National Student Loan Data System

Enrollment Reporting (ER) Statistics Backup Detail Report

Extract File Layout for Schools (SCHCB1 & SCHCB3)

November 26, 2019

Enrollment Reporting Statistics Backup Detail Report

The ***Enrollment Reporting Statistics Backup Detail Report*** 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 Report List on the Report tab or as a Scheduled Report on the Org 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 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.

Ad-hoc Report (Report ID = SCHCB1)

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

Scheduled Report (Report ID = SCHCB3)

Unlike the ad-hoc reports, scheduled reports will be delivered automatically according to the frequency selected. Available in Fixed-Width or CSV format, the user can request all records for all School Branch IDs associated with the user's school code or request only those records associated with the user's School Location Code. The report is delivered, to the designated SAIG mailbox, based on the scheduled frequency selected, with 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: Ad Hoc = *'SCHCB1'* Scheduled = *'SCHCB3'*	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

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
83	90	Evaluation Date	Identifies the date on which the period under evaluation ended and the evaluation itself was performed. Format: CCYYMMDD.	Date	8
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: Ad Hoc = *'SCHCB1'* Scheduled = *'SCHCB3'*	Char.

Data Element	Description	Field Format
Comma	Comma	Char.
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.