

**TEXAS VETERANS COMMISSION  
EDUCATION SERVICES**



**Hazlewood Act Exemption  
Database Manual**

**for Institutions of Higher Education**

*"Helping Veterans Starts Here"*

[EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov)

## OVERVIEW

The Hazlewood Act provides 150 hours of tuition exemption for qualified veterans, their eligible spouses, children, and dependents. Eligible Texas veterans, and under certain conditions, their eligible spouse and dependent children may qualify to use the benefit at any Texas public Institution of Higher Education (IHE).

This IHE Database Manual is for Hazlewood staff Administrators, Submitters, and Reviewers. <https://hazlewood.tvc.texas.gov/institutions> is the link to the IHE Hazlewood database user interface. It has links where IHE staff can submit Hazlewood student data and users can view reports related to their submissions. The interface allows for viewing the student's or veteran's Hazlewood database record.

This interface works well with many standard web browsers, but it is not optimized for smartphone devices.

The Hazlewood Act interface allows for IHE staff to assign roles to individual users:

<b>Administrator</b>	manages users
<b>Submitter</b>	submits the data to enter, update, and delete student Hazlewood records
<b>Reviewer</b>	views student and veteran records

IHE users must register individually. They are assigned role(s) by their school's Hazlewood Administrator. It is important to note that the Administrator role is assigned by Texas Veterans Education Service Center personnel. Thereafter, the Hazlewood Administrator may assign or delete role(s) for their IHE staff

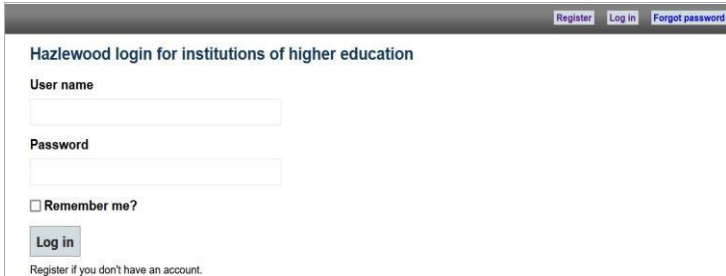
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# REGISTRATION, ROLES, AND RESPONSIBILITIES

## REGISTERING

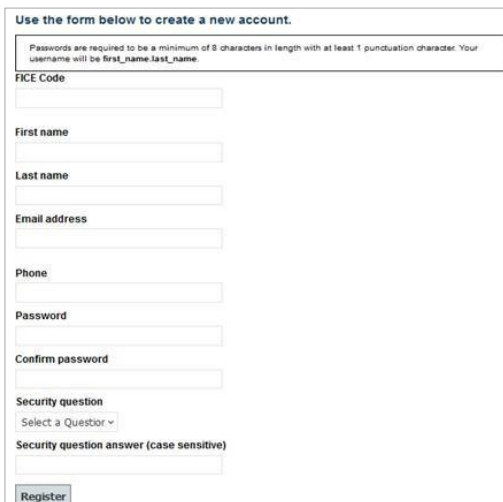
1. Go to “Hazlewood Database Register or Login” to register an account. Using a web browser, a School Certifying Official (SCO) should see the following screen:



The screenshot shows a web browser window with a dark header bar containing three links: "Register", "Log in", and "Forgot password". Below the header, the page title is "Hazlewood login for institutions of higher education". The form contains the following elements:

- User name:** A text input field.
- Password:** A text input field.
- Remember me?**
- Log in:** A button.
- Below the button, the text reads: "Register if you don't have an account."

2. Select the “Register” icon, and the following will be displayed:
  - Check your FICE Code and make sure it is correct.
  - Be sure to complete all fields in the application.
  - Follow the password structure requirements.
  - Keep your security code word simple and memorable.
  - Maintain your USER ID somewhere secure.

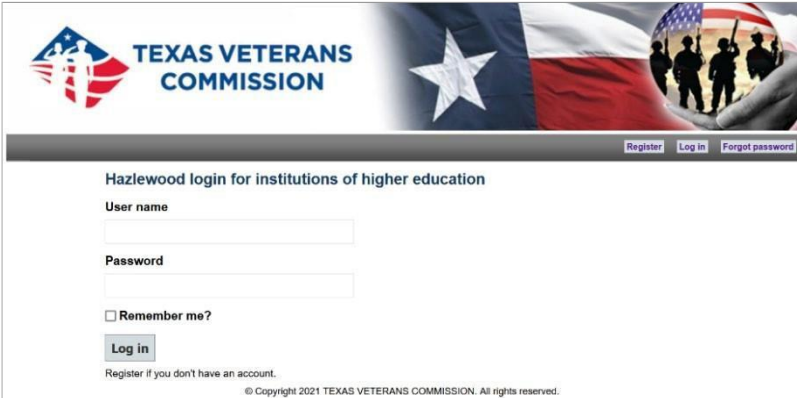


The screenshot shows a registration form with the following fields and instructions:

- Use the form below to create a new account.**
- Passwords are required to be a minimum of 8 characters in length with at least 1 punctuation character. Your username will be first\_name.last\_name.**
- FICE Code:** A text input field.
- First name:** A text input field.
- Last name:** A text input field.
- Email address:** A text input field.
- Phone:** A text input field.
- Password:** A text input field.
- Confirm password:** A text input field.
- Security question:** A dropdown menu with the option "Select a Question".
- Security question answer (case sensitive):** A text input field.
- Register:** A button.

## REGISTERING

3. Click the “[Register](#)” button at the bottom. If you have missed any fields, notes will appear by that field. Once you have successfully registered, you will be instructed to check your email to activate your account:
  - a. Go to the email you used for registration.
  - b. Open the link that has been sent to you by the authentication server.
  - c. Find the activation link in your email and verify by clicking the link, then return to the login screen and enter your user ID and password:



The screenshot shows the login interface for the Texas Veterans Commission. At the top left is the logo for the Texas Veterans Commission, featuring a stylized American flag and the text "TEXAS VETERANS COMMISSION". To the right is a large image of the Texas state flag. In the top right corner of the page, there are three links: "Register", "Log in", and "Forgot password". The main heading is "Hazlewood login for institutions of higher education". Below this, there are two input fields: "User name" and "Password". There is a checkbox labeled "Remember me?". A "Log in" button is located below the password field. At the bottom left, there is a link that says "Register if you don't have an account." At the bottom center, there is a small copyright notice: "© Copyright 2021 TEXAS VETERANS COMMISSION. All rights reserved."

4. After activating your account, ***you must notify your IHE Administrator for the IHE database so they can assign your role(s).***

**Note:** If your institution does not have an assigned Administrator, contact the Texas Veterans Commission Veterans Education Service Center personnel at (877) 898-3833 or email [EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov) to assign your Administrator role.

## ASSIGNING ROLES

The roles at each Institution of Higher Education (IHE) must be assigned by the designated Hazlewood Administrator of that school, once an Administrator has been assigned:

- An Administrator assigns roles **only**.
- The Submitter submits the single DD-214 (Certificate of Release or Discharge from Active Duty) and student single entries, the . CSV\_ fileuploads, and the Revoke Hours processes **only**.
- A Reviewer may review files **only**.

After your role(s) have been assigned, you may log in to the Hazlewood database.

## LOGGING IN

To access your assigned links in the IHE main screen, you must login first:

1. Visit [Hazlewood Institution – Account Login](#).
  - a. You will see the following on your screen (see below).
  - b. Enter your **Username (first name <dot> last name)** and Password, then click “Login.”
  - c. If you forget your password, click on the “Forgot Password” link on the menu bar at the top right of your screen to reset your password.

### Logging in:

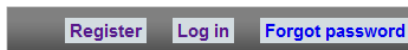
**Hazlewood login for institutions of higher education**

User name

Password

Remember me?

### Forgot Password:



**Hazlewood IHE account help**

Use the form below if you have forgotten your password. For any other assistance with your account, Please contact TVC's Veteran's Education.

Forgot Your Password?  
Enter your User Name to receive your password.

User Name:

## USER ROLES

**Administrator** Role (these IHE users may have all three authorities):



**TEXAS VETERANS COMMISSION**

User Roles

Hazlewood for Institutions of Higher Education

3656 marcela.clay Log off

**Submitter** Role:



**TEXAS VETERANS COMMISSION**

Submit DD214 Submit Exemption File upload Submission Report Revoke Hours

Hazlewood for Institutions of Higher Education

3656 marcela.clay Log off

**Reviewer** Role:



**TEXAS VETERANS COMMISSION**

Student hours Veteran hours

Hazlewood for Institutions of Higher Education

3656 marcela.clay Log off

**Submitter and Reviewer Assigned Together:**



**TEXAS VETERANS COMMISSION**

Student hours Veteran hours Submit DD214 Submit Exemption File upload Submission Report Revoke Hours

Hazlewood for Institutions of Higher Education

3656 marcela.clay Log off



## USER ROLES

The database recognizes *three* roles: Administrator, Submitter, and Reviewer. The IHE **Administrator** may assign any role to any IHE staff registered in the Hazlewood interface at their institution. To assign a role the Administrator follows these steps:

1. Login successfully, and click the “USER ROLES” icon/button.
  - a. The following should be displayed.

Main				
User List				3656 <a href="#">marcela.clay</a> <a href="#">Log off</a>
Username	FullName	Phone	Roles	
donald.harris	Donald Harris	10101010101	administrator, reviewer, submitter	Delete Edit
marcela.clay	Marcela Clay	0000000000	administrator, reviewer, submitter	Delete Edit

### TO ADD OR DELETE THE USER’S ROLE:

2. Find the user whose Hazlewood role you want to change.
3. Click the “Edit” button at the end of the user’s row.
4. The row will expand with a box (see below):
5. In the box, select the role you want to assign to the user.
  - a. Click the “Add Role” button. Or you may click on the “Remove Role” button to remove a role.
  - b. Click the “Update” button. The user will have a new role.

Username	FullName	Phone	Roles	
donald.harris	Donald Harris	10101010101	administrator, reviewer, submitter	Delete Edit
marcela.clay	Marcela Clay	0000000000	administrator, reviewer, submitter	administrator Add role Remove role Update Cancel

## VIEWING STUDENT AND VETERAN DATA

### Student Hours:

1. When you select “Student Hours”, you will see this screen:

**Student Records**

Student SSN:  **Find**

**Full Name:**  
**Date of Birth:**  
**Total Hours used:**

2. Enter the student’s Social Security Number (SSN) and click “Find:”

**Student Records** 003644 [Gary Medina](#)

Student SSN: 000110000 **Find**

**Full Name:** Lopez, Jesus  
**Date of Birth:** 11/25/2001  
**Total Hours used:** 12

Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
2021	Spring	12	0	500000.00	Legacy	Texas Tech University (003644)

3. You should see the veteran’s “Hours Used.” You will not see their DD-214 information if it is in the database until you request “Veteran hours.”

*Note: You can find other related links in the Menu Bar as you change pages, so you don’t have to return to “Main” for each search.*

## VIEWING STUDENT AND VETERAN DATA

### Veteran Hours:

1. Please select the “Veteran Hours” button, you will see the following:

### Veteran Records

Veteran SSN:  Find

**Full Name:**  
**Date of Birth:**

**Cummulative Service:**

**Total Standard or Legacy Hours used:**

2. After entering the veteran’s SSN, the data becomes available (see below):
3. You will see the veteran’s “Student Hours” as well the DD-214 information that has been entered for the veteran.
4. If the veteran’s DD-214 data is missing, you may enter it by using the “Submit DD-214” by returning to “Main.”

### Veteran Records

003644 [Gary.Medina](#)

Veteran SSN:  Find

**Full Name:** Lopez, Nathan Mark  
**Date of Birth:** 10/28/1965

**Cummulative Service:** 4 years; 0 months; 1 days

Home of record city	Home of record state	Place of entry city	Place of entry state	Entry date	Separation date	Years	Months	Days	Branch	Component	Character of service
Jarrell	TX	Austin	TX	10/28/1973	10/28/1977	4	0	1	Marine	ActiveRegular	Honorable

**Total Standard or Legacy Hours used:** 48

Student	Academic Year	Semester	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of Hours	Institution
Lopez, Jesus	2021	Spring	12	0	500000.00	Legacy	Texas Tech University (003644)
Lopez, Nathan Mark	2021	SummerI	12	0	500000.00	Standard	Texas Tech University (003644)
Medina, Gary	2021	Fall	12	0	500000.00	Legacy	Texas Tech University (003644)
Contreras, Martha Ilyana	2021	SummerII	12	0	500000.00	Legacy	Texas Tech University (003644)

## SUBMIT EXEMPTION

Data for a student (Veteran, Child, Spouse, or Dependent) exemption record may be submitted from the submit exemption link on the main menu bar. The user must have the **Submitter** role, to submit a record.

1. Click on the “Submit Exemption” button. You will be taken to a page that looks like the screenshot below.
2. Populate all 24 fields.
3. Click the “Submit” button at the bottom of the form (web page). If any field does not match current data, then the record will be rejected, and you will receive an error message between the field name and text box.

**Submit Exemption Report** 003644 [Gary Medina](#)

Enter all required fields and click submit. Correct any errors until accepted.

Recipient SSN (#####)

Recipient last name

Recipient first name

Recipient middle initial

Recipient Zip code

Recipient date of birth (MMDDYYYY)

Fiscal year of award (YYYY, NOTE: the fiscal year of the Fall semester is not the same as the calendar year.)

Semester of award

1 - Fall

Hazlewood hours used

Federal hours used

Type of hours used

Select type of hours used

Value of exemption (\$#####)

## SUBMIT EXEMPTION

4. Correct all fields and repeat steps 2 and 4 until the record is accepted. You will see the message “Record for veteran SSN 654789874 accepted. You may submit another”

<b>Relation to veteran</b>
Select relation <input type="text"/>
<b>Is recipient a dependent</b>
Select Yes or No <input type="text"/>
<b>Is in default</b>
Select Yes or No <input type="text"/>
<b>Is recipient and veteran resident</b>
Select Yes or No <input type="text"/>
<b>Veteran SSN (#####)</b>
<input type="text"/>
<b>Veteran date of birth (MMDDYYYY)</b>
<input type="text"/>
<b>Veteran last name</b>
<input type="text"/>
<b>Veteran first name</b>
<input type="text"/>
<b>ServiceMember middle initial</b>
<input type="text"/>
<b>Veteran Zip code</b>
<input type="text"/>
<b>Is place of entry requirement met</b>
Select Yes or No <input type="text"/>
<b>Submit</b>

*Note: After submitting an Exemption, you will see the following message “Record for veteran SSN Accepted. You may submit another.” The form resets, refreshes, and opens for a new exemption to be entered.*

## SUBMIT DD-214 REPORT

Select “Submit DD-214”  
(you must select Main  
to locate the “Submit  
DD-214” link).

1. Use the information from the veteran’s DD-214 to fill out this form.
2. To submit a record, complete all 15 fields (middle initial is not required):

### Submit DD214 Report

Enter all required fields and click submit. Correct any errors until accepted.

**Veteran SSN (#####-####-####)**

**Veteran date of birth (MMDDYYYY)**

**Veteran first name**

**Entry Date (MMDDYYYY)**

**Separation Date (MMDDYYYY)**

**Home of record city**

**Home of record state (2-letter postal abbrev.)**

**Place of entry city**

**Place of entry state (2-letter postal abbrev.)**

**Net active service years (0 - 99)**

**Net active service months (0 - 12)**

**Net active service days (0 - 30)**

**Branch**

**Component**

**Service Character**

## DELETE DD-214 RECORD

1. Enter the veteran's member data exactly the way it was "originally" recorded, including errors. (Example: If veteran's info was entered "Joe A. Smith" then it must be entered the same.)
2. When you enter the same data, the delete button will also appear. The following will be displayed (see below):
3. Crosscheck to determine you **do** want to delete this record, then click the "delete" button to remove that DD-214 record.
4. To modify a DD-214 record, first, delete it (Step 4), then enter a new record (Step 1).

### Submit DD214 Report

Enter all required fields and click submit. Correct any errors until accepted.

**Veteran SSN (#####)**

**Veteran date of birth (MMDDYYYY)**

**Veteran first name**

**Entry Date (MMDDYYYY)**

**Separation Date (MMDDYYYY)**

**Home of record city**

**Home of record state (2-letter postal abbrev.)**

**Place of entry city**

**Place of entry state (2-letter postal abbrev.)**

**Net active service years (0 - 99)**

**Net active service months (0 - 12)**

**Net active service days (0 - 30)**

**Branch**

**Component**

**Service Character**

## SUBMIT EXEMPTION

You have a new filter tool introduced in April 2022, to allow a Hazlewood Submitter to see if they have any records with zero Hazlewood hours posted or zero Hazlewood dollar amounts posted:

**Main**

**Submission Report** 3656 [marcela.clay](#) [Log off](#)

**Hazlewood Hours**  
Hazlewood hours greater than zero

**Academic/Fiscal Year**  
2022

**Semester**  
1 - Fall

**Student SSN (leave blank to see all)**

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of hours	Submitted By
--	---------------	------	-----------------	---------------	--------------------	---------------	--------------

OR

**Submission Report** 003644 [Gary Medina](#)

**Hazlewood Hours**  
Hazlewood hours equal to zero

**Academic/Fiscal Year**  
2022

**Semester**  
1 - Fall

**Student SSN (leave blank to see all)**

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of hours	Submitted By
--	---------------	------	-----------------	---------------	--------------------	---------------	--------------

If you attempt to download your data and you have any records with zero Hazlewood hours posted or zero Hazlewood dollar amounts posted, you will send the processor into an “infinity loop” where it gets locked up searching for zero hours/dollars and trying to calculate zeros for Hazlewood. The new filter for “Hazlewood hours equal to zero” will allow your submitter to locate and fix the “zero-hours/zero dollars” errors.



***Tip: A Hazlewood student entry may not have zero Hazlewood hours used and/or no Hazlewood dollar amounts for the course costs. Having entries with zero hours used and/or no Hazlewood dollar amount for the course costs may offset an IHE's student total count.***

Once the hours and dollar amount for Hazlewood are posted for each student correctly, the file should process without creating an ***Infinity Loop*** that locks up the Hazlewood processor.

After the zero errors are corrected, the second filter may be set: "Hazlewood hours greater than zero." This choice should net you a complete file of student entries for your Academic/Fiscal year and semester.

***Note: Entries with zero Hazlewood hours used and/or no Hazlewood dollar amounts for the course costs from a previous Academic Year will be locked from modifications or the option to delete. Please contact the VESC Hazlewood Program Specialist Team to assist.***

[EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov)

## FILE UPLOAD

Note: Use the “File Upload” button from the main menu to submit a batch-type file to enter multiple student records through a .CSV (Comma-Separated Values), file. Information is separated by commas when the file is compiled.

- CSV files are mostly used in spreadsheets and adding data to databases.
- A CSV file is used to exchange data between two programs that are not generally compatible.

### Submit Multiple Student Exemption Records Using the CSV File Format

Data files in the .CSV Format for DD214 records may be submitted with a batch-type data file. The format of the file is specified in the “STUDENT DATA RECORD STRUCTURE” and “Hazlewood Exemption and Veteran Data Record Format” at the end of this manual. The user must have the Submitter role. An electronic template for the .CSV format may be found on the “Universities” link main page here: [Universities](#)

This is what the beginning of the data format looks like:

	A	B	C	D	E	F
1	1 - Record Code (@D)	2 - Recipient's SSN Number	3 - Recipient's Last Name	4 - Recipient's First Name	5 - Recipient's Middle Initial	6 - Recipient's Zip Code
2	@D					
3						

**NOTE:** The @D needs to be copied under Column A for each record if there are multiple records to be entered.

### Submit .CSV file as an upload to the database:

1. Select “File Upload” from the Main Menu.
  - a. Click the “Choose File” button. A file chooser dialog box will appear. (Note: this may look slightly different in some browsers.)
2. This will open your computer file window.

## FILE UPLOAD

### Submit .CSV file as an upload to the database:

3. Navigate and select the Hazlewood Student Data File (.CSV) with the “Choose File” button.
4. Click “Open” or similar button on the file chooser dialog box.
5. Click the “Submit” button.
  - a. If there are immediate issues with the file, an error message will appear at the bottom of the screen.
  - b. Resolve any issues with the file and repeat Steps 1 through 5 until a message appears indicating successful receipt of the file.
  - c. If your file has not been processed in 30 minutes, contact the TVC at (512) 463-3168 for database processing assistance.
    - i. The accepted .CSV file will be present in the “File Report” under “accepted, rejected, total” columns.
    - ii. *You may review the errors page listed at the end of these instructions to determine individual items you must troubleshoot.*

The image shows a two-part process. On the left, a 'File Upload' form is displayed. It has a title 'File Upload', a text box with the instruction 'Browse to the file and click the submit button.', a 'Browse...' button followed by 'No file selected.', and a 'Submit' button. A red arrow points to the 'Submit' button. To the right of the form is a blue box with the text 'Uploading the .CSV File Formatted Document'. Below this is a screenshot of the Texas Veterans Commission website. The website header includes the logo and name 'TEXAS VETERANS COMMISSION' and a navigation menu with 'Main', 'File Report', and 'Submission Report'. The main content area shows 'File Upload' and a confirmation message: 'The file was received. Please navigate to the file report page for its status.' In the top right corner of the website, there is a user profile for '3656 marcela.clav.' with a 'Log off' link.

## FILE UPLOAD

Submit . a CSV file as an upload to the database:

6. To view the file status, click on the “File Report” button as directed.



- a. After clicking the “File Report” button, the webpage will change, and the screen will be displayed (see below).
  - i. Each row is a CSV File that was submitted.
  - ii. The Status column shows the current process state of the file. There are three possible states: **Received**, **Processing**, and **Completed**.

File Report							003644 <a href="#">Gary.Medina</a>		
<b>Id</b>	<b>Filename</b>	<b>Submit Date</b>	<b>Submit By</b>	<b>Status</b>	<b>Accepted</b>	<b>Rejected</b>	<b>Total</b>		
6044	Fall 2020 - CSV Full Report 1.13.2021 (3).csv	10/13/2021 3:12:58 PM	Gary.Medina	Processing	0	0	0		
6042	003659_Summer_2020_Williams, Diamond.csv	9/29/2021 3:29:35 PM	Gary.Medina	Completed	2	0	2		

- iii. When the file status is completed, *the **Accepted**, **Rejected**, and **Total*** columns show how many records have been accepted and rejected out of the total records found in the file.

*NOTE: The Accepted, Rejected, and Total columns are not significant until the file status is “completed.” Also, Exemption records and DD214 records submitted on the same line of the CSV Format are counted separately, so you may see a doubling of most records in the File Report total count. The Error Report and Submission Report will reflect the exact count of records successfully accepted.*

## FILE UPLOAD

Submit .CSV file as an upload to the database:

7. If there is a number greater than 0 in the *Rejected* column, click on the number to view the record error report.
  - a. Click the “Rejected” number you see in that column (see below) :

File Report							3656 marcela.clay		
Id	Filename	Submit Date	Submit By	Status	Accepted	Rejected	Total		
6043	3 vets and a Legacy w F Castro as 01011900.csv	10/11/2021 3:53:27 PM	marcela.clay	Received	0	0	0		
6041	Amelia and Legacy.csv	9/27/2021 1:21:32 PM	marcela.clay	Completed	3	1	4		
6040	1Claypool.csv	9/17/2021 1:04:40 PM	marcela.clay	Completed	0	2	2		
6039	1Claypool.csv	9/17/2021 10:31:11 AM	marcela.clay	Completed	1	1	2		
6038	veteran veteran.csv	9/17/2021 8:43:08 AM	marcela.clay	Completed	6	0	6		
6037	veteran veteran.csv	9/17/2021 8:38:27 AM	marcela.clay	Completed	6	0	6		
6036	veteran veteran.csv	9/17/2021 8:33:45 AM	marcela.clay	Completed	6	0	6		
6035	veteran veteran.csv	9/17/2021 8:09:28 AM	marcela.clay	Completed	6	0	6		
6034	veteran veteran.csv	9/17/2021 7:51:30 AM	marcela.clay	Completed	4	0	4		
6033	veteran veteran.csv	9/17/2021 7:44:24 AM	marcela.clay	Completed	4	0	4		

First 1 2 3 4 5 ... Last

- b. Click “Export to PDF” button in the upper left corner if you want to save or print this page for ease of troubleshooting the error report.

This is a single record error report:

Export To PDF		3656 marcela.clay	
Texas Veterans Commission Hazlewood Program 003656 Hazlewood Hours Submission Report Submission Date: 10/11/2021 Submitted By: marcela.clay File name: 3 vets and a Legacy w F Castro as 01011900.csv Records In Error: 1 / 3			
Data Record: 2 Student ID: 555664444 Last Name: Earhart Zip Code: 000078754 Dependent: Y Year: 2021 Hazlewood Hours: 6 Veteran ID: 451654875 Last Name: Earhart Zip Code: 000078754	Date of Birth: 07111990 First Name: Legacy Resident: Y In Default: N Semester: 3 Federal Hours: 0 Date of Birth: 07111925 First Name: Amelia Meets Initial Time of Entry Requirement: Y	MI: Relation: 3 Hours Type: 2 Dollar Value: 00050000.00	ACT Go 1

**NOTE:** The total number of files read may double. The database compiler will read the veteran’s SSN twice, from the DD-214 and student record tables. We are working to resolve this issue.

Please pay special attention in the ERROR section. Each ERROR must be corrected to ensure the .CSV file can be resubmitted and run successfully.

## FILE UPLOAD

### For the Submission of Hazlewood and Service Member Records

The .CSV file must have every field\* in each record filled with data that matches the existing data on the Hazlewood database. If you leave out data, some or all the fields will create an error and the file will not run and the record will not be input. You will see this error:



When you “click here,” you will see your missing data in pink. The DD-214 information was removed from this file to illustrate the way errors are displayed. In this case, after two errors were encountered, the processor stopped reading the file and reported this record has an error.

22 - Service Member's Middle Initial	23 - Service Member's Zip Code	24 - Does Service Member Meet Initial Time of Entry Requirement?	25 - Home of Record city	26 - Home of Record state; 2 digit postal abbreviation	27 - Place of Entry city	28 - Place of Entry state; 2 digit postal abbreviation	29 - Entry Date	30 - Separation Date	31 - Net Active Service year(s)	32 - Net Active Service month(s)	33 - Net Active Service day(s)
	78754	Y									

When you input the data for each record, filling all fields\*, your file will process correctly.

\*In all cases of the “middle initial” field for each record, you do not need to input “Middle Initial.”

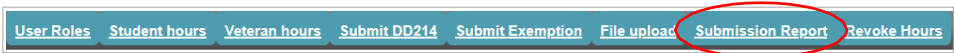
**Tip:** If your veteran has two DD-214’s in their record, select the one that was used in the past that processed correctly. Our processor does not read the second DD-214 data and will generate an error if the data does not match existing data.

**Tip:** Do not use any special characters (i.e., “, (, [, etc.) in any field. All fields are alpha, numeric, or alphanumeric.

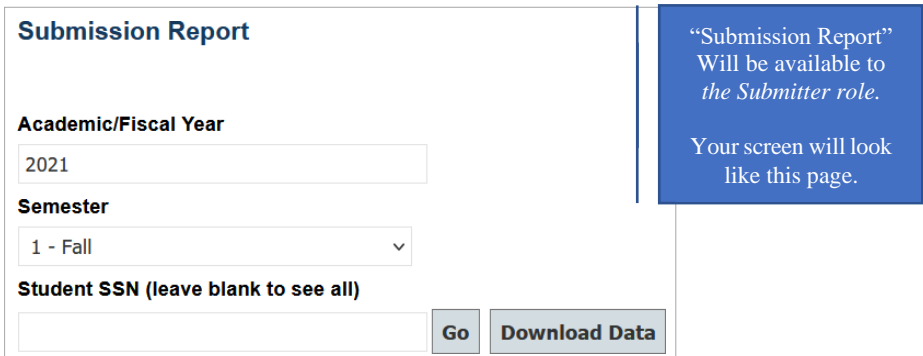
## SUBMISSION REPORT

After submitting records, either by single file entry or by CSV (.CSV) formatted file upload, you may want to verify that the data is correct for records that have been accepted. To check accuracy, access the “Submission Report” page:

1. From Main, select the button for “Submission Report.”



2. You will see this screen:

The screenshot shows a web form titled 'Submission Report'. The form has three main sections: 'Academic/Fiscal Year' with a text input field containing '2021'; 'Semester' with a dropdown menu showing '1 - Fall'; and 'Student SSN (leave blank to see all)' with an empty text input field. At the bottom of the form are two buttons: 'Go' and 'Download Data'. To the right of the form is a blue callout box with white text that reads: '“Submission Report” Will be available to the Submitter role. Your screen will look like this page.'

3. Enter the *academic* year and semester of the records you wish to inspect and click the “Go” button.

## SUBMISSION REPORT

- If there are no records found, you will see a “No records found” message. If there are records found, it will look like this screen, after you press “Go” or “Download Data:”

3656 marcela.clay [Log off](#)

**Submission Report**

Academic/Fiscal Year  
2021

Semester  
3 - Summer I

Student SSN (leave blank to see all)

	Recipient SSN	Name	Hazlewood Hours	Federal Hours	Value Of Exemption	Type of hours	Submitted By
<a href="#">Detail</a>	111111111	Veteran, Veteran	6	0	1750.00	Standard	marcela.clay
<a href="#">Detail</a>	111224444	Smith, FatherTime	6	0	160000.00	Standard	marcela.clay
<a href="#">Detail</a>	236548712	Clay, Beth	6	0	1750.00	Standard	marcela.clay
<a href="#">Detail</a>	451654875	Earhart, Amelia E	6	0	500.00	Standard	marcela.clay
<a href="#">Detail</a>	555664444	Elbert, Legacy	12	0	500.00	Death	marcela.clay
<a href="#">Detail</a>	777889999	Castro, Fidel	12	0	1000.00	Standard	marcela.clay
<a href="#">Detail</a>	999887777	Snead, Sam	15	0	100.00	Standard	marcela.clay

Total records: 7

- If you wish to view all information about the record, click on the “Detail” button associated with the record. You should see the row expand:

	<p>Recipient SSN 111001112</p> <p>Recipient Last Name Medina</p> <p>Recipient First Name Gary</p> <p>Recipient Middle Initial</p> <p>Recipient Zip Code 76537</p> <p>Recipient Date of Birth 5/8/1988</p> <p>Hazlewood Hours Used 12</p> <p>Federal Hours Used 0</p> <p>Type of Hours Used Legacy</p> <p>Value of Exemption 500000.00</p> <p>Relation to Veteran Biological/Child</p> <p>Is Recipient a Dependent Y</p> <p>Is In Student Loan Default N</p> <p>Is Texas Resident Y</p> <p>Veteran SSN 111001111</p> <p>Veteran Date of Birth 10/28/1965</p> <p>Veteran Last Name Lopez</p> <p>Veteran First Name Nathan</p> <p>Veteran Middle Initial Mark</p> <p>Veteran Zip Code 76537</p> <p>Is Time of Entry Requirement Met Y</p> <p>Submit Date 9/22/2021</p> <p>Submitted by Gary.Medina</p> <p>File Id Web form</p> <p>Record index Web form</p>
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## SUBMISSION REPORT

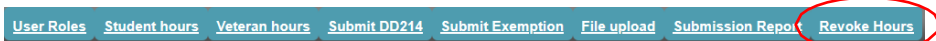
6. When viewing the detail record:
  - a. Ignore the column headers when viewing details, as the fields are oriented vertically to fit all record data.
  - b. To delete the record, click the “Delete” button.
  - c. To update the record, click the “Update” button.
  - d. Click the “Cancel” button to dismiss the detail view and return to the summary view.

*Tip:* How to delete a single record from a semester when a mistake is found:

Open your school’s Submission Report for the semester in which the error was created. Find the student record you want to change, open it, and find the “delete” button. Click on “delete” and the record for that semester is deleted. If you need to enter a different record for that same semester for the same student, use the “Submit Exemption” button and begin a single entry for that student to make corrections.

## REVOKE HOURS

Select the “Revoke Hours” button from the main menu:



1. Enter the veteran’s SSN, press “find” and see the veteran’s record:

003644 Gary Medina

Search by veteran's SSN

Veteran SSN:

---

Veteran's Details

**Name:** Lopez, Nathan Mark  
**SSN#:** 111001111  
**Date of Birth:** 10/28/1965

**Cummulative Service:** 4 years, 0 months, 1 days  
**Total Legacy Hours used:** 36

---

Exemption Hours

Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Medina, Gary	2021	1	12	500000.00	2	05-08-1988	3644	No	↩ ↻
Lopez, Jesus	2021	2	12	500000.00	2	11-25-2001	3644	No	↩ ↻
Contreras, Martha Ilyana	2021	4	12	500000.00	2	06-18-1987	3644	No	↩ ↻

*A revocation may be processed for the current semester only.*

2. Click on the left-facing arrow to revoke hours.
3. When hours are revoked, the revoked status will display “Yes”:

Student	Academic Year	Semester	Hazlewood Hours	Value Of Exemption	Type of Hours	Date Of Birth	FICE Code	Revoke Status (Y/N)	Revoke / Retract Hours
Medina, Gary	2021	1	12	500000.00	2	05-08-1988	3644	No	↩ ↻

*Note: “Revoke Hours” stops the student hours from being input for that semester. It does **not** subtract the hours from the Legacy child and return them to the veteran’s account.*

# Revocation of Hours Form

**Veteran's details**

SSN#: 466888888

Last Name: Claypool

First Name : Marcela

Middle Name : B

Date Of Birth : 07-11-1960

Street:

City:

State:

Zip: 78754

Phone Number: Please enter phone number

Email address: Please enter email address

**Child's details**

SSN#: 466899999

Last Name: Clay

First Name : Betty

Middle Name :

Date Of Birth : 07-11-1999

**Legacy child hazlewood hours details**

Hazlewood Hours: 6

Revoke hazlewood hours

Click "Save changes" and your revocation will take effect, locking the student's account from further use of the veteran parent's Hazlewood exemption.

Close **Save changes**

## **CORRECT NAME and/or DATE OF BIRTH**

Institutions of Higher Education – Administrators and Submitters may encounter a profile of a veteran and/or dependent with an incorrect Date of Birth or Name. To resolve the issue, please contact the Veterans Education Service Center at [EducationServices@tvc.texas.gov](mailto:EducationServices@tvc.texas.gov) and send us your request to change the name or DOB. Our team will send you an Excel spreadsheet form to fill out and send back to us for processing. In your request for a name or DOB change, include contact information for the person who needs the correction.

A team member will contact the veteran or dependent to request a personal document to confirm their correct name or DOB (copy of their driver's license, passport, etc.). Once the Excel form and supporting documentation are received, our team member will enter the change request in our Incident Management tracker for the database programmers to make the change. After we have received confirmation that the change has been made, we will notify you by email that your change request has been completed.

*Note: the change of name or DOB process may take several days.*

## **Glossary of Terms**

**Academic Year** – The Hazlewood Database reporting is done by fiscal/academic year. The fiscal/academic year starts with the Fall Term. Because of this, the year listed for Fall Terms in the database are always going to be one year ahead of the actual calendar year in which the student attended. For example, if you attended a school from August 2021 (current calendar year) to May 2022 (following calendar year), your hours used will be listed in the database as having attended the Fall 2022 and Spring 2022 terms.

**Alphanumeric** - an entry that contains both characters and numbers (i.e., BdF1456Y).

**CSV file format** – a comma-separated value (CSV) table that has strings of data broken into sections beginning with the header on each line. The compiler reads the header (in the Hazlewood .csv case, @D is the header) information, starts a new record, and continues reading the data until a new @D header is detected. The compiler stops working on the first record and moves to the next record and so on until the end of the file is reached.

**Compiler** – software that runs on a network server to read data files and return information to the IHE Submitter.

**Dependent** – the biological, adopted, or stepchild of a veteran who was killed in action (KIA), missing in action (MIA), or died as a result of service-related injuries or illness, or the dependent child of a veteran who has been determined to be 100% total and permanent service-connected disabled and who has their VA disability rating letter stating that level of disability.

**Entry Date** – the calendar date a military service member officially enters the military.

**Exemption** – the process of waiving a student's requirement to pay for tuition when they attend a public IHE.

## **Glossary of Terms**

**FICE Code** – a six-digit identification code used to identify institutions of higher education in the United States.

**Field** – a fillable space to enter data, often pre-formatted for type of characters and size.

**Fiscal Year** – closely aligns with IHE academic year. Fall is first semester each academic year, followed by Spring and Summer semesters. For August – December of 2021, the IHL academic year begins “Fall 2022”. An easy rule of thumb to determine the academic/fiscal year, add the digit 1 to the calendar year for fall (e.g., Calendar Year for the fall of 2020 academic/fiscal year is the Fall of 2021).

**IHE** – Institution of Higher Education, sometimes called the IHL for Institution of Higher Learning.

**Legacy Child** – the child of a Hazlewood-eligible veteran who is sharing their Hazlewood tuition exemption hours. The child must be biological, adopted, step, or an IRS household dependent of the veteran.

**Recipient** – person who receives the Hazlewood tuition exemption.

**Reporting Period** – Fall, Spring, Summer I, and Summer II.

**Reporting Due Date** – date by which each IHE must submit their Hazlewood data for the previous semester; currently January 31, June 30, and September 30.

**Revoke Hours** – this is the process of stopping the IHE Submitter from posting hours for a Legacy child. **The revocation process may be used in the current semester only.** Prior semester Hazlewood hours may not be revoked.

**Separation date** – calendar date when a military member leaves the military; the official end to their period of active-duty service.

## **Glossary of Terms**

**Spouse** – the dependent of a veteran who is married to that veteran, spouse of a veteran who was killed in action (KIA), missing in action (MIA), or died because of service-related injuries or illness, or is the dependent spouse of a veteran who has been determined to be 100% total and permanent, service-connected disabled and who has their VA disability rating letter stating that level of disability.

**Submission Report** – the link to review records submitted by an IHE.

**Submit Exemption** – the link to enter a single student’s data record.

**Security Code** – word the user creates after being prompted to select a choice from a drop-down pick list (e.g., What animal would you like to be?).  
*Tip: keep your response simple. This is the word you must submit to reset your password.*

**Veteran** – a prior military service member who has completed a period of active duty in a federal armed services branch for they received a DD-214.

## APPENDIX A – Troubleshooting Common Issues

Submit DD-214	Error	Solution
Field 1: Service Member's SSN	Veteran SSN and Student ID do not match, relationship cannot be 0	To enter "0" for relationship (self) the veteran and student SSN must be the same.
	DD-214 Service member has no Hazlewood record	Verify the veteran's SSN from their submitted DD-214.
Field 4: Entry Date	DD-214 entry within service period of existing DD-214	Veteran may have two DD-214's in the database. Look at the veteran's record to determine why the dates you entered do not match.
Field 10, 11, 12: DD-214 Date	DD-214 active service years, months, and/or days is out of range	Date on DD-214 (years, months, days) does not match the data in the current database. Review "Veteran hours" currently in the database. These records must match.



## APPENDIX A – Troubleshooting Common Issues

Submit Exemption	Error	Solution
Field 12: Type of Hours Used	Relationship is (0), Hours type must be Standard (1)	There is a mismatch with the relationship for student and type of hours used.
	Veteran cannot share hours with more than one Legacy child in the same semester	<p>For the semester you are entering data, another child is receiving the benefit and it has been assigned by another Submitter. Look at the veteran’s record to see who made the other child’s entry.</p> <p>Contact the other school to determine why there is a conflict. Notify the veteran.</p>
Field 18: Service Member’s SSN	Veteran SSN and Student ID do NOT match, Relationship cannot be “0”	There is an incorrect SSN in either the veteran’s SSN field or the student’s SSN field.
	DD-214 Servicemember has no Hazlewood record	You must submit the veteran record, then Submit DD-214 record, then run your Submit Exemption on the veteran/student again.

## APPENDIX A – Troubleshooting Common Issues

File Upload	Error	Solution
Field 1: “@D”	No Conforming File Format	<p>Field “1” does not contain the correct “@D” format – if you type “@D”, you may have generated a formula in Excel. You may Copy/Paste the “@D” from the original formatted Excel Spreadsheet for the IHE user here:</p> <p><a href="#">CSV Format Record Template</a></p>
		<p>You may have tried to upload an Excel spreadsheet before exporting it to a .CSV format, in your Excel program, open: file/export/change file type, select: CSV (Comma Delimited). The export should create a .CSV file; you may process through the “file upload”.</p>
Field 14: Value of Hazlewood Exemption	Dollar Value Must be greater than \$20	Check Field 14 to make sure the dollar amount entered in that field is greater than \$20.

## APPENDIX A – Troubleshooting Common Issues

File Upload	Error	Solution
Field 22: Place of Entry City	DD-214 Place of Entry City Invalid	Check the spelling of the city’s name (e.g., Ft. Worth must be Fort Worth). You may check your city name’s correct spelling here: <a href="#">List of Towns in Texas</a>
Field 29: Entry Date	DD-214 Entry within service period of existing DD-214	Veterans may have two DD-214s in the database. Look at the veteran’s record to determine why the dates you entered do not match.
Fields: 31, 32, 33: DD-214 Date	DD-214 active services years, months, and/or day are out of range	The date on DD-214 (years, months, days) does not match the data in the current database. Double-check and reenter.
Fields 10 and 11: Veterans Phone Number, Veterans email Address	This field is required	Both the veteran’s phone number and email address must be entered. If you do not have the phone number, enter 9999999999. If you do not have the veteran’s email address, enter X@X as a place holder.

## APPENDIX A – Troubleshooting Common Issues

Revoke Hours	Error	Solution
Fields 10 and 11: Veterans Phone Number, Veterans email Address	This field is required	Both the veteran’s phone number and email address must be entered. If you do not have the phone number, enter 9999999999.  If you do not have the veteran’s email address, enter X@X as a place holder.

*.CSV table, column 13 – how to enter correct amounts and examples:*

*Column 13 must be 7 digits. Examples of entries for specific amounts:*

*Cost of tuition: \$1,200.00*

*Enter: 0120000*

*Cost of tuition: \$463.00*

*Enter: 0046300*

*Cost of tuition: \$12,543.00*

*Enter: 1254300*

## Appendix A - Troubleshooting Common Issues

Field --2--	Instructions	Troubleshooting/Errors
Legacy Child's Social Security Number (SSN) while submitting an Exemption Report	<p>Numeric: <u>right-justified</u></p> <p>Do Not use dashes or slashes</p> <p><i>You must enter the Legacy Child's SSN, which is the standard for all reports submitted to TVC to ensure data integrity, Hazlewood Hour Accuracy, and maintain Exemption Reports.</i></p>	<p>Error if not numeric</p> <p>Error if left blank</p> <p>E: "Veteran SSN and Student ID do NOT match, Relationship cannot be "0"</p> <p>E: "DD-214 service member has no Hazlewood record"</p> <p>An Error Code will not appear if the Legacy Child's SSN is entered incorrectly. This will cause a miscalculation of Hazlewood Hours between the veteran and Legacy Child's accounts.</p>

Field --9--

Semester Term while reporting Legacy Child's Exemption Hours	<p>Fall</p> <p>Spring</p> <p>Summer I</p> <p>Summer II</p> <p><i>You must select the correct Semester Term while submitting an Exemption Report for the Legacy Child.</i></p>	<p>An Error Code will not appear if the Legacy Child's Exemption Hours report is reported with an incorrect Semester Term. If entered incorrectly, there will be a mismatch of the information under the veteran's and Legacy Child's account.</p>
--------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## APPENDIX B – Data Structure Tables

### Submit DD-214 – Data Record Structure

Field	Type	Length	Field Description
1	numeric	9	Veteran’s SSN
2	numeric	8	Veteran’s Date of Birth
3	character	30	Veteran’s First Name
4	numeric	8	Entry Date (MMDDYYYY)
5	numeric	8	Separation Date (MMDDYYYY)
6	character	30	Home of Record City
7	character	2	Home of Record State (2-letter postal abbrev.)
8	character	30	Place of Entry City
9	character	2	Place of Entry State (2-letter postal abbrev.)
10	numeric	2	Net Active Service Years (0-99) <i>*auto-populates</i>
11	numeric	2	Net Active Service Months (0-12) <i>*auto-populates</i>
12	numeric	2	Net Active Service Days (0-31) <i>*auto-populates</i>
13	alpha-numeric	16	Branch (Select Branch: 1 - Army, 2 - Air Force, 3 - Navy, 4 - Marines, 5 - Coast Guard, 6 - Space Force)
14	alpha-numeric	16	Component (Select Component: 1 - Active/Regular, 2 - Reserve, 3 - National Guard)
15	alpha-numeric	30	Service Character (Select Character of Service: 1 - Honorable, 2 - Other than Honorable, 3 - Dishonorable, 4 - General, 5 - Bad Conduct, 6 - Uncharacterized)

**NOTE:** Auto-populates; programmed with calculator for years, months, and days.

## APPENDIX B – Data Structure Tables

### Submit Exemption – Student Data Record Structure

Field	Type	Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient’s SSN Number
3	Character	30	Recipient’s Last Name
4	Character	30	Recipient’s First Name
5	Character	1	Recipient’s Middle Initial
6	Numeric	9	Recipient’s ZIP Code
7	Numeric	8	Recipient’s Date of Birth
8	Numeric	4	Academic/Fiscal Year of “Award” <i>(Not Calendar Year)</i>
9	Numeric	1	Semester of “Award”
10	Numeric	2	Hazlewood Hours Used
11	Numeric	2	Federal Hours Used
12	Numeric	1	Type of Hours Used
13	Numeric	7	Value of Exemption
14	Numeric	1	Relation to Service Member
15	Character	1	Is Recipient a Dependent?
16	Character	1	Is Recipient/Service Member in Default on a Student Loan?
17	Character	1	Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?
18	Numeric	9	Service Member’s SSN
19	Numeric	8	Service Member’s Date of Birth
20	Character	30	Service Member’s Last Name
21	Character	30	Service Member’s First Name
22	Character	1	Service Member’s Middle Initial

## APPENDIX B – Data Structure Tables

### Submit Exemption – Student Data Record Structure

Field	Type	Length	Field Description
23	Numeric	9	Service Member’s ZIP Code
24	Character	1	Does Service Member Meet Initial Time of Entry Requirement?

**\*EXAMPLE: #8 – Fiscal Year**

- Academic/Fiscal year 2021 = Fall 2020, Spring 2021, and Summer 2021
- Academic/Fiscal year 2022 = Fall 2021, Spring 2022, and Summer 2022



## APPENDIX B – Data Structure Tables

### CSV Format – Data Record Structure

Field	Type	Length	Field Description
1	Character	2	Record Code
2	Character	9	Recipient’s SSN Number
3	Character	30	Recipient’s Last Name
4	Character	30	Recipient’s First Name
5	Character	1	Recipient’s Middle Initial
6	Numeric	9	Recipient’s ZIP Code
7	Numeric	8	Recipient’s Date of Birth
8	Numeric	4	Academic/Fiscal Year of “Award”
9	Numeric	1	Semester of “Award”
10	Numeric	2	Hazlewood Hours Used
11	Numeric	2	Federal Hours Used
12	Numeric	1	Type of Hours Used
13	Numeric	7	Value of Hazlewood Exemption
14	Numeric	1	Recipient’s Relation to Service Member
15	Character	1	Is Recipient a Dependent of a Service Member?
16	Character	1	Is Recipient/Service Member in Default on a Student Loan?
17	Character	1	Is Child/Spouse a Current Texas Resident? Is Veteran Currently Residing in Texas?
18	Numeric	9	Service Member’s SSN
19	Numeric	8	Service Member’s Date of Birth
20	Character	30	Service Member’s Last Name
21	Character	30	Service Member’s First Name
22	Character	1	Service Member’s Middle Initial
23	Numeric	9	Service Member’s ZIP Code
24	Character	1	Does Service Member Meet Initial Time of Entry Requirement?
25	Character	30	Home of Record city

## APPENDIX B – Data Structure Tables

### CSV Format – Data Record Structure

Field	Type	Length	Field Description
26	Character	2	Home of Record state; 2-digit postal abbreviation
27	Character	30	Place of Entry city
28	Character	2	Place of Entry state; 2-digit postal abbreviation
29	Numeric	8	Entry Date
30	Numeric	8	Separation Date
31	Numeric	2	Net Active Service year(s)
32	Numeric	2	Net Active Service month(s)
33	Numeric	2	Net Active Service Day(s)
34	Numeric	1	Branch (Army, Air Force, Navy, Marine, Coast Guard, Space Force)
35	Numeric	1	Component (Active, Reserve, National Guard)
36	Numeric	1	Character of Service (Honorable, Other than Honorable, General, Dishonorable, Bad Conduct, Uncharacterized)

## APPENDIX C – Fields, Descriptions, and Errors

DD-214		
Field	Instructions	Troubleshooting/Errors
Service Member's Social Security Number (SSN)	<p>Numeric: right-justified, 9 digits</p> <p><u>Do Not use dashes or slashes</u></p> <p><i>You must enter the service-member's SSN, which is the standard for all reports submitted to TVC to ensure data integrity and consistency.</i></p>	<p>Error if not numeric</p> <p>Error if left blank</p> <p>E: "Veteran SSN and Student ID do NOT match, Relationship cannot be "0"</p> <p>E: "DD-214 service member has no Hazlewood record"</p>
Service member's Date of Birth	<p>Numeric: right justified, 8 digits (mmddyyyy)</p> <p><u>Do NOT use dashes or slashes</u></p>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>E: "Invalid service member birth date"</p>
Service member's First Name	<p>Alpha; left justified; 30 letters – upper or lower case acceptable</p> <p><i>field auto-populates if data exists</i></p>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: "First name cannot be blank"</p>
Entry Date	<p>Numeric: empty or 8 digits. (mmddyyyy)</p> <p>DO NOT use dashes or slashes</p>	<p>Error if not numeric</p> <p>Error if left blank</p> <p>Error if "mm" is not 1-12</p> <p>Error if "dd" is not 1-31</p> <p>E: "DD-14 Entry Date within service period of existing DD-214"</p> <p>E: "Please enter the valid entry date format (MMDDYYYY)"</p> <p>E: "DD-214 invalid date"</p>

## APPENDIX C – Fields, Descriptions, and Errors

DD-214		
Field	Instructions	Troubleshooting/Errors
Separation Date	<p>Numeric: empty or 8 digits (mmddyyyy)</p> <p>DO NOT use dashes or slashes, Enter the 2-digit month, 2-digit day, and the 4-digit year</p> <p>Month range 01-12</p> <p>Day range 01-31</p>	<p>Error if not numeric</p> <p>Error if left blank</p> <p>Error if “MM” is not 1-12</p> <p>Error if “DD” is not 1-31</p> <p>E: “DD-214 Separation Date within service period of existing DD-214”</p>
Home of Record	<p>Alphabet only: up to 30 letters in upper or lower case acceptable.</p> <p>Use “NOT SPECIFIED” for unknown city</p>	<p>Error if numeric</p> <p>E: “DD-214 Home of Record City Invalid”</p> <p>E: “City cannot be blank”</p>
Place of Entry State	<p>Alphabetic: employ or 2 letters upper or lower case acceptable.</p> <p>Two letter USPS abbreviation:</p> <p><i>Use ZZ for unknown or foreign countries.</i></p>	<p>Error if numeric</p> <p>Error if not a valid state</p> <p>E: “DD-214 Place of Entry State is Invalid”</p>
Net Active Service Year(S)	<p>Numeric: empty or up to 2 digits</p>	<p>Error if not numeric</p> <p>Error if <math>\leq 0</math> or <math>\geq 99</math></p> <p>E: “DD-214 Active Service Years, Months, and/or Days is out of range”</p>

## APPENDIX C – Fields, Descriptions, and Errors

DD-214		
Field	Instructions	Troubleshooting/Errors
Net Active Service Months	Numeric: empty or 2 digits	Error if not numeric Error if $\leq 0$ or $\geq 12$ E: “DD-214 Active Service Years, Months, and/or Days is out of range”
Net Active Service Days	Numeric: empty or up to 2 digits	Error if not numeric Error if $\leq 0$ or $\geq 31$ E: “DD-214 Active Service Years, Months, and/or Days is out of range”
Branch	Numeric: Empty or 1 digit  <ol style="list-style-type: none"> <li>1. Army</li> <li>2. Air Force</li> <li>3. Navy</li> <li>4. Marine Corps</li> <li>5. Coast Guard</li> <li>6. Space Force</li> </ol>	Error if not numeric Error if $\leq 1$ or $\geq 5$ E: “DD-214 Branch, Component or character of service is out of range”
Component	Numeric: empty or 1 digit  <ol style="list-style-type: none"> <li>1. Active/Regular</li> <li>2. Reserve</li> <li>3. National Guard</li> </ol>	Error if non-numeric Error if $\leq 1$ or $\geq 3$ Error if 3 and field 34 $\geq 2$ E: “DD-214 Branch, Component or character of service is out of range” E: “DD-214 Active Service Years, Months, and/or Days is out of range”

## APPENDIX C – Fields, Descriptions, and Errors

DD-214		
Field	Instructions	Troubleshooting/Errors
Character of Service	Numeric: Empty or one digit  1. Honorable 2. Other than Honorable 3. Dishonorable 4. General 5. Bad Conduct 6. Uncharacterized	Error if non-numeric  Error if $\leq 1$ or $\geq 6$  E: "DD-214 Branch, Component or Character of Service is out of range"

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
1. Record Code	<ul style="list-style-type: none"> <li>• alphanumeric</li> <li>• left justified</li> <li>• 2 characters</li> </ul> <p>Enter “@D” for every detail record.</p>	<p>Error if left blank</p> <p>Error if &lt; &gt; “@D”</p> <p>E: “Non-conforming file format”</p>
2. Recipient Social Security Number	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 9 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter the recipient’s SSN (the standard for all reports submitted to the Coordinating Board to ensure data integrity and consistency)</p>	<p>Error if left blank</p> <p>E: “SSN must be 9 digits in length”</p>
3. Recipient Last Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: “Last name cannot be blank”</p>
4. Recipient First Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: “First name cannot be blank”</p>

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
5. Recipient Middle Initial	<ul style="list-style-type: none"> <li>not required</li> <li>alpha characters</li> <li>left justified</li> <li>1 letter</li> <li>upper or lower case</li> </ul>	Error if numeric E: <b>“Non-alphabetic”</b>
6. Recipient ZIP Code of Address	<ul style="list-style-type: none"> <li>numeric</li> <li>right justified</li> <li>9 digits</li> </ul> If last four digits are unknown, system will enter “0000.”	Error if left blank Error if non-numeric E: <b>“ZIP Code cannot be left blank”</b>
7. Recipient Date of Birth	<ul style="list-style-type: none"> <li>numeric</li> <li>right justified</li> <li>8 digits</li> </ul> <u>Do NOT use dashes or slashes.</u> Enter MMDDYYYY format.	Error if non-numeric Error if left blank Error if MM is not 1-12 Error if DD is not 1-31 E: <b>“Invalid Date of Birth”</b>
8. Recipient “AWARD”  AY 20XX	<ul style="list-style-type: none"> <li>numeric</li> <li>right justified</li> <li>4 digits</li> </ul> Enter the four-digit fiscal year in which the recipient received the award.	Error if non-numeric Error if left blank E: <b>“Year must be numeric”</b>
9. Semester of Recipient “AWARD”	<ul style="list-style-type: none"> <li>numeric</li> <li>right justified</li> <li>1 digit               <ul style="list-style-type: none"> <li>1=Fall</li> <li>2=Spring</li> <li>3=Summer I</li> <li>4=Summer II</li> </ul> </li> </ul>	Error if non-numeric Error if left blank Error if MM is not 1-12 Error if DD is not 1-31 E: <b>“Invalid Date of Birth”</b>



## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
10. Hazlewood Hours Used	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 2 digits</li> </ul> <p>Enter the number of enrolled hours covered by the Hazlewood Exemption.</p>	<p>Error if non-numeric</p> <p>E: “Hazlewood hours must be greater than zero”</p> <p>E: “Veteran has already reached the maximum of 150 Hazlewood Hours”</p>
11. Federal Hours Used	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 2 digits</li> </ul> <p>Enter the number of enrolled hours covered by a federal program; if none, enter“0.”</p>	<p>Error if non-numeric</p> <p>E: “Federal hours must be greater than zero”</p>
12. Type of Hours Used	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 1 digit                             <ul style="list-style-type: none"> <li>• <b>1</b>=Standard Hazlewood hours</li> <li>• <b>2</b>=Transferred Hazlewood hours</li> <li>• <b>3</b>=Death of Service Member</li> <li>• <b>4</b>=Disability (100%) of Service Member</li> </ul> </li> </ul>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>Error if &lt;1 or &gt;4</p> <p>E: “Relationship is self (0), Hours type must be Standard (1)”</p> <p>E: “Veteran cannot share hours with more than one legacy child in the same semester”</p>

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
13. Value of Hazlewood Exemption	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 7 digits</li> </ul> <p><u>Do NOT a decimal point.</u></p> <p>Enter the monetary amount exempted by the Hazlewood Act tuition waiver. Use leading zeroes to fill all 7 digits.</p> <p>E.g., 0152400 = \$1524.00</p>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>E: “Year must be numeric”</p>
14. Recipient’s Relation to Service Member	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 1 digit               <ul style="list-style-type: none"> <li>▪ 0=Self (recipient is Service Member)</li> <li>▪ 1=Biological child</li> <li>▪ 2=Adopted child</li> <li>▪ 3=Stepchild</li> <li>▪ 4=Spouse</li> <li>▪ 5= Claimed as dependent on taxes</li> </ul> </li> </ul>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>Error if &lt;1 or &gt;4</p> <p>E: “Relationship is self (0); Hours Type must be 'Standard' (1)”</p> <p>E: “Relationship is 'Spouse' (4); Hours Type can NOT be 'Standard' (1) or 'Legacy' (2)”</p> <p>E: “Veteran SSN and Student ID do NOT match; Relationship cannot be 0”</p>
15. Is Recipient a dependent of Service Member?	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• right justified</li> <li>• 1 letter               <ul style="list-style-type: none"> <li>▪ Y=Yes</li> <li>▪ N=No</li> </ul> </li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>Error if ≠ “Y” or “N”</p> <p>E: “Student must be a dependent in order to receive transfer hours”</p>

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
16. Is Recipient/ Service Member in default on a student? loan?	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• right justified</li> <li>• 1 letter               <ul style="list-style-type: none"> <li>▪ Y=Yes</li> <li>▪ N=No</li> </ul> </li> </ul>	Error if non-numeric Error if left blank Error if ≠ “N” E: “Default field must be Y or N” E: “Student is reported as In Default and cannot receive Hazlewood Benefits”
17. Is Child/ Spouse a current Texas Resident? Is Veteran currently residing in Texas?	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• right justified</li> <li>• 1 letter               <ul style="list-style-type: none"> <li>▪ Y=Yes</li> <li>▪ N=No</li> </ul> </li> </ul>	Error if numeric Error if left blank Error if ≠ “Y” E: “Student must meet the Texas Residency Requirement”
18. Service Member’s Social Security Number	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 9 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter the service member’s SSN (the standard for reports submitted to the Coordinating Board to ensure data integrity and consistency).</p>	Error if non-numeric Error if left blank E: “Veteran SSN and Student ID do NOT match; Relationship cannot be 0” E: “DD214 Service Member has no Hazlewood record”

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
19. Service Member's Date of Birth	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 8 digits</li> <li>• upper or lower case</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter MMDDYYYY format.</p>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>Error if MM is not 1-12</p> <p>Error if DD is not 1-31</p> <p>E: "Invalid Service Member birth date"</p>
20. Service Member's Last Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: "Last name cannot be blank"</p>
21. Service Member's First Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: "First name cannot be blank"</p>
22. Service Member's Middle Initial	<ul style="list-style-type: none"> <li>• not required</li> <li>• alpha characters</li> <li>• left justified</li> <li>• 1 letter</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>E: "Non-alphabetic"</p>
23. Service Member's ZIP Code of Address	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 9 digits</li> </ul> <p>If last four digits are unknown, system will enter "0000."</p>	<p>Error if left blank</p> <p>Error if non-numeric</p> <p>E: "ZIP Code cannot be left blank"</p>

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
24. Does Service Member meet Initial Time of Entry Requirement?	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 1 letter                             <ul style="list-style-type: none"> <li>▪ Y=Yes</li> <li>▪ N=No</li> </ul> </li> </ul>	Error if numeric Error if left blank Error if ≠ “Y” E: “Service Member Meets initial time of entry requirement must be Y”
25. Home of Record City	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• up to 30 letters</li> <li>• upper or lower case</li> </ul> Use “Not Specified” for unknown city.	Error if numeric E: “DD214 Home of Record City is invalid” E: “City cannot be blank”
26. Home of Record State	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• up to 2 letters</li> <li>• upper case</li> </ul> Use “ZZ” for an unknown or foreign state.	Error if numeric Error if not a valid state E: “DD214 Home of Record State is invalid” E: “State cannot be blank”
27. Place of Entry City	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• up to 30 letters</li> <li>• upper or lower case</li> </ul> Use “Not Specified” for unknown city.	Error if numeric E: “DD214 Place of Entry City is invalid” E: “City cannot be blank”
28. Place of Entry State	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• up to 2 letters</li> <li>• upper case</li> </ul> Use “ZZ” for an unknown or foreign state.	Error if numeric Error if not a valid state E: “DD214 Place of Entry The state is invalid”

## APPENDIX C – Fields, Descriptions, and Errors

SUBMIT EXEMPTION		
Field	Instructions	Troubleshooting/Errors
29. Entry Date	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 8 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter MMDDYYYY format.</p>	<p>Error if non-numeric</p> <p>Error if left blank</p> <p>Error if MM is not 1-12</p> <p>Error if DD is not 1-31</p> <p>E: “DD214 Entry Date within the service period of existing DD214”</p> <p>E: “Please enter the valid entry date format MMDDYYYY”</p> <p>E: “DD214 Invalid Date”</p>

## APPENDIX C – Fields, Descriptions, and Errors

REVOKE HOURS		
Field	Instructions	Troubleshooting/Errors
1. Veteran’s Social Security Number	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 9 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>If entered correctly, fields 1-5 and 9 auto-populate and all of the child’s data auto-populates.</p>	<p>Error if non-numeric</p> <p>Error if left blank</p>
2. Veteran’s Last Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p>
3. Veteran’s First Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p>
4. Veteran’s Middle Initial	<ul style="list-style-type: none"> <li>• alpha character</li> <li>• left justified</li> <li>• 1 letter</li> <li>• not required</li> </ul>	
5. Veteran’s Date of Birth	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 8 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter MMDDYYYY format.</p>	<p>Error if non-numeric</p> <p>E: “Invalid service member birth date”</p>
6. Veteran’s Street Address	<ul style="list-style-type: none"> <li>• alphanumeric</li> <li>• left justified</li> <li>• 30 characters</li> <li>• not required</li> </ul>	

## APPENDIX C – Fields, Descriptions, and Errors

REVOKE HOURS		
Field	Instructions	Troubleshooting/Errors
7. Veteran's City Name	<ul style="list-style-type: none"> <li>• left justified</li> <li>• 30 characters</li> <li>• not required</li> </ul>	
8. Veteran's State Name	<ul style="list-style-type: none"> <li>• left justified</li> <li>• 2 characters</li> <li>• not required</li> </ul>	
9. Veteran's ZIP Code	<ul style="list-style-type: none"> <li>• numeric</li> <li>• 9 characters</li> <li>• not required</li> </ul> <p>If last four digits are unknown, system will enter "0000."</p>	
10. Veteran's Phone Number	<ul style="list-style-type: none"> <li>• numeric</li> <li>• left justified</li> <li>• 10 digits</li> </ul>	<p>Error if left blank</p> <p>E: "This field is required"</p>
11. Veteran's Email Address	<ul style="list-style-type: none"> <li>• alphanumeric</li> <li>• left justified</li> <li>• 30 characters</li> </ul>	<p>Error if left blank</p> <p>E: "This field is required"</p>
12. Child's Social Security Number	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 9 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p>	<p>Error if non-numeric</p> <p>Error if left blank</p>
13. Child's Last Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	<p>Error if numeric</p> <p>Error if left blank</p> <p>E: "Last name cannot be blank"</p>

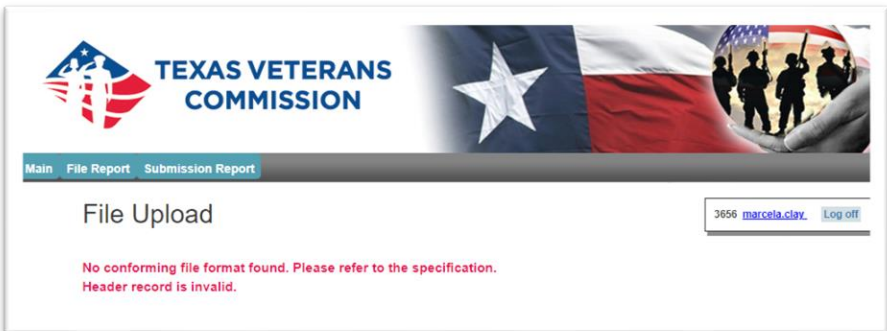


## APPENDIX C – Fields, Descriptions, and Errors

REVOKE HOURS		
Field	Instructions	Troubleshooting/Errors
14. Child's First Name	<ul style="list-style-type: none"> <li>• alpha characters</li> <li>• left justified</li> <li>• 30 letters</li> <li>• upper or lower case</li> </ul>	Error if numeric Error if left blank E: "First name cannot be blank"
15. Child's Middle Initial	<ul style="list-style-type: none"> <li>• alpha character</li> <li>• left justified</li> <li>• 1 letter</li> <li>• not required</li> </ul>	
16. Child's Date of Birth	<ul style="list-style-type: none"> <li>• numeric</li> <li>• right justified</li> <li>• 8 digits</li> </ul> <p><u>Do NOT use dashes or slashes.</u></p> <p>Enter MMDDYYYY format.</p>	Error if non-numeric Error if left blank Error if MM is not 1-12 Error if DD is not 1-31
17. Child's Hazlewood Hours	<ul style="list-style-type: none"> <li>• numeric</li> <li>• 2 digits</li> </ul> <p>Auto-populates with current semester Hazelwood hours used by child – this number may <b>not</b> be altered.</p>	

## APPENDIX D – Hints and Solutions

- **Hint Number 1:**
  - “Do not enter fictitious SSNs or the student school ID number with leading zeroes. **You cannot correct this type of entry.** It must be edited out by our database staff.”
    - Solution:
      - Call VESC Hazlewood and submit a formal request to fix any entry that may contain a fictional SSN.
- **Hint Number 2:**
  - If you see this error message and your file will not load:



The error may be returned because:

- The “@D” on your header may be corrupt. Go to the Hazlewood/Institutions webpage and get a fresh Excel spreadsheet from our Resources/Documents screen:

● [CSV Format Record Template](#)

- You may have input a word instead of the correct number code:
  - “Army” instead of “1” in the record column 34 – Branch
  - Please inspect Columns 9, 14, 34,35, and 36 as these columns require a Numerical Value and Not an Alphabetic Value.

You may have entered a cost amount of Hazlewood or GIB a number with too many digits. Our example in the Database Manual shows:

*Column 13 must be 7 digits. Examples of entries for specific amounts:*

*Cost of tuition: \$1,200.00*

*Enter: 0120000*

- However, if you enter 00120000 by mistake, you will see the error noted above.
- We have asked our database development team to open up all cells for alpha-numeric mistakes, to be allowed. The Hazlewood compiler will accept the file and return the Excel spreadsheet back to you with your error(s) highlighted in light pink. This will save your Hazlewood submitter time because they will not have to try to decipher what the vague message above is indicating as incorrect.

*Note: as of Mid-August 2022, you may enter the upper case and lower-case alpha-numeric characters without receiving an error message: "b" instead of "B", "A" instead of "a", etc.*

# HAZLEWOOD DATABASE MANUAL

*last updated March 2022*

**Veterans Education Service Center**

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