



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

May 9, 2001

REPORT DUE
May 31, 2001

MEMORANDUM

TO: Federal Vocational Education Contacts

FROM: Elizabeth C. Brown, Director
Federal Vocational Education

SUBJECT: Pell Grant Verification

As customary at this time of year, your assistance is needed in collecting Bureau of Indian Affairs (BIA) information and verifying the accuracy of Pell Grant data. Since your Perkins federal basic grant allocations are calculated from this information, please be accurate and clear with your answers.

Previously the University of North Carolina General Administration collected the NCHED data. However, the System Office is now capable of producing this. Since this is the first attempt at using reports produced through the data warehouse, it is important that you read the following carefully. Your verification of the data will assist the System Office in providing more accurate data.

Attached is the Pell Grant Verification Form for your college. *Student numbers reflect, for each classification, only the vocational/technical students receiving Pell Grant assistance.* To verify these numbers, have your Systems Administrator run **CC.FA** and execute **NCHED.MAJOR**. Use data for the twelve-month period ending with the end of the last summer session in 2000. There should be three reports produced: "Unduplicated Count of Major Types for Pell for Year 2000," "Unduplicated Count of (A10) College Transfer Students for Pell" and "Unduplicated Count of A55280 Students for Pell." Using these reports, verify the attached form by following the instructions below.

- Subtract the number of A10 and A55280 students from the total count for Associate Degree students reported on the "Unduplicated Count of Major Types" report. Compare that with the number of Associate Degree Pell students reported on the verification form. If it is different, write in the correct number.
- Compare the number of Certificate students reported on your college report to the verification form. If it is different, write in the correct number
- Compare the number of Diploma students reported on your college report to the verification form. If it is different, write in the correct number.

MAILING ADDRESS: 5022 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5022

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- On the verification form, check either yes or no to the question about BIA assisted students. If yes is checked, on a separate sheet, list the name and social security number of those students who receive BIA assistance but who did not receive Pell grant assistance.
- Sign and date the form to show it has been checked.
- Attach the reports your Systems Administrator produced to the Verification Form and return to me.

If you have questions about this process, call me at (919) 733-7051, ext. 445. **Please return the Verification Form and the reports produced to verify the student numbers as soon as possible, but no later than May 31, 2001.**

ECB:bh
Attachment
c: Presidents

CC01-089
Paper Copy