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Memorandum

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

From: DeChà Reid, Director III
SFAP Operations

Date: June 7, 2023

Subject: Financial Aid Database (FAD) Reporting Cycle 2 - FY 2023 (2022-23)

Beginning today, June 7, 2023, the Texas Higher Education Coordinating Board (THECB) is now accepting files through the new Data Submission Portal for the FY 2023 (2022-23) FAD Reporting Cycle 3. Reconciliation of state financial aid programs is not required during reporting Cycle Two; reconciliation only occurs during reporting Cycle Three. For each program that is flagged "**WARNING**" on an institution's FAD Reconciliation Report, the institution should review the totals in preparation for the reconciliation process.

To ensure FAD files are validated in a timely manner, institutions are required to submit their initial FAD file by the deadline listed below

Reporting Cycle Dates

Reporting Cycle	First Day to Submit	Deadline to Submit Initial FAD File*	Deadline to Validate or Certify FAD File	Submission Requirements
Second	June 7, 2023	June 23, 2023	Aug. 14, 2023	Deadline to validate student data.

Enclosed is the current FAD manual, which is also posted on the Student Financial Aid Programs Information webpage under [Program Resources](#). We appreciate the ongoing efforts by institutions to submit their data by the published deadlines to avoid any potential risk of late financial aid disbursements from the THECB.

Please note these important details for Cycle 2:

- The new Data Submission Portal will be used to submit and process all FAD files; do not submit FAD files using MOVEit DMZ.
- At this time, only the Director of Financial Aid or authorized Reporting Official will be given access by the THECB to the Data Submission portal; requests for additional Reporting Officials or users must be submitted to the THECB's Financial Aid Services staff at UserAccess@highered.texas.gov. Enclosed is a list of approved users for the Data Submission portal at each institution.

Enclosed: 2022-23 Financial Aid Database ([FAD](#)) Manual
[Data Submission Portal Approved User List](#)

For questions regarding FADs or the reconciliation process, please email FADB@highered.texas.gov.