Student Eligibility Codes

Dependency Codes

Code	Description
D	Dependent
I	Independent
X	Rejected Dependent.
Y	Rejected Independent.
Z	Provisionally Independent.

SAI Change Flag Codes

Code	Description
1	SAI increased
2	SAI decreased
Blank	No change

Student Change Flag

Code	Description
N	Last name change
S	Social Security number change
B	Social Security number and last name change
Blank	No change

SSN Match Flag

Code	Description
1	Record matched, data sent
2	SSN match, no name or date of birth match, no data sent
3	SSN not found in NSLDS
4	Full match, no relevant data to send

5	Real-time transactions not sent to NSLDS
Blank	Record not sent, all NSLDS fields will be blank (Alternative Application Student Record)

Update Type Codes

Code	Description
I	Indicates an initial eligibility status data population. This means that the fields that follow were all populated for the first time.
U	Indicates that the data has been updated.

Disqualify Codes

Code	Definition
1	Dependent student, parents NOT Illinois residents.
2	Independent student NOT an Illinois resident.
4	Invalid (or blank) class level, such as graduate student.
7	MAP Paid Credit Hours exceed 134.
9	Other ISAC disqualify.
Blank	Not disqualified.

MAP Suspense Code

Code	Description
S	New application received after the suspense date will not be considered for an award this year.
A	Payment request will be processed for full year. This rarely appears in cases of appeals when submission of an ISIR is impeded by technological or other errors.
Q	Payment request will be processed for 2nd Semester/Quarter as well as 3rd Quarter.

Paid Previous Code

Code	Description

0	Student was not paid in the previous year.
1	Student was paid the 1st Semester of the previous year.
2	Student was paid the 2nd Semester of the previous year.
3	Student was paid the 1st Quarter of the previous year.
4	Student was paid the 2nd Quarter of the previous year.
5	Student was paid the 3rd Quarter of the previous year.