

**Policies for the  
Office of  
Student Financial  
Aid**

**Subject**

**Data Entry of Paperwork (C-2)**

*Office of Student Financial Aid/Scholarships*

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Data Entry

The following are types of Financial Aid electronic and/or paper documents that may be required (but not limited to) from students.

1. Student Aid Report (SAR)/Institutional Student Information Report (ISIR)
2. Title IV Authorization Form
3. Verification Worksheets
4. Student tax return transcript
5. Parent tax return transcript
6. W-2
7. DD214

Upon receipt of any documents, they are reviewed for completeness. Complete documents are entered into the FAM system. Incomplete documents are updated in FAM as Incomplete so students may see the incomplete documents within the student portal. Student information is reviewed at this time to determine the need for any additional documents, i.e. academic transcripts, tax return transcript, etc.

Documents will be filed into the individual student's file once they have been properly processed. All Student files are stored in a locked area.