

VRIS UPDATE

Case File Order Effective 8/29/2007 Number 106

SUMMARY OF UPDATES

The Case File Order chapter and the Case File Order List have been updated with respect to the following documents.

1. Transition Scholarship Training Checklist and the Transition Scholarship Letter were added to the list of documents to be filed in Section 5 of the case file.
2. Previous instructions to file the HELPS form in Section 4 of the case file has been changed to Section 3 to be consistent with the instructions in the "Protocol for the HELPS Screens."
3. A reference to the SFAR-E has been added to the Student Financial Aid Report listed in Section 5.
4. Waiver of Parent Signature Form was added to the list of documents to be filed in Section 2 of the case file.

VRIS POSTING

The Case File Order program manual chapter is posted to VRIS: Program Manual Main Menu: Policy: **Case File Order**

The Case File Order list has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Case File Order List**

LEADERSHIP CONTACT

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