

National Student Loan Data System

Enrollment Reporting Statistics Backup Detail Report

Extract File Layout for Schools (SCHCB1)

November 20, 2017

Enrollment Reporting Statistics Backup Detail Report (SCHCB1)

The ***Enrollment Reporting Statistics Backup Detail Report*** (SCHCB1) allows school users to request an extract that lists students included in calculations for the current Enrollment Reporting Statistics. Each student on the report was included in the denominator of the Percent Certified with Program Enrollment calculation, and the report identifies students who were included in that calculation's numerator, meaning that they were successfully certified with program enrollment during the evaluation period. The report also identifies students who were included in the numerator due to ED-approved exceptions, for example, students certified as X – Never Attended, or Z – No Record Found. This report can be requested as an ad-hoc report through the school Report List on the Report tab of the NSLDS Professional Access Website.

The report is only available for the most recently calculated Enrollment Reporting Statistics, which are normally calculated during the third week of each month. The report header will include the Start Date for the statistics calculation. Only those students that were on the school's enrollment roster as of the Start Date are included in the denominator of the statistics calculation. The header will also include the Evaluation Date of the statistics calculation, which is the date the statistics were created. The Start Date is set at 135 days prior to the Evaluation Date. This allows schools ample time to certify any new students on the roster with Program enrollment information before they are evaluated for the statistics.

This document contains the layouts for the header, detail, and trailer records for the Fixed Width and Comma Separated Values (CSV) extract versions of the output. Each report requested online will generate one header record, one or more detail records, and one trailer record. The record layout table contains the position, the data element name, description, field format, and length as they will appear on the Fixed Width extract and the data element name, description, and field format as they will appear on the CSV extract file.

The user may choose to receive all data associated with their school by leaving the asterisk (*) in the School Location Code field, or only data for a single location by entering the eight-digit OPEID for that location. The report output may be sorted by SSN or Last/First Name, and is available in Fixed-Width or Comma Separated Values (CSV) format. The report will be delivered to the SAIG mailbox associated with the FSA User ID requesting the report using the following message classes:

- ERSBFWOP – Fixed Width extract
- ERSBCDOP – Comma Separated Values (CSV) extract

1. Enrollment Reporting Statistics Backup Detail Report Extract File Layout for Schools

1.1 Fixed Width

The following represents the file layout for a Fixed Width extract:

ER Statistics Backup Detail Report Header Record Layout

Length = 150

| Pos FR | Pos TO | Data Element | Description | Field Format | Lth |
|-----------|-----------|--------------------------------|--|-----------------|-----|
| 1 | 1 | Record Type | Indicator used to identify the header record. Value: '0'. | Char. | 1 |
| 2 | 36 | Report Description | Value: 'ER STATISTICS BACKUP DETAIL'. | Char. | 35 |
| 37 | 42 | Report ID | Identifier of report. Value: 'SCHCBI'. | Char. | 6 |
| 43 | 50 | Requesting User | FSA User ID of the user making the request. | Char. | 8 |
| 51 | 58 | Request Date | The request date of the report. Format: CCYYMMDD. | Date | 8 |
| 59 | 64 | Requested School Code | The six-digit OPEID, as assigned by the Office of Postsecondary Education, for the school requesting the report. | Char. | 6 |
| 65 | 72 | Requested School Location Code | The eight-digit OPEID ¹ of the requested school location. If all school locations are requested, displays as '*'. | Char. | 8 |
| 73 | 73 | Extract Type | Format of the extract file. Valid values: 'S' – Standard (fixed-width) 'C' – Comma Delimited (CSV) | Char. | 1 |
| 74 | 74 | Sort by | Sort sequence. Valid values: '1' – SSN '2' – Last/First Name | Char | 1 |
| 75 | 82 | Start Date | Identifies the begin date for the evaluation period associated with the report. Format: CCYYMMDD. | Date | 8 |
| 83 | 90 | Evaluation Date | Identifies the date on which the period under evaluation ended and the | Date | 8 |

| Pos FR | Pos TO | Data Element | Description | Field Format | Lth |
|-----------|-----------|--------------|--|-----------------|-----|
| | | | evaluation itself was performed. Format: CCYYMMDD. | | |
| 91 | 150 | Filler | Filler | Char. | 60 |

ER Statistics Backup Detail Report Detail Record Layout

Length = 150

| Pos FR | Pos TO | Data Element | Description | Field Format | Lth |
|-----------|-----------|---|---|-----------------|-----|
| 1 | 1 | Record Type | Indicator used to identify the detail record. Value: '1'. | Char. | 1 |
| 2 | 7 | School Code | The six-digit OPEID, as assigned by the Office of Postsecondary Education, associated with the portfolio being evaluated. | Char. | 6 |
| 8 | 15 | School Location Code | The eight-digit OPEID of associated with the portfolio being evaluated. | Char. | 8 |
| 16 | 24 | Student Current SSN | Student's current Social Security Number. | Char. | 9 |
| 25 | 59 | Student Last Name | Student's current last name. | Char. | 35 |
| 60 | 94 | Student First Name | Student's current first name. | Char. | 35 |
| 95 | 129 | Student Middle Name | Student's current middle name. | Char. | 35 |
| 130 | 137 | Student Date of Birth | Student's Date of Birth. Format: CCYYMMDD. | Date | 8 |
| 138 | 138 | Student Certified with Program Enrollment Indicator | Indicates whether or not the student was certified at least once with program enrollment between the Start Date and the Evaluation Date. Valid Values: 'Y' – Yes ' ' – No | Char. | 1 |

| Pos FR | Pos TO | Data Element | Description | Field Format | Lth |
|-----------|-----------|-------------------------------|---|-----------------|-----|
| 139 | 139 | Numerator Exception Indicator | Indicates whether or not the student was flagged as a 'Student Certified with Program Enrollment' based on an ED-approved exception. Valid Values: 'Y' – Yes ' ' – No | Char. | 1 |
| 140 | 150 | Filler | Filler - spaces. | Char. | 11 |

ER Statistics Backup Detail Report Trailer Record Layout

Length = 150

| Pos FR | Pos TO | Field | Description | Field Format | Lth. |
|-----------|-----------|---------------------|--|-----------------|------|
| 1 | 1 | Record Type | Indicator used to identify the trailer record. Value: '9'. | Char. | 1 |
| 2 | 10 | Detail Record Count | Number of detail records. | Num. | 9 |
| 11 | 140 | Filler | Filler | Char. | 140 |

1.2 Comma Separated Values (CSV)

The following represents the file layout for a Comma Separated Values (CSV) extract. Fields with the potential of containing commas will be bound in double quotes in the results.

ER Statistics Backup Detail Report Header Record Layout

Length = 150

| Data Element | Description | Field Format |
|--------------------|---|-----------------|
| Record Type | Indicator used to identify the header record. Value: '0'. | Char. |
| Comma | Comma | Char. |
| Report Description | Value: 'ER STATISTICS BACKUP DETAIL'. | Char. |
| Comma | Comma | Char. |
| Report ID | Identifier of report. Value: 'SCHCB1'. | Char. |
| Comma | Comma | Char. |

| Data Element | Description | Field Format |
|--------------------------------|--|--------------|
| Requesting User | FSA User ID of the user making the request. | |
| Comma | Comma | Char. |
| Request Date | The request date of the report. Format: CCYYMMDD. | Date |
| Comma | Comma | Char. |
| Requested School Code | The six-digit OPEID, as assigned by the Office of Postsecondary Education, for the school requesting the report. | Char. |
| Comma | Comma | Char. |
| Requested School Location Code | The eight-digit OPEID ¹ of the requested school location. If all school locations are requested, displays as '*’. | Char. |
| Comma | Comma | Char. |
| Extract Type | Format of the extract file. Valid values: ‘S’ – Standard (fixed-width) ‘C’ – Comma Separated Values (CSV) | Char. |
| Comma | Comma | Char. |
| Sort by | Sort sequence. Valid values: ‘1’ – SSN ‘2’ – Last/First Name | Char |
| Comma | Comma | Char. |
| Start Date | Identifies the begin date for the evaluation period associated with the report. Format: CCYYMMDD. | Date |
| Comma | Comma | Char. |
| Evaluation Date | Identifies the date on which the period under evaluation ended and the evaluation itself was performed. Format: CCYYMMDD. | Date |

| Data Element | Description | Field Format |
|---|---|---------------------|
| Record Type | Indicator used to identify the detail record. Value: '1'. | Char. |
| Comma | Comma | Char. |
| School Code | The six-digit OPEID, as assigned by the Office of Postsecondary Education, associated with the portfolio being evaluated. | Char. |
| Comma | Comma | Char. |
| School Location Code | The eight-digit OPEID of associated with the portfolio being evaluated. | Char. |
| Comma | Comma | Char. |
| Student Current SSN | Student's current Social Security Number. | Char. |
| Comma | Comma | Char. |
| Student Last Name | Student's current last name. | Char. |
| Comma | Comma | Char. |
| Student First Name | Student's current first name. | Char. |
| Comma | Comma | Char. |
| Student Middle Name | Student's current middle name. | Char. |
| Comma | Comma | Char. |
| Student Date of Birth | Student's Date of Birth; format is CCYYMMDD. | Date |
| Comma | Comma | Char. |
| Student Certified with Program Enrollment Indicator | Indicates whether or not the student was certified at least once with program enrollment between the Start Date and the Evaluation Date. Valid Values: 'Y' – Yes ' ' – No | Char. |
| Comma | Comma | Char. |

| Data Element | Description | Field Format |
|-------------------------------|---|---------------------|
| Numerator Exception Indicator | Indicates whether or not the student was flagged as a 'Student Certified with Program Enrollment' based on an ED-approved exception. Valid Values: 'Y' – Yes ' ' – No | Char. |

ER Statistics Backup Detail Report Trailer Record Layout

Length = 150

| Data Element | Description | Field Format |
|---------------------|--|---------------------|
| Record Type | Indicator used to identify the trailer record. Value: '9'. | Char. |
| Comma | Comma | Char. |
| Detail Record Count | Number of detail records. | Num. |

Note:

¹ The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 =26789902.