2027–28

FAFSA® Specifications Guide

Volume 3 – Electronic Data Exchange and FAFSA Processing

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Acronyms

Table 3-1: Acronyms

Acronym	Definition
AES	Advanced Encryption Standard
COD	Common Origination and Disbursement
COPPA	Children's Online Privacy Protection Act
DRN	Data Release Number
ED	U.S. Department of Education
EDE	Electronic Data Exchange
ETI	Electronic Transaction Indicator
FAA	financial aid administrator
FAFSA®	*Free Application for Federal Student Aid*
FDR	federal data request
FIPS	Federal Information Processing Standards
FPS	FAFSA Processing System
FSA	Office of Federal Student Aid
FSAIC	Federal Student Aid Information Center
FT	The FT number (also referred to as the FTI mailbox, FTI-SAIG mailbox, and Destination Point mailbox) is the number assigned to your institution when enrolling for the Federal Tax Information–Student Aid Internet Gateway (FTI-SAIG). An FT number is the identifier for the electronic mailbox that receives ISIRs with FTI data. It is a five-character alphanumeric string preceded by "FT," such as FT00001.
FTI	Federal Tax Information
FTIM	Federal Tax Information Module
FTP	file transfer protocol

Acronyms (Continued)

Acronym	Definition
IRS	Internal Revenue Service
ISIR	*Institutional Student Information Record*
NSLDS®	*National Student Loan Data System*
OLAP	Online Analytical Processing
PC	personal computer
PII	personally identifiable information
PSC	Program Support Center
SAI	Student Aid Index
SAIG	Student Aid Internet Gateway
SSA	Social Security Administration
SSN	Social Security number
TG	The TG number (also referred to as the SAIG mailbox or Destination Point mailbox) is the number assigned to an institution when enrolling in the SAIG. A TG number is the identifier for the electronic mailbox. It is a five-character alphanumeric string preceded by "TG," such as TGA0001. The TG number is used for all non-FTI files.
TDClient	Transaction Delivery Client
TEACH	Teacher Education Assistance for College and Higher Education grant
UUID	Universally Unique Identifier
YTD	year-to-date

Change History Table

The change history table below is updated each time the “Electronic Data Exchange and FAFSA Processing” volume of the *FAFSA Specifications Guide* is updated providing you with a cumulative list of revisions made to the document.

The footer is updated to include the revision date.

Table 3-2: Change History

Date	Page(s)	Changes/Notes
7/26	All	Volume 3 is released

Overview

What's in Volume 3, Electronic Data Exchange and FAFSA Processing?

The information in this volume can assist you in developing your own software or creating bridges between your own software systems and the EDExpress for Windows personal computer (PC) software. We also explain how you can create bridges between your systems and selected website functionality provided by the U.S. Department of Education's office of Federal Student Aid (FSA) for sending and receiving *Free Application for Federal Student Aid* (FAFSA®) data.

The remainder of this volume provides the following:

- An overview of electronic data exchange (EDE) and our software products including EDExpress for Windows, EDconnect, and TDClient. You can use these software products in combination with (or in place of) institutional systems you develop to exchange information with FSA's data processors.
- A description of FAFSA Processing System (FPS) input data and electronic output data files including the *Institutional Student Information Record* (ISIR).
- A review of the types of ISIR files available from the ISIR Datamart.
- Information for making electronic corrections to a student's FAFSA data.

Electronic Data Exchange

Overview

EDE comprises four interrelated components, all of which must work together to ensure that quality service is provided to participating EDE organizations:

- **User software and specifications**. The U.S. Department of Education (ED) provides a PC-based software (EDExpress for Windows) for users to participate in EDE. Alternatively, users can choose to develop their own system or software.
- **Student Aid Internet Gateway (SAIG)**. The SAIG is ED's hardware and software (EDconnect or TDClient) that allows for the secure transmission of data from the FPS or the Federal Tax Information Module (FTIM) to users. Third-party servicers and schools using their own software also use the SAIG to transmit data to the FPS.
- **FPS production system**. The FPS subsystems are responsible for receiving, editing, reformatting, tracking, and reporting EDE data.
- **User support**. The telephone and email assistance available to EDE users through the FPS Help Desk and other technical groups.

Software Products

Organizations require communications and administrative software to participate in the EDE. EDE users' need for administrative software varies depending upon how they participate in EDE. Schools enroll in one or both of the following processes:

- **Electronic ISIRs**. Participants receive ISIRs from application or correction transactions, entered from any valid FPS source, on which the applicant has designated the school. At a minimum for this process, users must be able to view ISIRs electronically and store them in the format in which they were received.
- **Electronic Corrections**. Participants transmit electronic corrections and receive ISIRs, which are the processed results. To enter or edit corrected data, participants can use their own systems or a third-party software. To transmit correction data, schools and servicers can use the SAIG communications software.

  Additionally, corrections can be submitted using the FAFSA Partner Portal, which is a website for FAAs to view applicant data, make corrections to certain applicant data, and submit Verification of Identity results.

The communications software allows destination points to establish communications with the network. Administrative software enables destination points to perform such tasks as data entry and editing, need calculations, and reporting. Destination points have three options for EDE administrative software:

- Develop software that adheres to ED specifications,
- Acquire software that adheres to ED specifications from a vendor, or
- Use the ED provided software.

To facilitate EDE, ED provides three software products free of charge to EDE participants: EDExpress for Windows, EDconnect, and TDClient.

EDExpress for Windows

EDExpress is an FSA management software package that ED provides to *Title IV* financial aid administrators (FAAs). With EDExpress, you can manage *Title IV* federal student aid application data, package awards, and exchange origination and disbursement data with the Common Origination and Disbursement (COD) System for William D. Ford Federal Direct Loans (Direct Loans), Federal Pell Grants, and the Teacher Education Assistance for College and Higher Education (TEACH) Grants. You can also use the EDExpress reconciliation tools to reconcile your origination and disbursement data for these programs.

EDExpress does not have a dedicated ISIR correction entry function; however, you can use the FAFSA Partner Portal (fafsa.partnerportal.ed.gov). The processed results are returned to your SAIG mailbox, also known as a destination point, which you can then import into EDExpress.

Using the *FAFSA Specifications Guide, Volume 4A – Record Layouts*, you can create files of FAFSA data in the same format that the FAFSA Partner Portal interface uses to send data to the FPS. Some schools and agencies choose to send the data using EDE and import resulting ISIR data into EDExpress for storage purposes. Then they can also use EDExpress data management tools and report functionality to incorporate the ISIR data into other Financial Aid office business processes, like packaging, originating, and disbursing aid.

To enroll for FAFSA Partner Portal access, go through the FAFSA Online Services on the FSA Partner Connect website, located at fsapartners.ed.gov.

EDconnect

EDconnect is a Windows-based file transfer protocol (FTP) program that enables users to send and receive FSA information electronically. Users collect data on their PCs or computer systems and transmit the collected data in batches through the SAIG using EDconnect. The appropriate *Title IV* application system receives the data, processes it, performs any required database cross-referencing, and returns the processed data to the user's SAIG mailbox, where it can be downloaded to the user's PC or system with EDconnect. The EDconnect software and user guide can be found on the Knowledge Center at fsapartners.ed.gov/knowledge-center/topics/software-and-other-tools/edconnect.

TDClient

Transaction Delivery Client (TDClient) software is used to send and receive FTP data transmissions securely over the internet using Federal Information Processing Standards (FIPS) 140-2 Advanced Encryption Standard (AES). Compression software is contained within TDClient, so separate steps are not needed in your send and receive scripts. TDClient is supported under several mainframe and mid-range operating systems. A list of supported operating systems can be found in the SAIG Host Communication Guide on the Knowledge Center at fsapartners.ed.gov/knowledge-center/topics/software-and-other-tools/tdclient/tdclient-current-version.

FAFSA Processing

Input Data Files

A student must complete a FAFSA form to be considered for student aid. The form collects financial and other information used to calculate the Student Aid Index (SAI), to determine a student's eligibility through computer matches with other agencies, and to collect the student and other contributor's consent to have the Internal Revenue Service (IRS) transfer Federal Tax Information (FTI) data to be used in the SAI calculation.

FAFSA® Data

A student and their required contributors can submit their FAFSA data two ways:

- **Online FAFSA Form** – Students, spouses, and parents can complete an application online and send it directly to the FPS.

  A StudentAid.gov account which consists of a username and password that a contributor creates is necessary to log in to the online FAFSA form and other ED websites. The student, their spouse, and their parents can electronically sign the FAFSA form but must do so with their own StudentAid.gov account. A verified email address or cell phone number can be used instead of the username. Users can create a StudentAid.gov account online quickly and securely.

- **Hard-Copy FAFSA Form** – More than 99% of students file their FAFSA form online, but there are some student populations who cannot file online. The Children's Online Privacy Protection Act (COPPA) of 1998 prohibits any entity from electronically conducting business or communicating with a person under age 13, so applicants who are 12 or younger cannot complete the FAFSA form online. Additionally, if using a hard-copy FAFSA form to apply for student aid, incarcerated applicants must use the incarcerated applicant version of the FAFSA form. The hard-copy FAFSA form can be downloaded and filled out by hand and mailed to the Program Support Center (PSC).

FAFSA® Corrections

FAAs, students, and their required contributors can submit corrections to their FAFSA data in several ways:

- **StudentAid.gov** – Students, spouses, and parents can correct previously submitted data that was not imported from the IRS.
- **FAFSA Partner Portal** – An FAA can submit corrections to some of the student's application data using the FAFSA Partner Portal (fafsa.partnerportal.ed.gov).

- **EDE** – Schools can submit corrections to some of the FAFSA data electronically by transmitting it to the FPS. EDE input data files are fixed-length files formatted in ASCII file format. You create correction files in your own system to update student FAFSA data. To be processed, these data files must match the layouts in the *FAFSA Specifications Guide, Volume 4A – Record Layouts*. The electronic corrections are sent in the CORR28IN message class. Valid field content specifications for the fields that you can correct are found in the "Correction Data Entry Specifications" in the *FAFSA Specifications Guide, Volume 4B – Processing Codes*.
- **Hard-Copy FAFSA Submission Summary** – After processing is complete, the FPS produces an electronic or hard-copy FAFSA Submission Summary. This summary includes the information the student originally provided, their SAI, the results of the eligibility matches, comments about their data, and information about their student aid history. It also includes data inconsistencies identified through the FPS processing. If the FPS was unable to calculate an SAI, the output record will not show one. The hard-copy summary can be used to correct incorrect or missing information. The student must mail it directly to the PSC or if no updates are needed to contributor's personally identifiable information (PII), the summary can also be taken to the FAA to input the updates using the FAFSA Partner Portal or EDE.

Note: Schools cannot update a contributor's PII or their consent using EDE, a third-party software, or the FAFSA Partner Portal. Likewise, an FAA cannot make a correction to add a new contributor's information, except when the parent of a dependent student is married and required to provide the date of birth for the Parent Spouse or Partner. If the FAA inputs the date of birth, the FPS will output this information in the Parent Spouse or Partner's Date of Birth field in the ISIR record as the only piece of information in the Parent Spouse or Partner's data block. For more information on the requirement to provide the date of birth for a Parent Spouse who is not a contributor to the FAFSA form, refer to the "Parent Spouse or Partner Information" section in the *FAFSA Specifications Guide, Volume 6 – ISIR Guide.*

Input Message Class

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, "28" is used for 2027–28 data). Message classes are referenced from the system perspective; files sent *to* the FPS are "IN" files.

Table 3-3: Input Message Class

Message Class	Data Description	Mailbox Sent To	Length
CORR28IN	Electronic corrections	TGDE552	967

Electronic Output Data Files

Output data files are the files you receive because FAFSA data or FAFSA correction data was submitted to the FPS and successfully processed. The electronic output is an ISIR. The ISIR includes the information the student originally provided, their SAI, the results of the eligibility matches, comments about their data, and information about their student aid history. An ISIR includes the FTI data if it was retrieved from the IRS. It also includes data inconsistencies identified through the FPS processing and communicates valuable information that an FAA may need to award aid.

If you submitted FAFSA correction data via SAIG, you either receive a processed ISIR data file or a record level reject data file. The ISIR file contains student records that met the layout specifications expected by the FPS. Record level reject error files include student records that could not be processed because the format or the data in the file did not match the specifications.

You will receive an ISIR for the student only if they include your school on their FAFSA form. If your school is not listed, you can request an ISIR for the student through the FAFSA Partner Portal by adding your Federal School Code if you have the student's Data Release Number (DRN), which authorizes your access to their application information. The DRN appears in the upper right corner of the first page of the FAFSA Submission Summary.

ISIR Files

Electronic ISIR files for all transactions are sent to EDE destination points via SAIG. This worldwide network provides access for all approved destination points. SAIG provides "store-and-forward" capability for EDE data. The EDExpress software, a third-party software, or your own programed system can be used to view and correct the ISIR information.

The ISIR is a fixed-length record containing reported information from the FAFSA, as well as key processing results, including *National Student Loan Data System* (NSLDS®) information.

The FPS sends the ISIR electronically, via FTI-SAIG mailboxes (FT#), to institutions that the student has indicated they are interested in attending. Generally, all information included in the FAFSA Submission Summary is coded in the ISIR file. Descriptions of the contents of the ISIR are included in the *FAFSA Specifications Guide, Volume 4A – Record Layouts*.

The FPS generates and sends an ISIR record to each school listed on the student's FAFSA, in response to the following input:

- Electronic FAFSA corrections submitted by another school using EDE or the FAFSA Partner Portal
- Online FAFSAs or corrections submitted using the online FAFSA form at StudentAid.gov
- Paper FAFSAs or corrections to a FAFSA Submission Summary
- Postscreening transactions from NSLDS
- System-generated transactions created by the FPS to provide updated data

School Codes Included in the ISIR File

The Federal School Codes listed on a student's ISIR depend on whether you represent a school, servicer, or state agency, as shown below:

- **School** – For each student, you will receive one ISIR that includes your Federal School Code. All other Federal School Code positions will be blank. In addition, the Electronic Federal School Code Indicator and FAA Federal School Code fields will always be blank, and the Electronic Transaction Indicator (ETI) Flag field will be set to the ETI flag of the school receiving the ISIR.
- **Servicer** – You will receive one ISIR for each student with only one Federal School Code listed. You will receive multiple ISIRs for a student if they included more than one Federal School Code for schools you service. In addition, the Electronic Federal School Code Indicator and FAA Federal School Codes fields will always be blank, and the ETI Flag field will be set to the ETI flag of the school receiving the ISIR.
- **State Agency** – All school codes that the student listed on the FAFSA will be included on the ISIR.

The *FAFSA Specifications Guide, Volume 4A – Record Lay*outs provides the ISIR Record Description/Data Dictionary record layout. The *FAFSA Specifications Guide, Volume 5 – Rejects and Edits* includes information on reject codes, the appropriate action to take in response to a reject code, and the comment codes associated with the reject.

Note: The average FPS processing time is 24 hours.

FAFSA® Submission Summary Email

Applicants with an FPS-validated email address will receive a FAFSA Submission Summary email that contains an encrypted web address at which students can view or print their summary data by entering either their personal information (Social Security number [SSN], name, and date of birth) or their StudentAid.gov log-in information (username and password) with personal information matching the FAFSA Submission Summary.

Note: Incarcerated applicants and applicants under age 13 will receive a hard-copy FAFSA Submission Summary even if an email address is provided.

Output Message Classes

The first four characters of the message class identify the type of data. The numbers refer to the cycle year (for example, "28" is used for 2027–28 data). Message classes are referenced from the system perspective; files sent *from* the FPS or FTIM are "OP" files.

Table 3-4: Output Message Classes

Message Class	Data Description	Mailbox Sent From
CORE28OP	Errors – Records from processing of correction data	TGDE552
HSCI28OP	ISIR Data – Decentralized High School Completion File	FTDF390
IDNR28OP	ISIR Data – Daily for State Agency non-residents	FTDF390

Message Class	Data Description	Mailbox Sent From
IDRE28OP	ISIR Data – Daily for State Agency residents	FTDF390
IDSA28OP	ISIR Data – Daily ISIRs that are generated for all schools listed on the record	FTDF390
IGCO28OP	ISIR Data – Daily/Pushed ISIRs that are the result of correction records submitted by your school	FTDF390
IGNR28OP	ISIR Data – Pushed ISIRs for State Agency non-residents	FTDF390
IGRE28OP	ISIR Data – Pushed ISIRs for State Agency residents	FTDF390
IGSA28OP	ISIR Data – FPS Pushed ISIRs	FTDF390
IGSG28OP	ISIR Data – FPS Pushed ISIRs – System-Generated	FTDF390
ISRF28OP	ISIR Data – Requested ISIR Data from the Datamart	FTDF390

ISIR Datamart

The ISIR Datamart is the centralized location that stores ISIR data generated by the FPS. Schools, state agencies, and other authorized users receive ISIR distributions from the datamart through the SAIG when requests are made using the ISIR Request function in the FAFSA Partner Portal.

The ISIR Datamart is specifically structured for querying and reporting. The datamart contains all FPS transactions from active cycles, making the transactions and other system functionality, such as Online Analytical Processing (OLAP) reporting, readily available to the schools.

You can establish your school's preferences regarding receiving "daily" ISIR files or requesting ISIR files from the ISIR Datamart on the FSA Partner Connect website, located at fsapartners.ed.gov.

"Daily" ISIRs and requested ISIRs are described in more detail below.

ISIR Receipt Types and Message Classes

The FPS generates ISIRs in response to input from students or schools. This includes input such as FAFSA forms, FAFSA corrections, and FPS-generated transactions. These ISIRs are categorized in three general types—daily ISIRs, requested ISIRs, and pushed ISIRs—and are described on the following pages.

Daily ISIRs – IDSA28OP and IGCO28OP

Schools can receive "daily" ISIRs, or request specific ISIRs or groups of ISIRs, from the ISIR Datamart. Daily ISIRs are generated daily in response to application or correction data, or correction data entered by you or at a site other than your school, including the following sources:

- Paper FAFSA forms or FAFSA Submission Summaries digitized by the PSC
- Online FAFSA forms or corrections
- FAFSA Partner Portal corrections
- Electronic FAFSA form corrections by another EDE school or third-party servicer

The FPS sends these ISIRs to school destination points in the IDSA28OP and IGCO28OP message classes.

All users, by default, are set up for the Daily ISIR distribution preference. This preference can be updated at any time using the FSA Partner Connect website, located at fsapartners.ed.gov.

If you select daily receipt of ISIRs, you can also use the datamart as needed to request ISIRs. All ISIR transactions for each student are stored in the datamart and are available for retrieval upon request. FAFSA Partner Portal enables you to submit requests to the datamart for specific ISIR data based on query criteria.

Daily ISIR data files are stored for retrieval in your SAIG mailbox under current retention and archival guidelines.

Requested ISIRs – ISRF28OP

Requesting ISIRs is a straightforward process that enables you to receive only the ISIRs you need. You use the ISIR Request feature in the FAFSA Partner Portal to request ISIRs from the datamart. Your school must be listed on the specific ISIR transaction being requested. The FPS returns these ISIRs to the school in the ISRF28OP message class, and you receive one ISIR for every transaction that meets the query criteria. These files will remain in your mailbox for 90 days. You can submit a query request to the datamart for duplicate ISIRs, year-to-date (YTD) files, or federal data request (FDR) files (for state agencies only). You can request the same ISIR as many times as necessary.

As queries are run against the datamart, files of requested ISIRs are generated and sent to you through the SAIG. These files must be retrieved from your SAIG mailbox within 14 calendar days, or they are deleted (and cannot be restored). If they are deleted, you can resubmit the same request to the datamart, and the data is generated and sent to you again.

You can view the request date and status any time after submitting a request. If the request has been processed, you can also view the request completion date and the number of ISIRs that were sent. You can submit as many query requests to the ISIR Datamart per day as necessary to retrieve the data you require.

Titles must be added to each query request you submit, and the title you enter is returned in the ISIR file you receive because of your request. This assists you in matching ISIR files to individual requests you have submitted to the datamart. Titles can be up to 50 characters in length.

When you return to the FAFSA Partner Portal to enter a new ISIR request, your most recently completed or pending requests are displayed. Rather than creating a new query, you can save time by using a prior query again to request ISIRs, provided the parameters still apply. You may want to modify the title of the request to distinguish it from other requests you have previously submitted.

For your convenience, queries can be set up to run on a future date. For example, you can set a date in the future to receive all ISIRs processed on or before key deadlines established by your school or state agency.

If you want your query to run as soon as possible, simply leave the execute date blank, and your query will run after the next FPS processing.

Automatically Pushed ISIRs – IGSG28OP and IGSA28OP

Certain ISIR transactions processed by the FPS are automatically distributed (or “pushed”) to you, regardless of the ISIR delivery option selected on the FSA Partner Connect website, because they require you to take some sort of action. An example of a pushed ISIR would be a student-initiated correction that causes a change to the SAI.

ISIRs that are generated and automatically distributed to the school are sent in the following message classes:

IGSG28OP

When your Federal School Code is listed on the following types of transactions, a system-generated ISIR is automatically pushed to your school in the IGSG28OP message class:

- FPS reprocessing
- NSLDS postscreening
- Applicant’s record is released from a drug abuse hold

IGSA28OP

- When a correction record processed by the FPS results in one of the following changes, the school that submitted the correction receives the transaction in a Daily ISIR file (IGCO28OP), while all other schools listed on the transaction receive a pushed ISIR file (IGSA28OP):
- Reject status changes (records that change from a rejected status to having a calculated SAI or from having a calculated SAI to a rejected status)
- Verification status changes (not selected to selected)
- SAI value changes, such as records that now have a higher or lower SAI
- FPS C Flag changes

Pushed ISIR data files are stored in your SAIG mailbox under current retention and archival guidelines.

Each school subscribing to the Daily ISIR service receives one ISIR for every student who lists that school on the FAFSA form. Regardless of the service for which a school has enrolled, all schools receive pushed ISIRs.

Servicers will receive one ISIR for each student with only one Federal School Code listed and may receive multiple ISIRs for a student if they included more than one Federal School Code for schools managed by the servicer. For message class details, state agencies should refer to the state agencies information later in this section.

Important Information About ISIR Files

- **Schools Must Obtain ISIRs for All Eligible Students.** Although the options available through the ISIR Datamart are extensive, you are obligated to obtain ISIRs for all eligible students who enroll at your school.
- **Develop an ISIR Request Process.** We highly recommend that you develop a process for requesting ISIRs from the datamart that considers your ongoing student admissions process, as well as the tracking and monitoring of existing students with paid-on ISIR transactions.
- **Review ALL Pushed ISIRs.** Your school must review all pushed ISIRs and assess any potential impact to your students' aid eligibility, regardless of whether you select the "daily" ISIR distribution.
- **Schools Choosing NOT to Receive Daily ISIRs.** Schools that elect not to receive daily ISIRs and instead request specific ISIR transactions from the datamart must continue to review ISIR transactions for all enrolled students.
- **Limited Availability of ISIRs.** ISIRs for a cycle are available through the end of the cycle. Be sure you have a backup of your data because when the cycle is over you cannot request duplicate data.

State Agency Options

As destination points, state agencies can automatically receive ISIRs from the FPS or request ISIRs from the ISIR Datamart. The message classes used by state agencies are listed in Table 3-4: Output Message Classes earlier in this volume. State agencies can combine processed FAFSA data in the ISIR with state data to award state scholarships and grants.

State Agencies can set up ISIR request preferences in FAFSA Online Services on the FSA Partner Connect website, located at fsapartners.ed.gov. For help, complete the customer support form located at fsapartners.ed.gov/help-center/contact-customer-support or call 1-800-848-0978.

Correction Processing

Overview

The initial steps in the application process are for the applicant to submit their FAFSA form data. The application data is processed by FPS and the student's processed application data is sent back from the system to the schools the applicant listed and to the student. One of two types of output document is received by the applicant as a result of a processed application:

- FAFSA Submission Summary email
- FAFSA Submission Summary

For more information on the types of documents sent to a student and the situations in which they are sent, see the *FAFSA Specifications Guide, Volume 6 – ISIR Guide* "FAFSA Submission Summary" section.

When data must be updated (under the limited circumstances allowed by regulation) or corrected, additional steps are required in the application process. FAAs and students can change some application data. Different processes are used for correcting records depending on who is changing the record and the type of document used to make the change.

Note: Parental data is required for dependent students but cannot be included on an independent student's form. If parental data was included on an independent student's hard-copy FAFSA form or hard-copy FAFSA Submission Summary, FPS procedural edits will remove parental data from the record.

FAAs Making Corrections

FAAs can make corrections to students' records using the FAFSA Partner Portal, their own systems, or third-party software.

The FAA cannot add or correct PII information for a student or a contributor. This PII data includes the first, middle, or last name, suffix, SSN, or date of birth. Likewise, the FAA cannot add a new contributor to a student's record. This data cannot be updated by the FAA because the student or contributor must use their StudentAid.gov account log-in information to validate updates to those fields. In cases where the PII data needs to be corrected, the FAA must work with the student or contributor to have them make the necessary updates to their Account Settings on StudentAid.gov. The one exception to this rule is that an FAA can submit a correction to EDE Correction field 245, Parent Spouse or Partner's date of birth in limited circumstances.

FAFSA Partner Portal

In the FAFSA Partner Portal, changes (corrections or updates) can be made to any student's record by an FAA, regardless of whether the application originally entered the system in a hard-copy or electronic format. Both updates and corrections are referred to as correction transactions. If the school corrects or updates a record electronically, it must maintain signed correction documentation.

Documentation can consist of the hard-copy FAFSA Submission Summary or other documents, such as tax returns, a verification worksheet, or a change-of-address form. The FAA enters the changes on the FAFSA Partner Portal correction entry screen, submits the changes to the FPS, and receives an ISIR containing the new processed data. In this electronic input situation, the student receives a FAFSA Submission Summary email if they provided an email address with valid syntax and has an SSA Match Status value of **4** (SSN, name, and date of birth match). Otherwise, a FAFSA Submission Summary is mailed. The school receives an electronic ISIR.

Third-Party Software

FAAs can use their own systems to make changes or updates to any student's record, regardless of whether it originally entered the system as a hard-copy or an electronic application. Using a mainframe system or third-party software, FAAs can submit electronic corrections to the FPS using the SAIG. As with the FAFSA Partner Portal, the school must maintain signed correction documentation.

In this electronic input situation, the student receives a FAFSA Submission Summary email if they provided an email address with valid syntax and has an SSA Match Status value of **4**. Otherwise, a summary is mailed. The school receives an electronic ISIR.

For more information on supporting a mainframe system, see the following *FAFSA Specifications Guide* volumes, which provide sufficient programmer specifications and information to design or build your own system or software:

- Volume 3 – FAFSA Processing and Electronic Data Exchange
- Volume 4A – Record Layouts
- Volume 4B – Processing Codes
- Volume 5 – Edits and Rejects
- Volume 6 – ISIR Guide
- Volume 7 – Comment Codes
- Volume 8 – Agency Matches
- Volume 9 – Testing

Students Making Corrections

The FAFSA Submission Summary is designed to serve two basic purposes: to notify the student of application and eligibility status and to provide a means for correcting or confirming applicant data.

A student can make corrections to their application data online or using the hard-copy FAFSA Submission Summary. The options for a student to make a correction depend on the document the student received after the application or subsequent transaction was processed. In most cases, a student receives one of the output documents described below. The exception is for a student who submits corrections that are processed in real time through StudentAid.gov; this student will have the option to view and print the FAFSA Submission Summary by selecting the FAFSA submission form from the "My Activity" section of their account Dashboard.

FAFSA Submission Summary Email (Electronic Corrections)

The FAFSA Submission Summary email is designed to notify the student of application and eligibility status more quickly than the hard-copy summary. The email includes a link to the student's processed summary information online and enables the student to print the online summary document as often as needed. In addition, the student can correct or confirm the applicant data, as needed. To complete corrections to the application data, the student must electronically sign and submit the updated form.. Students with undeliverable email addresses and those whose summary emails have been returned to ED are mailed a hard-copy FAFSA Submission Summary. Incarcerated and COPPA-aged applicants are not sent the email notification.

FAFSA Submission Summary (Hard-Copy Corrections)

The hard-copy FAFSA Submission Summary is a correction vehicle for students who filed a FAFSA form and do not have a valid email address, are determined to be an incarcerated applicant, or are under 13 years old (COPPA). Additionally, a hard-copy summary is mailed when an applicant does not have an SSA Match Status value of **4** (SSN, name, and date of birth match), or when an application is missing signatures and a valid email address was not provided. A student can correct or update their application information on the summary and mail it to the FAFSA processor for data entry.

After the FAA or student makes corrections and the changes are processed, the student receives a FAFSA Submission Summary email or the hard-copy summary. In all cases, an ISIR is generated for the school.

FAA Electronic Corrections

Schools with destination points enrolled for electronic correction processing can transmit FAFSA data corrections through the FAFSA Partner Portal or EDE. The FAFSA Partner Portal enables schools to enter and edit correction data according to the FPS system requirements. However, schools can choose to develop their own software or system to enter, edit, and format correction data. We provide specifications for developing correction software in the remainder of this section.

FAFSA Partner Portal Corrections

FAAs who submit correction data using the FAFSA Partner Portal will receive the resulting ISIR data in the IGCO28OP message class in the school's FT mailbox. Other schools that are listed on the transaction will receive the updated ISIR file in an IDSA28OP or IGSA28OP message class.

EDE Corrections

Users who submit correction data created in their mainframe system send the data in the CORR28IN message class from the school's TG mailbox, and the FPS returns the resulting ISIR in the IGCO28OP message class in the school's FT mailbox. Other schools that are listed on the transaction will receive the updated ISIR file in an IDSA28OP or IGSA28OP message class.

General EDE Correction Entry Specifications

When you are submitting correction data, only the corrected information from a student's record is transmitted to the FPS, not the complete applicant record. This approach minimizes the transmission volume. Correction information is transmitted as a fixed-length record. The layout and description of this record is in the *FAFSA Specifications Guide, Volume 4A – Record Layouts*.

Use the Correction Data Entry Specifications table found in the *FAFSA Specifications Guide, Volume 4B – Processing Codes.* This table defines the valid field content for all correctable FPS fields. It includes the EDE number, field length, column for changes, and valid data to send for each field on a correction record.

The ISIRs sent to schools only include the school code of the school receiving the ISIR. Servicers receive a separate ISIR for each school they serve if the school is selected by the student on the transaction.

Tips for EDE Corrections via the Correction Record Layout

Below we identify tips for EDE correction scenarios. These tips will help avoid some scenarios that result in unnecessary rejected ISIRs or incomplete corrections.

- Corrections to a field that requires adjustments to additional related fields must be submitted on the same transaction to avoid an error. If the remaining information is not adjusted, the correction will be rejected. Some common examples include:
  - When updating High School Completion Status (EDE # 091) from blank to "High school diploma," you must also provide all remaining information about the high school, such as High School Name (EDE # 092), High School City (EDE # 093), and High School State (EDE # 094).
  - If the tax filing status is changed from filer to non-filer, you must clear all individual tax data fields. The tax filer and non-filer logic is determined by answers to the "Filed 1040 or 1040NR," "Filed Puerto Rico Tax Return," and the "Filed Foreign Tax Return or Equivalent" questions.

- If you make corrections to remove Federal Benefits Received, you must set all values to blank (EDE #s 096 to 105) and set the None of the Above (Federal Benefits) (EDE # 106) to “1” or Yes.
- Corrections made to a financial information field that is not required to be answered to calculate a student’s SAI calculation will be removed by FPS during processing and excluded from the corrected transaction. For example, if you submit a correction to the asset values for a student who is not required to report their assets (i.e., they are exempt from reporting assets under the law), FPS will remove the corrected asset values from the correction and will not include the output in the ISIR since they were not used in the official SAI calculation. No action is needed as the system is functioning correctly.
- Professional Judgments
  - When submitting a professional judgment (EDE # 554), you must submit a correction to at least one field that affects the SAI calculation.
  - A professional judgment cannot be submitted on a rejected transaction. You must first correct the record to resolve the rejection, wait for the corrected transaction to be processed by the FPS, and then submit a second correction for the professional judgment.
  - The professional judgment field must be set to force the FPS to override the use of FTI from the IRS. If you do not submit the professional judgment, a new transaction will be generated that still uses the FTI in the SAI calculation.
- Dependency Overrides
  - A dependency override correction can be sent on the same transaction as a professional judgment transaction provided the transaction being corrected is not rejected.
  - If you are submitting a dependency override all other schools on the transaction will receive the ISIR. If you are submitting a professional judgment as part of the correction record, only your school receives the resulting corrected ISIR transaction.
- When you submit an ISIR correction to the FPS, we use the Transaction Universally Unique Identifier (UUID) you provide in positions 2 through 37 as a template. We make changes to the fields you indicated, leaving other fields unchanged.

  If you provide the Transaction UUID, then the student’s PII information fields do not need to be provided on the correction record. This includes the Student Social Security Number, Student First Name, Student Last Name, and Student Date of Birth fields.
- Your Federal School Code must be one of the 20 listed, but it does not have to be the first college choice on the transaction to be processed by the FPS. You receive the processed results in the IGCO28OP message class. See “Adding your Federal School Code to Receive Electronic Data” later in this volume for additional information.
- Only 30 transactions can be created for a student’s record. After 30 transactions have been created, the record is locked and we do not permit any corrections to the record.
- If the student did not answer the sex or race and ethnicity questions when filing a hard-copy FAFSA, the record will continue to reject until answers to those questions are provided. Students who are missing required information will be rejected with reason 9 and comment 023 or 027. FAAs cannot correct these questions, and the record will continue to reject until the student initiates a correction using the online FAFSA or hard-copy FAFSA Submission Summary.

- Using the hard-copy FAFSA Submission Summary, a student can confirm a data field by re-entering the same information in the answer field in question. In the electronic process, the school can confirm the data (re-enter the data as a "correction"). Data that must be verified or corrected in response to each reject reason is provided in the Reject Codes and Resolutions tables in the *FAFSA Specifications Guide, Volume 5 – Edits and Rejects*.

Detailed EDE Data Entry Specifications

As part of the entry and formatting process, the record created by your system or software must adhere to the correction record layout provided in the *FAFSA Specifications Guide, Volume 4A – Record Layouts.* Records **must** also include a Carriage Return/Line Feed (CR/LF, ASCII 13 [HEX 0D] / ASCII 10 [HEX 0A], respectively) at the end of each record.

Each corrected value must meet certain standards; otherwise, the correction record is rejected. We have provided field-by-field data entry specifications in the Correction Data Entry Specifications table in the *FAFSA Specifications Guide, Volume 4B – Processing Codes*. For each field, these specifications identify the acceptable length and the valid values for the correction.

Keep the following information in mind:

- In the FPS system, all numeric fields are left justified. Do not use leading zeros in numeric fields. For example, a nine-digit field would be submitted as follows:

  $1,234 would be sent as "1234"
  -$5,678 would be sent as "-5678"

  Leave blank any empty positions to the right.

- Some correction values do not have a fixed length, although they cannot be longer than the maximum length of the field. For example, to correct the number of family members to five, enter **5** in position 155, leaving positions 156 through 214 blank. To correct the name of a student's city to Chicago, enter Chicago in positions 155 through 161 and leave positions 162 through 214 blank.
- A field content of all nines indicates the reported or calculated value is greater than or equal to the value of all nines.
- Blanks are allowed in some fields. To correct a field to blank, enter the EDE # in the EDE Field Number and leave the corresponding Field Data field empty. The Correction Data Entry Specifications table distinguishes which fields you can correct to blank. Not all fields can be corrected this way.
- Fields can contain one of two data types: character and numeric.

Creating an EDE Correction Record

Follow these steps to create a correction record:

1. In the first position of the record, enter **8** to indicate that this is a correction to a 2027–28 applicant transaction.
2. In positions 2 through 37, enter the applicant's Transaction UUID of the ISIR being corrected. This is the FPS universally unique identifier used to identify a transaction and is found on the ISIR. If you are adding your school code and do not have the Transaction UUID, leave this field blank.
3. In positions 38 through 41, enter the applicant's DRN if your Federal School Code is not listed on the transaction being corrected.

Note: The FPS has assigned a unique DRN to each *Title IV* applicant. The DRN appears on hard-copy FAFSA Submission Summaries and online FAFSA confirmation pages. If a valid DRN is not present on a correction record containing the Federal School Code change, the record is rejected.

4. In positions 42 through 47, enter the Federal School Code of the school making the correction.
5. Optional: In positions 48 through 56, enter the student's SSN.
    - These positions are used to identify the student record, not correct their SSN.
    - If you provide the Transaction UUID in step 2 above, then you do not need to include the student's PII information, including the student's SSN.
6. Optional: In positions 57 through 91, enter the student's First Name.
    - These positions are used to identify the student record, not correct their first name.
    - If you provide the Transaction UUID in step 2 above, then you do not need to include the student's PII information, including the student's first name.
7. Positions 92 through 106 are for FSA use only and must be blank.
8. Optional: In positions 107 through 141, enter the student's Last Name.
    - These positions are used to identify the student record, not correct their last name.
    - If you provide the Transaction UUID in step 2 above, then you do not need to include the student's PII information, including the student's last name.
9. Positions 142 through 151 are for FSA use only and must be blank.
10. In positions 152 through 154, enter the EDE # of the field being corrected. Each correctable field has a three-digit EDE # associated with it. For example, enter **010** to correct the student's Street Address. We have provided the EDE # with valid content in the Correction Data Entry Specifications.
11. In positions 155 through 214, enter the new value for the field being corrected.
12. Optional: In positions 215 through 907, you can enter or correct student data in other fields. See the note below for more information.
13. Optional: Positions 908 through 915, enter the student's date of birth.
    - These positions are used to identify the student record, not correct their date of birth.
    - If you provide the Transaction UUID in step 2 above, then you do not need to include the student's PII information, including the student's date of birth.
14. Positions 916 to 967 are for FSA use only and must be blank.

Note: Up to 12 data fields can be corrected on a single record. If you are correcting more than one field, repeat steps 10 and 11 using the remaining data fields on the correction record. If more than 12 fields require correction, you must create an additional record, repeating steps 1 through 13.

Rejected Correction Records

Instances may occur when the FPS does not accept your records for processing either because there is a transaction reject (something wrong with the file you sent) or processing rejects (problems with the data you sent). If the *FAFSA Specifications Guide* layouts and valid contents are not followed, an EDE Correction Record Level Error Report file (CORE28OP) is transmitted to you and can be printed as an error report. The error report, "EDE Correction Record Level Error Report Layout" is found in the *FAFSA Specifications Guide, Volume 4A – Record Layouts*.

The two categories of rejections for submitted correction records are as follows:

- **Transaction Rejects** – A transaction reject prevents the correction from being applied to the student's record. If a correction record is rejected for one or more reasons, the school receives an error report in message class CORE28OP. No ISIR is created. The "Reject Codes and FAA Resolutions" in the *FAFSA Specifications Guide*, *Volume 5 – Edits and Rejects* includes information on the reject reasons found in the record layout.

  The error report contains the student's SSN, name ID, transaction number, last name, first name, the Federal School Code, the FPS Correction # (number) in error, an edit code, an error code, and a text explanation for the reason the record was rejected. Each field in error is reported in this file. If the record was rejected due to an invalid value, the FPS sends the actual value of the data received from the school. When a record has more than one field in error, the student's SSN is listed more than once in the EDE Correction Record Level Error Report file.

- **Processing Rejects** – The FPS employs a series of edits to evaluate all incoming FAFSA data and correction data for consistency and completeness. These edits apply to all data from electronic, online, and hard-copy input. The FPS does not process an SAI for a correction rejected because of a processing reject. However, an ISIR is produced. Correction ISIRs with a processing reject are returned in the IGCO28OP message class. The reasons for the processing reject are indicated on the ISIR in the Reject Reason Codes field. Refer to the "Reject Codes and FAA Resolutions" in the *FAFSA Specifications Guide, Volume 5 – Edits and Rejects* for information on interpreting the edits criteria and reject codes.

Adding your Federal School Code to Receive Electronic Data

A school cannot make electronic corrections unless it has been designated on the applicant's transaction. You can add your Federal School Code to the list of schools receiving data electronically and correct other fields.

Notes about adding your school code through EDE:

- A school can only add its own Federal School Code; it cannot add the code of other schools or branches.
- A school cannot delete another school's Federal School Code from a student's transaction and therefore cannot add its code to a student's transaction that already includes 20 Federal School Codes.
- A school cannot add their Federal School Code to a transaction that contains a professional judgment. This prevents schools from viewing or receiving transactions that contain a professional judgment by another school. To make the correction and add the Federal School Code, the student or FAA must choose a transaction on which a professional judgment has not been performed.

  Note: This requirement does not apply to transactions that result from dependency overrides.

Via FAFSA Partner Portal

If the student submitted fewer than 20 schools on a transaction, an FAA can add their own school code by using the student's DRN to access the transaction in FAA Correction Entry in the FAFSA Partner Portal. On the resulting FAFSA Submission Summary, the school code is added to the student's first blank college choice.

If the student has already submitted 20 schools on the transaction, the FAA cannot add their school code and receives an alert in FAA Correction Entry. Only the student can add another school code, by replacing one of the 20 schools already listed.

Via EDE

Using the Correction Record Layout (CORR28IN), a school can submit corrections. The school must place its Federal School Code in the first school code position, but when the correction is processed, the FPS moves it to the first empty position.

Follow these steps to add your Federal School Code or to make corrections:

1. Follow steps 1 through 9 above, under "Creating an EDE Correction Record," which identifies the student record you want to correct.
2. In positions 152 through 154, enter "130." **Note:** Schools should add their Federal School Code to the first College; however, the FPS will move the Federal School Code to the first non-blank college field during correction processing.
3. In positions 155 through 160 enter the Federal School Code. Leave positions 161 through 214 blank.

   Note: You can only change the Federal School Code to the code of the participating EDE school submitting the correction. You also must enter this code in the Federal School Code field in positions 42 through 47. If these two fields do not match, the record is rejected.

   Note: The ISIR that the school or servicer receives includes only that school's Federal School Code; the other codes are removed. If there are already 20 schools on the applicant's FAFSA form, the correction will reject, and the student will need to add your school code.
4. Schools can modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.

   Optional: In positions 215 through 907, you can enter or correct student data in other fields.

   Up to 11 additional data fields can be corrected in addition to the school code on a single record. If you are correcting more than the school code, repeat steps 10 and 11 in "Creating an EDE Correction Record" above and use the remaining data fields on the correction record. If more than 12 fields require correction, you must create an additional record, repeating steps 1 through 13 under "Creating an EDE Correction Record" above.
5. Optional: Positions 908 through 915, enter the student's date of birth.
   - These positions are used to identify the student record, not correct their date of birth.
   - If you provided the Transaction UUID, then you do not need to include the student's PII information, including the student's date of birth.
6. Positions 916 to 967 are for FSA use only and must be blank.

Unusual Circumstances

When an applicant indicates on their FAFSA that they have unusual circumstances and cannot provide their parent information, their FAFSA will be rejected, but a provisional SAI is calculated. To resolve this reject and get an official SAI calculated, the FAA must confirm the student's unusual circumstance situation, obtain the necessary documentation, and if valid, perform a dependency override. This will suppress the reject and the official SAI will be calculated for the student. If the unusual circumstance is not a qualifying situation, the student's parental contributors must provide their information in order for an SAI to be calculated for the student and the reject removed.

Student Corrections

For each non-real-time transaction processed at the FPS, an output document is sent to the applicant: a hard-copy FAFSA Submission Summary or a summary email with information for accessing the summary data on the web. If corrections are submitted using StudentAid.gov and processed in real time, the applicant is instead presented with a "View Status" link to their electronic summary on the confirmation page.

The hard-copy FAFSA Submission Summary contains boxes with corresponding FAFSA question numbers. The student's responses print near the question. Next to or below the question box are boxes or ovals that correspond to the answer fields on the FAFSA form that the student can use to indicate or write in a corrected answer, if necessary.

Items that are highlighted (✎) require special attention. Highlighting indicates the FPS identified the responses as questionable or inconsistent with other answers.

Instructions to the student at the top of the FAFSA Submission Summary explain the proper way to fill in a circle or to correct, confirm, or delete an answer. To confirm a previously reported answer, the student must rewrite the same value in the answer fields and return the summary.

School Code Corrections

If the student has already submitted 20 schools on a transaction, an FAA cannot add their school code. Only the student can add another school code by replacing one of the schools already listed.

A student can correct the school codes listed on their record in several ways. A school code can be added, removed, or replaced using StudentAid.gov or the FAFSA Submission Summary.

Note: The hard-copy FAFSA form contains space for up to ten codes, while the online FAFSA form can contain up to 20 school codes.

On the FAFSA Submission Summary, the student can correct any of the school code fields, and the new code is added in the position in which it was entered on the summary. If the student chooses a position that has a school code in it, the previous code is replaced by the new school code. The school with the code that was removed does not receive ISIRs for the student.

Unusual Circumstances

When an applicant indicates on their FAFSA that they have unusual circumstances and cannot provide their parent information, their FAFSA will be rejected, but a provisional SAI is calculated. To resolve this reject and get an official SAI calculated, the FAA must confirm the student's unusual circumstance situation, obtain the necessary documentation, and if valid, perform a dependency override. If the unusual circumstance is not a qualifying situation, the student's parental contributors must provide their information online or on the hard-copy summary in order for an SAI to be calculated for the student and the reject removed.

Signature Corrections

FAFSA Submission Summary Corrections

A message in the lower portion of the last page of the FAFSA Submission Summary shows the address where corrections should be mailed.

In the lower left corner of the same page, the student is asked to certify that any corrections made on the FAFSA Submission Summary are accurate and complete. The student must sign this statement if they choose to submit hard-copy corrections on the summary. If the student is dependent and is changing parental data, that parent contributor must also sign.

The student can also make corrections using StudentAid.gov.

The student must log in using their StudentAid.gov account username and password (described below) to access their account and then select the transaction they want to update and then start a correction. If a student makes changes to their contributor's section, that contributor must log in and sign to validate the change and submit the correction.

StudentAid.gov Account Log-In Information

A StudentAid.gov username and password identify a contributor (such as the student, the student's spouse, a parent, or a parent's spouse or partner). These log-in credentials:

- Allow access to the contributor's personal information in various U.S. Department of Education systems
- Serve as the contributor's digital signature on some online forms
- Help speed up and simplify the application process for the applicant and any contributors

StudentAid.gov account log-in details are issued immediately, so a contributor can use them right away to electronically sign the application. However, the log-in credentials cannot be used for anything else until the contributor's identifying information is confirmed with the Social Security Administration (SSA) or TransUnion (for contributors without an SSN).

Signature Rejects

Table 3-5: Signature Reject Codes

Reject Code	Non-Verifiable Data Reject Reason	Resolution	Comment Code
11	Student's signature missing from PDF FAFSA form or FAFSA Submission Summary	Signature correction must be made on a hard-copy FAFSA Submission Summary and resubmitted to the FAFSA Processor or can be corrected electronically.	045
12	Student's signature missing from online FAFSA	Signature correction must be made on a hard-copy FAFSA Submission Summary certification page and resubmitted to the FAFSA Processor or can be corrected electronically.	046
26	Student spouse's signature missing from PDF FAFSA form or FAFSA Submission Summary	Signature correction must be made on a hard-copy FAFSA Submission Summary certification page and resubmitted to the FAFSA Processor or can be corrected electronically.	132

Reject Code	Non-Verifiable Data Reject Reason	Resolution	Comment Code
27	Student spouse's signature missing from online FAFSA	Signature correction must be made on a hard-copy FAFSA Submission Summary certification page and resubmitted to the FAFSA Processor or can be corrected electronically.	133
37	Parent's signature missing from PDF FAFSA form or FAFSA Submission Summary	Signature correction must be made on a hard-copy FAFSA Submission Summary and resubmitted to the FAFSA Processor or can be corrected electronically.	081
38	Parent's signature missing from online FAFSA	Signature correction must be made on a hard-copy FAFSA Submission Summary and resubmitted to the FAFSA Processor or can be corrected electronically.	082
46	Parent Spouse or Partner signature missing from PDF FAFSA form or FAFSA Submission Summary	Signature correction must be made on a hard-copy FAFSA Submission Summary and resubmitted to the FAFSA Processor or can be corrected electronically.	101
47	Parent Spouse or Partner signature missing from online FAFSA	Signature correction must be made on a hard-copy FAFSA Submission Summary and resubmitted to the FAFSA Processor or can be corrected electronically.	102