

## Adjustment Candidates' Recommendation form

- Use current form. It has been revised for SY 2024-2025.
- Use a new form each time you submit a batch of Adjustments. Enter the batch number in the box on the upper right corner of the form
- The principal/president signs by typing her or his name in the signature line on the form.
- Submit the completed form to GRACE in spreadsheet format as an email attachment. Keep a copy for your records.
- Adjustments are usually requested in the secondary award season (June 1 - Sept 1) when funds become available from forfeitures.
- Adjustments can be made for students previously approved for a first time award or for a renewal.
- The form is a spreadsheet. You must key-in information directly into the spreadsheet. The spreadsheet will calculate some cells for you. Do not override calculated cells. Do not hand print data.
- If needed, rows may be added to the spreadsheet. It is better to not add a row just above the total row as you may need to re-sum the column.
- Calculated financial need (CFN) must be verified by tax documents submitted by the parents/guardians. The documents are specified by FACTS or other financial aid firm contracted by the school. Typically, the documents include the most recent federal income tax return and the W-2 forms for the previous year. Unverified recommendations will not be accepted and put a hold on the recommendation form (FTC, renewal, or adjustment). Coordinators should contact parents/guardians early in 2024 to encourage parents to complete FACTS information and document requirements by March 1. The school may set a deadline earlier than March 1. Coordinators should be vigilant on this matter and follow up with parents/guardians as necessary. If a parent/guardian did not file a tax return, the school may apply for an [Exception](#)

- Items for manual entry. Whole dollars only; no cents, please.
  - Candidate First Name
  - Candidate Last Name
  - No. of years remaining (including SY 2024-2025)
  - Tuition Rate for SY 2024-2025
  - Calculated financial need (CFN)
  - CFN verified? – drop down menu (Yes, No or DNF) DNF - (Did Not File) and then an exception must be requested with superintendent
  - Previously Approved annual award
  - Recommended annual award
  - Codes (if any). Examples include:
    - EDFF – Page 17 Scholarship Procedures Manual
    - [Exception](#)
    - FAC-STF – child of faculty/staff member at school
- Items calculated by the spreadsheet. If the spreadsheet does not recalculate, press F9 to refresh.
  - 80% of tuition
  - Change in annual award
  - Change in multi-year award (row and column total)
- Principals/presidents, by their typed signatures, certify completeness and accuracy. Only principal/president signs the transmittal but GRACE needs contact information for an additional staff contact (usually the scholarship coordinator).