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TO: Directors of Financial Aid
Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: January 19, 2018

RE: ALERT: Financial Aid Database (FAD) Report FY 2018 – Cycle One

Due to the challenges many institutions have reported with pulling data for reporting cycle one, we are no longer requiring institutions to submit an *error-free* file by **January 31, 2018**. However, each institution's file must be completely error-free and validated by the **February 28, 2018** deadline. All institutions are expected to submit a file by **January 31** to ensure sufficient time to correct errors, since reporting cycle one does not require a reconciliation of state programs. Currently, 31 out of 144 institutions have submitted a FAD file to the Coordinating Board.

As a reminder, the FAD Report for the first reporting cycle must be validated online through CBPass. Current users should log in to [CBPass](#) and click **My Access** to request the new "Financial Aid Data Certification" application. First-time users will be required to create a profile for CBPass and then request access to the online validation/certification application.

For questions or concerns, please contact Financial Aid Services at 844-792-2640 or FADB@theccb.state.tx.us.

Enclosed: [FAD Manual FY2018](#)
[FAD Training: Module 1](#)
[FAD Training: Module 2](#)

cc: Ken Martin, Assistant Commissioner
Charles Puls, Deputy Assistant Commissioner
Financial Aid Database Reporting Officials