

National Student Loan Data System

ER Program Level Certification Report Extract File Layout for Schools (SCHER8)

May 22, 2019

ER Program Level Certification Report (SCHER8)

The **ER Program Level Certification Report** (SCHER8) allows school users to request certified historical program-level enrollment data as of a date specified by the user. The user indicates the Roster Activity Date, which limits output to the date when students were active on the school’s roster. This report can be requested as an Ad-hoc through the school Report List on the Report tab of the NSLDS Professional Access website.

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 record types, 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 report output is sorted by Student SSN, or by School and Student SSN. It is available in Fixed Width or Comma Separated Values (CSV) format. The report will be delivered to the SAIG mailbox associated with the NSLDS User ID requesting the report using the following message classes:

- ERCCFWOP – Fixed Width extract
- ERCCDOP – Comma Separated Values (CSV) extract

NEW! The following update has been made to the April 26, 2017 version of this document:
A new Reporting Source Type code of ‘H’ has been added for historical records updated via the Enrollment History Update. This field is in the Detail Record.

1. ER Program Level Certification Report File Layout for Schools

1.1 Fixed Width

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

NSLDS ER Program Level Certification Report Header File Layout *Length = 225*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	3	Record Type	Indicator used to identify the header record. Value must be ‘000’.	Char.	3
4	9	Report ID	Identifier of report – value: ‘SCHER8’	Char.	6
10	17	Request Date	Identifies the request date of the report; format is CCYYMMDD.	Date	8
18	43	Report Description	Valid Value: ‘PROGRAM CERTIFICATION RPT’	Char.	26
44	51	Requested School Code	The eight-digit OPEID ¹ as assigned by the Office of Postsecondary Education	Char.	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
			for the school requesting report.		
52	59	Requested School Location Code	The OPEID of the school location requesting report. If all school locations are selected (*), this field displays as '*’.	Num.	8
60	67	Requested Roster Activity Date	Identifies the roster date associated with the report; format is CCYYMMDD.	Date	8
68	75	File Type	Format of the extract file. Valid Value: Fixed	Char.	8
76	225	Filler	Filler - spaces.	Char.	150

ER Program Level Certification Report Detail Record Layout

Length = 225

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	3	Record Type	Indicator used to identify the detail record. Value must be '001'.	Char.	3
4	11	School Code	The eight-digit OPEID of the school location which program is certified.	Num.	8
12	20	Student Current SSN	Student's current Social Security Number.	Char.	9
21	55	Student First Name	Student's current first name.	Char.	35
56	90	Student Last Name	Student's current first name.	Char.	35
91	91	Student Middle Initial	Student's current middle initial.	Char.	1
92	99	Student Date of Birth	Student's Date of Birth; format is CCYYMMDD.	Num.	8
100	105	CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.	6
106	109	CIP Year	Year in which the CIP codes used by NSLDS were published; format is CCYY.	Num.	4

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
110	111	Credential Level	The credential level of the program. Values are: <ul style="list-style-type: none"> • '01' (Undergraduate Certificate or Diploma Program) • '02' (Associate's Degree) • '03' (Bachelor's Degree) • '04' (Post Baccalaureate Certificate) • '05' (Master's Degree) • '06' (Doctoral Degree) • '07' (First Professional Degree) • '08' (Graduate / Professional Certificate) • '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Num.	2
112	118	Published Program Length	The length of the instructional program in years as published by the school; format is nnn.nnn.	Decimal	3,3
119	126	Program Begin Date	Date on which the student began attending the program; format is CCYYMMDD.	Date	8
127	133	Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year; format is nnn.nnn.	Decimal	3,3
134	134	Special Program Indicator	Indicates that the program belongs to one of the following groups: <ul style="list-style-type: none"> • 'A' (Special Admission Associate Degree Program) • 'B' (Bachelor's Degree Completion Program) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program) • 'T' (Non-Credential Teacher Certification Program) • 'U' (Preparatory Coursework Undergraduate Program) 	Char.	1
135	142	Reporting Source Type	Indicates the organization that reported program enrollment data. Valid values: 'C' (COD) 'S' (School) 'H' (School - historical)	Char.	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
143	143	Program Enrollment Status	Code for the student's enrollment status in that program. Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found) 	Char.	1
144	151	Program Enrollment Effective Date	Effective date for the enrollment reported by the school; format is CCYYMMDD.	Date	8
152	166	Certification Method	The method the school used most recently to certify the program enrollment status. Valid Values: <ul style="list-style-type: none"> • 'C-SCHOOL BATCH' • 'N-SCHOOL BATCH' • 'W-NSLDS WEB' • 'P-ED AUTHORIZED' • 'Q-SPECIAL' • '?-OTHER' • 'NOT CERTIFIED' 	Char.	15
167	174	Certification Date	The most recent certification date received with the enrollment record (based on extract date)	Date	8
175	182	Date Certification Date Applied	Date the most recent certification date (based on the extract date) was applied to NSLDS. Format CCYYMMDD.	Date	8
183	190	Earliest Certification Date	The earliest date as of which the school certified the program enrollment status.	Date	8
191	198	Days Since Certified	Based on extract date, the elapsed number of days since the last certification date of the student's enrollment record.	Num.	8
199	206	Days Since Certification Applied	Based on extract date, the elapsed number of days since the last certification date of the student's enrollment was applied.	Num.	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
207	225	Filler	Filler - spaces.	Char.	19

ER Program Level Certification Report Trailer Record Layout

Length = 225

<i>Pos FR</i>	<i>Pos TO</i>	<i>Field</i>	<i>Description</i>	<i>Field Format</i>	<i>Lth.</i>
1	3	Record Type	Indicator used to identify the trailer record. Value must be '999'.	Char.	3
4	11	Detail Record Count	Number of detail records	Num.	8
12	225	Filler	Filler - spaces.	Char.	214

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 Program Level Certification Report Header Record Layout

Length = 225

Data Element	Description	Field Format
Record Type	Indicator used to identify the header record. Value must be '000'.	Char.
Comma	Comma	Char.
Report ID	Identifier of report – value: 'SCHER8'	Char.
Comma	Comma	Char.
Request Date	Identifies the request date of the report; format is CCYYMMDD.	Date
Comma	Comma	Char.
Report Description	Valid Value: 'PROGRAM CERTIFICATION RPT'	Char.
Comma	Comma	Char.
Requested School Code	The eight-digit OPEID ¹ as assigned by the Office of Postsecondary Education for the school requesting report.	Char.
Comma	Comma	Char.
Requested School Location Code	The OPEID of the school location requesting report. If all school locations are selected (*), this field displays as '*'	Num.
Comma	Comma	Char.

Data Element	Description	Field Format
Requested Roster Activity Date	Identifies the roster date associated with the report; format is CCYYMMDD.	Date
Comma	Comma	Char.
File Type	Format of the extract file. Valid Value: CSV	Char.

ER Program Level Certification Report Detail Record Layout

Length = 225

Data Element	Description	Field Format
Record Type	Indicator used to identify the detail record. Value must be '001'.	Char.
Comma	Comma	Char.
School Code	The eight-digit OPEID of the school location which program is certified.	Char.
Comma	Comma	Char.
Student Current SSN	Student's current Social Security Number.	Char.
Comma	Comma	Char.
Student First Name	Student's current first name.	Char.
Comma	Comma	Char.
Student Last Name	Student's current last name.	Char.
Comma	Comma	Char.
Student Middle Initial	Student's current middle initial.	Char.
Comma	Comma	Char.
Student Date of Birth	Student's Date of Birth; format is CCYYMMDD.	Num.
Comma	Comma	Char.
CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.
Comma	Comma	Char.
CIP Year	Year in which the CIP codes used by NSLDS were published; format is CCYY.	Num.
Comma	Comma	Char.

Data Element	Description	Field Format
Credential Level	<p>The credential level of the program.</p> <p>Values are:</p> <ul style="list-style-type: none"> • ‘01’ (Undergraduate Certificate or Diploma Program) • ‘02’ (Associate’s Degree) • ‘03’ (Bachelor’s Degree) • ‘04’ (Post Baccalaureate Certificate) • ‘05’ (Master’s Degree) • ‘06’ (Doctoral Degree) • ‘07’ (First Professional Degree) • ‘08’ (Graduate / Professional Certificate) • ‘99’ (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Num.
Comma	Comma	Char.
Published Program Length	The length of the instructional program in years as published by the school; format is nnn.nnn.	Decimal
Comma	Comma	Char.
Program Begin Date	Date on which the student began attending the program; format is CCYYMMDD.	Date
Comma	Comma	Char.
Weeks in Title IV Academic Year	The total number of weeks of instruction in the program’s academic year; format is nnn.nnn.	Decimal
Comma	Comma	Char.
Special Program Indicator	<p>Indicates that the program belongs to one of the following groups:</p> <ul style="list-style-type: none"> • ‘A’ (Special Admission Associate Degree Program) • ‘B’ (Bachelor’s Degree Completion Program) • ‘N’ (Not Applicable) • ‘P’ (Preparatory Coursework Graduate Professional Program) • ‘T’ (Non-Credential Teacher Certification Program) • ‘U’ (Preparatory Coursework Undergraduate Program) 	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Reporting Source Type	Indicates the organization that reported program enrollment data. Valid values: 'C' (COD) 'S' (School) 'H' (School - historical)	Char.
Comma	Comma	Char.
Program Enrollment Status	Code for the student's enrollment status in that program. Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found) 	Char.
Comma	Comma	Char.
Program Enrollment Effective Date	Effective date for the enrollment reported by the school; format is CCYYMMDD.	Date
Comma	Comma	Char.
Certification Method	The method the school used most recently to certify the program enrollment status. Valid Values: <ul style="list-style-type: none"> • 'C-SCHOOL BATCH' • 'N-SCHOOL BATCH' • 'W-NSLDS WEB' • 'P-ED AUTHORIZED' • 'Q-SPECIAL' • '?-OTHER' • 'NOT CERTIFIED' 	Num.
Comma	Comma	Char.
Certification Date	The most recent certification date received with the enrollment record (based on extract date).	Date
Comma	Comma	Char.

Data Element	Description	Field Format
Date Certification Date Applied	Date the most recent certification date (based on the extract date) was applied to NSLDS. Format CCYYMMDD.	Date
Comma	Comma	Char.
Earliest Certification Date	The earliest date as of which the school certified the program enrollment status.	Date
Comma	Comma	Char.
Days Since Certified	Based on extract date, the elapsed number of days since the last certification date of the student's enrollment record.	Num.
Comma	Comma	Char.
Days Since Certification Applied	Based on extract date, the elapsed number of days since the last certification date of the student's enrollment was applied.	Num.

ER Program Level Certification Report Trailer Record Layout

Length = 225

<i>Field</i>	<i>Description</i>	<i>Field Format</i>
Record Type	Indicator used to identify the trailer record. Value must be '999'.	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.