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| **Number 56** | **December 2016** |
| **Summary** | |
| This newsletter describes a new National Student Loan Data System (NSLDS®) report to assist schools with the enrollment reporting process. The new *Enrollment Errors Report,* now available on the [NSLDS Professional Access](https://www.nsldsfap.ed.gov/nslds_FAP/default.jsp) website, is described below. | |
| **Enrollment Errors Report** | |
| Enrollment Errors Report The new *Enrollment Errors Report (SCHER5)* provides schools with error/acknowledgement information for each enrollment reporting batch submittal processed by NSLDS for a six-digit School Code or a specific eight-digit School Location Code, within a specified timeframe. This report can assist schools with monitoring errors generated by the NSLDS enrollment reporting process (errors received as a result of enrollment reporting by the school or by the school’s third-party servicer), allowing for the timely correction and resubmittal of rejected records.  ***Reminder:*** As described in Chapter 6 of the [NSLDS Enrollment Reporting Guide](https://ifap.ed.gov/ifap/byNSLDSType.jsp?type=NSLDS%20User%20Documentation), as well as in [150% Direct Subsidized Loan Limit: Electronic Announcement #22](https://ifap.ed.gov/eannouncements/051316RemindersProgramLevelEnrollmentReportingToNSLDS150PercentDSLLEA22.html), schools are required to correct and resubmit any enrollment reporting errors to NSLDS within 10 days. Similarly, schools that use a third-party servicer for enrollment reporting must ensure enrollment reporting errors are corrected and resubmitted by the third-party servicer within 10 days. Failure to correct errors can lower a school’s Enrollment Reporting Statistics, and could lead to action by Federal Student Aid’s Program Compliance office.  The *Enrollment Errors Report* can be requested under the Web Report List on the Report tab of the [NSLDS Professional Access](https://www.nsldsfap.ed.gov/nslds_FAP/default.jsp) website. When requesting the report, the user indicates the **Processed on or Before** date, which limits output to batch submittals that were processed on or before that date. The **Number of Months** indicates the length of time, prior to the **Processed on or Before** date, for which submittals will be included. The **Number of Months** parameter can be set to any range between 1 and 12 months. The report can be sorted by SSN or Last/First Name.  Please note that due to the manner in which the data has been previously stored in NSLDS, the new report can only provide data as of the report’s implementation date in NSLDS (November 20, 2016).    When **Output Medium** is **SAIG**, the report is available with **Extract Type** options Comma Delimited (CSV), and Standard (Fixed-width). The output is delivered to the Student Aid Internet Gateway (SAIG) mailbox (TG number) associated with the FSA User ID that requested the report, using message class EFERCDOP for CSV or EFERFWOP for Fixed-width. Additionally, the report is available as a web report using Output Medium **XLS**, which opens in a browser window using the Excel spreadsheet application.  ***Note:*** Output Medium **SAIG** generates *a separate file for each batch submittal processed* while Output Medium **XLS** contains *all data for all submittals in one spreadsheet*. For example, if the timeframe selected includes two error/acknowledgement files, NSLDS will generate two extract reports for Output Medium **SAIG**. For Output Medium **XLS**, however, all data for the files included in the timeframe will appear in one spreadsheet, as shown below.    For Output Medium **XLS**, ColumnsA through N contain information about each submittal included in the report. Columns I to M contain the Error Code(s) for errors returned to the school by NSLDS. Column O includes the student record as it was submitted to NSLDS.  For Output Medium **SAIG,** the detail records are identical to the Enrollment Reporting Roster File Record Layouts found in Appendix A-1 and A-2 of the NSLDS Enrollment Reporting Guide, with the following exception (which is on the Header Record):   * The Header Label field uses the format “**Report ID-Request Date-Processed Date**” as follows:   + **Report ID** contains ‘SCHER5’ for ad-hoc requests.   + **Request Date** is the date the user requested the report or the date the report was scheduled.   + **Processed Date** is the date NSLDS processed the batch submittal.   Details on specific errors can be found in Appendix B and D of the [NSLDS Enrollment Reporting Guide](https://ifap.ed.gov/ifap/byNSLDSType.jsp?type=NSLDS%20User%20Documentation). The NSLDS Enrollment Reporting Guide is available in the [NSLDS User Documentation](https://ifap.ed.gov/ifap/byNSLDSType.jsp?type=NSLDS%20User%20Documentation) section of the Information for Financial Aid Professionals (IFAP) website. | |
| **Customer Service Reminder** | |
| Please remember to keep your [NSLDS Professional Access](https://www.nsldsfap.ed.gov/nslds_FAP/default.jsp) website ORG contacts current and always list at least a Primary Contact for your organization. It is important to include a Customer Svc (Borrowers) contact as the information is displayed on the NSLDS Student Access website and may be viewed by borrowers and other Federal Student Aid partners.  Additionally, please ensure your school has an Enrollment Reporting contact listed so important notifications related to enrollment reporting compliance are received.  The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8 A.M. to 9 P.M. (ET). You may also contact Customer Support by email at [nslds@ed.gov](mailto:nslds@ed.gov). Callers in locations without access to 800 numbers may call 785/838-2141. | |