February 2020

NSLDS GA Loan Discharge Spreadsheet Submittal Template Cover Letter

The National Student Loan Data System (NSLDS) is pleased to announce several updates to the process by which Guaranty Agency (GA) users report loan discharge information to NSLDS.

The [NSLDS Professional Access](#) website allows authorized online GA users to update data for students who are granted loan discharge benefits for Title IV loans. The same GA users also have the ability to validate and submit data using the NSLDS GA Loan Discharge Spreadsheet Submittal Template, which is designed to be used with the Microsoft-Excel™ spreadsheet application.

Authorized GA users with access to the existing Loan Discharge Spreadsheet Submittal Template now have the ability to upload optional additional fields (Posted Date of Discharge, Amount Applied to OPB, Amount Applied to OIB, and Discharge Indicator) as well as include more discharges within the spreadsheet. The Loan Discharge Spreadsheet Submittal Template is no longer limited to 50 discharges and is only constrained by the Microsoft restriction of a 1,000 KB file size.

The following steps outline the NSLDS Loan Discharge Spreadsheet Submittal Template upload process:

1. Download the NSLDS Loan Discharge Spreadsheet Submittal Template spreadsheet and save it to your computer's local hard drive.

2. Open the NSLDS Loan Discharge Spreadsheet Submittal Template spreadsheet with MS-Excel, and if prompted, enable macros.

3. Review the Instructions worksheet for column descriptions and entry formats for each data element.

4. Add records to the Upload File worksheet that do not exceed 1,000 KB (approximately 1MB).

5. Save the NSLDS Loan Discharge Spreadsheet Submittal Template that contains the Loan Discharge information.
   Note: You can give the spreadsheet a new and unique name, if desired.

6. From the [NSLDS Professional Access](#) website, log on and click the **Loan Discharge Submittal** link. Enter the location of the File Name of the NSLDS Loan Discharge Spreadsheet Submittal Template from the previous step.

7. Click the Loan Discharge File Submittal **Validate** button to validate the data without uploading the data from the spreadsheet.

8. Modify/edit the data, as needed, and then click the **Validate and Submit** button validate the data and upload the data from the spreadsheet.

If you have questions or need assistance, please contact the NSLDS Customer Support Center at 1-800-999-8219 or via email at nslds@ed.gov.