Dual Credit Scholarship high school file upload to KHEAA

Step 1: Email a list of your school's postsecondary partners to KHEAA prior to the submission of your dual credit file. Students from your school will be selecting from the institutions on your partner list when submitting their scholarship preferences through KHEAA's website. Your school's partner list should be sent to Danny Prather, DCS Program Coordinator, at danprather@kheaa.com or Becky Gilpatrick, Director of Student Aid, at rgilpatrick@kheaa.com.

Step 2: Create your dual credit scholarship file for submission to KHEAA. Once your file is created, it needs to be saved as a '.csv' file. KHEAA will only accept files submitted in the '.csv' format.

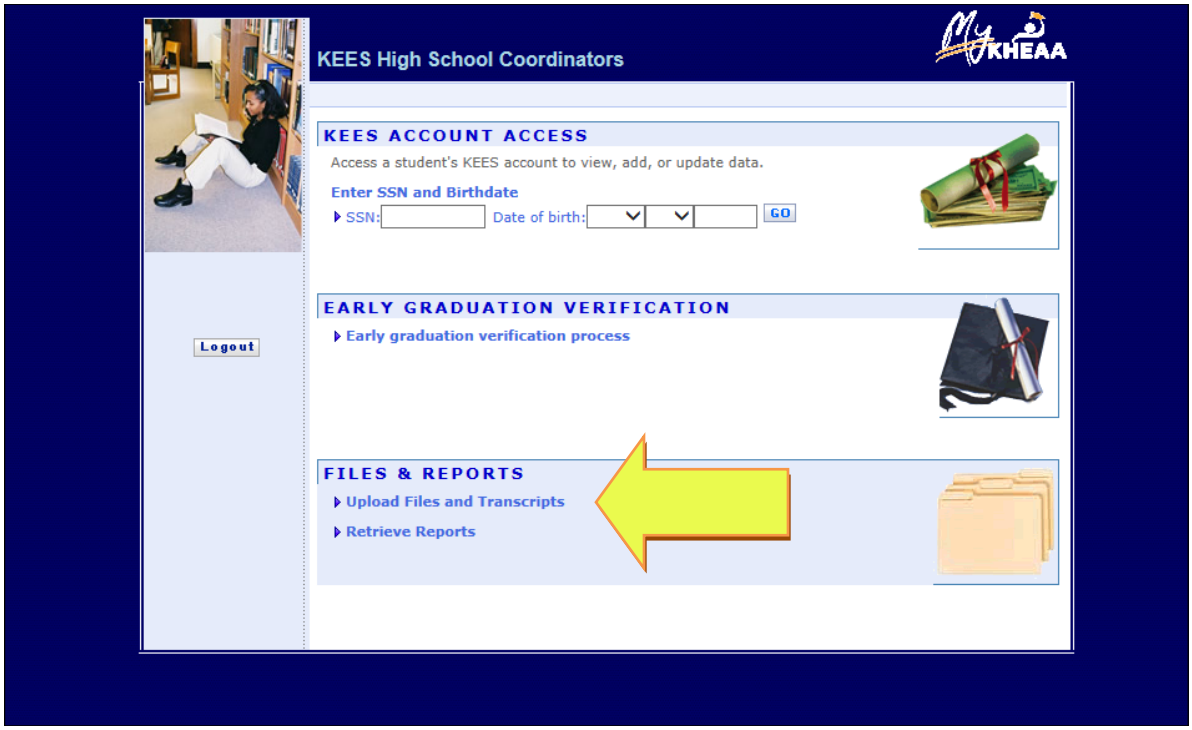
- **PUBLIC HIGH SCHOOLS**—Follow the directions provided by KDE for setting up data and running the report through Infinite Campus.
- **PRIVATE, NON-PUBLIC HIGH SCHOOLS**—Create your report using Excel, setting columns up as specified in the file layout provided by KHEAA.

The completed .csv file needs to be transferred to your district's KEES file upload coordinator to submit the DCS file to KHEAA.

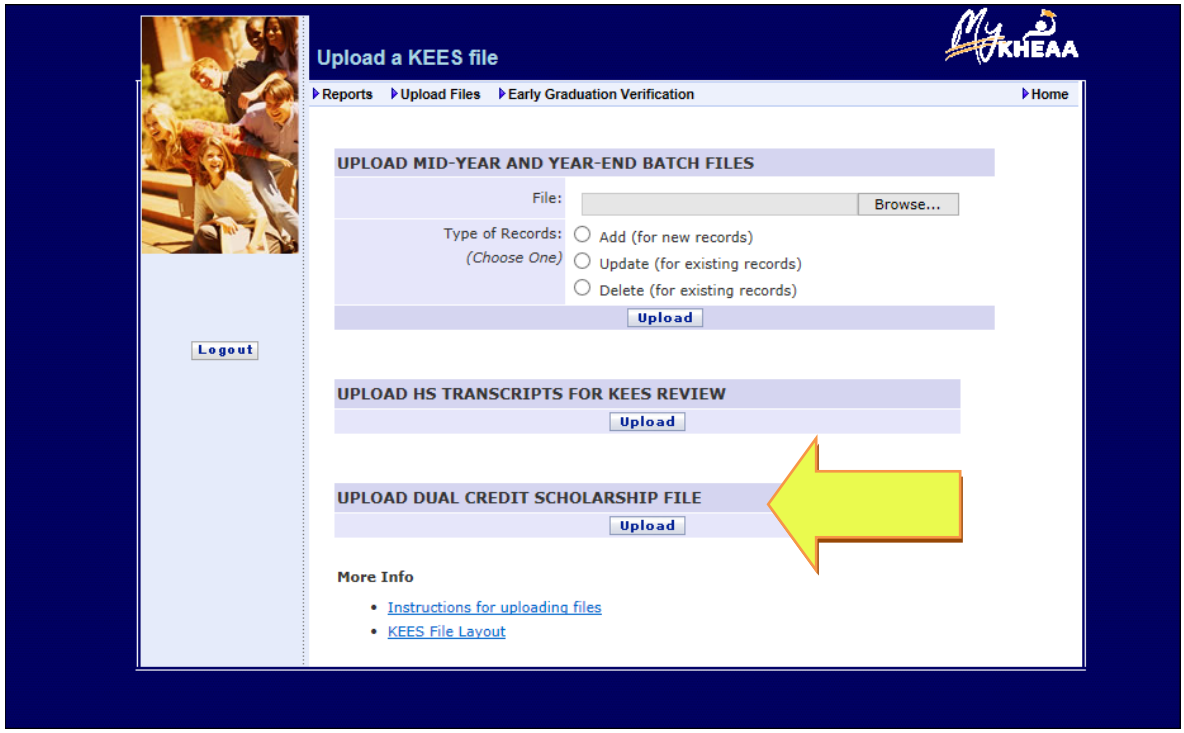
NOTE: Your school's file should contain the names and addresses of students scheduled to take dual credit. It is important the email addresses in the file are valid and students are using them on a regular basis. KHEAA will be sending scholarship information and instructions to students through email when possible.

Step 3: Sign in at www.kheaa.com to begin the upload process.

Step 4: From the KEES High School Coordinator home page, click on 'Upload Files and Transcripts' under the Files & Reports section.

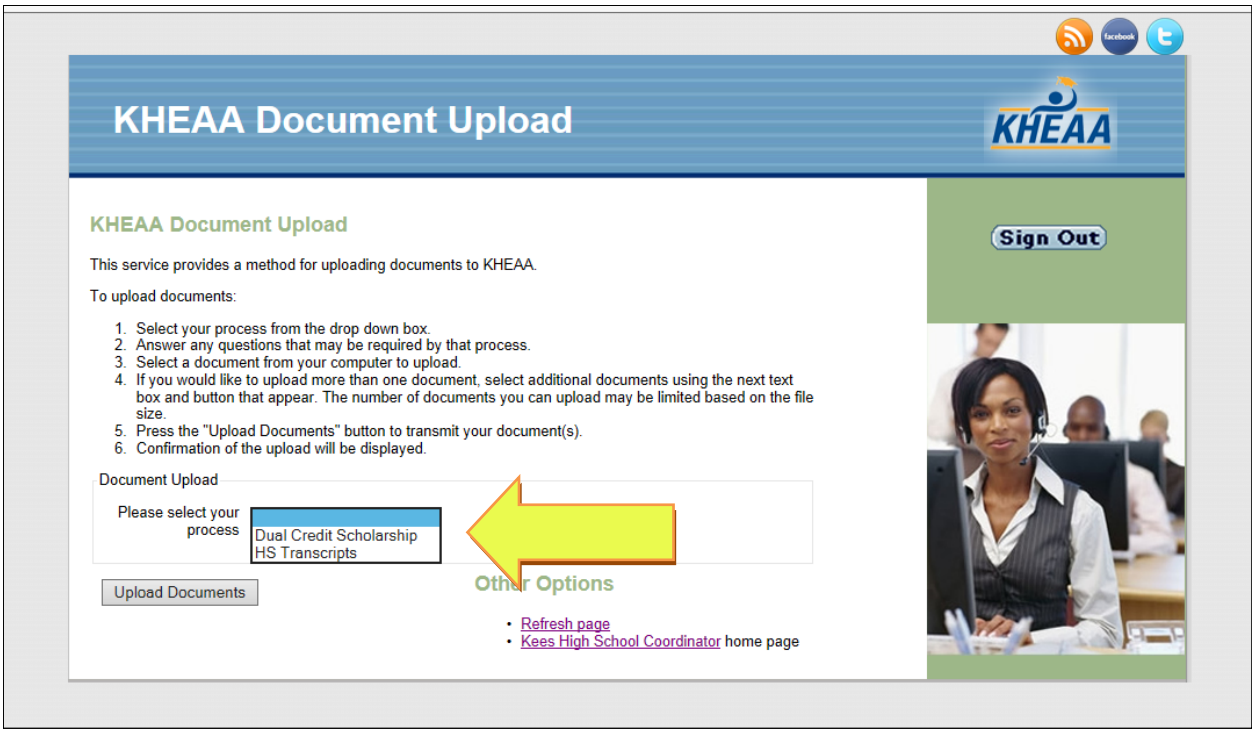


Step 5: Click the 'upload' button under the Upload Dual Credit Scholarship File section.

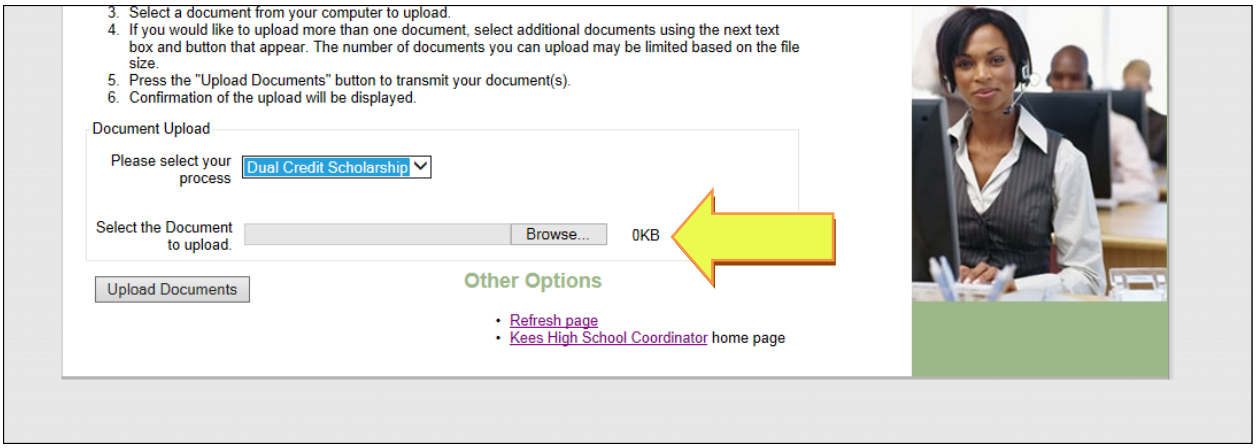


The next screens are part of the KHEAA Document Upload process that is used agency wide. **Only KEES Coordinators have access to upload KEES and Dual Credit Scholarship documents.**

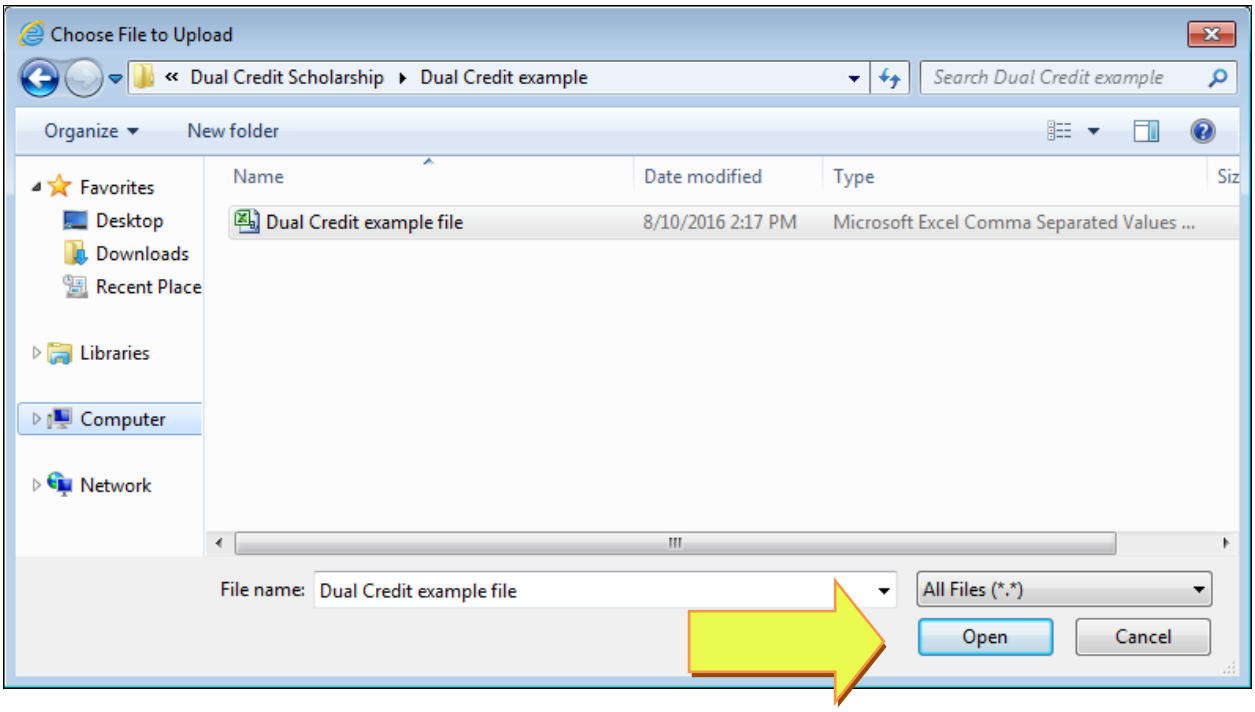
Step 6: Click on the drop down box to indicate the type of document being sent. Select 'Dual Credit Scholarship' from the menu.



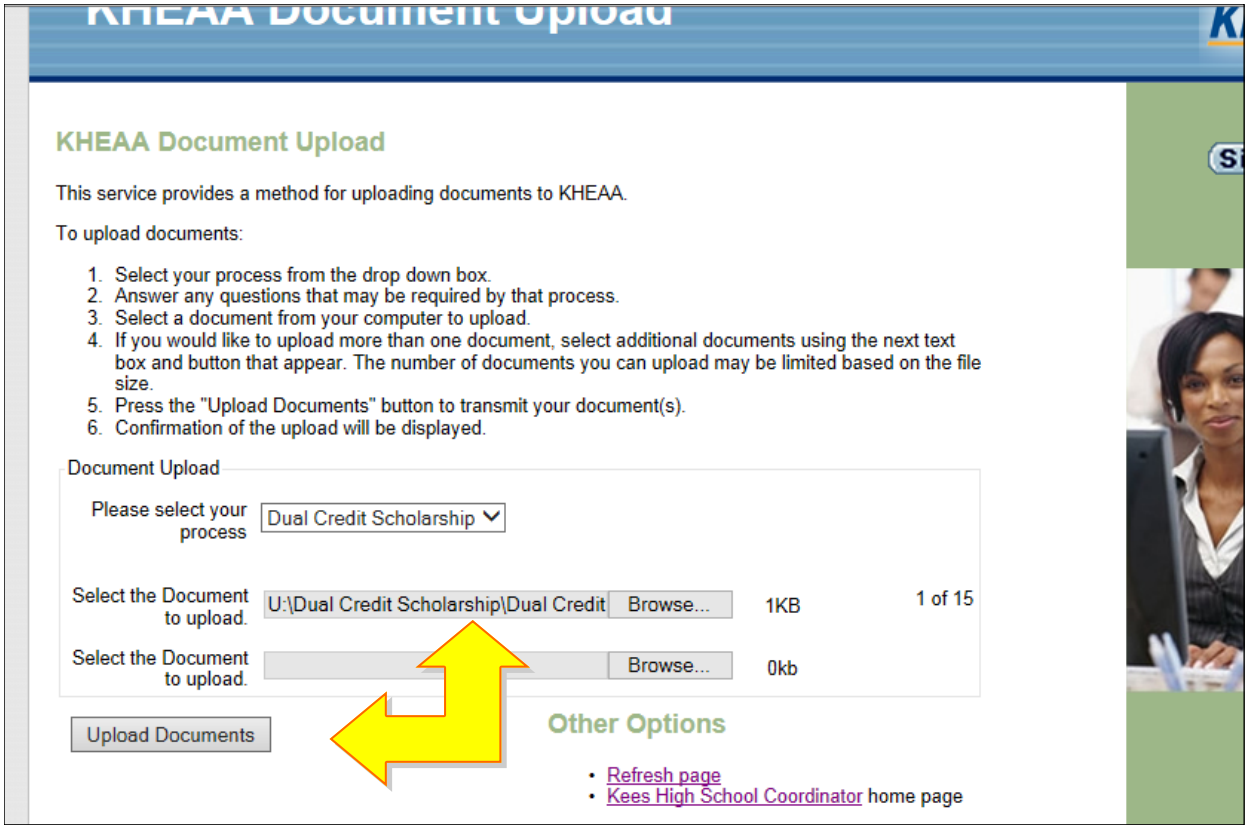
Step 7. Next, click on the 'Browse' button.



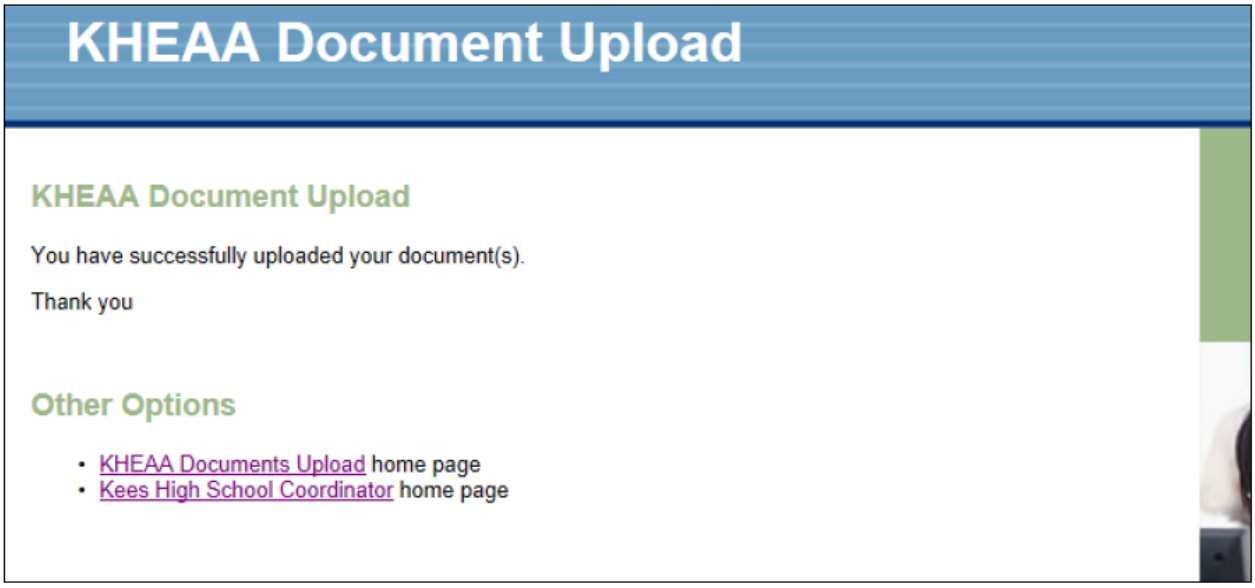
Step 8. Locate the file you are sending to KHEAA. Click on the file name, followed by the 'Open' button at the bottom of the window.



Step 9. You should see the name of your document appear in the window next to the 'browse' button. Click the 'upload documents' button to complete the transfer.



You will receive a confirmation page to indicate your DCS file has been uploaded successfully. You may click on the links under 'Other Options' at the bottom of the page to return to either the document upload or KEES Coordinator home page.



What's next?

KHEAA will load your file data and create links for students to set their scholarship preferences. As mentioned earlier, KHEAA will notify students and provide instructions on how to do this part of the process. Reports will be available for high schools to monitor which students have or have not completed the scholarship preference process. Students will NOT be awarded funds until their portion of the process is complete. The reports will be accessible to your school's KEES Coordinator through KHEAA's website. (See 'Retrieve Reports' link on screen shot for step 4.)

College Success Counseling

Counseling is required for students awarded scholarship funding, although it is highly recommended all students taking dual credit coursework participate in the counseling regardless of scholarship status. A video will be available for you to use when presenting information to students. Details on accessing the video will be sent separately. After awarding begins, KHEAA will provide a roster listing scholarship awardees to each high school. The school must verify that each student listed has completed their college success counseling requirement and then return the form to KHEAA. There will not be a separate verification form for each student to complete. KHEAA recommends counseling be provided by school administrators early in the semester. If your school chooses to perform counseling before receiving the roster from KHEAA, please make sure you capture the names of students participating (for example, sign in sheet) so that you'll be able to complete the counseling verification roster later on.

Should you have questions about the Dual Credit Scholarship or need technical assistance, feel free to contact Becky Gilpatrick, Director of Student Aid Services, at (502) 696-7394 or rgilpatrick@kheaa.com or Danny Prather, DCS Program Coordinator, at (502) 696-7399 or danprather@kheaa.com.