

# Tips and Tricks for Dear Colleague Letters (DCL)

## About DCLs on IFAP

When accessing ED's Dear Partner/Colleague Letters through the Information for Financial Aid Professionals (IFAP) Web site, you immediately enter the iLibrary. The iLibrary displays DCLs, by year and by type, published within the most recent three years and a link to archived DCLs that were published more than three years ago.

- ◆ By Year — allows you to access and search all DCLs published in a specific year
- ◆ By Dear Colleague Letter Type — allows you to search by a specific type of DCL


## DCL types

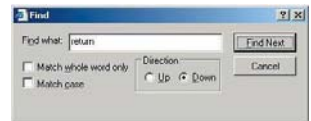
- ◆ General Distribution (GEN)
- ◆ Training Announcements (ANN)
- ◆ Campus-based Programs (CB)
- ◆ Leveraging Educational Assistance Partnership Program (LEAP)
- ◆ Pell Grant Program (P)
- ◆ Financial Partners (FP) — prior to publication year 2004, FP letter types were classified as Lender (L) and Guarantor (G)

## Search for a DCL by publication year

1. Click on the IFAP link located on the Dear Colleague Letter page on TG's Web site.
2. Review the By Year listings to find the appropriate year.
3. Click on the appropriate year.
4. Scroll through the yearly listings to determine the type of DCL needed.
5. Click on the specific DCL you are searching for to retrieve information.

## Use the Find feature to search a page

 **Quick Key Tip:** Holding the Ctrl + F keys enables the Find feature for your browser.



To search, type the word(s) or phrase(s) into the "Find what" window. Then click the "Find Next" button to start the search. The search will identify the word(s) or phrases(s) that are found on the Web page. This search feature allows you to search any Web page.

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