

**LOSFA Scholarship/Grant Division**  
**TOPS Academic Year (AY) Processing Calendar**  
**Revised April 17, 2007**

The standard production and submission schedules for TOPS reports are shown below. Please note that, beginning with 2006-2007 renewal processing, post-secondary students who meet continuation requirements **ARE NOT** mailed a Renewal Letter. Students should review their status at the end of each academic year via the TOPS Portal on LOSFA's Web site ([www.osfa.state.la.us](http://www.osfa.state.la.us)). LOSFA will continue to notify post-secondary students who are suspended for not meeting grade point average requirements or who are cancelled for failure to enroll, to enroll full time, to maintain continuous enrollment or to meet the 24 credit hour requirement per academic year.

**SCHEDULED WEEKLY PROCESSING**

**Each Tuesday**

- Request Student Transcript System (STS) files from the Louisiana Department of Education.

**Each Wednesday**

- Download certified STS files.
- 3 p.m. deadline for post-secondary schools to submit Academic Information Records (AIR) and Payment Request Files for weekly update.
- LOSFA loads all accepted records/files for weekly processing.

**Each Thursday** (except December, see monthly processing)

- TOPS weekly processing jobs run (initial eligibility, renewal and billing).

**Each Friday**

- Updated Master Roster available on TOPS Portal ([www.osfa.state.la.us](http://www.osfa.state.la.us)).
- Letters to students (includes new awards, ineligible, suspensions and cancellations) prepared for mail.

## **SCHEDULED MONTHLY PROCESSING**

- January**      ***First Week***
- TOPS On-line Application activated for new award year.
  - Begin collection and storage of new FAFSA and On-Line TOPS Applications for upcoming Academic Year (AY).
- February**      ***First Week***
- Accept 2S current AY payment request files.
- March**      ***First Week***
- Accept Louisiana Tech University winter quarter Academic Information Reporting (AIR) file.
- Third Week***
- Accept 3T current AY payment request files.
  - Begin 17 letters – FAFSA errors – current year TOPS applicants
- April**      ***Last Thursday***
- Produce final Master Roster of current AY.
  - All records in a cancelled status for the past year are removed from the Master Roster.
- May**      ***First week***
- Weekly run will produce new AY Master Roster.
  - All records with eligible status codes will be converted to “Renewal Pending” status (91).
  - First year eligible records with no payment requests will become status code 46 (award not accepted 1<sup>st</sup> year). FT (first-time, full-time) special student population code must be used if student enrolls in upcoming fall term/semester (see June).
  - ACT April scores received and uploaded.
- Second Thursday (weekly run)***
- First STS extraction.
  - New AY initial eligibility begins.
- Third/Fourth week***
- Renewal processing begins as 2S/3T current AY AIR files are received.
- June**      ***First Thursday***
- Accept FT (first-time, full-time) 1S or 1T of upcoming award year for Status Code 46 (see TOPS Bulletin T2001-22).
- Second Week***
- Accept 3S/4T billings for Qualified Summer Sessions.
  - Request schools to remit all refunds for past AY.
- Third Week***
- Deadline for STS data for current year to be submitted to the Department of Education.

- July**
- 1<sup>st</sup> or 1<sup>st</sup> workday of the month**
- Beginning of new state fiscal year (FY).
  - Current Year High School graduates
    - FAFSAs or On-line Applications received by this date will be processed for current academic year eligibility. Example: eligible 2007 high school graduate's first semester of payment would be 1S2008 (Fall 2007).
  - Previous Year High School graduates
    - FAFSAs or On-line Applications received by this date will be processed for conditional eligibility for current academic year without penalty. Example: conditionally eligible 2006 high school graduate's first semester of payment would be 1S2008 (Fall 2007).
- 2<sup>nd</sup> or 2<sup>nd</sup> workday of the month**
- Current Year High School graduates
    - FAFSAs or On-line Applications received this date until July 1<sup>st</sup> of next fiscal year will be processed for conditional eligibility for next academic year with no penalty. Example: conditionally eligible 2007 high school graduate's first semester of payment would be 1S2009 Academic Year (Fall 08)
- Last week**
- Last date for refunds to be received that can be credited to prior FY.
- August**
- Last week**
- Previous Year High School graduates
    - Applications received between July 2<sup>nd</sup> and August 30<sup>th</sup> will be processed for conditional eligibility for next current academic year with 1 semester penalty. Example: conditionally eligible 2006 high school graduate's first semester of payment would be 1S2008 (Fall 2007).
- September**
- Second week**
- Accept 1S/1T current AY billing.
- October**
- Last week**
- Previous Year High School graduates
    - Applications received between August 31<sup>st</sup> and October 30<sup>th</sup> will be processed for conditional eligibility for next academic year with 2 semester penalty. Example: conditionally eligible 2006 high school graduate's first semester of payment would be 1S2008 (Fall 2007).
  - Bad High School Code Letters reinstated
- November**
- First week**
- October ACT test date scores received and uploaded.
- Third week**
- Anticipate Louisiana Tech current year fall quarter AIR file.
- December**
- First week**
- Anticipate 14<sup>th</sup> class day billing for winter quarter (Louisiana Tech).
  - Accept 2T current AY billing.

**Third week**

- Anticipate first submissions of 1S current year AIR files.
- Thursday run of billing and awards programs **WILL NOT** take place for the following dates:

2007	December 20
2008	December 25
2009	December 24

No updated Master Roster will be available this week because of school closures.

**Last Thursday**

- Weekly processing resumes.

Questions or comments regarding the information in this TOPS Processing Calendar may be directed to [jbelle@osfa.state.la.us](mailto:jbelle@osfa.state.la.us).