

# **National Student Loan Data System**

## **Enrollment Reporting (ER) Graduated/Withdrawn Program Report**

### **Extract File Layout for Schools (SCHEP4 & SCHEP6)**

**November 26, 2019**

# Enrollment Reporting (ER) Graduated/Withdrawn Program Report

The *ER Graduated/Withdrawn Program Report* provides School users with an extract of students and all certified programs with a current program enrollment status of Graduated and/or Withdrawn within a specified timeframe. The report can be requested for a six-digit School Code or eight-digit School Location Code. 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 user will indicate the Program Status Effective Date Begin and Program Status Effective Date End for the date range of the current program enrollment status of Graduated, Withdrawn, or Both. This report can be requested Ad-hoc (SCHEP4) through the school Report List on the Report tab of the NSLDS Professional Access Website or as a scheduled report (SCHEP6) from the Organization Profile link on the Org tab of the NSLDSFAP Website.

This document contains the Fixed Width extract layout for the header, detail, and trailer record. Each report requested will generate one header record, zero, 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 file.

## **Ad-hoc Report (Report ID = SCHEP4)**

Parameters for the report that a user may select include a Program Effective Date Begin and End date range. The user may also limit the output based on the Social Security Number within a numeric range and Last Name within an alphabetic range. Additionally, the user may choose to receive all the data associated with the school code displayed in the School Code field by leaving the asterisk (\*) in the School Location Code field or for a single location by entering the eight-digit School Location Code. Available in Extract only, the report may be sorted by Student SSN only or School Code then, Student SSN. The processed data is sent to the SAIG mailbox associated with the FSA User ID requesting this report. Extract file output is sent with message class **ERGPFWOP** in a Fixed-Width extract layout.

## **Scheduled Report (Report ID = SCHEP6)**

Unlike the ad-hoc reports, scheduled reports will be delivered automatically according to the frequency selected. Available in Extract only, 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, based on the scheduled frequency selected, with message class **ERGPFWOP** in a Fixed-Width extract layout to the designated SAIG mailbox.

# 1. ER Graduated/Withdrawn Program Report File Layout for Schools

## 1.1 Fixed Width

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

*NSLDS ER Graduated/Withdrawn Program Report Header Record Layout*

*Length = 200*

| Pos FR | Pos TO | Data Element                   | Description   | Field Format | Lth |
|--------|--------|--------------------------------|---|--------------|-----|
| 1      | 1      | Record Type                    | Indicator used to identify the header record. Value must be '0'.  | Char.        | 1   |
| 2      | 41     | Report Description             | Valid Value: 'ER GRADUATED/WITHDRAWN PROGRAM REPORT'  | Char.        | 40  |
| 42     | 47     | Report ID                      | Identifier of report.<br>Valid Values:<br><ul style="list-style-type: none"> <li>• Ad-Hoc – SCHEP4</li> <li>• Scheduled – SCHEP6</li> </ul> | Char.        | 6   |
| 48     | 53     | Requested School Code          | The six-digit OPEID <sup>1</sup> as assigned by the Office of Postsecondary Education for the school requesting report.                     | Char.        | 6   |
| 54     | 61     | Requested School Location Code | The eight-digit OPEID of the school location requesting report. If all school locations are selected (*), this field displays as '*'.       | Num.         | 8   |
| 62     | 69     | Program Effective Date Begin   | The beginning date requested for Program Effective Date range.<br>Format: CCYYMMDD.   | Date         | 8   |
| 70     | 77     | Program Effective Date End     | The beginning date requested for Program Effective Date range.<br>Format: CCYYMMDD.   | Date         | 8   |
| 78     | 86     | Student SSN Begin              | The beginning range of student SSN requested.   | Char.        | 9   |
| 87     | 95     | Student SSN End                | The end range of student SSN requested.   | Char.        | 9   |
| 96     | 130    | Student Last Name Begin        | The beginning range of student last name requested.   | Char.        | 35  |
| 131    | 165    | Student Last Name End          | The end range of student last name requested.   | Char.        | 35  |
| 166    | 185    | Request Date and Time          | The request date of the report.<br>Format:<br>CCYYMMDDHHMMSSNNNNN   | Timestamp    | 20  |
| 186    | 200    | Filler                         | Filler - spaces.  | Char.        | 15  |

| Pos FR | Pos TO | Data Element          | Description   | Field Format | Lth |
|--------|--------|-----------------------|---|--------------|-----|
| 1      | 1      | Record Type           | Indicator used to identify the detail record. Value must be '1'.  | Char.        | 1   |
| 2      | 10     | Student Current SSN   | Student's current Social Security Number.   | Char.        | 9   |
| 11     | 45     | Student Last Name     | Student's current first name.   | Char.        | 35  |
| 46     | 80     | Student First Name    | Student's current first name.   | Char.        | 35  |
| 81     | 115    | Student Middle Name   | Student's current middle name.  | Char.        | 35  |
| 116    | 123    | Student Date of Birth | Student's Date of Birth.<br>Format: CCYYMMDD  | Num.         | 8   |
| 124    | 131    | School Location Code  | The eight-digit OPEID of the school location which program is certified.  | Num.         | 8   |
| 132    | 137    | CIP Code              | Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.  | Char.        | 6   |
| 138    | 141    | CIP Year              | Year in which the CIP codes used by NSLDS were published.<br>Format: CCYY   | Num.         | 4   |
| 142    | 143    | Credential Level      | The credential level of the program.<br>Values are: <ul style="list-style-type: none"> <li>• '01' (Undergraduate Certificate or Diploma Program)</li> <li>• '02' (Associate's Degree)</li> <li>• '03' (Bachelor's Degree)</li> <li>• '04' (Post Baccalaureate Certificate)</li> <li>• '05' (Master's Degree)</li> <li>• '06' (Doctoral Degree)</li> <li>• '07' (First Professional Degree)</li> <li>• '08' (Graduate / Professional Certificate)</li> <li>• '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])</li> </ul> | Num.         | 2   |

| Pos FR | Pos TO | Data Element                         | Description   | Field Format | Lth |
|--------|--------|--------------------------------------|---|--------------|-----|
| 144    | 150    | Published Program Length in Years    | The length of the instructional program in years as published by the school. This value is calculated by NSLDS if the school uses a different unit (months or weeks) for reporting Published Program Length to NSLDS.<br>Format: nnn.nnn  | Decimal      | 3,3 |
| 151    | 157    | Published Program Length             | The length of the instructional program in years as reported by the school.<br>Format: nnn.nnn  | Decimal      | 3,3 |
| 158    | 158    | Published Program Length Measurement | The unit of measure for the length of the instructional program as published by the school. Values are: <ul style="list-style-type: none"> <li>• W - Weeks</li> <li>• M - Months</li> <li>• Y - Years</li> </ul>  | Char.        | 1   |
| 159    | 165    | Weeks in Title IV Academic Year      | The total number of weeks of instruction in the program's academic year.<br>Format: nnn.nnn   | Decimal      | 3,3 |
| 166    | 173    | Program Begin Date                   | Date on which the student began attending the program.<br>Format: CCYYMMDD  | Date         | 8   |
| 174    | 174    | Special Program Indicator            | Indicates that the program belongs to one of the following groups: <ul style="list-style-type: none"> <li>• 'A' (Special Admission Associate Degree Program)</li> <li>• 'B' (Bachelor's Degree Completion Program)</li> <li>• 'N' (Not Applicable)</li> <li>• 'P' (Preparatory Coursework Graduate Professional Program)</li> <li>• 'T' (Non-Credential Teacher Certification Program)</li> <li>• 'U' (Preparatory Coursework Undergraduate Program)</li> </ul> | Char.        | 1   |
| 175    | 175    | Program Enrollment Status            | Code for the student's enrollment status in that program.<br>Valid Value: <ul style="list-style-type: none"> <li>• 'G' (Graduated)</li> <li>• 'W' (Withdrawn)</li> </ul>  | Char.        | 1   |

| Pos<br>FR | Pos<br>TO | Data Element                      | Description   | Field<br>Format | Lth |
|-----------|-----------|-----------------------------------|---|-----------------|-----|
| 176       | 183       | Program Enrollment Effective Date | Effective date for the enrollment reported by the school.<br>Format: CCYYMMDD | Date            | 8   |
| 184       | 200       | Filler                            | Filler - spaces.  | Char.           | 17  |

*ER Graduated/Withdrawn Program Report Trailer Record Layout*

*Length = 200*

| Pos<br>FR | Pos<br>TO | Data Element        | Description   | Field<br>Format | Lth |
|-----------|-----------|---------------------|---|-----------------|-----|
| 1         | 1         | Record Type         | Indicator used to identify the trailer record. Value must be '9'. | Char.           | 1   |
| 2         | 10        | Detail Record Count | Number of detail records  | Num.            | 9   |
| 11        | 200       | Filler              | Filler - spaces.  | Char.           | 190 |

Note:

<sup>1</sup> 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.