Texas Higher Education
COORDINATING BOARD

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Memorandum

To: Chief Reporting Officials and Institutional Research Directors for Public Universities, Health-Related Institutions, Community, State and Technical Colleges

From: Melissa Humphries, Ph.D., Assistant Commissioner for Data Management and Research

Date: September 1, 2023

Subject: Submission of FAST Educationally Disadvantaged Confirmation Roster

The Financial Aid for Swift Transfer (FAST) program provides funding to participating public institutions so they can offer dual credit courses to educationally disadvantaged students at no cost. A separate notice has been sent to institutions to clarify the opt-in process to participate in the FAST program. For more information on the program, visit the dedicated FAST webpage and review available FAQs.

Each semester, an institution will complete **two** processes related to the FAST program. The **first process** requires an institution to securely upload a roster file of registered dual credit students via MOVEit to the Texas Higher Education Coordinating Board (THECB). Students included in this roster must be registered for or enrolled in a course offered through an institutional agreement, as outlined in 19 Texas Administrative Code §4.84. The student must be also enrolled in eligible academic, career and technical education (CTE), or continuing education courses as defined in 19 Texas Administrative Code 13.501(2). This roster will be evaluated by the THECB against Texas Education Agency (TEA) data to confirm whether students were reported as educationally disadvantaged. Subsequently, the THECB will return an updated roster to institutions through MOVEit including an educationally disadvantaged indicator to confirm student eligibility according to Texas Administrative Code, Section 13.503(a)(3).

Deadline for Roster Submission: Institutions will have until **October 15, 2023,** to submit the fall rosters for the THECB to confirm students' educationally disadvantaged status for the fall semester of 2023.

The **second process** is completed in November to determine the amount of funding an institution will receive. More information will be provided later to clarify this certification process.

A student's status as educationally disadvantaged is based on information from the four school years prior to the year in which the student takes a dual credit course. Due to timing of data availability, if a student was indicated as educationally disadvantaged for the first time during the very last high school data submission of the prior year, this student will not be listed as educationally disadvantaged in the fall roster matched by the THECB. During the final certification processes at the end of the fall semester (the second process mentioned above), the THECB will use the full prior academic year data to provide a list of students newly identified as educationally disadvantaged to institutions. Upon receipt of the final roster, institutions are required to ensure

that any student identified as eligible for FAST funding incurred no cost for the course.

Attached are the roster template (which includes instructions), and a certification statement which must be returned prior to files being released to an institution. ***Please do not send the rosters through email, as this is not a secure method of sharing a student's personally identifiable information (PII).***

For questions about the data submission process, please contact Yughi.Kim@highered.texas.gov or Melissa.Humphries@highered.texas.gov.

Attachments

Data Instructions_FAST Ed Dis Confirmation Roster

Cert Statement_FAST Ed Dis Confirmation Roster.docx

C: Institution Liaisons
    Financial Aid Directors