

# Understanding the Search Function and Student Teacher Grants Eligibility Status

## How to Search for Student Teacher Grants Applicants

Select the Search option on the MNAid menu.

Navigate to the Additional Search Criteria section and select from the drop-down menu the correct year for the Academic Year and “Student Teacher Grants” for the Aid Program.

To search for all applicants at your institution, leave the Search Type field blank and hit SUBMIT CRITERIA.

The screenshot displays the MNAid search interface. On the left is a navigation menu with options: Search, Reports, File Requests, Send Email, Help, Student Teacher Grants, and Quick View. The main content area has a top navigation bar with 'Home' and 'Search x'. Below this are input fields for 'SSN First 5', 'SSN Last 4', 'Phone Number', and 'Email Address'. A section titled 'Additional Search Criteria' contains three dropdown menus: 'Academic Year' (set to 2024-2025), 'Aid Program' (set to Student Teacher Grants), and 'Search Type'. Below this is a 'Sort Criteria' section with a 'Sort By' dropdown menu. At the bottom are two buttons: 'SUBMIT CRITERIA' and 'RESET CRITERIA'. The top right of the page shows a user profile icon and the text 'Hi, Admin I'.

**OFFICE OF HIGHER EDUCATION MINNESOTA AID** Hi, Admin I

MN AID Home Search X

Student Teacher Grants SUBMIT CRITERIA RESET CRITERIA

Quick View

SSN GO

MNAID ID GO

**Tenzin Test #1**  
SSN: XXX-XX-XXXX

- Existing Grants/Scholarships

STG 2024 - 2025

Transaction History

Payment History

FAFSA Data

No Questionnaire Data

Document Management

**Search Results**

Found 4 Student Records

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SSN	Name	Date Of Birth	Eligibility Status	Current Institution
XXX-XX-XXXX	Test #1, Tenzin		Eligible Awarded	UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXXX	Test #2, Joshua		Ineligible	UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXXX	Test #3, Cassidy		Eligible Waitlisted	UNIVERSITY OF MINNESOTA - TWIN CITIES
XXX-XX-XXXX	Test #4, Walter		Eligible Pending Award	AUGSBURG UNIVERSITY

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A list of the Student Teacher Grants applicants will populate and display the applicant’s information and current eligibility status. Select the SSN to access the student’s STG Record in quick view.

**Please note: The list may include students who are not enrolled at your institution but added your institution as one of their school options on the FAFSA. You will not have access to these student’s STG Record.**

To search for applicants by status at your institution, select from the drop-down menu of the Search Type field one of the following:

- Student Teacher Grants Payment Status
- Student Teacher Grants Eligible Status
- Student Teacher Grants Ineligible Status
- Student Teacher Grants Pending Data

The next section will provide a complete breakdown of each status and will include recommended actions (*if any*) and additional information.

# Breakdown of Student Teacher Grants Eligibility Status

## Student Teacher Grants Pending Data

Home Search ✕

**Search**

**+ Student Search Criteria**

**- Additional Search Criteria**

Academic Year

Aid Program

Search Type

Status

**+ Sort Criteria**

Status	Definition	Recommended Action and Additional Information
Pending Financial Data	Status of applicants who were added to the Financial Data Roster.	Submit financial data for applicant <i>if</i> the applicant has completed the financial aid process at the institution for federal and state aid.

## Student Teacher Grants Eligible Status

Home Search ✕

**Search**

**+ Student Search Criteria**

**- Additional Search Criteria**

Academic Year

Aid Program

Search Type

Status

**+ Sort Criteria**

- Eligible Pending Award
- Eligible Waitlisted
- Eligible Awarded

Status	Definition	Recommended Action and Additional Information
Eligible Pending Award	Status of applicants with submitted financial data who are ready for review by Program Administrator.	No further action needed. Program Administrator will review applicants and determine if applicant will be awarded or waitlisted.
Eligible Waitlisted	Status of applicants who were placed on the waitlist.	OHE will notify applicants of their status. If applicants are pulled off the waitlist, they will be added to the certification roster.
Eligible Awarded	Status of applicants who were selected to receive an award.	Review awarded students to ensure the accuracy of financial aid and make updates as needed.

## Student Teacher Grants Ineligible Status

Home Search ✕

**Search**

**+ Student Search Criteria**

**- Additional Search Criteria**

Academic Year: 2024-2025 ▼

Aid Program: Student Teacher Grants ▼

Search Type: Student Teacher Grants Ineligible Status ▼

Status: ▼

**+ Sort Criteria**

- Ineligible Institution
- Pending FAFSA
- No Unmet Need
- Received Prior Disbursement
- Active SELF Default Hold
- NSLDS Default
- Not Meeting Satisfactory Academic Progress
- Ineligible Teacher Preparation Program
- Does Not Meet Program Requirements
- Inactive Teacher Licensure Field

Status	Definition	Recommended Action and Additional Information
Ineligible Institution	Status of applicants who are enrolled in an institution that does not have an approved teacher preparation program.	Only eligible institutions are listed on the online application. OHE will follow up with ineligible applicants who completed a paper application.
Pending FAFSA	Status of applicants who have not submitted the FAFSA or MN Dream Act application.	Remind students to submit their FAFSA or MN Dream Act application. Financial data should <u>not</u> be entered until SAI is available and the student has been packaged.
No Unmet Need	Status of applicants who do not demonstrate any financial need based on the calculated term COA minus SAI and all gift aid.	If the student asks for clarification, you can provide the breakdown and result from their financial data form. If the remaining need equals zero or a negative number, student is not eligible to receive an award.

Status	Definition	Recommended Action and Additional Information
Received Prior Disbursement	Status of applicants who received a prior Student Teacher Grants payment.	OHE will notify applicants of their status.
Active SELF Default Hold	Status of applicants who have defaulted on their SELF Loan.	<p>Details of when the SELF Default Hold was placed can be found in the student's STG Record under Application Information.</p> <p>Student will need to contact the SELF Department at 651-642-0567 (extension 1).</p>
NSLDS Default	Status of applicants who have defaulted on a Federal Direct Loan.	May need to provide next steps to student on how to resolve federal loan default.
Not Meeting Satisfactory Academic Progress (SAP)	Status of applicants who have been placed on SAP suspension. <i>*Verified by Financial Aid Administrator on financial data form.</i>	Students may complete an appeal at their institution and <i>if approved</i> , their SAP status and financial data can be updated in the student's STG Record.
Ineligible Teacher Preparation Program	Status of applicants whose licensure field is not an approved teacher preparation program or are not student teaching. <i>*Verified by Financial Aid Administrator on financial data form.</i>	OHE will notify applicants of their status.
Does Not Meet Program Requirements	<p>Status of applicants who do <u>not</u> meet any of the following requirements:</p> <ol style="list-style-type: none"> <li>1) intend to teach in a designated rural school district in Minnesota,</li> <li>2) intend to teach in an identified license shortage area, or</li> <li>3) belong to a racial or ethnic group underrepresented in the Minnesota teacher workforce.</li> </ol>	OHE will notify applicants of their status. If the student made any errors on their application, corrections can be made in the student's STG Record.
Inactive Teacher Licensure Field	Status of applicants whose teacher licensure field has been deactivated because it is no longer an eligible teacher preparation program.	OHE will notify applicants of their status.

## Student Teacher Grants Payment Status

Home Search ×

**Search**

**+ Student Search Criteria**

**- Additional Search Criteria**

Academic Year: 2024-2025 ▼

Aid Program: Student Teacher Grants ▼

Search Type: Student Teacher Grants Payment Status ▼

Status: ▼

Term: ▼

- NotPaid
- Paid
- ReadyToCertify
- ReadyToPay

**+ Sort Criteria**

SUBMIT CRITERIA
RESET CRITERIA

Status	Definition	Recommended Action and Additional Information
Not Paid	Status of recipients whose award have not been paid out to the institution after certification.	No further action needed.
Paid	Status of recipients whose award have been paid out to the institution after certification.	<p>Payment file can be viewed in the Payment History and the Payment Roster can be generated in Reports to provide to the Business Office <i>if an invoice is needed.</i></p> <p>Any adjustments to the financial data after disbursement must be made in the student's Payment History.</p>
Ready To Certify	Status of applicants who have been awarded and added to Certification in the STG menu.	Review awarded students to ensure the accuracy of financial data and verify the

Status	Definition	Recommended Action and Additional Information
		<p>School/District location. Updates must be made in the student's STG Record.</p> <p>Certification will open at different times for each term. A Certification Roster can be generated or use the Search function to view the "ready to certify" applicants if Certification is not available yet.</p>
Ready to Pay	Status of applicants who have been certified for payment.	If there are any changes that are needed after certification, contact Program Administrator to see if changes can still be made.