

PROMISE Eligibility File Submission

PRM.DTA

WVDE making available a special application in WVEIS on the Web (WOW) for the review and submission of PROMISE Scholarship eligibility information. The PROMISE Scholarship Grade File Submission Report can be found in the WOW menu item **PRM.DTA** under the **WVR100/State Reporting** menu. It requires review and submission by school counselors at the school level.

6th Semester Eligibility

On behalf of districts and high schools, WVDE staff build a preliminary statewide student file and provide the information to the West Virginia Higher Education Policy Commission (WVHEPC) for an initial review of rising seniors who may become eligible to receive the PROMISE Scholarship.

7th Semester Eligibility

Counselors or other school staff build and submit a preliminary eligibility file following the close of the first semester (the seniors' 7th academic semester in high school). On behalf of the districts, WVDE staff transmit the information to WVHEPC for preliminary determinations about students who may meet academic eligibility requirements for the PROMISE Scholarship.

8th Semester (Final) Eligibility

Counselors or other school staff build and submit a final eligibility file following the close of the spring semester (the graduates' 8th academic semester) and/or students' high school graduation. On behalf of the districts, WVDE staff provide the information to WVHEPC to provide final information about students who meet academic eligibility requirements for the PROMISE Scholarship.

Please Note: Counselors or other school staff members must rebuild and submit the PROMISE eligibility file following the fall semester and again following high school seniors' graduation in the spring. Upon the final transcribing of grades for the fall and spring semesters, the high school seniors' new academic information (i.e., course completion and grade point average) **must be resubmitted for eligibility review and scholarship award determinations** by the WVHEPC. Students whose information is outdated and/or incomplete may not be considered for a PROMISE award.

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School Counselor Role

This application requires review and submission by high school counselors. Counselors should review the data submitted for accuracy and, when it is determined to be correct, should build and submit the data using the procedures outlined in these instructions. Other school or district staff may be able to view the [PRM.DTA](#) application, at the discretion of the district.

Purpose of PROMISE Eligibility Data Collection

Student academic data (including GPA and completion of core course requirements) as included in the PRM.DTA application are used by the West Virginia Higher Education Policy Commission (HEPC) to determine if PROMISE Scholarship applicants meet the overall and core GPA requirements for PROMISE Scholarship eligibility. In order for students to qualify for PROMISE, each senior must be reviewed for GPA and high school course completion by a counselor or school official. Each individual student will be reviewed for:

1. Completion of the core course requirements for the PROMISE Scholarship.
 - A list of the core courses can be found at www.cfwv.com/promise.
2. Accuracy of the overall and core GPA.
 - Both the core and overall GPAs are cumulative and calculated according to county grading policies.
 - The core GPA should include ALL core courses on the PROMISE core class listing. Any substitutions for meeting the course requirements that are not on the PROMISE list, need to be approved by WVDE or HEPC and should be included in the core GPA calculation.

Once records are verified and any required changes are made, each school will “Rebuild” the file (by selecting the appropriate button) to finalize the preliminary PROMISE eligibility file using 7th semester grades. The final PROMISE eligibility file will be rebuilt again using 8th semester grades once final grades have posted. Students can qualify using 6th or 7th semester grades, but final eligibility is contingent upon maintaining the GPA requirements through the 8th or final semester in high school.

Senior counselors should also review their schools’ applications on the on HEPC’s online Financial Aid Management System (FAMS) and advise students concerning their PROMISE Scholarship eligibility. Only high school counselors are granted access to FAMS. Final PROMISE eligibility determinations are made by HEPC based upon the information for each applicant in the FAMS system. Students must meet ALL eligibility requirements to be awarded. Counselors should advise students of any areas that need addressed to meet PROMISE eligibility.

All senior student eligibility information will be sent to HEPC for review and consideration.

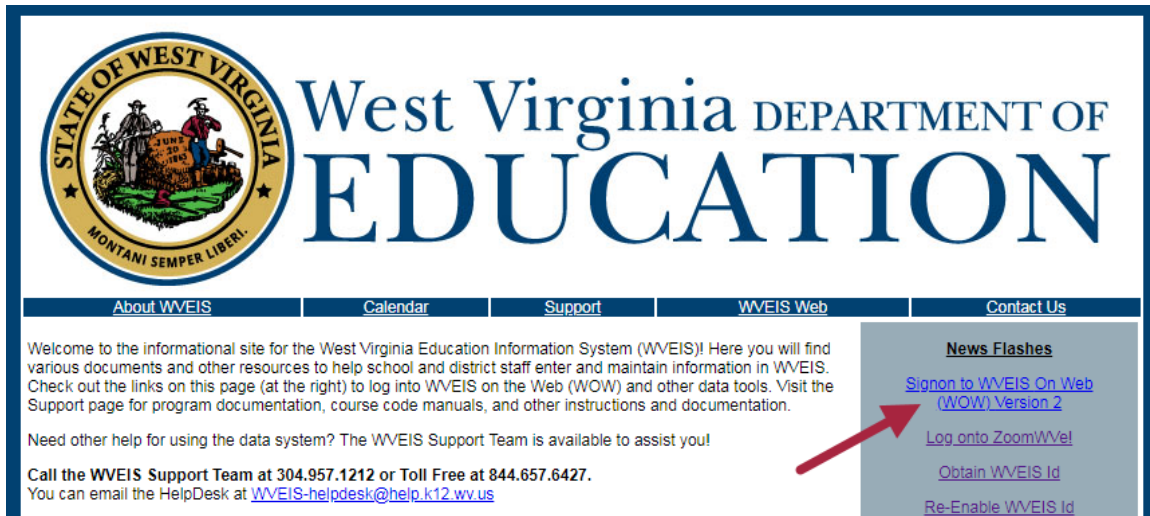
The following pages will assist counselors and other school and district staff understand the steps required to submit the PROMISE Eligibility File Submission including: building, verifying, printing, and finalizing the PRM.DTA file for submission.

Step-by-Step Instructions for School Counselors

Finding the Application:

WVEIS on the WB (WOW) users can take the following steps to find the PRM.DTA application.

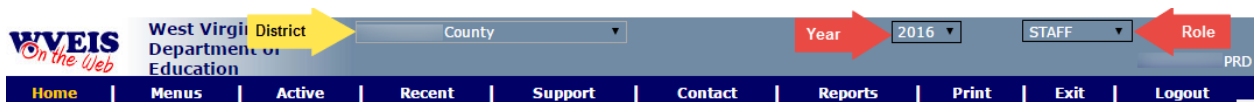
1. Go to <http://wveis.k12.wv.us> to access the WOW link.



2. Log into WOW using your user ID and password.

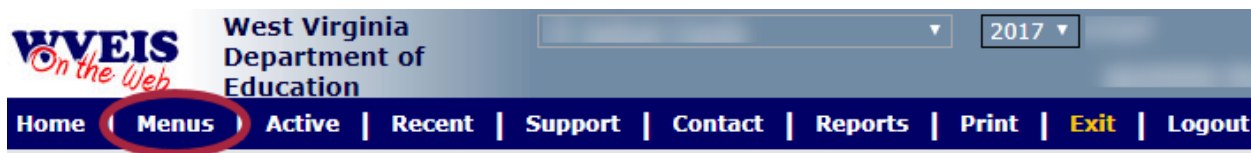
Please Note: If you are serving as another role in addition to serving as the school counselor, you must remember to use your COUNSELOR role to submit the data. You may change your role at the top of the WOW screen.

3. Once logged in, review your settings on the top of the screen. You may need to change your role.



- a. Ensure that you are in the appropriate school year (a setting which should default to the current school year). If you have more than one role in WVEIS, ensure that you are using your COUNSELOR role.
- b. Once your settings are confirmed, click on **Menus**.

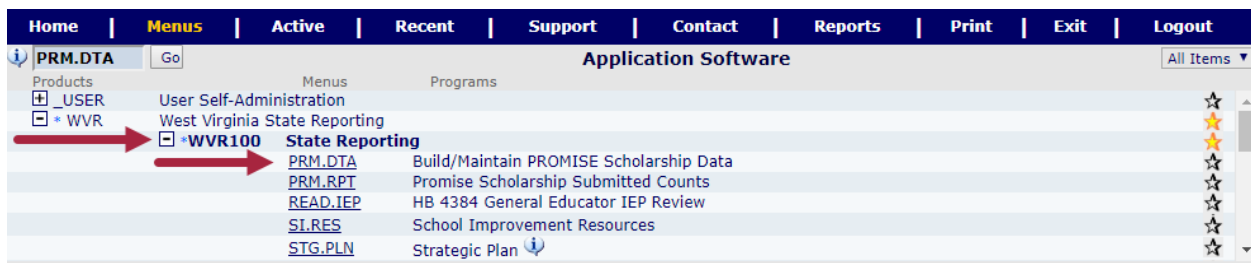
4. Select **Menus** to find the application.



5. After clicking **Menus**, an easy method for finding the application quickly is to type in the application name in the search box and click "Go." Doing so will open the application.



You may also find the **PRM.DTA** application ("Build/Maintain PROMISE Scholarship Data") in the appropriate menu: **WVR100/State Reporting** menu. Expand the menu by clicking on the + sign, then click on the menu item to open the application.



Other applications needed for review (e.g., STU.301) may be found by following the same steps using the appropriate application name.

Please note: Similar search/find strategies can be used to locate data collection applications through the new "Portal," which is a district-specific web-based interface for the data system. The Portal can be accessed securely from any Internet-connected location whether on or off the K12 network. For more information, please speak with your local WVEIS County Contact. For your reference, a screenshot from the Portal is provided on the following page.

New programs launch with: 2017 STAFF Menu Change your role as needed. GK99999

Work Areas > Student > State Reports > State Reporting Logout PRM.DTA

CIPAS AUP [CIP.AUP]

Civil Rights
This menu item is informational

Cohort Future Grads
Cohort Future Grads

Cohort Verification & Appeals
Cohort Verification & Appeals [COH.ORT]

Graduation Cohort Verification & Appeals ★
Graduation Cohort Verification & Appeals [COH.013]

Home School Enrollment
Home School Enrollment [HOME.ENRL]

Limited English Proficiency Detail Report
Limited English Proficiency Detail Report [LEP.510P]

Principals and designees are to complete the information regarding students in the Option Pathway as part of the End-of-Year (EOY) Collection. [OPT.PATH]

Physical Education Collection ★
Data collection for Physical Education [PE.13]

Build/Maintain PROMISE Scholarship Data ★
Build/Maintain PROMISE Scholarship Data [PRM.DTA]

Maintain PROMISE Scholarship Course Exceptions
Maintain Promise Scholarship Course Exceptions [PRM.EXP]

Promise Scholarship Submitted Counts
Promise Scholarship Submitted Counts [PRM.RPT]

Superintendent Message Update
Superintendent Message Update [SUP.UPD]

Technology Plan
Technology Plan for Counties and Schools [TPP.LAN]

Within the Portal Work Areas, click on "Student System," then "West Virginia State Reporting," and then on "State Reporting" to view items. Search through the menu until you find the "Build/Maintain PROMISE Scholarship Data" (PRM.DTA) item, indicated at right.

Type the program item name into the search box or navigate through the Portal Work Areas.

West Virginia DEPARTMENT OF EDUCATION
powered by OnePoint

Building the File

6. To begin reviewing the data and building an updated PROMISE data file, select your school from the drop-down menu:

The screenshot shows the 'Promise Scholarship Data' interface. At the top, there is a navigation bar with links: Home, Menus, Active, Recent, Support, Contact, Reports, Print, Exit, and Logout. Below this, a header bar displays the date '02/07/19', 'COUNTY FY -- 2019', and the time '01:17 PM'. The main title is 'SMS Promise Scholarship Data' with 'PRM.DTA' and 'PROMPT' on the right. A dropdown menu is open, showing a list of schools: 201:, 203:, 205:, 207:, 209:, 301:, 302:, 501:, 502: (highlighted), 701:, and 801:. The 502: option is marked with '** InProgress **'. A red arrow points to the dropdown menu. At the bottom, there are three buttons: 'Submit', 'Build File', and 'Reset'.

When you select your school, you will be taken to a screen displaying a list of 12th Grade students in your school. The screen will show a summary of key elements related to your students' academic eligibility for the PROMISE scholarship. The information is based on the data available at the last time the file was built.

You will need to build or rebuild the file to update the information on the screen before you begin your review and after any corrections are made to students' data.

7. Select "Build File" or "Rebuild File" from the menu options at the bottom of the screen:

The first screenshot shows a menu bar with three buttons: 'Submit', 'Build File', and 'Reset'. A mouse cursor is hovering over the 'Build File' button. The second screenshot shows a menu bar with six buttons: 'Submit', 'Cancel', 'Print', 'Rebuild File', 'Finalize Data', and 'Reset'. A mouse cursor is hovering over the 'Rebuild File' button.

Selecting these options will return an updated, detailed list of students with their academic eligibility status for PROMISE (based on grades and successful completion of required core courses).

Before you begin your review, check the “Collected Date” column (item 1 in the following screenshot) to see the data on which the file was last built. If there have been any changes in students’ records since that date, you will need to rebuild the file in order to see the most current information.

Student	Name	SSN	Birth Date	Overall GPA	Core GPA	Reviewed?	Workload > 50%	Curr Courses	Collected Date
3	MISSING: ENG9,EN10,EN11,		1/25/00	2.69643	2.38095	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19/01/17
			1/05/01	4.17241	4.24324	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19/01/17
			12/05/00	3.76667	3.50000	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19/01/17
			11/03/00	3.88889	3.86667	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19/01/17
			7/27/01	4.10909	4.14286	<input type="checkbox"/>	<input checked="" type="checkbox"/>		19/01/17

The listing displays the information that will be provided to the HEPC on the school’s and district’s behalf (numbers below correspond to items on the screenshot):

- 2) student identifying information, including WVEIS ID, name, social security number (if present, to be used for the purposes of matching academic eligibility to ACT and/or SAT data and PROMISE applications), and date of birth
- 3) a list of any core courses a student is missing in their transcript
- 4) both an overall GPA (based on all credit-bearing courses a student has completed) and core GPA (based on courses found on the PROMISE course code listing)
- 5) an indicator of whether a student has completed at least 50% of their secondary coursework in the state of West Virginia

There is also a column called “Reviewed” (item 6 in the screenshot above) which consists of check boxes counselors can use to indicate that they have completed their review (and any corrections) of a students’ records.

Verifying the Information

1. Review each student’s information to ensure that it is accurate and current.

If a student has not completed core courses, those courses will be listed under the student’s name. Please see below for a list of required courses.

CODE	COURSE NAME	CODE	COURSE NAME
ALGI	Algebra I	USST	US History to 1900 or substitute
MATH	Total of 4 Math Courses	WRLD	World History to 1900 or substitute
BIO	Biology or substitute	ENG9	English 9 or substitute
PSCI	Physical Science for 9 th Grade or substitute	EN10	English 10 or substitute
SCI	Total of 3 Credits	EN11	English 11 or substitute
CIVI	Civics or substitute	EN12	English 12 or substitute
CTST	20 th -21 st Century History or substitute		

2. You may click on a student’s GPA to examine the details about how the GPA was calculated. Both the overall/cumulative GPA and the core GPA are available for detailed reports.

ACT location: <input type="text"/>			NCE: <input type="text"/>
Overall GPA	Core GPA	Reviewed?	Workload
3.98148	3.96774	<input type="checkbox"/>	
4.17241	4.2432	<input type="checkbox"/>	
3.76667	3.50000	<input type="checkbox"/>	
3.88889	3.86667	<input type="checkbox"/>	
4.10909	4.14286	<input type="checkbox"/>	

A pop up window will display the information for the courses included in the student’s GPA per your selection. The window will display the student’s grade and credit earned by each course. The screenshot on the following page indicates the information available.

CUMULATIVE GPA Summary:

Student ID:
 Attempted Credits: 27.000
 GPA Earned: 107.5000
 CUMULATIVE GPA: 3.9815

[Export to CSV](#)

**Calculate the GPA via CSV, Sum of the Grade Point Earned and divide it by the Sum of the Credit Attempted.
 Similar to this =SUM(G2:G999)/SUM(E2:E999)

Row #	Course	Subject Title	Final Grade	Credit Attempted	Credit Earned	Grade Pointed Earned	Use in GPA
1	30121H	MATH 1 ADV	A	0.5	0.5	2	Y
2	30122H	MATH 1 ADV	A	0.5	0.5	2	Y
3	30141H	MATH II ADV	A	0.5	0.5	2	Y
4	30142H	MATH II ADV	B	0.5	0.5	1.5	Y
5	304710	PROBABILITY	A	0.5	0.5	2	Y

Please Note: This feature may be useful in helping counselors and students determine whether a student may be able to raise their GPA to the PROMISE requirements in future semesters. It can also help counselors determine if the students' core GPA is including ALL core courses correctly. The core GPA is to be calculated using ALL core courses on the core course listing, according to county/school grading policy.

Trouble Shooting Common Issues

If all updates have been made to the student's transcript file and they have a qualifying Core and Overall GPA but are still showing a course missing, then consider the following:

- If multiple students are showing the same requirement missing verify the correct course code was used.
- The user may analyze the student's transcript to determine if additional courses are present proving the student qualifies (ex: student has multiple advanced math courses but is missing Algebra I). Any substitutions for meeting the course requirements that are not on the PROMISE list, need to be approved by WVDE or HEPC and should be included in the core GPA calculation.

If changes are made to students' transcript files, the PROMISE file will need to be "rebuilt." Click on "Rebuild File" at the bottom to refresh the data displayed.

Please Note: If the file is "rebuilt" all manual indicators that a record has been reviewed (i.e., checks in the "Reviewed?" column) will be removed. Please be sure to make note of any progress made prior to rebuilding the file to ensure an efficient review of remaining records.

Printing the Report

3. Once all changes have been made and each student has been reviewed, you may wish to generate a final report to print for your records. You may generate and save or print a PDF report by clicking on "PRINT" at the bottom of the page.



4. After clicking "Print", click on "Reports" in the header to show the generated report.

Report ID	Report Title	Pages	Status	Date	Time
OPRMDLS	PRM.DTA Build/Maintain PROMISE Scholarship Data	9	RDY	02/07/19	14:19

Click on the report title to view the report as a PDF. The report will be a pop-up in a new window. Please allow pop-ups from WOW.

5. You may choose to physically print the report or to save the report to a secure location.

Please remember that this report contains protected information from students' education records. Handle any saved or printed reports carefully and in compliance with the Family Education Rights and Privacy Act (FERPA) and WV Board of Education Policy 4350.

Finalizing the Data File

6. When all changes have been made and the counselor is satisfied with the report, he/she can generate a final report to print (see above). Click **“Finalize Data”** at the bottom of the screen to submit/post the finalized data file to the WVDE records.



Once the information from all schools is finalized and posted, WVDE staff will submit the information to HEPC on behalf of the districts.

After HEPC receives the complete grade file, there is electronic process to match grade records in the PRM.DTA data file to all PROMISE Scholarship Applications on file. Some students may not match due to conflicting information between WVEIS and the PROMISE Application and FAFSA. After 7th semester grades are submitted, you should contact HEPC if you notice there are students who are listed as “NO” grades on the FAMS report but have completed or will complete the core course requirements and have a qualifying overall and core GPA.

Monitoring School Submissions

In WOW, district users may monitor schools' submissions of PROMISE eligibility data. Under the **WVR100 State Reporting** menu, the item called PROMISE Scholarship Reported Counts (PRM.RPT) provides district users with the counts of students submitted by school. District staff who note that no students have been submitted may wish to contact the school to ensure that a plan is in place to provide students' preliminary and/or final academic eligibility confirmations prior to the deadline.

The screenshot shows the 'Application Software' interface with a navigation bar at the top containing links for Home, Menus, Active, Recent, Support, Contact, Reports, Print, Exit, and Logout. Below the navigation bar is a search bar with a 'Go' button and a dropdown menu for 'All Items'. The main content area is divided into 'Products', 'Menus', and 'Programs'. Under the 'Menus' section, there is a sub-menu for '*WVR100 State Reporting'. This sub-menu contains several items, each with a star icon on the right. A green arrow points to the item 'PRM.RPT Promise Scholarship Submitted Counts'.

Item	Description	Star Icon
* CERT.DCC	December Child Count	★
* CERT.EOY	End of Year (EOY) Certified Collections	★
* CERT.13	Superintendent Certification	★
OCT.ENRL	October 1 Enrollment	★
OCT.SECC	October 1 Special Education Child Count	★
* OPT.PATH	Option Pathway Information Application	★
* PE.13	Physical Education Collection	★
PRM.DTA	Build/Maintain PROMISE Scholarship Data	★
PRM.RPT	Promise Scholarship Submitted Counts	★
READ.IEP	HB 4384 General Educator IEP Review	★
SAS.ACCM	State Assessments Support	★
SEPT.COL	September 1 Submission	★

Requesting Assistance

WVDE seeks to ensure that local staff have sufficient support to complete all data collections successfully and in a timely manner. Please direct your questions or requests as follows.

For Technical Assistance with the Application

The WVDE tiered support structure emphasizes local ownership and problem solving to ensure a timely resolution to any issues and to build local capacity for long-term data management. First-level data collectors, including school staff or district staff responsible for any part of a data collection, should address all questions, issues, or concerns about WOW applications to the local WVEIS County Contact. If the WVEIS County Contact cannot answer the question or solve the problem, he/she should contact a WVDE representative through the WVEIS System Support Team via phone (304-957-1212 or 844-657-6427) or email (WVEIS-helpdesk@help.k12.wv.us).



For Assistance with the Data or Content Being Submitted

Questions about the data or content being submitted should be directed to the appropriate program office, which may include WVEIS staff. School staff should first reach out to their district office to determine whether the question can be answered within the county, either by a district office or by the WVEIS County Contact. If the district staff member cannot answer the question or resolve the issue, he or she should try to work with the appropriate WVDE program office, as listed below.

PROMISE Scholarship Eligibility

All questions about graduation data that cannot be answered locally should be directed to the WVDE Office of Leadership and System Support at 304-558-3199 or to the WVDE Office of Middle & Secondary Learning at 304-558-5325. Emailed questions may be directed to Derek Lambert at drlambert@k12.wv.us.

For Questions about Data Governance

Data collections are important for ensuring high-quality, timely, and useable data are available to all stakeholder to inform crucial decisions. If you have any questions about data collections or data governance in general, please contact the WVDE Data Governance Team at 304-558-7881 or zoomwv@help.k12.wv.us.

For Questions about the Financial Aid Management System (FAMS)

If you have questions concerning the FAMS report or need access to FAMS, contact the Higher Education Policy Commission (HEPC) at 304-558-4618 or toll free (877) 987-7664.

Additional Resources

WVHEPC PROMISE Scholarship Timeline for Public High School Counselors

May (Junior Year) – September (Senior Year)

- Review 6th semester PROMISE report (PRM.DTA). Advise juniors regarding potential eligibility for PROMISE based on both GPA and course requirements.
- Encourage students to take the ACT or SAT test early.
- Initial PROMISE student roster submitted to WVHEPC by WVDE using 6th semester grades. *Final determinations for PROMISE eligibility are based upon 8th semester grades.*
- Notify new seniors of upcoming October 1 opening date for key applications.

October – November

- **October 1** - PROMISE Application becomes available. Student can apply by creating a West Virginia Student Aid Management (WVSAM) Account and submitting an application at <https://www.wvhepc.org/secure/apps/>. A link to the PROMISE application and full list of eligibility requirements can be found at www.cfwv.com/promise.
- **October 1** - Free Application for Federal Student Aid (FAFSA) becomes at www.FAFSA.ED.GOV.

December – February

- Review PROMISE applications submitted by students at your school on WVHEPC's database—the Financial Aid Management System (FAMS) at www.wvhepc.org/secure/fams.
 - Advise students not on FAMS list to file an application and FAFSA by March 1 deadline.
 - Find missing information or potential problems with applications.
- Encourage students to review their status on WVSAM.
- 7th semester grades PROMISE report (PRM.DTA) submission due by March 1.
- Submit grade report form using final grades to WVHEPC for any students graduating a semester early who applied the previous application year.

March

- **March 1 – PROMISE Scholarship Application and FAFSA Deadline.**
Any student who misses the deadline for application should still apply and may qualify for a late award. This option is contingent upon the availability of funding for late awards.
- 7th semester grades received by WVHEPC and matched with student applications via SSN, DOB, Student ID, school name etc.
- Email from WVHEPC to prompt counselor review on FAMS once grades are matched.
 - Resolve problems with PROMISE applications by April 1 with WVHEPC.
 - Preliminary eligibility will show for students on WVSAM after grades are matched.

April – July

- PROMISE award/denial notifications sent to students via text/email (typically late April/early May)
- PROMISE eligibility rosters provided for high school award assemblies (**by request only**). *To request a list of PROMISE recipients for award ceremony, contact WVHEPC.*
- 8th semester PROMISE report (PRM.DTA) submission. 8th semester grades should be reviewed and submitted via PRM.DTA as soon as possible after senior final grades have been transcribed.
- Submit grade report form and transcript for any PROMISE applicants graduating a year early.
- **June 1** - Online application no longer available. Any student who needs to apply late will need to contact our office for a paper application.
- June testing date is last SAT test to qualify for PROMISE eligibility during the application year.
- July testing date is last ACT test to qualify for PROMISE eligibility during the application year.
- Notify WVHEPC of any student who achieves qualifying ACT/SAT score during April through July testing dates. Students can report eligible test scores on WVSAM account. *The official ACT/SAT score must be received for a student to receive an awarded.*

Please Note: This timeline is provided as general resource. Specific due dates or action steps may vary. Please check the information available at CFWV.com or contact the West Virginia HEPC for specific PROMISE deadlines.

Helpful Links and Resources

CFWV: West Virginia PROMISE Scholarship

https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Scholarships_and_Grants/West_Virginia_PROMISE.aspx

CFWV: Eligibility Requirements

https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Promise/Eligibility_Requirements.aspx

CFWV: High School Course Requirements

https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Promise/Course_Requirements.aspx

CFWV: PROMISE Scholarship Resources and Frequently Asked Questions

https://secure.cfww.com/Financial_Aid_Planning/Scholarships/Promise/FAQ.aspx

West Virginia Student Aid Management (WVSAM)

<https://www.wvhepc.org/secure/apps/>

Financial Aid Management System (FAMS) Login

<https://www.wvhepc.org/secure/fams/>