Volume III
Combination System Supplement

Common Origination and Disbursement
2021-2022 Technical Reference

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Combination System Implementation Guide

VOLUME III
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This section contains general overview information and guidance for schools and other agencies who use EDExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.

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Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDExpress for Windows 2021-2022 (the free software package provided by the U.S. Department of Education [ED]).

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDExpress 2021-2022 in combination with your own system or vendor-provided software.

EDExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II* of the *2021-2022 COD Technical Reference*.

Each volume of the *2021-2022 COD Technical Reference* is available for download from Federal Student Aid's Information for Financial Aid Professionals (IFAP) Web site, located at ifap.ed.gov.

The Higher Education Reconciliation Act of 2005 (the HERA)

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students beginning on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program.

In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

TEACH Grant

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of $16,000 and graduate students may receive up to a graduate aggregate limit of $8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies

the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDExpress 2021-2022 functionality related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

What it Means to be a Combination User

To keep your school database in synch with the COD System, we advise EDExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDExpress first, then submit the records to the COD System for processing.

Once your EDExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site and minimize the risk of conflicting data between your system and the COD System.

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDExpress. You can then export the information you need to your mainframe or third-party software from EDExpress in the ASCII flat file format.

You must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site (cod.ed.gov).

Schools planning to use EDExpress 2021-2022 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2020-2021.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 848-0978. You can also e-mail CODSupport@ed.gov.

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2021-2022 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

Enhancements and Changes to EDExpress for 2021-2022

EDExpress 2021-2022, Release 1.0, posted in September 2020, added the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for posting in March 2021, will add the Pell, Direct Loan, and TEACH Grant modules.

The EDExpress 2021-2022 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2021-2022. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDExpress for 2021-2022. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDExpress.

Informed Borrowing Functionality in Direct Loan

Direct Loan borrowers can access Federal Student Aid's studentaid.gov Web site each award year and review their outstanding loan balance or, if they have no balance, the average loan balance at the school they plan to attend. This online process is available to student (for subsidized, unsubsidized, and Grad PLUS loans) and parent (for PLUS loans) borrowers and is optional for the 2021-2022 award year.

This loan balance review process is referenced as "Annual Student Loan Acknowledgement" functionality on the studentaid.gov Web site. The three data elements resulting from borrower's completion of this online process are described as "informed borrowing" fields in the COD Common Record, COD response files, and in EDExpress.

The borrower's completion of the Annual Student Loan Acknowledgement process automatically updates the values for three "informed borrowing" fields on the COD Common Record, which are then provided to schools by the COD System. The three fields are the Informed Borrowing Complete indicator, the Informed Borrowing Completion Date, and the Informed Borrowing ID.

New for 2021-2022! Beginning with EDExpress 2021-2022, Release 2.0, you will receive a warning edit when creating a Direct Loan actual disbursement (by selecting the Disbursement Release Indicator) if any of the informed borrowing fields are blank on the loan record.

The Informed Borrowing Response (message class `CRIB22OP`) is a system-generated file sent by the COD System that provides informed borrowing field values to schools for all loan types. The COD System generates this file for reporting schools when new loans are linked to a previous loan balance acknowledgement submitted by the borrower (student or parent) or at the request of the school on the COD Web site. Informed borrowing information is also provided by the COD System in COD Common Record Response (`CRAA22OP`) and Web-Initiated Response (`CRWB22OP`) files.

You can import the Informed Borrowing Response into EDExpress 2021-2022 using the Direct Loan module's COD Common Record Response import type. During the import of an Informed Borrowing Response file, EDExpress attempts to match the data in the file to existing loan records in your database. If the software finds matching records, the import updates the fields on the "Inform Borr" sub-tab of the

Origination (Direct Loan) tab with the information provided in the file. If the import process does not identify a matching loan record, the informed borrowing data is stored in the EDExpress database for future use.

You can update the informed borrowing fields in EDExpress manually on the Inform Borr sub-tab of the Origination tab. You can also add values to the fields using Direct Loan Multiple Entry or by importing a Direct Loan External Origination Add (`DIEA22OP`) or Direct Loan External Origination Change (`DIEC22OP`) file.

Any informed borrowing data you enter manually on the Inform Borr sub-tab, update using multiple entry, or import from an external system is overwritten on the Origination tab with informed borrowing information sent in a response file. The three fields are set to display only after the values are updated and saved following manual entry, multiple entry, external import, or by importing response data.

The record layout for Loan Data-External Add import files enables you to add values for the Informed Borrowing Complete, Informed Borrowing Completion Date, and Informed Borrowing ID fields. Import change field numbers are also available for all three fields that you can include in Loan Data-External Change import files to add values for existing records (if the fields are currently blank).

See Section 3 of the *2021-2022 COD Technical Reference*, Volume III for the updated layouts and details on the informed borrowing fields.

The EDExpress Desktop

The EDExpress Desktop is a navigation tool providing quick and easy access to frequently used functionality and critical information in a multi-pane format. Pending imports and queries can be accessed directly from the desktop. The Startup Information pane displays warning messages and other information that used to appear after logging in to EDExpress. The Favorites pane provides quick access to print functionality for the documents you generate most often in EDExpress. Also included on the desktop is an RSS Feed with links to new and updated documents in What's New on IFAP, the IFAP calendar, or the latest IFAP podcasts.

See the sub-sections below for more information on settings and specific panes of the EDExpress desktop.

Using the EDExpress Desktop is optional; you can show or hide the desktop by selecting or clearing the **Show Desktop** checkbox in the Desktop Settings dialog box (**View**, **Desktop Settings**). The familiar EDExpress menu bar is available whether the desktop is displayed or not. Desktop settings are specific to your EDExpress user ID.

Startup Information Pane

The Startup Information pane of the EDExpress desktop displays informational messages regarding key EDExpress functionality, warnings about potential issues you might encounter, and alerts to errors and critical problems affecting your ability to start or use the software.

For example, EDExpress might display a message in this pane to alert you that your disk space is low or, if you are starting EDExpress for the first time after installing Release 2.0, remind you to define your Pell and Direct Loan Source Entity IDs in COD System setup.

Some warnings and error messages can be cleared from the pane by clicking the **Suppress** button under the message text. For other messages, the pane displays an **Update** button you can click to access the software area related to the message and resolve the issue it describes.

Note: EDExpress displays critical alerts as pop-up messages outside of the Startup Information pane if you suppress the display of the EDExpress desktop.

Favorites Pane

The Favorites pane of the EDExpress Desktop provides you with a quick shortcut to print functionality for the reports, lists, letters, and other documents you generate frequently in EDExpress.

To designate EDExpress reports you use frequently as "favorites," click the star icon to the right of the report type in the Print dialog box. Reports marked as favorites appear automatically in the Favorites pane of the EDExpress desktop. To remove the designation of a report as a favorite, return to the Print dialog box for the report and click the star icon again. If you want to remove all reports designated as favorites from the EDExpress desktop, go to **View**, **Desktop Settings** and click **Clear Favorites**.

Pending Imports Pane

The Pending Imports pane of the EDExpress Desktop lists data files in your import data directory that have yet to be imported into EDExpress, as well as import types you can perform, such as prior year import and ISIR import into the Direct Loan, Pell, or TEACH Grant modules. You can choose to import or suppress each file or import type displayed in the pane by clicking the corresponding button.

If your import data directory is located on a network and multiple EDExpress users in your office routinely import data files, note that the files listed in Pending Imports section change dynamically with each refresh of the desktop to remove files from the list that have been imported by you or another user. Use the desktop settings (**View**, **Desktop Settings**) to adjust the refresh rate for the Pending Imports pane and other desktop panes.

If you click the import button, EDExpress opens the appropriate import dialog box for the module associated with the file or import type. You can then designate additional import options and settings and initiate the import process.

If you choose to suppress a specific data file or import type in the Pending Imports pane, EDExpress filters all future files with the same message class or the specified import type from the pane. You can clear these suppressions in the desktop settings (**View**, **Desktop Settings**). Suppression settings are specific to your User ID and do not affect your ability to locate or import files directly from the import dialog boxes of EDExpress modules.

Note: The security group associated with your user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to import functionality to use the Pending Imports pane.

Note: If you have configured EDconnect to download files automatically to your default import directory, new files available for import into EDExpress will refresh automatically in this pane as they are added to your default import directory.

Queries Pane

The Queries pane of the EDExpress Desktop enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes. Query results display in the pane and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to

identify database records requiring further attention, and to drive your office's workflows.

The queries you select for the Queries pane must already exist in Query setup (**Tools**, **Query**). To add a query to the Queries pane, click the **Settings** button in the top right corner of the pane to access the Query Settings dialog box. In the Query Settings dialog box, select the applicable module, record type, and title for the query (from Query setup), then confirm or modify the custom title for the query that will display in the Queries pane. If you select a parameter query, you must also click the Parameter button to specify the desired value range.

For additional guidance on adding queries to the Queries pane, see "Using the EDExpress Desktop Queries Pane" later in this section.

After adding a query to the Queries pane, the Count column displays the current number of records in your database that meet the query criteria. The record count is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**). The record count is also affected by the record type you select in Query Settings.

If EDExpress determines that at least one record in your database meets the query criteria, you can click **Open** under the query row to open the qualifying records, similar to selecting a query in the Student Search toolbar function. After EDExpress opens the records, you can use the left and right arrow keys in the toolbar to navigate between student records. You can also click the **Multiple Entry** and **Browse** buttons to update or view the records meeting the query criteria. The Multiple Entry button does not appear for Application Processing queries, as that module does not have a multiple entry function.

If you access Multiple Entry from a query in the Queries pane, the criteria for the Multiple Entry function is limited automatically to the records meeting the query you selected in the pane. The Selection Criteria and SSN File buttons are disabled. To use different selection criteria for the Multiple Entry function, click **Cancel** on the Multiple Entry dialog box and access the Multiple Entry function from the Process menu.

If you want to remove a specific query from your Queries pane, locate the query in the Query settings dialog box and click the **Delete** button (this action only removes the query from the pane – the query remains available for use in selection criteria for specific EDExpress functionality). If you want to clear all queries from the Queries pane, click **Clear Queries** in desktop settings (**View**, **Desktop Settings**).

Note: The security group associated with your user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to opening student records, using multiple entry, and browsing records for associated buttons to appear under applicable queries in the pane.

For more information on the Queries pane, see the "Using the EDExpress Desktop Queries Pane" topic in EDExpress Help.

RSS Feed Pane

The RSS Feed pane of the EDExpress Desktop enables you to display links to current information from Federal Student Aid's Information for Financials Aid Professionals (IFAP) Web site. Click the **Settings** button in the top right corner of the pane to access the RSS Feed Settings dialog box, where you can indicate whether you want the RSS Feed pane to display links to What's New items from IFAP home page, calendar items from the site, or IFAP podcasts. The title of the pane changes dynamically based on the IFAP RSS feed option you select in settings.

If you do not want the EDExpress desktop to display the RSS Feed pane, clear the **Show RSS Feed** checkbox in desktop settings (**View**, **Desktop Settings**).

The information displayed in the RSS Feed pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

Desktop Settings

Use the Desktop Settings dialog box (**View**, **Desktop Settings**) to show or hide the EDExpress Desktop. If you want to show the desktop, set your refresh rate and RSS Feed preferences here. You can also use this dialog box to clear desktop suppressions of items from the Startup Information and Pending Imports pane, clear print favorites, or clear the Queries pane. You must click **OK** for changes you make in this dialog box to apply.

EDExpress 2021-2022 Enhancements

Additional enhancements implemented in EDExpress 2021-2022 are listed below by module and software area:

Global

The following enhancements are available in EDExpress 2021-2022 Global functionality (applicable to all EDExpress modules):

For more information regarding message classes used by the CPS in 2021-2022, see the Processing Codes section of the *2021-2022 EDE Technical Reference*. For more information regarding COD System message classes used by EDExpress in 2021-2022, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2021-2022 cycle. Message classes with cycle indicators are also updated for 2021-2022 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.
- **Accessibility Enhancements to EDExpress Print Functionality** – To improve accessibility for visually-impaired users and more effectively conform with requirements in Section 508 of the Rehabilitation Act, we enhanced print functionality in EDExpress 2021-2022 to include a new Hypertext Markup Language (HTML) output option, which is more adaptable to screen reader technology. We also redesigned multiple reports and lists in EDExpress to convey information in a more accessible, readable format.

  You can now designate a default report format (**PDF** or **HTML**) for each EDExpress user in Global System setup (**Tools**, **Setup**, **Global**, **System**). Your default report format selection is selected automatically in the new **Format** field added to the Print dialog box for each EDExpress module, and can be modified as needed to the other format selection for individual reports. The new HTML format is only available when printing to the screen, to a file, or to e-mail (if available) for the report output destination.

  When printing in HTML format, note that report page breaks may not appear in logical locations and page numbers are not used.

Application Processing

The following enhancement is available in the EDExpress 2021-2022 Application Processing module:

- **New Schedule 1 Data Fields on ISIR** – We updated the ISIR for 2021-2022 to add IRS Data Flag fields for the student and parent "Filed a Schedule 1?" fields, which are now updated automatically by the IRS for online and mobile FAFSA applicants who use the IRS Data Retrieval Tool (DRT). You can use the IRS Data Flag fields (in the FAA Information section of the ISIR) to determine whether or not the value was transferred from the IRS by the student or parent, whether the transferred values were subsequently changed, and other potential scenarios.

See the *2021-2022 ISIR Guide* and the *2021-2022 Summary of Changes for the Application Processing System* guide, available on the IFAP Web site, for more information on the 2021-2022 ISIR and Central Processing System (CPS).

Packaging

No major changes or enhancements are planned currently for the EDExpress Packaging module for 2021-2022.

Pell Grant

No additional major changes or enhancements are planned currently for the EDExpress Pell Grant module for 2021-2022.

Direct Loan

The following enhancement is available in the EDExpress 2021-2022 Direct Loan module:

- **New Warning End-of-Entry Edit for Informed Borrowing Fields** – We added Direct Loan warning end-of-entry edit 4050, which is generated when you create a Direct Loan actual disbursement (Disbursement Release Indicator = True) for a loan record with at least one blank informed borrowing field. The edit message warns you that the COD System may reject the disbursement due to missing informed borrowing information (which may indicate the borrower needs to complete the Annual Student Loan Acknowledgement process on the studentaid.gov Web site).

TEACH Grant

See the *TEACH Grant Appendix* at the end of this document for more information on the TEACH Grant module in EDExpress 2021-2022.

Business Rules

The following areas may affect your combination system:

- 2021-2022 COD Message Class Options
- 2021-2022 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan MPN and PLUS Credit Requirements Met

All message classes used by EDExpress 2021-2022 are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

2021-2022 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2021-2022 Common Record Message class options include:

- Non-program-specific and non-award year-specific (`COMRECIN` and `COMRECOP`)
- Award year-specific and non-program-specific (Option selected by EDExpress)
- Program-specific and non-award year-specific
- Award year-specific and program year-specific

EDExpress 2021-2022 uses the award year-specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2021-2022 Message Class	Data Description
`CRAA22IN`	COD Common Record data sent to the COD System from EDExpress
`CRAA22OP`	COD Response from the COD System to EDExpress

The award year-specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDExpress. EDExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions, such as Pell negative disbursement and Direct Loan MPN responses, to all schools in award year-specific message classes.

2021-2022 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2021-2022 processing cycle. These updates affect EDExpress edits and valid field content. Below is the listing of updated 2021-2022 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	10/01/2020 to 06/30/2022
✓			Payment Period Start Date	10/01/2020 to 06/30/2022
✓			Disbursement Date	10/01/2020 to 09/30/2027 **Note: Although EDExpress accepts any date on or after 10/01/2020, the valid 2021-2022 date range for Pell Grant disbursement records is from the date the 2021-2022 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2027.**
		✓	Award Begin Date	06/30/2022 or earlier*
		✓	Award End Date	07/01/2021 or later*
		✓	Academic Year Start Date	06/30/2022 or earlier
		✓	Academic Year End Date	07/01/2021 or later
		✓	Disbursement Date	10/01/2020 to 12/28/2025
		✓	Date of Birth	01/01/1922 to 12/31/2013
	✓		Enrollment Date	01/01/2021 or later
	✓		Payment Period Start Date	01/01/2021 or later
	✓		Disbursement Date	01/01/2021 or later

* **Important Note**: EDExpress allows you to adjust the Loan Period Start Date or End Date associated with a loan to be after June 30, 2022 or before July 1, 2021, respectively, if the loan's Origination Status is **A** (Accepted by COD) or **B** (Batched to send to COD).

Direct Loan Fields Required for Origination

Certain data must be present on a Direct Loan record before it can be originated in EDExpress. Saving (but not originating) a loan record without all of these fields may be possible.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✓, if borrower's First Name is blank	✓, if student's First Name is blank	✓, if student's First Name is blank
Student's First Name	✓, if borrower's Last Name is blank	✓, if student's Last Name is blank	✓, if student's Last Name is blank
Student's Permanent City		✓	✓
Student's Permanent State		✓	✓
Student's Permanent Zip Code		✓	✓
Student's Current SSN	✓	✓	✓
Original SSN	✓	✓	✓
Student's Date of Birth	✓	✓	✓
Student's Citizenship Status	✓	✓	
Dependency Status	✓	✓	✓
Student Eligibility Code	✓	✓	✓
CPS Transaction #	✓	✓	✓
School Code	✓	✓	✓
Loan Enroll OPE ID	✓	✓	✓
Loan ID	✓	✓	✓
Loan Amount Approved	✓	✓	✓
Disbursement Profile Code*	✓	✓	✓
College Grade Level	✓	✓	✓
Loan Period End Date	✓	✓	✓
Loan Period Start Date	✓	✓	✓
Academic Year End Date	✓	✓	✓
Academic Year Start Date	✓	✓	✓
Student's Loan Default/Grant Overpayment	✓		
Borrower's Loan Default/Grant Overpayment	✓	✓	✓
Borrower's Date of Birth	✓		
Borrower's Permanent State	✓		
Borrower's Current SSN	✓		
Borrower's Permanent City	✓		
Borrower's Permanent ZIP Code	✓		
Borrower's First Name	✓, if student's First Name is blank		
Borrower's Last Name	✓, if student's Last Name is blank		
Borrower's Citizenship Status	✓		

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Borrower's Citizenship Status	✓		
Program Profile Code**	✓	✓	✓
Enrollment Status	✓	✓	✓

*** Note**: See "Importing Disbursement Profiles into EDExpress" later in this guide for more information on how you can use disbursement profile codes to define the anticipated disbursement information required to originate loan records in EDExpress.

** **Note**: The Program Profile Code assigned to the loan record controls the current values reported to the COD System for the following fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. The Program Profile itself is an EDExpress-only field and is not reported to the COD System.

Direct Loan MPNs and PLUS Credit Requirements Met

This section describes the EDExpress processes regarding Direct Loan MPNs, as well as the use of the PLUS Credit Requirements Met field.

Direct Loan MPNs

Borrowers of Direct Subsidized, Unsubsidized, PLUS, and Grad PLUS loans can complete a paper MPN or an electronic MPN at studentaid.gov. If a borrower completes the electronic MPN, an MPN Response (`CRPN22OP`) is sent to the appropriate school. Borrowers can still complete a paper MPN, but you cannot print MPNs or related documents from EDExpress. Paper MPNs (like those obtained from the FSAPubs Web site) can be completed by a borrower and then mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Reminder! You must direct your students to complete eMPNs online or print MPNs onsite using a non-EDExpress system.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference*.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDExpress.

Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDExpress.

First, EDExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN status of the existing loan.

IF…	THEN…
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A** or **T**)	EDExpress updates the MPN status of the originating loan to **T**, assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists (**R**, **I**, **E**, or **C**)	EDExpress leaves the MPN status of the originating loan blank

EDExpress MPN Statuses: R: Valid MPN not on file at COD System, **P:** Pending, **A:** MPN Accepted by COD, **T:** Assumes MPN Exists, **I:** Inactive , **E:** Inactive due to the link of a PLUS Endorser, **C**: Closed, or blank

When no other loans for a student exist within EDExpress, EDExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDExpress.

IF…	THEN…
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (**A**)	EDExpress updates the MPN of the originating loan to **T**, assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (**I**, **E**, **C**, or **N**)	EDExpress leaves the MPN Status of the originating loan blank

ISIR Direct Loan MPN Flag: A: Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** No Master Promissory Note on file

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to **T** either manually or through multiple entry in EDExpress. The MPN status of **T** is used to indicate you assume an MPN is on file at the COD System for the borrower. Importing the COD Response for an accepted PLUS or Grad PLUS loan updates EDExpress with the MPN status on file at the COD System.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools ***not*** eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a **Y**. Loan

records not linked to an MPN on file at the COD System have an N in the MPN link indicator field.

Determining the MPN Status When Using the Single-Year MPN Feature

When processing loans using the single-year feature, EDExpress looks for other originated loans for the student with the same academic year within EDExpress to determine the MPN status.

IF...	THEN...
No other loans exist for this student within EDExpress	EDExpress leaves the MPN Status of the originating loan blank
Another loan exists and the academic year start and end dates do **not** match the loan being originated	EDExpress leaves the MPN Status of the originating loan blank
Another loan exists and the academic year start and end dates match the loan being originated, EDExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A** or **T**)	EDExpress updates the MPN status of the originating loan to **T** and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists (**R**, **I**, **E**, or **C**)	EDExpress leaves the MPN Status of the originating loan blank

EDExpress MPN Statuses: R: Valid MPN not on file at COD System, **P:** Pending, **A:** MPN Accepted by COD, **T:** Assumes MPN Exists, **I:** Inactive , **E:** Inactive due to the link of a PLUS Endorser, **C**: Closed, or blank

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from the COD System

Both the Common Record Response (CRAA22OP) and the MPN Response (CRPN22OP) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (CRAA22OP) or MPN Response (CRPN22OP), EDExpress updates the MPN status of a loan record to **A** (MPN Accepted), **R** (Valid MPN not on file at COD System), **P** (Pending), **I** (Inactive), **E** (Inactive due to the linking of a PLUS Endorser), or **C** (Closed).

Valid MPN

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

The MPN Expiration Date is returned in the Common Record Response file (CRAA22OP) or the MPN Response file (CRPN22OP) by the COD System. When the MPN Expiration Date exists in the imported response file, EDExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN, a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of **R** (MPN not on file) is returned in the Response to the school.

PLUS Credit Requirements Met

The Credit Decision value is not taken into consideration by EDExpress when determining if a PLUS or Grad PLUS borrower has met all credit-related requirements to receive actual disbursements. EDExpress only checks to ensure the Credit Requirements Met value is **True**.

You can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. If the borrower passes the online credit check, you can enter a Credit Requirements Met value of **True** in EDExpress on the Credit/PLUS App Info sub-tab of the Origination (Direct Loan) tab. You can also record the date you performed the credit check in the Credit Decision Date field.

When importing a Common Record Response (CRAA22OP) for a PLUS or Grad PLUS loan, the Credit Requirements Met value for the loan is updated in EDExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has a Credit Requirements Met value of True.

When a PLUS or Grad PLUS borrower fails a credit check and appeals the results by documenting extenuating circumstances or submits an Endorser Addendum, a Credit Status Response (CRCS22OP) is generated by the COD System to indicate whether the borrower has met credit requirements, including the completion of PLUS counseling on the studentaid.gov Web site.

Valid values for the Credit Requirements Met field are **True** or blank (False). You should monitor the Credit Requirements Met (in combination with other field values displayed on the Credit/PLUS App Info sub-tab) to determine if and when the borrower has completed all necessary steps to receive actual loan disbursements for the PLUS or Grad PLUS loan.

In EDExpress, a PLUS or Grad PLUS loan must have a Credit Requirements Met value of True to be eligible for actual disbursements.

When the COD System sets the Credit Requirements Met value to True, it attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (`CRPN22OP`) is generated to communicate the updated MPN status. Upon importing the MPN Response file, EDExpress updates the MPN status for the PLUS or Grad PLUS loan.

The Credit Requirements Met field helps you determine if a PLUS or Grad PLUS borrower has completed all necessary credit-related requirements to receive an actual disbursement; for borrowers with adverse credit check results, this includes either obtaining an approved endorser or appealing the decision successfully by documenting extenuating circumstances, as well as completing the PLUS Counseling process on studentaid.gov.

The Credit Requirements Met field is also provided in the Common Record Response (`CRAA22OP`), Web-Generated Response (`CRWB22OP`), and PLUS Application Acknowledgment (`CRSP22OP`).

System Options

To help you decide how best to incorporate EDExpress, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options.

EDExpress for Windows

EDExpress is a comprehensive financial aid management system provided at no cost by ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDExpress Help system for assistance.

The EDExpress software and its associated user documentation are available for download from the "Software and Other Tools" page of the IFAP Web site, located at ifap.ed.gov/software-and-other-tools.

Combination EDExpress/Custom System

You can use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems used for registration or accounting are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

Benefits to Using EDExpress

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDExpress:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

PC Requirements for EDExpress

For PC requirements, see the Installation Guide for EDExpress (year-specific), available on ifap.ed.gov, or contact CPS/SAIG Technical Support at (800) 330-5947 or CPSSAIG@ed.gov.

The Basic Process for Combination Systems

As you review your processing methods and current use of EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDExpress and the COD System in a combination system environment could be similar to these:

The COD System sends one Response document for each Common Record document submitted.

1. In EDExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDExpress by importing an ASCII file from the mainframe using the Import External Change function.

Web-Generated Responses
All Web-generated Responses are Full Responses.

3. For Direct Loan, create or verify MPNs if needed by directing students to the studentaid.gov Web site or printing onsite using a system external to EDExpress.
4. Export the information from EDExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).

Records, Layouts, and Processes
For further information, see *Volume II: Common Record Technical Reference*.

5. Receive Common Record Responses from the COD System through the SAIG.

   For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

   The request that EDExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDExpress, the COD System returns a Full Response.
6. Import the Responses into EDExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

8. Use the Query function in EDExpress to extract student information from the records and print the information to a file for the bursar's office.

9. Export the updated records to an ASCII file from EDExpress using the Export External function.

10. Load the file of updated records to your mainframe or third-party software.

11. Make corrections to the student records as needed.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Common Record Documents

Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2021-2022 Award Year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

Document submission is the option for EDExpress users.

EDExpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

Online Submission
For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

Transmitting to SAIG
For more information regarding transmitting to SAIG, see the *SAIG Host Communication Guide* on the IFAP Web site.

EDExpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

The Document Integrity Rule

EDExpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

Tracking Document IDs

Schools should track document IDs on their systems. The EDExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDExpress have the same format. The format is `CCYY-MM-DDTHH:mm:ss.ff99999999`.

The first segment of the document ID identifies the date the document was exported from EDExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

Combination System Message Classes

Volume III, Section 2: Combination System Message Classes, of this technical reference provides the 2021-2022 Pell, TEACH Grant, and Direct Loan EDExpress message classes.

Combination System Record Layouts

Interfacing your school's system with EDExpress reduces the effort of preparing data by importing student data from your existing systems into EDExpress. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDExpress, you can create a customized export file to share the data with your school's other systems.

Volume III, Section 3: Combination System Record Layouts of this technical reference contains the record layouts that enable you to use EDExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.

Imports

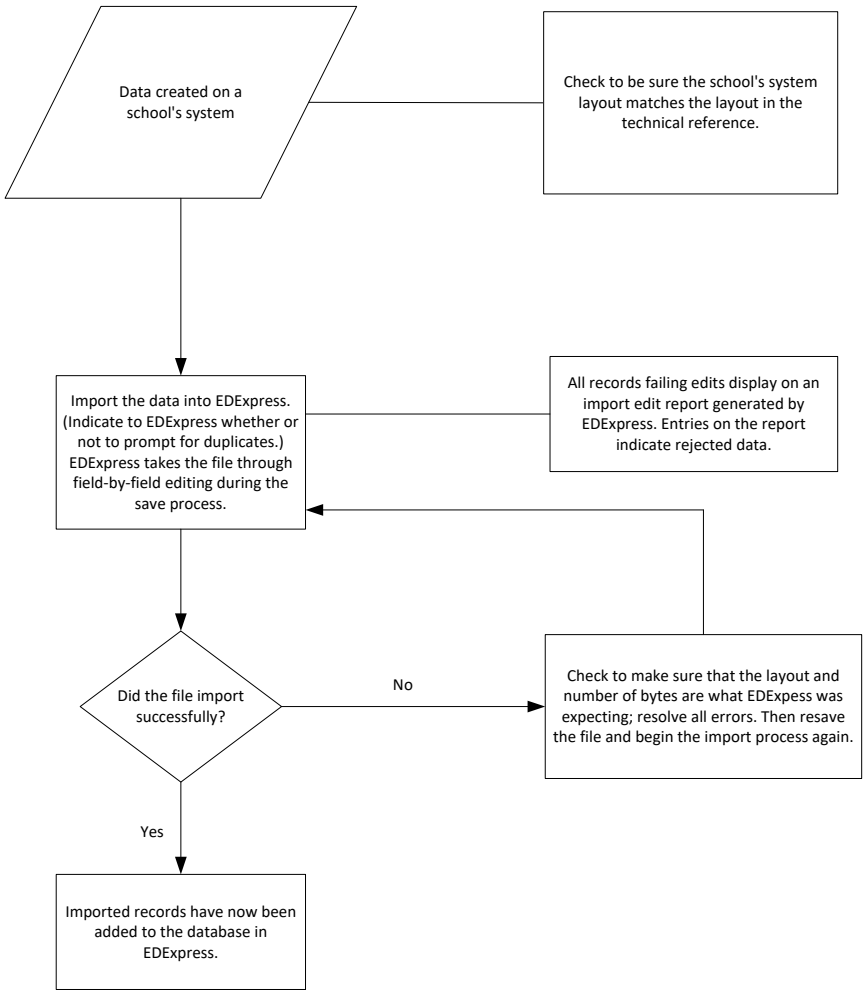
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDExpress and your school's system or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

External Import



Import External Add or External Change Records

The basic steps for importing external data into EDExpress are:

1. Select **File**, **Import** from the menu bar.
2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.
3. Click the **down arrow** on the Import Type box to display a list of file types to import.
4. Select the file type.

   For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

   For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

   For TEACH Grant, choose **External TEACH Grant Data**

5. If you are importing a new file, click the **New File** button. If you are re-importing a file you imported previously, click the **Archived File** button.
6. Click the **File** button to locate the file you want to import from your import data directory (for new files) or from your backup file (for archived files), select the file name, and click **OK**. The file name automatically appears in the Import From box.
7. Click **Printer**, **File**, or **Screen** as the report output destination.

   New for 2021-2022! If you are printing to the screen or to a file, you can select the report format by choosing PDF or HTML in the **Format** field.

   If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the file name in the box automatically. If you chose **File** as your output destination, no paper copy is printed (the information is printed to the file in the format you designate). To print a paper copy, locate the file, open it using a compatible program (such as Adobe Reader for PDF files or an FSA-supported browser for HTML files), and print it.

   You can also password-protect import reports printed to a file by entering a password in the **Password** and **Verify Password** fields. The printed file is encrypted in PDF or ZIP format, depending on the report format you designate in the Import dialog box. To print a paper copy, repeat the print process and select Printer as your output destination.

   If you chose **Screen** as your output destination, no paper copy is printed (the information is printed to your screen). Use the scroll bars to view the report and click **Close** when you are finished. To print a paper copy, click the **Print** button to print from the screen. You can also click the **Save** button to retain a copy of the report.

The Abbreviated Award Data – External (`PGAA22OP`) and Abbreviated Disbursement Data – External (`PGAD22OP`) import types should only be used as an alternative to the full Origination Data – External or Disbursement Data – External import types if you are a non-EDExpress user adding a limited subset of your Pell award level disbursement summary and disbursement detail data solely for comparison with imported Pell School Account Statement (SAS) data.

See "Pell School Account Statement (SAS) Functionality" later in this section for more information.

8. Select the checkbox at the Prompt for Duplicates option if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.

9. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.

10. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.

11. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

With the prompt for duplicates option selected, EDExpress prompts you for the following actions when it encounters a duplicate record:

If you do not select the Prompt for Duplicates checkbox, EDExpress automatically skips duplicate records.

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.

- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process

- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.

- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDExpress database.

End-of-Entry Edits

During the External Import process, EDExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see “Invalid

Value" errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

Correcting Errors

The import processes for TEACH Grant external data and Pell external data only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDExpress.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

Pell External Imports

Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDExpress, you can import full or abbreviated external origination or external disbursement files from another system. Records can be set to Ready to Batch when you import external origination and disbursement add/change files.

External Origination Add/Change Record

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGEO22OP` message class so that it can be located more easily for import into EDExpress.

External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGED22OP` message class so that it can be imported into EDExpress.

Abbreviated Award Data – External Record

The Pell Grant Abbreviated Award Data – External record layout designates a limited subset of Pell award level disbursement summary data elements that are required to perform comparisons with the Pell SAS. External automated systems can use this layout to add and change Pell award records in your EDExpress database. These data elements are stored in a separate database table from "full" Pell origination records and can be viewed in the Pell Browse dialog box following import. The detail of each record is based on a set of predefined field elements. Create the file using the PGAA22OP message class so that it can be located more easily for import into EDExpress.

The Abbreviated Award Data – External (PGAA22OP) and Abbreviated Disbursement Data – External (PGAD22OP) import types should only be used if you are a non-EDExpress user adding a limited subset of your Pell award level disbursement summary and disbursement detail data solely for comparison with imported Pell School Account Statement (SAS) data.

See "Pell School Account Statement (SAS) Functionality" later in this section for more information.

Abbreviated Disbursement Data – External Record

The Pell Grant Abbreviated Disbursement Data – External record layout designates a limited subset of Pell disbursement detail data elements that are required to perform comparisons with the Pell SAS. External automated systems can use this layout to add and change Pell disbursement records in your EDExpress database. These data elements are stored in a separate database table from "full" Pell disbursement records and can be viewed in the Pell Browse dialog box following import. The detail of each record is based on a set of predefined field elements. Create the file using the PGAD22OP message class so that it can be located more easily for import into EDExpress.

Include Records in Next Document Submission

If you select "Include Records in Next Document Submission?" in the Import dialog box, EDExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to R (Ready to export).

You can import external Pell records with a blank Enrollment Status; however, the origination records created will not be set to an R (Ready) status, even if you select "Include Records in Next Document Submission?" in the Import dialog box, until you update the Enrollment Status to a non-blank value.

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an R status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDExpress or set the origination records to R (Ready) one at a time. See the online Help in EDExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the R status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

Direct Loan External Imports

In the COD System process, the award ID is the loan ID.

This section contains information on importing and processing Direct Loans using EDExpress in combination with your school's system.

External Import Add

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

When importing new records into the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA22OP` message class so that it can be located more easily for import into EDExpress.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDExpress assigns 001 as the loan sequence number.

More about the Loan Data Add File Layout

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Student Eligibility Code. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (Not ready to send to COD). For more information on origination record data that must be entered in EDExpress to perform the origination process for a given loan type, see the *Direct Loan Fields Required for Origination* table earlier in this section.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

150% Direct Subsidized Loan Limit and Program-Related Data Fields

EDExpress includes multiple Direct Loan fields that address data reporting requirements for disbursements that are related to program-related data reporting requirements and the 150% Direct Subsidized loan limits. These fields include (but are not limited to) the Subsidized Usage Limit Applies, CIP Code, Payment Period Start Date, and Enrollment Status.

Values for some of these fields are added to loan records automatically by selecting a specific setup profile, such as a Disbursement Profile Code or Program Profile Code. Other values, such as the Enrollment Status or the new, optional Enrollment Status Effective Date and Program Attendance Begin Date fields, must be added or updated individually.

When building Direct Loan external add files, note the following tips to help ensure you are providing all required disbursement data elements:

- If you leave the Subsidized Usage Limit Applies value blank in your external import add file, EDExpress sets the field value on the loan record to **No** (Subsidized Usage Limit Does Not Apply) automatically.
- If you include a disbursement profile code in your external import file, EDExpress adds the payment period start date values you associated with each disbursement date in Disbursement setup on the anticipated disbursements created on the Disburse tab as a result of the import. If you do not include a disbursement profile code in an external add file, you must provide a payment period start date value for each anticipated disbursement in a subsequent update using manual entry, Direct Loan Multiple Entry, or an external change import file
- You are required to provide a valid Program Profile Code value for each loan record you create using an external import file. EDExpress uses the Program Profile Code assigned to the loan record to update required disbursement fields using the values you defined for the fields in Program Profile setup.
- When importing external data, EDExpress uses the Enrollment Status field value in your file to update the corresponding field on the Disburse tab and each anticipated disbursement record in the Disburse tab grid.

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

External Import Change

This type of import enables you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

> To update the value for any of the following fields associated with an actual disbursement, you must modify the Program Profile Code (field change number S023) associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year. These fields no longer have unique change numbers that can be used in an External Import change file.

Create the file using the `DIEC22OP` message class so that it can be imported into EDExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

Formatting Corrected Values

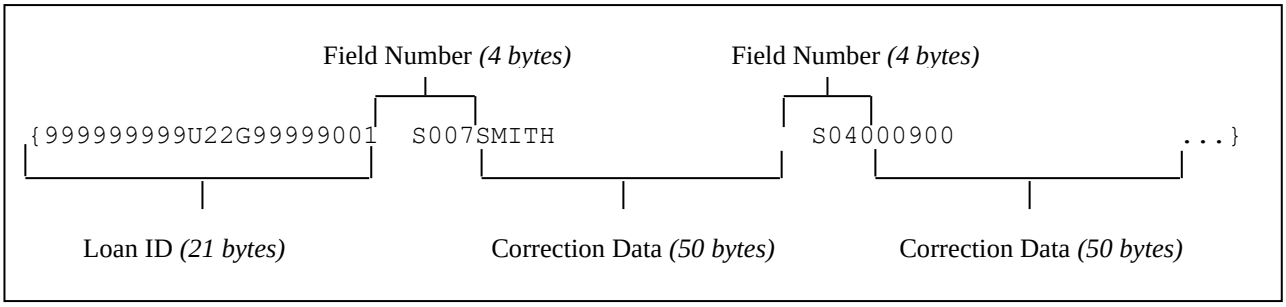
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of "900," the correction record would display `00900` with 45 blank spaces.

Example

Two changes are submitted to a loan record whose ID is `999999999U22G99999001`:

- A change in the borrower's last name to SMITH, and
- A change in the first anticipated disbursement gross amount to $900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:



Importing Actual Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (DIEC22OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

A change record may include the following disbursement change fields:

Field	Change Field Number
Disbursement Number	D003
Disbursement Date	D004
Net Adjustment Amount?	D006
Action Date	D009
Action Amount (Actual Disbursement)	D007
Payment Period Start Date	D008
Enroll OPE ID	D010
Program Profile Code	S023
Enrollment Status	S020
Enrollment Status Effective Date	S027
Program Attendance Begin Date	S028

For the initial actual disbursement (sequence #01), you only need to provide the Disbursement Number (D003); the remaining data (with the exception of Net Adjustment Amount, which only applies to actual disbursement adjustments) is pulled from the anticipated disbursement record unless you include modified values for those fields.

The gross, fee, interest rebate, and net amounts, and Enroll OPE ID, Enrollment Status, Payment Period Start Date, Enrollment Status Effective Date, and Program Attendance Begin Date changes are sent to the COD System for all anticipated and actual disbursements. Field values associated with the Program Profile Code assigned to the loan record are also sent to the COD System.

The Enrollment Status Effective Date and Program Attendance Begin Date are not required by the COD System, and will be not be stored or processed at this time if sent as part of the Common Record.

Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts. You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

EDExpress allows you to adjust any financial or non-financial data element associated with an actual disbursement in the same disbursement sequence number. When you provide an actual disbursement adjustment using an external change file, you are only required to provide the Loan ID, the new sequence number, values for the disbursement number (change field number D003) and the change field numbers and values associated with the actual disbursement data elements you are adjusting. You can also include an Action Date (change field number D009) value, although it is not required or sent to the COD System.

The Action Date (change field number D009) is an optional field that can indicate the date the disbursement adjustments you are making were made at your school or another critical date you want to track internally as part of each disbursement. The Action Date value is not sent to the COD System.

You can also adjust the Payment Period Start Date (change field number D008) or Enroll OPE ID (change field number D010) in the same sequence number as other actual disbursement data elements.

For example, if you are adding a new sequence number to adjust the disbursement amount and disbursement date associated with disbursement #1, you would include the following change field numbers in your external change file (after the Loan ID and new sequence number):

- D003 (Disbursement Number)
- D004 (Disbursement Date)
- D007 (Action Amount)
- (Optional) D006 (Net Adjustment Amount?)

If you set the value for the "Net Adjustment Amount?" (change field number D006) field to **Y** in your change record, EDExpress interprets the positive or negative value provided in the Action Amount field (change field number D007) as the amount of the adjustment to the net disbursement amount of the previous sequence number.

When you add or adjust a disbursement, EDExpress pulls the latest Program Profile Code, Enrollment Status, Enrollment Status Effective Date, and Program Attendance Date from the Disburse tab for the new actual disbursement sequence number. If you include a new value for these fields in your external change file, EDExpress updates the values on all anticipated disbursements, as well as including the new value in the disbursement sequence number created for the actual disbursement you are adjusting.

Loan Amount Approved Adjustments and Anticipated Disbursement Recalculations Using External Change Import

If you include a positive or negative adjustment to the Loan Amount Approved (change field S029) in the same external change file as adjustments to remaining anticipated disbursement amounts for the same loan record, be aware that EDExpress automatically recalculates all remaining anticipated disbursements to be split equally into amounts that total the new Loan Amount Approved value (minus any actual disbursement amounts) you provide. This automatic recalculation of equal anticipated disbursement amounts overrides any adjustments to the disbursements you include in the external change file that specify unequal anticipated disbursement amounts.

The steps you must take to avoid this recalculation if you want to adjust remaining anticipated disbursements to unequal amounts differ slightly, depending on whether your adjustments will result in an increase or decrease of the Loan Amount Approved:

- If your anticipated disbursement amount adjustments will decrease the Loan Amount Approved, omit the Loan Amount Approved adjustment from your external change file and include only the disbursement amount change field numbers corresponding to your amount adjustments. EDExpress will then accept the unequal disbursement amounts as designated in your import file and recalculate the Loan Amount Approved automatically to match the new disbursement total.

  For example, if you have an existing loan record with a Loan Amount Approved of $2000 and two anticipated disbursements of $1000 each, and you want to adjust the two anticipated disbursements to $800 and $1100, respectively, you only need to include the change field numbers and new values for the two

disbursement amounts. EDExpress updates the two anticipated disbursements amounts as requested and recalculates the Loan Amount Approved to $1900 automatically.

- If your anticipated disbursement amount adjustments will increase the Loan Amount Approved, you should import your Loan Amount Approved adjustment first in a separate external change file, then import the disbursement amount adjustments in a follow-up external change file. If you attempt to import just the disbursement amount adjustments without importing the Loan Amount Approved increase first, EDExpress rejects the update due to Direct Loan end-of-entry edit 3911.

  For example, if you have an existing loan record with a Loan Amount Approved of $2000 and two anticipated disbursements of $1000 each, and you want to adjust the two anticipated disbursements to $1300 and $1100, you should first import an external change file that adjusts the Loan Amount Approved to $2400. After you import the external change file with the Loan Amount Approved adjustment, create and import a second external change file with the disbursement amount field numbers and new values.

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/14/2021	01		
First Adjusted Disbursement Amount	01	09/14/2021	66	01	09/16/2021
Second Adjusted Disbursement Date	01	09/14/2021	02	66	10/05/2021

Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

If the sum of actual disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the loan amount approved to $0.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

The following scenarios demonstrate this process:

Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.

The save process within EDExpress automatically reduces each anticipated disbursement to $0.

2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to $0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.
3. Save the record.
4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are ***not*** recalculated.

2. Enter new anticipated disbursements with new disbursement numbers.

3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to $0.

2. Adjust the Loan Amount Approved to $0 on the origination record (to allow for recalculations of the 150% Direct Subsidized loan limits).

3. Export a Common Record that contains the adjusted disbursements and Loan Amount Approved to the COD System.

4. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and dates in a disbursement adjustment transaction.

5. Export the Common Record to the COD System to report the adjusted disbursement amounts and dates.

Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDExpress creates a new loan record and prompts you again when the next duplicate record is found. EDExpress assigns the next highest loan sequence number.

- **Create All –** EDExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDExpress assigns the next highest loan sequence number.

- **Skip –** EDExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.

- **Skip All –** EDExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

Loan Types in the Database

The EDExpress Direct Loan module maintains an internal loan type (G) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDExpress functionality. This internal loan type is not submitted to the COD System. EDExpress uses the existing PLUS loan identifier (P) when creating the Grad PLUS loan ID.

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

Importing Disbursement Profile Codes into EDExpress

You must provide the Payment Period Start Date associated with each anticipated disbursement date in disbursement profile codes marked for use with the Direct Loan module.

Note the following guidance regarding importing disbursement profile codes into EDExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, anticipated disbursement dates, or payment period start dates (disbursement profile code must already be defined in EDExpress setup.)
- You can include a new disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates (EDExpress adds this disbursement profile code with the dates you provided to EDExpress setup.)
- You can include loan period start/end dates, academic year start/end dates, anticipated disbursement dates, and payment period start dates without a disbursement profile code. EDExpress creates a generic disbursement profile code in EDExpress setup.

External Exports (Pell, TEACH, and Direct Loan)

Grad PLUS fields
Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan file format you use for the export.

The Export function in EDExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Consider the following scenario for an External Export for Direct Loan information:

> The Admissions Office staff members at your school are compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDExpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDExpress knows what format to use. In other words, EDExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff members told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export dialog box. The staff also requested that the exported data file be encrypted, so you enter and verify a password in the Export dialog box, then proceed with the export.

4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format and file password to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select **Tools** from the EDExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in

which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Create File Formats

The specific steps to create a file format in EDExpress follow.

1. Select **Tools**, **File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the **down arrow** on the right to scroll through the list of fields.
7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDExpress main window.

You are limited to selecting 255 fields at one time in each file format.

For more information on file formats, see the online Help in EDExpress.

Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File**, **Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).

3. Click the **down arrow** on the Export Type box to display and select from a list of data types to export.

   For Pell, select **External Export**.

   For TEACH, select **External Export**.

   For Direct Loan, select **External Loan Data**.

4. Confirm that the default file name and data directory you established in Setup appears in the Export To box.

5. (Optional) If you want to password-protect your export file, enter the same password in the **Password** and **Verify Password** fields. The export file will be saved in encrypted ZIP format.

6. (Optional for Direct Loan) Set export status to `Y` (Yes), `N` (No), or `B` (Both). Export status refers to the export to external flag in the database. Choosing export status as `Y` in the Export dialog box exports all records with the export to external system flag set to `Y`. After the export process completes, this flag is set to `N`.

7. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See "File Formats" in this section and the Help system in EDExpress for information about creating and using file formats.)

   Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

8. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

9. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

10. Click **OK** to export the file. EDExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.

11. Click **OK** to close the Export Statistics dialog box.

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type `G` (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

The Query Function

EDExpress includes an SQL-based query function that offers flexibility in locating and extracting information from the records in your database for whatever purpose you may have. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the EDExpress Help system in the software.

What is a Query?

A query is a request for certain records from your EDExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
 AND
(EFC - PELL = 0)
```

Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available in the Query window.

Predefined Queries

To get you started, EDExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

See the Help system in EDExpress for a complete list of predefined queries.

Create a Query

The specific steps to create a query in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the **down arrow** in the operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.
8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query.
11. (Optional) If you want to test your query, click **Preview** to view all the records in your database that meet the query criteria.
12. Click **OK** to close the Query dialog box or click **Add** to create another query.

Using the EDExpress Desktop Queries Pane

The Queries pane of the EDExpress Desktop enables you to select module-specific predefined or custom queries from Query setup, view the current number of student records in your database meeting each query's criteria, and quickly access software functions for the records

where applicable, such as opening the records as a group or initiating the multiple entry or browse dialog boxes.

Query results display in the pane and refresh both at regular intervals and upon each new startup of the software. As results update, you can use the incoming information to identify database records requiring further attention, and to drive your office's workflows.

The module-specific predefined or custom queries you select for the Queries pane must already exist in Query setup (**Tools**, **Query**). You can also select predefined queries that are available automatically in EDExpress 2021-2022.

To add a query to the Queries Pane:

1. Click the **Settings** button in the top right corner of the Queries pane in the EDExpress desktop.

2. Click **Add** to add a new query to the Queries pane. You can also click **Retrieve** if you want to select and modify the settings for a query you added to the pane previously.

3. Click the down arrow next to **Query System** to select the module associated with the query you want to select.

4. Click the down arrow next to **Record Type** and select a value associated with the Query System you chose in step 2. The Record Type identifies the database table within the module that should be queried against, which affects the Record Count value displayed in the Queries pane, determines the columns that are displayed if you click the **Browse** button under the query in the Queries pane, and determines the records that are opened.

The available Record Type values are determined by the Query System value you select.

5. Click the down arrow next to **Title** and select the query you want added to the Queries pane. The query must exist in Query setup (**Tools**, **Query**).

6. (Optional) Update the **Query Title** if you want to display a more descriptive and unique label in the Queries pane. For example, if you using the predefined College Grade Level parameter query in the Direct Loan module and you indicate you want to query for records with a value of **2** (2nd Year/sophomore), you may want to use a Query Title value of "Sophomores."

7. If you selected a parameter query in step 4, click the **Parameter…** button to enter a field value for the iteration of the query that will display in the Queries panel.

8. Click **Save** to add the query to the Queries panel.

Additional Queries Pane Tips

Note the following additional tips and guidance regarding the Queries pane:

- You can add the same custom or predefined query to the Queries panel multiple times. For example, you may want to display Direct

Loan queries associated with different origination status values, disbursement date ranges, last name ranges, loan types, etc.

- The Count value for each query in the Queries pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

- When viewing query results in the Queries pane, be aware that the Count value can vary for the same query based on the Record Type field value you select in the Query Settings dialog box.

  For example, each student record in EDExpress can only have one demographic record, but each student record can have multiple loan records or loan disbursements. If you select **Demographic** for the Record Type field value associated with a Direct Loan query, each student record meeting the query is only counted once in the Queries pane, regardless of the number of loan records or disbursements the student has that meet the criteria. However, if you select **Origination** or **Disbursement** as the Record Type field value for the same query, the Count value in the pane reflects *all* the loan records or disbursements, respectively, that meet the query criteria.

- The Record Type field value you select for a query in the Query Settings dialog box also affects which tab is opened when you click the **Open** button under the query in the Queries pane. For example, if the Record Type field value is Demographic, records are opened to the Demo tab. If the Record Type field value is **Origination**, records are opened on the Origination tab.

- The Count value for each query in the Queries pane is updated dynamically by EDExpress based on the refresh rate you select in the desktop settings (**View**, **Desktop Settings**).

- The Multiple Entry option is available for Global, Packaging, Pell, Direct Loan, and TEACH Grant queries added to the Queries pane.

- If you want to remove a specific query from your Queries pane, locate the query in the Query Settings dialog box and click the **Delete** button. This action only removes the query from the pane – the query remains available for use in selection criteria for specific EDExpress functionality. If you want to clear all queries from the Queries pane, click Clear Queries in desktop settings (**View**, **Desktop Settings**).

- The security group associated with a user ID in EDExpress Security Users setup (**Tools**, **Setup**, **Global**, **Security Users**) must have access to opening student records, using multiple entry, and browsing records for associated buttons to appear under applicable queries in the pane.

Combination System Edits

Volume III, *Section 4* of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

Pell Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	**Description:** For a Pell Grant record, EDExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import. **Resolution Steps:** Confirm each record has the correct award amount for the entire year in the External Add file. Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.
1550	**Description:** This edit results when the student's date of birth in the External Origination Add file is blank. **Note:** This edit applies to Pell Grant origination records. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External Add file.

Pell Grant

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	ED assigns a funding methodology to schools that determines when a school can disburse funds. **Note:** Although EDExpress accepts any date on or after 10/01/2020, the valid 2021-2022 date range for Pell Grant disbursement records is from the date the 2021-2022 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2027. **1520 – Description:** This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 10/01/2020 and 09/30/2027 and is no more than 7 days greater than the current date. **1540 – Description:** This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 10/01/2020 and 09/30/2027 and matches the current date
1680	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the External Origination Data file.

TEACH Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	**Description:** This edit occurs if Citizenship Status is equal to 3. **Resolution Steps:** Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.
5007	**Description:** This edit results when the student's date of birth in the External TEACH Grant Data file is blank. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.
5009	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, the COD System rejects this record, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System accepts this. The award amount does not need to be changed in the TEACH Grant External Data file.
5011 and 5012	**Description:** These edits occur if the CIP Code (edit 5011) or Enrollment Status (edit 5012) field is blank in the External TEACH Grant Data file and you select the "Include Records in Next Document Submission?" checkbox in the EDExpress TEACH Grant import dialog box. Both field values are required before a TEACH Grant record is ready for export to the COD System. **Resolution Steps:** Add the CIP Code or Enrollment Status value to the External TEACH Grant Data file and re-import.

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	**Description:** This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched. **Resolution Steps:** Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.
5104	**Description:** This edit occurs if the Amount Submitted and the Disbursement Date are the same as the Amount Submitted and Disbursement Date of the previous sequence number for this disbursement number. **Resolution Steps:** Change the Amount Submitted or the Disbursement Date (or both values, if needed) for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.
5111	**Description:** This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date. **Resolution Steps:** Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.

Direct Loan

Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	**Description:** This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists. **Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.
1215	**Description:** This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed. **Resolution Steps:** Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.

Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	**Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan. **Resolution Steps:** Correct either the student's date of birth or the parent's date of birth.
1035	**Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent. **Resolution Steps:** Change either the dependency status or the year in college.
5005	**Description:** You receive this edit if you attempt to update the CIP Code value to blank on a Direct Loan record with an Origination Status other than N (Not Ready to Send to COD). **Resolution Steps:** After you have originated a Direct Loan record in EDExpress, the CIP Code field cannot be corrected to blank. The CIP Code value is required by the COD System for all Direct Loan anticipated and actual disbursements and must be provided on the Origination (Direct Loan) tab for all loan types before you can run the origination process in EDExpress.

Pell School Account Statement (SAS) Functionality

The Pell Grant module in EDExpress 2021-2022 includes import and compare functionality for the Pell Grant School Account Statement (SAS). The Pell SAS is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for a specific month or the year-to-date (YTD). This report can be used as a reconciliation tool to compare information on the COD System to your business office records and to Pell data in your EDExpress database.

For information on the content, format, and modification options available for Pell SAS files on the COD Web site, see Volume VI, Section 8 of this technical reference.

EDExpress features related to Pell Grant SAS import and compare functionality include:

- The ability to import Pell Grant SAS files and generate import edit reports that organize the Pell SAS data in an easy-to-read format;
- Cash Management functionality that enables you to record (manually or using external import) various cash transaction types associated with Pell Grant funds at your school and run comparisons with cash data in the Pell SAS;
- Pell reports that compare imported Pell SAS data against Pell award level disbursement summary, disbursement detail, or cash detail data in your EDExpress database to assist with reconciliation;
- Abbreviated Pell award level disbursement summary and disbursement detail external import types for non-EDExpress schools who prefer to use a limited set of Pell Grant award and disbursement data from their external systems for Pell SAS comparison purposes only in EDExpress.

Record layouts for the Pell abbreviated external award and disbursement import types and the Pell external cash import type are available in Volume 3, Section 3 of this technical reference.

EDExpress combination schools can take advantage of the comparison reports by completing EDExpress setup, entering or importing Pell cash data, and importing Pell Grant award and disbursement information from an external source using existing Pell external import options or the new Abbreviated Award Data (`PGAA22OP`) and Abbreviated Disbursement Data (`PGAD22OP`) external import types.

See the sub-sections below for more information on Release 3.0 enhancements related to new Pell Grant SAS import/comparison and cash management functionality.

Pell SAS Import

You can import Pell SAS files into EDExpress from the Pell Import dialog box (**File**, **Import**, **Pell**). EDExpress supports the import of Pell SAS files sent under the message classes `PGSM22OP` (with monthly disbursement level detail), `PGSY22OP` (with year-to-date disbursement level detail), or `PGSA22OP` (with year-to-date award level detail).

To fully utilize the capabilities of EDExpress Pell SAS comparison reports and avoid a potentially higher number of mismatched records, schools should request year-to-date report types for Pell SAS files from the COD System, rather than monthly report types.

When a Pell SAS file is imported into EDExpress, each of the summary and detail sections included in the file is generated in an easy-to-read format on separate pages of the import edit report. These sections may

include the following, depending the type of Pell SAS file you are importing:

- **Award Level Summary** – Provides award-level details for Pell recipients with funded and applied disbursements processed by the COD System. Broken out by Reporting Pell ID, the Award Level Summary section lists the student's current SSN and last name, whether a potential overaward situation exists, the verification status associated with the transaction, the Year-to-Date (YTD) disbursement amount, and other information. The data in this SAS section is used as a basis for comparison against award data in your EDExpress database when you run the Award Detail Comparison Report

- **Disbursement Detail** – Provides transaction-level details for Pell disbursements and disbursement adjustments processed by the COD System, including non-financial adjustments. For each disbursement record, the Disbursement Detail section lists the student's current SSN and last name, the disbursement number and sequence number, the disbursement type, date, and amount, and the funded/applied date. It also indicates whether the transaction was an actual net adjustment, if it was system-generated, whether a potential overaward situation exists, and the verification status and School Enrollment Code associated with the transaction. The data in this SAS section is used as a basis for comparison against disbursement data in your EDExpress database when you run the Disbursement Detail Comparison Report.

- **Cash Summary** – Provides both a monthly and a YTD summary of Pell cash data processed by the COD System for the program year. This import edit report section can be compared to summary information on the school's internal systems and to the new EDExpress Pell Internal Ending Cash Balance Report

- **Cash Detail** – Lists cash-related transactions for the specified month or for the year-to-date, depending on the preferences you indicate on the COD Web site. The section lists the transaction type, date, and amount for each cash transaction, the Payment Control Number from G5, and the total records for each transaction type. This import edit report section can be compared to summary information on the school's internal systems and to the new EDExpress Pell Internal Ending Cash Balance Report for reconciliation purposes. The data in this SAS section is also used as a basis for comparison against disbursement data in your EDExpress database when you run the Cash Detail Comparison Report.

When you import a Pell SAS report into EDExpress, any previously imported Pell SAS data for any given Reporting ID/Attending ID combination is overwritten at both award and disbursement levels with the data in the imported file if new data exists for that combination in the file. If you want to reprint the summary or detail data for a prior SAS file, you must re-import it.

Abbreviated External Award and Disbursement Imports

The Abbreviated Award Data (`PGAA22OP`) and Abbreviated Disbursement Data (`PGAD22OP`) external import types provide non-EDExpress users with an efficient alternative method of adding Pell Grant award level disbursement summary and disbursement detail data elements for SAS comparison using a more limited set of data elements than the full external origination and disbursement import types.

The Pell award and disbursement data imported using the abbreviated formats are stored in a separate EDExpress database table and used solely for Pell SAS comparison report purposes. Non-EDExpress users are responsible for keeping the award and disbursement data in EDExpress current with their external system in order to generate the most effective and useful Pell SAS comparison results.

Use the abbreviated award and abbreviated disbursement data tabs of the Pell Browse dialog box (**Tools**, **Browse**, **Pell**) to view the data you add to EDExpress using these import types.

If you use EDExpress 2021-2022 to exchange Pell Grant origination and disbursement records with the COD System, your database already has the necessary information to run Pell SAS award and disbursement detail comparison reports – you do not need to use the abbreviated award and disbursement external import types.

Prompt for Duplicates?

If the "Prompt for Duplicates?" checkbox is selected in the Import dialog box, EDExpress identifies records in the abbreviated award or disbursement external import file that already exist in the EDExpress database. When a duplicate record is identified, a prompt appears allowing you to skip the record, skip all duplicate records that are identified, update the duplicate record, or update all duplicate records that are identified. If you choose to **Skip** or **Skip All**, the existing record in EDExpress is not modified. If you choose to **Update** or **Update All**, the existing record in EDExpress is updated to match the record in the external import file.

We recommend using the Prompt for Duplicates?" option as part of your routine process to help ensure you have the most current Pell award level disbursement summary and disbursement detail information in your EDExpress database before running Pell SAS comparison reports.

If you clear the "Prompt for Duplicates?" checkbox, EDExpress does not notify you of any duplicate records that are identified in your database. Any duplicate records encountered during the import are skipped.

Pell SAS Comparison Reports

After importing a Pell SAS file into EDExpress, you can run reports from the Pell Print dialog box (**File**, **Print**, **Pell**) that compare the imported Pell SAS data against Pell award level disbursement summary, disbursement detail, or cash detail data in your EDExpress database to assist with reconciliation. These reports include the Award Detail Comparison, Disbursement Detail Comparison, and Cash Detail Comparison reports.

For each report, records are grouped into sections based on the match status (**Matched**, **Unmatched**, or **All**) you select in the Print dialog box. If **All** is selected, the Matched and Unmatched records are printed on separate pages. For unmatched records, the reports identify if there is a discrepancy between your value and the value in the Pell SAS or if the data is missing from one side of the comparison (i.e., the data in the Pell SAS file is not present in your EDExpress database).

You can also designate sort order, Reporting and Attending Pell ID filters, establish password protection, and adjust other settings and criteria for these reports in the Pell Print dialog box.

For the Award Detail and Disbursement Detail Comparison Reports, select **Abbreviated Pell Data** for the Comparison Type field in the Print dialog box if you created the Pell data in your EDExpress database by using the Abbreviated Award Data (`PGAA22OP`) or Abbreviated Disbursement Data (`PGAD22OP`) external imports. If you created your EDExpress Pell data through any other means (manual entry, non-abbreviated external import, etc.), select **Pell Data** for the Comparison Type field.

Award Detail Comparison Report

This report provides you with a comparison of award level disbursement summary records in the Pell SAS file with abbreviated Pell award level disbursement summary records imported from an external system (non-EDExpress users) or Pell award data in EDExpress (EDExpress users).

EDExpress compares the data from Pell records in EDExpress to the corresponding data in the SAS by doing a one-to-one comparison of each disbursement using the Reporting Pell ID, Attending Pell ID, SSN, first two letters of the student's last name, transaction type, and transaction date.

Disbursement Detail Comparison Report

This report provides you with a comparison of disbursement detail records in the Pell SAS file with abbreviated Pell disbursement detail records imported from an external system (non-EDExpress users) or Pell disbursement data in EDExpress (EDExpress users).

The Disbursement Date Range is an option in the Print dialog box for the Disbursement Detail Comparison Report. Note that the report prints only records that were processed by the COD System on or before the end date of the Pell SAS. Disbursement adjustments processed by the COD System after the end date of the Pell SAS are listed as unmatched on the report if the disbursement date submitted to the COD System falls before the Pell SAS end date.

EDExpress compares the disbursements recorded in EDExpress to the corresponding disbursements in the SAS by doing a one-to-one comparison of each disbursement using the Reporting Pell ID, Attending Pell ID, SSN, first two letters of the student's last name, disbursement number, disbursement sequence number, and disbursement amount.

Each report section lists each impacted student's current SSN and last name, disbursement number and sequence number, disbursement transaction type, the disbursement date and amount, and whether the transaction is a net adjustment. If the report contains multiple reporting and attending schools, EDExpress creates a new report for each reporting school.

Note: This report is printed in landscape format.

Cash Detail Comparison Report

This report provides you with a comparison of cash data in the Pell SAS file with Pell cash data you have entered or imported into EDExpress Cash Management (see "Cash Management" sub-section below).

EDExpress compares the cash data from EDExpress Cash Management to the corresponding cash data in the SAS by doing a one-to-one comparison of each cash transaction using the Reporting Pell ID, Attending Pell ID, transaction type, transaction date, and transaction amount.

Each report section lists the applicable cash transactions and their match status, transaction type, transaction date, transaction amount, and record source. If the report contains multiple reporting and attending schools, EDExpress creates a new report for each reporting school.

Pell Grant Cash Management

The Cash Management feature in the Pell Grant module enables you to track individual Pell Grant cash transactions. You must enter cash transactions manually in the Cash Management dialog box (**Tools**, **Cash Management**) or import cash data from an external source using the Cash Data – External import type (message class `PGCE22OP`).

The record layout for the Cash Data – External (`PGCE22OP`) import type is available in Volume III, Section 3 of this technical reference.

After you update EDExpress with your Pell Grant cash data, you can run the Internal Ending Cash Balance Report and the Cash Detail Comparison Report (see previous section).

To maximize the comparison matches on your cash transactions, when creating cash transactions in EDExpress, be mindful of the conventions the COD System uses in the Pell SAS to denote positive and negative transactions for the transaction type.

Important External Cash Data Import Note

Since Pell Grant cash transactions do not have unique identifiers that allow EDExpress to determine where duplicates exist, duplicate transactions are possible in EDExpress Cash Management as a result of an external cash data import.

If your school's external cash file contains new data only, this should not be a problem. However, if your school's external cash file consists of cumulative data, EDExpress adds every transaction in the external cash file to the database without identifying that duplicate transactions exist. No data is overwritten. Therefore, if you want to import cumulative cash data, you should first delete existing cash transactions from Cash Management.

Internal Ending Cash Balance Report

The Internal Ending Cash Balance Report displays Pell cash and disbursement summary amounts and includes an option to print cash detail records. All amounts are calculated using the cash transaction data in EDExpress Cash Management and disbursement data from Pell Grant records in the EDExpress database.

If you select the **Include Cash Detail?** checkbox on the Print dialog box, EDExpress prints an additional Detail section listing each cash transaction in your database by transaction type, date, and amount.

You can specify a Reporting Pell ID and Attending Pell ID for the Internal Ending Cash Balance Report in the Print dialog box or leave both fields blank and print the Internal Ending Cash Balance Report for all schools.

For the Internal Ending Cash Balance Report, select **Abbreviated Pell Data** for the Data Source field in the Print dialog box if you created the Pell data in your EDExpress database by using the Abbreviated Award Data (`PGAA22OP`) or Abbreviated Disbursement Data (`PGAD22OP`) external imports. If you created your EDExpress Pell data through any other means (manual entry, non-abbreviated external import, etc.), select **Pell Data** for the Data Source field.

The Summary section of the Internal Ending Cash Balance Report lists totals for each cash transaction type, the total school disbursement amount, and the net remaining balance.

TEACH Grant Appendix

Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS is available at studentaid.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on

TEACH Grants, visit studentaid.ed.gov/understand-aid/types/grants/teach.

TEACH Grant functionality is installed as a separate module in EDExpress 2021-2022, Release 2.0 and subsequent releases, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (`CRAA22OP`). EDExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (`CRAA22IN`) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below, we provide additional detail and guidance to EDExpress combination users regarding the TEACH Grant module.

The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma or a GED certificate or the equivalent or was home-schooled.

EDExpress requires that you provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

EDExpress Setup Requirements for the TEACH Grant

COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose **COD**.

We recommend you select a default Enrollment Status value in School Setup to prepare TEACH Grant records more quickly for processing by the COD System. The Enrollment Status field value is required on the Origination (TEACH Grant) tab to prepare TEACH Grant records for export.

All eight digits of the School OPE ID are required.

The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**, **TEACH** to access School setup.

  The values for Funding Method are:

  - 1 (Advance Pay)
  - 2 (Cash Monitoring 1 – CM1)
  - 3 (Cash Monitoring 2 – CM2)
  - 4 (Reimbursement)

  Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

  If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System** to access System setup.

- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2021.

- **CIP Codes -** This setup option enables you to define multiple Classification of Instructional Programs (CIP) Codes that you can later assign to Program Profiles used to create or modify TEACH Grant records. The CIP Code values you define in this setup option can be selected in Program Profile Setup (**Tools**, **Setup**, **COD**) by clicking the ellipsis button (**…**) next to the CIP Code field on the setup dialog box.

  The CIP Code data element, which is a six-digit code (with an implied decimal between the second and third digit) representing the student's college major, is required for all anticipated and actual TEACH Grant disbursement records.

  The CIP Code Year value is also required by the COD System for TEACH Grant records. EDExpress automatically updates the CIP Code Year field with **2020**, the most recent version of the CIP Code listing on the NCES Web site.

A list of eligible majors and their corresponding CIP codes is available on the National Center for Education Statistics (NCES) Web site at http://nces.ed.gov/ipeds/cipcode.

- **Program Profiles –** This setup option enables you to define default values for multiple data elements required on each TEACH Grant record, saving you data entry time. You are required to assign a Program Profile Code to each new TEACH Grant record when you add the record. The Program Profile Code is an EDExpress-only field and is not sent to the COD System. However, EDExpress exports the field values associated with the Program Profile assigned to the TEACH Grant record to the COD System in the COD Common Record (`CRAA22IN`).

  The Program Profile Codes you define in this setup option can be selected by clicking the ellipsis button (**…**) next to the Program Profile Code field in the Import dialog box and Disburse tab.

  The Program Profile Code is also required when adding TEACH Grant records using an external TEACH Grant Data file (`TGED22OP`).

Each Program Profile Code defines a unique set of values for the following disbursement-specific fields: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

User Database Setup

The User Database (**Tools**, **Setup**, **Global**, **User Database**) in EDExpress can be used to track TEACH Grant award criteria. For example, you can create "YES OR NO" fields to track information such as students receiving comment code 281 on their ISIRs, scoring above the 75th percentile on college admissions tests, or maintaining a cumulative GPA of at least 3.25.

Origination and Disbursement Add/Change

External TEACH Grant Data files you add to your default import directory appear in the Pending Imports pane of the EDExpress desktop. You can quickly access the TEACH Grant import dialog box from the Pending Imports pane to add your external data to EDExpress.

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (TGED22OP) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference to create or modify an ASCII file of the required data and import the file into EDExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2021 or later. Select **File**, **Import** from the menu bar, then choose **TEACH**, **External TEACH Grant Data (TGED)**.

Program-Related Data Reporting Requirements

As with the Pell and Direct Loan modules, the Enrollment Status Effective Date and Program Attendance Begin Date are optional fields that are not required by or stored in the COD System for 2021-2022.

To help you address program-related data reporting requirements, the TEACH Grant External Data Add/Change (TGED22OP) record layout includes the Program Profile Code as a required field and the Enrollment Status Effective Date and Program Attendance Begin Date as optional fields.

You can add or change the values for these three fields on TEACH Grant records at the record level or individual disbursement level using external import. If you modify the record-level fields, the values provided are applied automatically to all remaining anticipated disbursements for the record and any future adjustments to actual disbursements. If you modify the disbursement-level fields, the changes you provide are only applied to the new sequence number of the actual disbursement number designated.

Actual Disbursement Adjustments

To update the value for any of the following required fields associated with a TEACH Grant actual disbursement, you must modify the Program Profile Code associated with the disbursement to a code with the correct combination of values: CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year.

EDExpress enables you to adjust multiple TEACH Grant actual disbursement fields, including amount and date, in the same sequence number. You can make these adjustments manually on the Disburse (TEACH Grant) tab, use TEACH Grant Multiple Entry, or import an External TEACH Grant Data file (TGED22OP).

If you include updated Enrollment Status values in your external TEACH Grant Data file, the corresponding field on the Origination tab is updated, as well as the Enrollment Status associated with each anticipated disbursement on the Disburse tab, provided they are not batched for processing (Disbursement Status of **B**). If the anticipated disbursements are batched, the updated Enrollment Status is skipped during the import; you will need to correct the anticipated disbursements to the new Enrollment Status after you receive and import the COD Common Record Response (CRAA22OP) for the record.

Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the studentaid.gov Web site. The ATS cannot be printed from EDExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (CRAT22OP) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File**, **Import** from the menu bar, then choose **TEACH**, **COD Common Record Response**. When you import this response file, EDExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (CRAT22OP) containing ATS data for which there is no TEACH origination record in EDExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDExpress and submit it to the COD System. The ATS Status in EDExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (CRAA22OP) indicating an accepted ATS is already on file and updates the ATS Status in EDExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (CRAA22OP). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (CRAT22OP) is created and returned to the school. When the school imports the file into EDExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

Where to Get More Information

- EDExpress 2021-2022 Help System. For basic guidance and information on using the EDExpress software, select **Help, Help Topics** from the EDExpress menu bar. You can view the main list of EDExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.

- The TEACH Grant page of the Student Aid on the Web site, located at studentaid.ed.gov/understand-aid/types/grants/teach.

- TEACH Agreement to Serve information is located at studentaid.gov.

- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the IFAP Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.

- The *2021-2022 Common Origination and Disbursement (COD) Technical Reference*, available on the IFAP Web site.

- If you need technical support for EDExpress, call CPS/SAIG Technical Support at (800) 330-5947.

  Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at (800) 848-0978. You can also e-mail CODSupport@ed.gov.

Combination System Message Classes

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SECTION 2

This section contains the COD System message classes and EDExpress message classes used for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.

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Overview of Message Classes

This section contains the COD System message classes and EDExpress message classes for Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and Direct Loan files. All message classes are named from the user perspective.

The first four characters of the message class identify the type of data.

- The two numbers that follow refer to the cycle year.
- The last two characters of the message class identify the data as input (`IN`) sent to the processor or output (`OP`) received from the processor.
- Files that are exported from EDExpress are assigned the letters `IN` within the message class.
- Files that are imported into EDExpress are assigned the letters `OP` within the message class.

Program-Specific EDExpress Message Classes

Pell Grant Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
PGEO22OP	N/A	N/A	Pell Grant External Origination Add/Change Record (from external source into EDExpress)	350
PGED22OP	N/A	N/A	Pell Grant External Disbursement Add/Change Record (from external source into EDExpress)	108
PGAA22OP	N/A	N/A	Pell Grant Abbreviated Award Data-External	69
PGAD22OP	N/A	N/A	Pell Grant Abbreviated Disbursement Data-External	79
PGCE22OP	N/A	N/A	Pell Grant Cash Data-External	61

Direct Loan Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
DEER22IN	N/A	#F	External Loan Data (exports from EDExpress into an external source for combination schools)	N/A
DIEA22OP	N/A	#O	External Loan Origination Add File (imports from external source into EDExpress for combination schools)	900
DIEC22OP	N/A	#P	External Change Record (imports from external source into EDExpress for combination schools)	580

TEACH Grant Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
TGED22OP	N/A	N/A	TEACH Grant External Data Add/Change Record (from external source into EDExpress)	1747

COD System Message Classes Used by EDExpress

COD System Data Types

Message Class	Sent or Received by School	Data Type	Record Format
CRAA22IN	Sent	COD System Data File	XML
CRAA22OP	Received	COD System Response	XML
CRWB22OP	Received	COD System Web-generated Response (generated by activity on the COD System Web site)	XML
CRND22OP	Received	Pell Grant Negative Disbursement (system-generated)	XML
CRBN22OP	Received	Direct Loan and TEACH Grant Booking Notification	XML
CRCS22OP	Received	Credit Status Response	XML
CRPN22OP	Received	Direct Loan Promissory Note Response	XML
CRPS22OP	Received	Direct Loan Payment to Servicer	XML
CRSP22OP	Received	Direct Loan PLUS Application Acknowledgment	XML
CRSU22OP	Received	Direct Loan Subsidized Usage System-Generated Response	XML
CROF22OP	Received	Direct Loan Origination Fee and Interest Rebate Percentage Acknowledgement	XML
CRIB22OP	Received	Informed Borrowing Response	XML
CRAT22OP	Received	ATS Note Acknowledgement	XML
CRAC22OP	Received	TEACH Grant Counseling Acknowledgement	XML

COD System Pell Grant Reports

"N/A" in the Data Request Type column indicates that this information does not apply to this message class.

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
IGAS22OP	Received	Iraq and Afghanistan Service Grant Electronic Statement of Account (ESOA) (Not currently in use)	Fixed length	S
IGRQ22IN	Sent	Iraq and Afghanistan Service Grant Data Request (Not currently in use)	Fixed length	N/A

COD System Pell Grant Reports (continued)

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
PGAS22OP	Received	Pell Grant Electronic Statement of Account (ESOA)	Fixed length	S
PGMR22OP	Received	Pell Grant Multiple Reporting Record (MRR)	Fixed length	M
PGRA22OP	Received	Pell Grant Data Request Response	Fixed length	N/A
PGRC22OP	Received	Pell Grant Reconciliation Report	Fixed length	R
PGRQ22IN	Sent	Pell Grant Data Requests	Fixed length	N/A
PGTX22OP	Received	Pell Grant Text File	Text file	N/A
PGYR22OP	Received	Pell Grant Year-to-Date Record	Fixed length	Y
PGSM22OP	Received	Pell Grant School Account Statement (SAS) (Monthly Disbursement Level Detail)	Comma Delimited	N/A
PGSY22OP	Received	Pell Grant School Account Statement (SAS) (Year-to-Date Disbursement Level Detail)	Comma Delimited	N/A
PGSA22OP	Received	Pell Grant School Account Statement (SAS) (Year-to-Date Award Level Disbursement Summary)	Comma Delimited	N/A

COD System Direct Loan Reports

Message Class	Sent or Received by School	Data Type	Record Format
DSDF22OP	Received	Direct Loan School Account Statement (SAS) (Loan Detail – Disbursement Level, can be used with DL Tools)	Fixed length
DSLF22OP	Received	Direct Loan School Account Statement (SAS) (Loan Detail – Loan Level, can be used with DL Tools)	Fixed length
CODRBFOP	Received	Rebuild File (Used in conjunction with DL Tools)	Fixed length
CRECMYOP	Received	Counseling Results From COD	Fixed length

COD System TEACH Grant Reports

Message Class	Sent or Received by School	Data Type	Record Format
THMR22OP	Received	TEACH Grant Multiple Reporting Record (MRR)	Fixed length
THSM22OP	Received	TEACH Grant School Account Statement (Monthly)	Comma-delimited
THSY22OP	Received	TEACH Grant School Account Statement (Year-to-Date)	Comma-delimited
THRB22OP	Received	Rebuild File (Origination and Disbursement Detail)	Fixed-length
ATSDISOP	Received	ATS Discharge Report	Fixed-length

Combination System Record Layouts

VOLUME III
SECTION 3

This section contains the record layouts that must be followed to import external files of Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data into the EDExpress software. The Direct Loan External Export record layout is also included.

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Pell Grant Combination Layouts

PGEO22OP: Pell Grant External Origination Add/Change Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999XX202299999900 Where: SSN = 001010001 to 999999999 Name Code = XX or blank (see Field #3 of this record layout for valid content of the Name Code) Year Indicator = 2022 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field is required when processing an External Change Record.	Left
2	24	32	9	N	Original SSN Student's SSN from original FAFSA®	001010001 to 999999999		Left
3	33	34	2	A	Original Name Code Student's name code from original FAFSA	Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Blank = No last name	Period, apostrophe, and dash are only valid for the 2nd character of the Name Code. The first character must be a letter if Name Code is not blank.	Left
4	35	40	6	N	Attended Campus Pell-ID Pell-ID of attended campus Institution must change award amounts for student at original attended campus as necessary	Valid Pell-ID	Change creates new origination record.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	41	42	2	A/N	Student Eligibility Code	0-9 Uppercase letters A to Z Space Can be blank	The COD System is required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled. To address this requirement, you must provide a Student Eligibility Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.	Left
6	43	45	3	A/N	Filler	Blank	Reserved for future expansion.	Left
7	46	58	13	A/N	Origination cross-reference This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined Any character except the pipe ("|")	No editing is applied.	Left
8	59	59	1	A	Action Code Code to indicate action to be taken	Will always be blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
9	60	67	8	N	Award amount for entire school year Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire grant award year	0 to 9 Dollars and cents Use leading zeros; do not include the $ sign or decimal point Range = 00000000 to maximum award amount for the type of grant being imported.	Cannot exceed Total Payment Ceiling - award validation performed Increases must be submitted to the COD System Any change to origination data requires the Award Amount to be validated. Refer to edits 1200, 1205, 1209, 1210, 1211, 1213 and 1450 in Volume III, Section 4 of this technical reference. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
10	68	71	4	A/N	Disbursement Profile Code User-supplied code for disbursement profile	Uppercase A to Z 0 to 9 Blank		Left
11	72	121	50	A/N	E-mail Address 1 Student's e-mail address 1	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
12	122	171	50	A/N	E-mail Address 2 Student's e-mail address 2	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
13	172	172	1	A	Additional Eligibility Indicator Indicates student is eligible to receive 150% of his or her scheduled Pell Grant award in a single award year.	Y = Yes, student is eligible N = No, student is not eligible Can be blank	When importing an origination external add, a blank value in this field equals N (No). When importing an origination external change, a blank value in this field is ignored.	Left
14	173	180	8	A/N	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank		Left
15	181	182	2	A/N	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Right
16	183	184	2	A/N	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
17	185	186	2	A/N	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank. This data element is not valid/used in the 2013-2014 Award Year and forward.		Left
18	187	187	1	A/N	Filler	Blank	Reserved for future expansion.	Left
19	188	195	8	D	Enrollment Date First date that the student was enrolled in an eligible program for the designated school year	20201001 to 20220630 CCYYMMDD	If the student enrolled in a crossover payment period before the first day of the Pell Award Year (July 1), but which will be paid from 2021-2022 funds, report the actual start date of the student's classes for that payment period.	Left
20	196	196	1	A/N	Filler	Blank	Reserved for future expansion.	Left
21	197	197	1	A	Verification Status code Status of verification of applicant data by the school	V = Verified W = Without Documentation S = Selected, not verified Can be blank	Refer to edits 1302, 1303, and 1304 in Volume III, Section 4 of this technical reference.	Left
22	198	198	1	A	Incarcerated Federal Pell Recipient code Students incarcerated in local penal institutions are eligible to receive Federal Pell Grants if otherwise eligible.	Blank = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated		Left
23	199	200	2	N	Transaction number CPS-assigned transaction number from eligible ISIR or SAR used to calculate award	01 to 99	Changes to this field after associated disbursements are made, creates a new active origination record.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
24	201	206	6	N	Expected Family Contribution (EFC) Must equal the student's expected family contribution from the ISIR or SAR	000000 to 999999 Range = 00000 to EFC maximum	If you change the EFC value after associated disbursements are made, EDExpress creates a new active origination record. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
26	207	207	1	N	Academic Calendar Calendar which applies to this student's educational program **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	1 = Institution uses nonstandard academic terms, and measures academic progress by credit hours 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock hours 6 = Institution does not use terms, but does measure academic progress by credit hours Can be blank	The Academic Calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table Appendix of this technical reference.	Left
27	208	208	1	N	Payment Methodology Formula used to calculate the student's Federal Pell grant **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	1 to 5 Can be blank See Pell Grant Calculations Volume VI, Section 3 of this technical reference for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic Calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. Refer to edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
28	209	215	7	N	Cost of Attendance Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule	0 to 9 Dollars and cents Use leading zeros; do not include the $ sign or decimal point Range = 0000000 to 9999999	Used in award amount recalculation. Cents are not stored in EDExpress.	Left
29	216	216	1	N	Filler	Blank	Reserved for future expansion.	Left
30	217	218	2	A	Weeks of instructional time used to calculate payment **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	Blank = Payment Methodology 1 Required for Payment Methodologies 2, 3, 4, or 5 Range for Payment Methodology 2 = 00 to 29 Range for Payment Methodology 3, 4, 5 = 00 to 78	School determines this value based on the time required for the majority of its full-time students to complete the program of study or the academic year for the program of study, not student by student. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference. Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year PM2 = Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms) PM5 (academic calendars 1, 2, 3, 4) and PM3 = Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 = The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
31	219	220	2	A	Weeks of inst. time in program's definition of academic year Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	Blank = Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, or 5 = 30 to 78 Range for Payment Methodology 4 = 26 to 78	Used in award amount validation Refer to edits 1102 and 1103 in Volume III, Section 4 of this technical reference.	Left
32	221	224	4	A	Credit/Clock Hrs in Award Year Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	Ranges for: Academic calendars 1, 2, 3, and 4 = Blank Ranges for: Academic calendar 5 = 0000 to 3120 Academic calendar 6 = 0000 to 0100	Used in award amount validation Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
33	225	228	4	A	Credit/Clock hours in this student's program of study's academic year Max Cr/Clk Hrs in Prg for Acad Yr Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study **Used by EDExpress to calculate the Pell award; this field is for EDExpress internal school use only and is not sent to the COD System.**	Ranges for: Academic calendars 1, 2, 3, and 4 = Blank Ranges for: Academic calendar 5 = 0900 to 3120 Academic calendar 6 = 0024 to 0100	Used in award amount validation See Pell Grant Calculations Volume VI, Section 3 of this technical reference. Refer to edits 1106, 1110, 1112, 1113, and 1114 in Volume III, Section 4 of this technical reference.	Left
34	229	231	3	A/N	School Internal Sequence Number This is an internal sequence number the institution can define	Institution defined Any character except the pipe ("|")	No editing will be performed on this field.	Left
35	232	258	27	A/N	Filler	Blank	Reserved for future expansion.	Left
36	259	264	6	N	Reporting Campus Pell-ID Pell-ID of reporting campus	Valid Pell-ID		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
37	265	273	9	A/N	Student Current SSN Social Security Number, as altered by the student through CPS for the transaction number reported This field equals the original SSN if the student has not changed their SSN in the CPS Blank indicates this record could not be matched on Student ID or EFC during Federal Pell Grant processing	001010001 to 999999999 Blank = Not matched		Left
38	274	302	29	A	Student Name Student's full name as reported to the CPS for the Transaction Number reported	0 to 9 Uppercase A to Z Space . (period) ' (apostrophe) - (dash) Blank (see Processing Notes/Edits) (Only uppercase A to Z valid for middle initial)	Full name listed in order = Last Name 01 to 16 First Name 17 to 28 Middle Initial 29 To add records: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Middle Initial can be blank. To change existing records: This field can be blank.	Left
39	303	303	1	A	CPS Verification Selection Code Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction Number reported	Blank = Not selected by CPS for verification * = Selected by CPS for institution verification of applicant data		Left
40	304	311	8	D	Student's Date of Birth The date of birth of the student for this CPS transaction	19000101 to current date CCYYMMDD		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
41	312	333	22	A	Filler	Blank	Reserved for future expansion.	Left
42	334	334	1	N	Enrollment Status The student's enrollment status at the time you create or update the student record	Range for Payment Methodologies 1-4: F = Full-time Q = 3/4-time H = 1/2-time L = Less than 1/2-time If left blank, EDExpress updates the Enrollment Status field on the Origination (Pell) tab with the default Enrollment Status value (if defined) in Pell School setup.	You are required to provide an Enrollment Status for each Pell record. The initial Enrollment Status assigned to a Pell record is automatically associated with each disbursement for the record. The record will reject during import if you leave Enrollment Status blank in your file, you do not have a default Enrollment Status defined in Pell School setup, and you select "Include Records in Next Document Submission?" on the Pell Import dialog box. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference for more information on Pell award calculations.	Left
43	335	342	8	D	Enrollment Status Effective Date The effective date for the current Enrollment Status assigned to the record	CCYYMMDD Blank	The Enrollment Status Effective Date is optional for Pell Grant records for the 2021-2022 Award Year and is not processed or stored by the COD System if sent.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
44	343	367	25	A/N	Program Profile Code The code of the Program Profile assigned to the record	A-Z 0-9 Space (for all characters except 1st character)	You are required to provide a Program Profile Code each time you create a Pell Grant record in EDExpress. The Program Profile Code is for school use only and is not submitted to the COD System. Must match Program Profile Code established in Program Profiles setup in EDExpress Controls values provided to the COD System for the Pell Grant disbursement record for the following fields associated with the Program Profile: • Program Credential Level • Published Program Length • Published Program Length Unit (Weeks, Months, or Years) • Special Programs • Weeks Program Academic Year • CIP Code • CIP Code Year	Left
45	368	375	8	D	Program Attendance Begin Date Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD Blank	The Program Attendance Begin Date is optional for Pell Grant records for the 2021-2022 Award Year and is not processed or stored by the COD System if sent.	Left
46	376	394	19	A	Filler	Blank	Reserved for future expansion.	Left
47	395	400	6	A	Created Time Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		400			**Total Length**			

PGED22OP: Pell Grant External Disbursement Add/Change Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999XX202299999900 Where: SSN = 001010001 to 999999999 Name Code = XX or blank Year Indicator = 2022 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field is required when processing an External Change Record.	Left
2	24	36	13	A/N	Disbursement Cross-Reference This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
3	37	37	1	A	Action Type Used to indicate the creation of an initial disbursement record (Sequence = 01) or type of adjustment (Sequence > 01)	A = Adjustment to amount on disbursement with Disbursement Release Indicator = True B = Adjustment to amount AND adjustment to date on disbursement with Disbursement Release Indicator = True Y = Adjustment to date on disbursement with Disbursement Release Indicator = True Blank Must be "B" or blank when Sequence Number = 01 but can be "A," "B," or "Y" when Sequence Number is greater than 01	A = Adjusted disbursement entered using new amount B or blank = Adjusted disbursement entered using new amount and new disbursement date for the associated disbursement Y = The date is the new disbursement date for the associated disbursement	Left
4	38	39	2	N	Disbursement Number Number of the disbursement per student for the Award Year	01 to 20		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	40	47	8	N	Disbursement Amount Amount of disbursement for student's payment period	00000000 to 99999999 Dollars and cents Use leading zeros; do not include the $ sign or decimal point	Total of all disbursement amounts cannot be greater than Award Amount.	Left
6	48	48	1	A/N	Disbursement Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
7	49	56	8	D	Disbursement Date Date this disbursement was or will be made to the student	20201001 to 20270930 CCYYMMDD	Refer to edits 1520, 1530, and 1540 Current Date cannot be more than N (zero, seven, or 30) days prior to the Disbursement Date. Refer to Volume III, Section 4 of this technical reference. Although EDExpress accepts any date on or after 10/01/2020, the valid 2021-2022 date range for disbursement records is from the date the 2021-2022 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2027.	Left
8	57	64	8	N	Payment Period Start Date Beginning date of payment period	20201001 to 20220630 Blank CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements.	Left
9	65	66	2	N	Disbursement Sequence Number Sequence number for the associated disbursement	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
10	67	74	8	N	Enroll OPE ID Enrollment OPE ID associated with this disbursement The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from Pell School Setup is used for the disbursement.	Left
11	75	75	1	N	Enrollment Status Enrollment Status associated with this disbursement	F = Full-time Q = 3/4-time H = 1/2-time L = Less than 1/2-time	You are required to report the Enrollment Status associated with each Pell disbursement.	Left
12	76	83	8	D	Enrollment Status Effective Date Enrollment Status Effective Date associated with this disbursement	CCYYMMDD	The Enrollment Status Effective Date is optional for Pell Grant records for the 2021-2022 Award Year and is not processed or stored by the COD System if sent.	Left
13	84	108	25	A/N	Program Profile Code Program Profile Code associated with this disbursement	A-Z 0-9 Space (for all characters except 1st character) Code must exist in Program Profiles Setup in EDExpress.	To update the CIP Code, CIP Code Year, Program Credential Level, Weeks Program Academic Year, Published Program Length, Published Program Length Units, or Special Programs value(s) associated with a Pell disbursement, you must update the Program Profile Code associated with the disbursement to a code with the correct value(s).	Left
14	109	116	8	D	Program Attendance Begin Date Program Attendance Begin Date associated with this disbursement	CCYYMMDD	The Program Attendance Begin Date is optional for Pell Grant records for the 2021-2022 Award Year and is not processed or stored by the COD System if sent.	Left
15	117	144	28	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
16	145	150	6	D	Created Time Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		150			**Total Bytes**			

PGAA22OP: Pell Grant Abbreviated Award Data-External Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	6	6	N	Reporting Campus Pell ID	Valid Pell ID		Left
2	7	12	6	N	Attending Campus Pell ID	Valid Pell ID		Left
3	13	20	8	D	End Date Date representing the end of the current Pell SAS period	CCYYMMDD 19000101-20991231		Left
4	21	29	9	N	Current SSN Student's SSN from original FAFSA®	001010001 to 999999999		Left
5	30	45	16	A/N	Student's Last Name	Uppercase A-Z . (period) ` (apostrophe) – (dash) 0-9		Left
6	46	57	12	A/N	Student's First Name	Uppercase A-Z . (period) ` (apostrophe) – (dash) 0-9		Left
7	58	58	1	A/N	Student's Middle Initial	Uppercase letters A to Z Can be blank		Left
8	59	67	9	N	Award Total YTD Disbursement Amount	000000.00 – 999999.99		Left
9	68	68	1	A	Verification Status	N = Manually Updated S = Selected, Not Verified V = Verified W = Without Documentation Can be blank		Left
10	69	69	1	A	Potential Overaward Process (POP) Status	Y = Flagged for POP N = Unflagged for POP Z = Has never been flagged for POP		Left
		69			**Total Bytes**			

PGAD22OP: Pell Grant Abbreviated Disbursement Data-External Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	6	6	N	Reporting Campus Pell ID	Valid Pell ID		Left
2	7	12	6	N	Attending Campus Pell ID	Valid Pell ID		Left
3	13	20	8	D	End Date Date representing the end of the current Pell SAS period	CCYYMMDD 19000101-20991231		Left
4	21	29	9	N	Current SSN Student's SSN from original FAFSA®	001010001 to 999999999		Left
5	30	45	16	A/N	Student's Last Name	Uppercase A-Z . (period) ` (apostrophe) – (dash) 0-9		Left
6	46	53	8	D	Disbursement Date	CCYYMMDD		Left
7	54	61	8	N	Disbursement Amount	0 - 99999.99		Left
8	62	70	9	N	Disbursement Actual Net Adjustment	-99999.99 – 99999.99		Left
9	71	72	2	N	Disbursement Number	Numeric value > 00		Left
10	73	74	2	N	Disbursement Sequence Number	01-99		Left
11	75	76	2	N	Previous Disbursement Sequence Number	01-99	This field is ignored if Disbursement Sequence Number is 1.	Left
12	77	77	1	A	Transaction Type	A = Adjustment D = Disbursement		Left
13	78	78	1	A	Verification Status	N = Manually Updated S = Selected, Not Verified V = Verified W = Without Documentation Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
14	79	79	1	A	Potential Overaward Process (POP) Status	Y = Flagged for POP N = Unflagged for POP Z = Has never been flagged for POP		Left
		79			**Total Bytes**			

PGCE22OP: Pell Grant Cash Data-External Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	6	6	N	Reporting Campus Pell ID	Valid Pell ID		Left
2	7	12	6	N	Attending Campus Pell ID	Valid Pell ID		Left
3	13	14	2	A	Transaction Type	DD = Drawdowns AD = Drawdown Adjustments RF = Refunds of Cash RE = Returns of Cash DF = Drawdown Offsets		Left
4	15	22	8	D	Transaction Date	CCYYMMDD		Left
5	23	36	14	N	Transaction Amount	-9999999999.99 to 9999999999.99		Left
6	37	61	25	A/N	Notes	Any valid keyboard character Can be blank		Left
		61			**Total Bytes**			

Direct Loan Combination Layouts

DIEA22OP: Direct Loan External Import Loan Origination Add File (Batch Type #0)

Under the Required Field to Save Record column, "G" indicates a required field for Grad PLUS, "S" indicates a required field for Subsidized/Unsubsidized loan and "P" indicates a required field for PLUS. Note: The minimum fields that are required to save the record are indicated, however, additional fields are required to originate the loan record.

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
1	1	21	21	G/S/P	Loan Identifier	Example: 999999999X22X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 22 (for 2021-2022) School Code = X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999 If blank on External Import Add record, import process will create Loan ID	Left
2	22	23	2	G/S/P	Import Type Code	SA = Add Direct Subsidized UA = Add Direct Unsubsidized GA = Add Grad PLUS PA = Add PLUS	Left
3	24	32	9	G/S/P	Original Social Security Number	001010001 to 999999999	Right
4	33	33	1	G/S/P	Loan Type	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
5	34	39	6	G/S/P	DL Code	X00000 to X99999 where X = G or E	Left
6	40	41	2	G/S/P	Program Year	22 (for 2021-2022)	Right
7	42	50	9	G/S/P	Borrower's Current Social Security Number	001010001 to 999999999	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
8	51	66	16	G/S*	Borrower's Last Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed. *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
9	67	78	12	G/S *	Borrower's First Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed. *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
10	79	79	1		Borrower's Middle Initial	Uppercase A to Z Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
11	80	114	35		Borrower's Permanent Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma)	Left
12	115	130	16		Borrower's Permanent Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) If foreign address, city should contain city and country See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
13	131	132	2		Borrower's Permanent Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
14	133	141	9		Borrower's Permanent Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Borrower's Permanent Zip Code. See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
15	142	151	10		Borrower's Telephone Number	0000000000 to 9999999999 Can be blank	Right
16	152	171	20		Borrower's Driver's License Number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left
17	172	173	2		Borrower's Driver's License State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
18	174	181	8	G/S/P	Borrower's Date of Birth	19220101 to 20131231 CCYYMMDD	Date
19	182	182	1		Borrower's Citizenship	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only on Sub/Unsub loan origination records or Sub/Unsub/Grad PLUS loan change records) Blank (valid for all loan types, but PLUS loans will not originate with this value)	Right
20	183	191	9		Borrower's Alien Registration Number	000000000 to 999999999 Can be blank	Right
21	192	193	2		Student Eligibility Code	0-9 Uppercase A to Z Space Can be blank Note: The Student Eligibility Code is required to save or originate Direct Loan records.	Left
22	194	195	2		Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
23	196	203	8		Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank	Right
24	204	205	2		Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank	Left
25	206	207	2		Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank This data element is not valid/used in the 2013-2014 Award Year and forward.	Left
26	208	208	1		Update Demographic Record Flag	Y = Yes Blank = No	Left
27	209	209	1		Student's College Grade Level	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year other undergraduate 6 = 1st year graduate/professional 7 = Continuing graduate/professional	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
28	210	214	5	G/S/P	Origination Fee Percentage	Numeric >= 0 Implied decimal between second and third position from the left For Subsidized/Unsubsidized: 01066 for 1.066% (first disbursement on or after October 1, 2017 and before October 1, 2018) 01062 for 1.062% (first disbursement on or after October 1, 2018 and before October 1, 2019) 01059 for 1.059% (first disbursement on or after October 1, 2019 and before October 1, 2020) 01057 for 1.057% (first disbursement on or after October 1, 2020 and before October 1, 202~~1~~2) For Grad PLUS/PLUS: 04264 for 4.264% (first disbursement on or after October 1, 2017 and before October 1, 2018) 04248 for 4.248% (first disbursement on or after October 1, 2018 and before October 1, 2019) 04236 for 4.236% (first disbursement on or after October 1, 2019 and before October 1, 2020) 04228 for 4.228% (first disbursement on or after October 1, 2020 and before October 1, 202~~1~~2) Complete history of all rate changes is available in electronic announcements posted to IFAP Web site.	Right
29	215	215	1		MPN Status	T = School assumes the student has an MPN on file at the COD System Blank	Left
30	216	216	1		Disclosure Statement Print Indicator	N = School prints (save as O) Y = COD System prints (save as S) Blank = Use value in Direct Loan School setup	Left
31	217	217	1		Borrower's Loan Default/Grant Overpayment	Y = Yes N = No Z = Overridden by School	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
32	218	218	1		Additional Unsub Preprofessional or Teacher Certification? (Unsub only)	Y = Yes Blank = No Cannot be Yes when Additional Unsub Eligibility for Health Profession Programs? (field 35) contains Y (yes) Student's College Grade Level (field 27) must equal 5	Left
33	219	222	4		Filler	Blank	Left
34	223	227	5		Loan Amount Approved	Numeric Must be greater than or equal to 0	Right
35	228	228	1		Additional Unsub Eligibility for Health Profession Programs (Unsub only)	Y = Yes Blank = No Cannot be Yes when Additional Unsub Preprofessional or Teacher Certification? (field 32) contains Y (yes)	Left
36	229	229	1		Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No	Left
37	230	237	8		Credit Decision Date (Grad PLUS/PLUS only) The date a credit decision is obtained through the COD System Web site	19000101 through the current date Can be blank CCYYMMDD	Right
38	238	238	1		Disclosure Printed? Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Blank = EDExpress sets to N Default is N	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
39	239	254	16	P*	Student's Last Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
40	255	266	12	P*	Student's First Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter Spaces in first characters are valid, leading spaces will be trimmed *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
41	267	267	1		Student's Middle Initial (PLUS only)	Uppercase A to Z Can be blank	Left
42	268	268	1		Student's Citizenship (PLUS only)	1 = U.S. Citizen 2 = Eligible Noncitizen Can be blank* *PLUS loans can be saved but not originated if this value is blank. Blank is valid on Sub/Unsub/Grad PLUS Loan origination records or Sub/Unsub/Grad PLUS Loan change records.	Left
43	269	277	9		Student's Alien Registration Number (PLUS only)	000000000 to 999999999	Left
44	278	285	8	P	Student's Date of Birth (PLUS only)	19220101 to 20131231 CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
45	286	286	1		Student's Loan Default/Grant Overpayment (PLUS only)	Y = Yes N = No Z = Overridden by School	Left
46	287	290	4		Disbursement Profile Code	0 to 9 Uppercase A to Z Space(s) Can be blank If the first position is blank and the second position is filled, the value in the second position is stored in the first position in the database	Left
47	291	325	35		Student's Local Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
48	326	341	16		Student's Local Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left
49	342	343	2		Student's Local Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
50	344	352	9		Student's Local Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT, EDExpress stores 00000 as the Zip Code. See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
51	353	353	1		Dependency Status	I = Independent D = Dependent For PLUS loans made to parent borrowers, this value must be D. For PLUS loans made to graduate/professional students, this value must be I. In order to select the Additional Unsub Eligibility for Dependent Student? checkbox, this value must be D.	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
52	354	354	1		Additional Unsubsidized Loan Flag (Unsub only)	Y= Yes N = No Can be blank	Left
53	355	404	50		Student's E-mail Address 1	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
54	405	409	5	G/S/P	Interest Rebate Percentage	For Subsidized/Unsubsidized: 00000 for 0.0% (first disbursement on or after July 1, 2012) For Grad PLUS/PLUS: 00000 for 0.0% (first disbursement on or after July 1, 2012) Implied decimal between second and third position from the left	Left
55	410	417	8		Entrance Interview Date	19000101 through the current date Can be blank CCYYMMDD	Date
56	418	425	8		Academic Year Start Date	On or before 20220630 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
57	426	433	8		Academic Year End Date	On or after 20210701 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
58	434	441	8		Loan Period Start Date	Cannot be blank if Disbursement Profile Code is blank CCYYMMDD Must be prior to Loan Period End Date Must occur on or after Academic Year Start Date Must occur on or before the Academic Year End Date	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
59	442	449	8		Loan Period End Date	Cannot be blank if Disbursement Profile Code is blank CCYYMMDD Must occur on or after Academic Year Start Date Must occur on or before the Academic Year End Date	Date
60	450	457	8		Filler	Blank	Left
61	458	465	8		1st Disbursement Anticipated Date	20201001 to 20251228 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
62	466	473	8		1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
63	474	481	8		1st Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, EDExpress uses the Payment Period Start Date associated with the first disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
64	482	489	8		2nd Disbursement Anticipated Date	20201001 to 20251228 Cannot be blank if Disbursement Profile Code is blank Special schools only: Second Disbursement Anticipated Date is not required and this field can be blank if Disbursement Profile Code is blank CCYYMMDD	Date
65	490	497	8		2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
66	498	505	8		2nd Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the second disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
67	506	513	8		3rd Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
68	514	521	8		3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
69	522	529	8		3rd Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the third disbursement date in the Disbursement Profile assigned to the record CCYYMMDD	Date
70	530	537	8		4th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
71	538	545	8		4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
72	546	553	8		4th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the fourth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
73	554	561	8		5th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
74	562	569	8		5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
75	570	577	8		5th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the fifth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
76	578	585	8		6th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
77	586	593	8		6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
78	594	601	8		6th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the sixth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
79	602	609	8		7th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
80	610	617	8		7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
81	618	625	8		7th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the seventh disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
82	626	633	8		8th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
83	634	641	8		8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
84	642	649	8		8th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the eighth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
85	650	657	8		9th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
86	658	665	8		9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
87	666	673	8		9th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the ninth disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
88	674	681	8		10th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
89	682	689	8		10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
90	690	697	8		10th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 10th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
91	698	705	8		11th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
92	706	713	8		11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
93	714	721	8		11th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 11th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
94	722	729	8		12th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
95	730	737	8		12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
96	738	745	8		12th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 12th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
97	746	753	8		13th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
98	754	761	8		13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
99	762	769	8		13th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 13th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
100	770	777	8		14th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
101	778	785	8		14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
102	786	793	8		14th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 14th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
103	794	801	8		15th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
104	802	809	8		15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
105	810	817	8		15th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 15th disbursement date in the Disbursement Profile record assigned to the record. CCYYMMDD	Date
106	818	825	8		16th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
107	826	833	8		16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
108	834	841	8		16th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 16th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
109	842	849	8		17th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
110	850	857	8		17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
111	858	865	8		17th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 17th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
112	866	873	8		18th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
113	874	881	8		18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
114	882	889	8		18th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 18th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
115	890	897	8		19th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
116	898	905	8		19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
117	906	913	8		19th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 19th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
118	914	921	8		20th Disbursement Anticipated Date	20201001 to 20251228 Can be blank CCYYMMDD	Date
119	922	929	8		20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
120	930	937	8		20th Disbursement Payment Period Start Date	A valid Payment Period Start Date is required for all anticipated and actual Direct Loan disbursements. Valid date must fall within the loan period Can be blank; if blank, use the Payment Period Start Date associated with the 20th disbursement date in the Disbursement Profile assigned to the record. CCYYMMDD	Date
121	938	955	18		Informed Borrowing ID	This field displays the identification number (ID) assigned by Federal Student Aid's studentaid.gov Web site when the borrower (student or parent) has successfully reviewed and acknowledged their Direct Loan loan balance information for the award year. Valid values are 1-999999999999999999 and blank To add a value for this field, EDExpress requires that you also provide values for the Informed Borrowing Completion Date and Informed Borrowing Complete fields in your import file. If you leave this field blank, you should also leave the values for the Informed Borrowing Completion Date and Informed Borrowing Complete fields blank.	Left
122	956	963	8		Informed Borrowing Completion Date	This field indicates the date the borrower (student or parent) successfully reviewed and acknowledged their Direct Loan loan balance information on Federal Student Aid's studentaid.gov Web site for the award year. Date must be in CCYYMMDD format or blank To add a value for this field, EDExpress requires that you also provide values for the Informed Borrowing ID and Informed Borrowing Complete fields in your import file. If you leave this field blank, you should also leave the values for the Informed Borrowing ID and Informed Borrowing Complete fields blank.	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
123	964	964	1		Informed Borrowing Complete	This field indicates whether the borrower (student or parent) has successfully reviewed and acknowledged their Direct Loan loan balance information on Federal Student Aid's studentaid.gov Web site for the award year. Valid values are Y and blank To set this field value to Y, EDExpress requires that you also provide values for the Informed Borrowing Completion Date and Informed Borrowing ID fields in your import file. If you leave this field blank, you should also leave the values for the Informed Borrowing Completion Date and Informed Borrowing ID fields blank.	Left
124	965	972	8		User Identifier Create	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
125	973	974	2		CPS Transaction Number	01 to 99 A valid two character CPS transaction number	Left
126	975	982	8		Loan Exit Counseling Completed Date	Format is CCYYMMDD 19000101 to 20991231 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
127	983	1032	50		Student's E-mail Address 2	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
128	1033	1042	10		PLUS Application ID	0000000000 to 9999999999 Can be blank	Left
129	1043	1050	8	G/S/P	Loan Enroll OPE ID Must be Enroll OPE ID associated with DL Code in COD School Setup (Direct Loan) in EDExpress. Can be different value than Enroll OPE ID(s) submitted on individual anticipated/actual disbursements. Loan Enroll OPE ID is not submitted to COD System.	00000000 to 99999999	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
130	1051	1075	25	G/S/P	Program Profile Code	You are required to provide a Program Profile Code each time you create a loan record in EDExpress. The Program Profile Code is for school use only and is not submitted to the COD System. 0 to 9 Uppercase A to Z Space (valid for all characters except first character) Must match Program Profile Code established in Program Profiles setup in EDExpress Controls values provided to the COD System for the Direct Loan disbursement record for the following fields associated with the Program Profile: • Program Credential Level • Published Program Length • Published Program Length Unit (Weeks, Months, or Years) • Special Programs • Weeks Program Academic Year • CIP Code • CIP Code Year	Left
131	1076	1077	2		Filler	Blank	
132	1078	1080	3		Subsidized Usage Limit Applies	The Subsidized Usage Limit Applies field may be Yes only if the student has at least one Direct Loan with an earliest disbursement date of July 1 2013 or later, and the borrower does not have an outstanding principal balance on a Direct Subsidized, Direct Unsubsidized, Direct PLUS loan (Parent PLUS or Grad PLUS), FFEL loan, consolidation and/or converted TEACH Grant in the NSLDS system as of the date the borrower receives a disbursement of a Direct Loan of any type or the date a TEACH Grant is converted to a loan. Yes = Subsidized Usage Limit Applies No = Subsidized Usage Limit Does Not Apply Can be blank (EDExpress field value will be set to default of No if blank)	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
133	1081	1081	1	G/S/P	Enrollment Status	You must provide the student's current Enrollment Status value with each Direct Loan anticipated or actual disbursement record for all loan types. Use this field to add the Enrollment Status value on the Origination (Direct Loan) tab. When creating new Direct Loan records, the Enrollment Status you provide in this field is used automatically as the Enrollment Status on each anticipated disbursement record created for the loan record. The Enrollment Status is required to originate Direct Loan records in EDExpress. F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
134	1082	1089	8		Enrollment Status Effective Date	The Enrollment Status Effective Date indicates the effective date for the Enrollment Status associated with the loan record. This field is optional for Direct Loan records and is not required by the COD System for the 2021-2022 Award Year. CCYYMMDD Blank	
135	1090	1097	8		Program Attendance Begin Date	The Program Attendance Begin Date indicates the date the student begin attending classes for the program associated with the loan record. This field is optional for Direct Loan records and is not required or stored by the COD System for the 2021-2022 Award Year. CCYYMMDD Blank	
136	1098	1100	3		Filler	Blank	Left
			1100		**Total Bytes**		

DIEC22OP: Direct Loan External Import Change Record (Batch Type #P)

The table below is a description of the External Import Change Record. This table represents the layout of the record that imports into EDExpress from external sources to change data on an origination record. A table listing the Import Change Table Values for the Change Field Transmit Numbers follows this record layout.

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
1	1	21	21	Loan Identifier Unique Identifier created at the time of origination	Example: 999999999X21X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 22 (for 2021-2022) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
2	22	26	5	Sequence Number Sequence number of this change record	Numeric > 0	Right
3	27	30	4	Change Field Number 01 Field number representing the first field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout.	Left
4	31	80	50	Value 01 Value the field should be changed to	See appropriate value for Change Field Number in previous field.	Left
5	81	84	4	Change Field Number 02 Field number representing the second field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
6	85	134	50	Value 02 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
7	135	138	4	Change Field Number 03 Field number representing the third field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
8	139	188	50	Value 03 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
9	189	192	4	Change Field Number 04 Field number representing the fourth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
10	193	242	50	Value 04 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
11	243	246	4	Change Field Number 05 Field number representing the fifth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
12	247	296	50	Value 05 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
13	297	300	4	Change Field Number 06 Field number representing the sixth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
14	301	350	50	Value 06 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
15	351	354	4	Change Field Number 07 Field number representing the seventh field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
16	355	404	50	Value 07 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
17	405	408	4	Change Field Number 08 Field number representing the eighth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
18	409	458	50	Value 08 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
19	459	462	4	Change Field Number 09 Field number representing the ninth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
20	463	512	50	Value 09 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
21	513	516	4	Change Field Number 10 Field number representing the tenth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
22	517	566	50	Value 10 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
23	567	572	6	Created Time Time when the record was created This data is not stored in the EDExpress database	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59 Can be blank	Right
24	573	580	8	User Identifier Create School use only field and not stored in the EDExpress database	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
		580		**Total Bytes**		

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Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted alphabetically and is the same table that appears at the end of this section, which is sorted by DL Change Number.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S038	8	1st Disbursement Anticipated Date Anticipated disbursement date for the 1st disbursement	20201001 to 20251228 CCYYMMDD
S040	8	1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S039	5	1st Disbursement Anticipated Gross Amount Anticipated gross amount for the 1st disbursement	Numeric > = 0
S041	8	1st Payment Period Start Date Payment Period Start Date associated with 1st anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S048	8	2nd Disbursement Anticipated Date Anticipated disbursement date for the 2nd disbursement	20201001 to 20251228 CCYYMMDD
S050	8	2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S049	5	2nd Disbursement Anticipated Gross Amount Anticipated gross amount for the 2nd disbursement	Numeric > = 0
S051	8	2nd Payment Period Start Date Payment Period Start Date associated with 2nd anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S058	8	3rd Disbursement Anticipated Date Anticipated disbursement date for the 3rd disbursement	20201001 to 20251228 CCYYMMDD
S060	8	3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S059	5	3rd Disbursement Anticipated Gross Amount Anticipated gross amount for the 3rd disbursement	Numeric > = 0
S061	8	3rd Payment Period Start Date Payment Period Start Date associated with 3rd anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S068	8	4th Disbursement Anticipated Date Anticipated disbursement date for the 4th disbursement	20201001 to 20251228 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S070	8	4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S069	5	4th Disbursement Anticipated Gross Amount Anticipated gross amount for the 4th disbursement	Numeric > = 0
S071	8	4th Payment Period Start Date Payment Period Start Date associated with 4th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S130	8	5th Disbursement Anticipated Date Anticipated disbursement date for the 5th disbursement	20201001 to 20251228 CCYYMMDD
S132	8	5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S131	5	5th Disbursement Anticipated Gross Amount Anticipated gross amount for the 5th disbursement	Numeric > = 0
S133	8	5th Payment Period Start Date Payment Period Start Date associated with 5th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S134	8	6th Disbursement Anticipated Date Anticipated disbursement date for the 6th disbursement	20201001 to 20251228 CCYYMMDD
S136	8	6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S135	5	6th Disbursement Anticipated Gross Amount Anticipated gross amount for the 6th disbursement	Numeric > = 0
S137	8	6th Payment Period Start Date Payment Period Start Date associated with 6th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S138	8	7th Disbursement Anticipated Date Anticipated disbursement date for the 7th disbursement	20201001 to 20251228 CCYYMMDD
S140	8	7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S139	5	7th Disbursement Anticipated Gross Amount Anticipated gross amount for the 7th disbursement	Numeric > = 0
S141	8	7th Payment Period Start Date Payment Period Start Date associated with 7th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S142	8	8th Disbursement Anticipated Date Anticipated disbursement date for the 8th disbursement	20201001 to 20251228 CCYYMMDD
S144	8	8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S143	5	8th Disbursement Anticipated Gross Amount Anticipated gross amount for the 8th disbursement	Numeric > = 0
S145	8	8th Payment Period Start Date Payment Period Start Date associated with 8th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S146	8	9th Disbursement Anticipated Date Anticipated disbursement date for the 9th disbursement	20201001 to 20251228 CCYYMMDD
S148	8	9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S147	5	9th Disbursement Anticipated Gross Amount Anticipated gross amount for the 9th disbursement	Numeric > = 0
S149	8	9th Payment Period Start Date Payment Period Start Date associated with 9th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S150	8	10th Disbursement Anticipated Date Anticipated disbursement date for the 10th disbursement	20201001 to 20251228 CCYYMMDD
S152	8	10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S151	5	10th Disbursement Anticipated Gross Amount Anticipated gross amount for the 10th disbursement	Numeric > = 0
S153	8	10th Payment Period Start Date Payment Period Start Date associated with 10th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S154	8	11th Disbursement Anticipated Date Anticipated disbursement date for the 11th disbursement	20201001 to 20251228 CCYYMMDD
S156	8	11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S155	5	11th Disbursement Anticipated Gross Amount Anticipated gross amount for the 11th disbursement	Numeric > = 0

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S157	8	11th Payment Period Start Date Payment Period Start Date associated with 11th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S158	8	12th Disbursement Anticipated Date Anticipated disbursement date for the 12th disbursement	20201001 to 20251228 CCYYMMDD
S160	8	12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S159	5	12th Disbursement Anticipated Gross Amount Anticipated gross amount for the 12th disbursement	Numeric > = 0
S161	8	12th Payment Period Start Date Payment Period Start Date associated with 12th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S162	8	13th Disbursement Anticipated Date Anticipated disbursement date for the 13th disbursement	20201001 to 20251228 CCYYMMDD
S164	8	13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S163	5	13th Disbursement Anticipated Gross Amount Anticipated gross amount for the 13th disbursement	Numeric > = 0
S165	8	13th Payment Period Start Date Payment Period Start Date associated with 13th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S166	8	14th Disbursement Anticipated Date Anticipated disbursement date for the 14th disbursement	20201001 to 20251228 CCYYMMDD
S168	8	14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S167	5	14th Disbursement Anticipated Gross Amount Anticipated gross amount for the 14th disbursement	Numeric > = 0
S169	8	14th Payment Period Start Date Payment Period Start Date associated with 14th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S170	8	15th Disbursement Anticipated Date Anticipated disbursement date for the 15th disbursement	20201001 to 20251228 CCYYMMDD
S172	8	15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S171	5	15th Disbursement Anticipated Gross Amount Anticipated gross amount for the 15th disbursement	Numeric > = 0
S173	8	15th Payment Period Start Date Payment Period Start Date associated with 15th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S174	8	16th Disbursement Anticipated Date Anticipated disbursement date for the 16th disbursement	20201001 to 20251228 CCYYMMDD
S176	8	16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S175	5	16th Disbursement Anticipated Gross Amount Anticipated gross amount for the 16th disbursement	Numeric > = 0
S177	8	16th Payment Period Start Date Payment Period Start Date associated with 16th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S178	8	17th Disbursement Anticipated Date Anticipated disbursement date for the 17th disbursement	20201001 to 20251228 CCYYMMDD
S180	8	17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S179	5	17th Disbursement Anticipated Gross Amount Anticipated gross amount for the 17th disbursement	Numeric > = 0
S181	8	17th Payment Period Start Date Payment Period Start Date associated with 17th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S182	8	18th Disbursement Anticipated Date Anticipated disbursement date for the 18th disbursement	20201001 to 20251228 CCYYMMDD
S184	8	18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S183	5	18th Disbursement Anticipated Gross Amount Anticipated gross amount for the 18th disbursement	Numeric > = 0
S185	8	18th Payment Period Start Date Payment Period Start Date associated with 18th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S186	8	19th Disbursement Anticipated Date Anticipated disbursement date for the 19th disbursement	20201001 to 20251228 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S188	8	19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S187	5	19th Disbursement Anticipated Gross Amount Anticipated gross amount for the 19th disbursement	Numeric > = 0
S189	8	19th Payment Period Start Date Payment Period Start Date associated with 19th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S190	8	20th Disbursement Anticipated Date Anticipated disbursement date for the 20th disbursement	20201001 to 20251228 CCYYMMDD
S192	8	20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S191	5	20th Disbursement Anticipated Gross Amount Anticipated gross amount for the 20th disbursement	Numeric > = 0
S196	8	20th Payment Period Start Date Payment Period Start Date associated with 20th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20210701 CCYYMMDD
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20220630 CCYYMMDD
D007	6	Action Amount Reported Disbursement Amount	-99999 to 099999 (leading zero can be blank) Negative values only valid if Net Adjusted Amount? (D006) is Y (Yes)
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
S123	1	Additional Unsubsidized Eligibility for Dependent Student (unsub only) Indicates whether or not there is additional unsubsidized eligibility for a dependent student	Y = Yes N or blank = No
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (unsub only) This was formerly a HEAL Loan	Y = Yes N or blank = No
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000001 to 999999999
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid for Grad PLUS/Sub/Unsub loan change records)

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S016	8	Borrower's Date of Birth Borrower's date of birth	19220101 to 20131231 CCYYMMDD
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDExpress is updated with the current system date
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s)
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z
S009	35	Borrower's Permanent Address First line of the borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S106	8	Borrower's Social Security Number Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDExpress is updated with the current system date.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S195	2	CPS Transaction Number	01 to 99
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P010	1	Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent
D004	8	Disbursement Date Indicates the actual disbursement date	20201001 to 20251228 CCYYMMDD
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S031	4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDExpress	Y = Disclosure printed N = Disclosure not printed
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement. The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S020	1	Enrollment Status The Enrollment Status associated with the loan record's Origination (Direct Loan) tab in EDExpress. This field must be updated to modify the Enrollment Status associated with anticipated or actual disbursements.	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment
S027	8	Enrollment Status Effective Date Date that the Enrollment Status value associated with the loan record is effective	CCYYMMDD
S109	8	Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S001	1	Informed Borrowing Complete Indicates whether the student or parent borrower has completed the informed borrowing process for the award year on studentaid.gov.	Y Field cannot be corrected to blank.
S002	8	Informed Borrowing Completion Date Indicates the date the student or parent borrower completed the informed borrowing process for the award year on studentaid.gov.	CCYYMMDD
S003	18	Informed Borrowing ID Indicates the ID generated by the studentaid.gov Web site when the student or parent borrower completes the informed borrowing process for the award year.	1-999999999999999999
S193	5	Interest Rebate Percentage Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD
S117	1	MPN Status The status of the MPN	T = Assumes the borrower has an open MPN at the COD System **Note**: The MPN Status field cannot be modified on a loan record using an external import change file if the field has been updated with an MPN Status value from the COD System.
D006	1	Net Adjustment Amount? Indicates the Action Amount (D007) value should be considered the net positive or negative adjustment to the Action Amount of the prior sequence number for an actual disbursement	Y = Yes **Note**: If you omit this change field number from your file or provide a blank value for it, EDExpress considers the Action Amount (D007) change field value, if included, as the new gross or net disbursement amount for the actual disbursement sequence number you are adding based on the Actual Disbursement Type value (G or N) you selected in School setup.
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
D008	8	Payment Period Start Date Indicates the actual disbursement's Payment Period Start Date	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	0000000000 to 9999999999 Can be blank
S028	8	Program Attendance Begin Date Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD
S023	25	Program Profile Code Code associated with Program Profile established in EDExpress Setup	0 to 9 Uppercase A to Z Space (valid for all characters except 1st character)
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS loan change records)

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19220101 to 20131231 CCYYMMDD
S126	50	Student's E-mail Address 1 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S127	50	Student's E-mail Address 2 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified alpha character in the first position
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P009	1	Student's Loan Default/ Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDExpress is updated with the current system date
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999
S037	3	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Yes = Subsidized Usage Limit Applies No = Subsidized Usage Limit Does Not Apply

Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted by DL Change Number and is the same table that appears at the beginning of this section, which is sorted alphabetically.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20
D004	8	Disbursement Date Indicates the actual disbursement date	20201001 to 20251228 CCYYMMDD
D006	1	Net Adjustment Amount? Indicates the Action Amount (D007) value should be considered the net positive or negative adjustment to the Action Amount of the prior sequence number for an actual disbursement	Y = Yes **Note**: If you omit this change field number from your file or provide a blank value for it, EDExpress considers the Action Amount (D007) change field value, if included, as the new gross or net disbursement amount for the actual disbursement sequence number you are adding based on the Actual Disbursement Type value (G or N) you selected in School setup.
D007	6	Action Amount Reported disbursement amount	-99999 to 099999 (leading zero can be blank) Negative values only valid if Net Adjustment Amount? (D006) = Y
D008	8	Payment Period Start Date Indicates the actual disbursement's Payment Period Start Date	Valid date must fall within the loan period CCYYMMDD
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement. The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified with an A to Z in the first position

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19220101 to 20131231 CCYYMMDD
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS Loan change records)
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P009	1	Student's Loan Default/Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
P010	1	Credit Requirements Met (Grad PLUS/PLUS only) Indicates whether the borrower has completed all necessary credit-related requirements to receive actual disbursements	Y = Yes Blank = No
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	0000000000 to 9999999999 Can be blank
S001	1	Informed Borrowing Complete Indicates whether the student or parent borrower has completed the informed borrowing process for the award year on studentaid.gov.	Y Field cannot be corrected to blank. Import will be rejected with "This loan is already linked to Informed Borrowing Information" message if you previously imported response data from the COD System containing informed borrowing field values for a loan record.
S002	8	Informed Borrowing Completion Date Indicates the date the student or parent borrower completed the informed borrowing process for the award year on studentaid.gov.	CCYYMMDD Import will be rejected with "This loan is already linked to Informed Borrowing Information" message if you previously imported response data from the COD System containing informed borrowing field values for a loan record.

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S003	18	Informed Borrowing ID Indicates the ID generated by the studentaid.gov Web site when the student or parent borrower completes the informed borrowing process for the award year.	1-999999999999999999 Import will be rejected with "This loan is already linked to Informed Borrowing Information" message if you previously imported response data from the COD System containing informed borrowing field values for a loan record.
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s)
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z
S009	35	Borrower's Address First line of the borrower's address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S016	8	Borrower's Date of Birth Borrower's date of birth	19220101 to 20131231 CCYYMMDD
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid for Subsidized/Unsubsidized loan change records)
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000000 to 999999999
S020	1	Enrollment Status The Enrollment Status associated with the loan record's Origination (Direct Loan) tab in EDExpress. This field must be updated to modify the Enrollment Status associated with anticipated or actual disbursements.	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S023	25	Program Profile Code Code associated with Program Profile established in EDExpress Setup	0 to 9 Uppercase A to Z Space (valid for all characters except 1st character)
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1= 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S027	8	Enrollment Status Effective Date Date that the Enrollment Status value associated with the loan record is effective	CCYYMMDD
S028	8	Program Attendance Begin Date Date that the student began attending classes for the program the loan record is associated with	CCYYMMDD
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S031	4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD
S037	3	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Yes = Subsidized Usage Limit Applies No = Subsidized Usage Limit Does Not Apply
S038	8	1st Disbursement Anticipated Date Anticipated disbursement date for the 1st disbursement	20201001 to 20251228 CCYYMMDD
S039	5	1st Disbursement Anticipated Gross Amount Anticipated gross amount for the 1st disbursement	Numeric > = 0
S040	8	1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S041	8	1st Payment Period Start Date Payment Period Start Date associated with 1st anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S048	8	2nd Disbursement Anticipated Date Anticipated disbursement date for the 2nd disbursement	20201001 to 20251228 CCYYMMDD
S049	5	2nd Disbursement Anticipated Gross Amount Anticipated gross amount for the 2nd disbursement	Numeric > = 0
S050	8	2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S051	8	2nd Payment Period Start Date Payment Period Start Date associated with 2nd anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S058	8	3rd Disbursement Anticipated Date Anticipated disbursement date for the 3rd disbursement	20201001 to 20251228 CCYYMMDD
S059	5	3rd Disbursement Anticipated Gross Amount Anticipated gross amount for the 3rd disbursement	Numeric > = 0
S060	8	3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S061	8	3rd Payment Period Start Date Payment Period Start Date associated with 3rd anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S068	8	4th Disbursement Anticipated Date Anticipated disbursement date for the 4th disbursement	20201001 to 20251228 CCYYMMDD
S069	5	4th Disbursement Anticipated Gross Amount Anticipated gross amount for the 4th disbursement	Numeric > = 0
S070	8	4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S071	8	4th Payment Period Start Date Payment Period Start Date associated with 4th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date.
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDExpress is updated with the current system date.
S106	8	Borrower's SSN Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDExpress is updated with the current system date.
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDExpress is updated with the current system date.
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD
S109	8	Loan Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only) Indicates that the borrower is receiving an additional unsubsidized loan amount for a Health Profession Program	Y = Yes N or blank = No
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
S117	1	MPN Status The status of the MPN	T = Assumes the borrower has an open MPN at the COD System **Note**: The MPN Status field cannot be modified on a loan record using an external import change file if the field has been updated with an MPN Status value from the COD System.
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDExpress	Y = Disclosure printed N = Disclosure not printed
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20220630 CCYYMMDD
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20210701 CCYYMMDD
S123	1	Additional Unsubsidized Eligibility for Dependent Student (Unsubsidized only) Indicates that the dependent student is receiving additional unsubsidized loan eligibility	Y = Yes N or blank = No
S126	50	Student's E-mail Address 1 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S127	50	Student's E-mail Address 2 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S130	8	5th Disbursement Anticipated Date Anticipated disbursement date for the 5th disbursement	20201001 to 20251228 CCYYMMDD
S131	5	5th Disbursement Anticipated Gross Amount Anticipated gross amount for the 5th disbursement	Numeric > = 0
S132	8	5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S133	8	5th Payment Period Start Date Payment Period Start Date associated with 5th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S134	8	6th Disbursement Anticipated Date Anticipated disbursement date for the 6th disbursement	20201001 to 20251228 CCYYMMDD
S135	5	6th Disbursement Anticipated Gross Amount Anticipated gross amount for the 6th disbursement	Numeric > = 0
S136	8	6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S137	8	6th Payment Period Start Date Payment Period Start Date associated with 6th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S138	8	7th Disbursement Anticipated Date Anticipated disbursement date for the 7th Disbursement	20201001 to 20251228 CCYYMMDD
S139	5	7th Disbursement Anticipated Gross Amount Anticipated gross amount for the 7th disbursement	Numeric > = 0
S140	8	7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S141	8	7th Payment Period Start Date Payment Period Start Date associated with 7th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S142	8	8th Disbursement Anticipated Date Anticipated disbursement date for the 8th disbursement	20201001 to 20251228 CCYYMMDD
S143	5	8th Disbursement Anticipated Gross Amount Anticipated gross amount for the 8th disbursement	Numeric > = 0
S144	8	8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S145	8	8th Payment Period Start Date Payment Period Start Date associated with 8th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S146	8	9th Disbursement Anticipated Date Anticipated disbursement date for the 9th disbursement	20201001 to 20251228 CCYYMMDD
S147	5	9th Disbursement Anticipated Gross Amount Anticipated gross amount for the 9th disbursement	Numeric > = 0
S148	8	9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S149	8	9th Payment Period Start Date Payment Period Start Date associated with 9th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S150	8	10th Disbursement Anticipated Date Anticipated disbursement date for the 10th disbursement	20201001 to 20251228 CCYYMMDD
S151	5	10th Disbursement Anticipated Gross Amount Anticipated gross amount for the 10th disbursement	Numeric > = 0
S152	8	10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S153	8	10th Payment Period Start Date Payment Period Start Date associated with 10th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S154	8	11th Disbursement Anticipated Date Anticipated disbursement date for the 11th disbursement	20201001 to 20251228 CCYYMMDD
S155	5	11th Disbursement Anticipated Gross Amount Anticipated gross amount for the 11th disbursement	Numeric > = 0
S156	8	11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

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DL Change Number	Field Length	Field Name/Description	Valid Field Content
S157	8	11th Payment Period Start Date Payment Period Start Date associated with 11th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S158	8	12th Disbursement Anticipated Date Anticipated disbursement date for the 12th disbursement	20201001 to 20251228 CCYYMMDD
S159	5	12th Disbursement Anticipated Gross Amount Anticipated gross amount for the 12th disbursement	Numeric > = 0
S160	8	12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S161	8	12th Payment Period Start Date Payment Period Start Date associated with 12th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S162	8	13th Disbursement Anticipated Date Anticipated disbursement date for the 13th disbursement	20201001 to 20251228 CCYYMMDD
S163	5	13th Disbursement Anticipated Gross Amount Anticipated gross amount for the 13th disbursement	Numeric > = 0
S164	8	13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S165	8	13th Payment Period Start Date Payment Period Start Date associated with 13th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S166	8	14th Disbursement Anticipated Date Anticipated disbursement date for the 14th disbursement	20201001 to 20251228 CCYYMMDD
S167	5	14th Disbursement Anticipated Gross Amount Anticipated gross amount for the 14th disbursement	Numeric > = 0
S168	8	14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S169	8	14th Payment Period Start Date Payment Period Start Date associated with 14th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S170	8	15th Disbursement Anticipated Date Anticipated disbursement date for the 15th disbursement	20201001 to 20251228 CCYYMMDD
S171	5	15th Disbursement Anticipated Gross Amount Anticipated gross amount for the 15th disbursement	Numeric > = 0

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S172	8	15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S173	8	15th Payment Period Start Date Payment Period Start Date associated with 15th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S174	8	16th Disbursement Anticipated Date Anticipated disbursement date for the 16th disbursement	20201001 to 20251228 CCYYMMDD
S175	5	16th Disbursement Anticipated Gross Amount Anticipated gross amount for the 16th disbursement	Numeric > = 0
S176	8	16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S177	8	16th Payment Period Start Date Payment Period Start Date associated with 16th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S178	8	17th Disbursement Anticipated Date Anticipated disbursement date for the 17th disbursement	20201001 to 20251228 CCYYMMDD
S179	5	17th Disbursement Anticipated Gross Amount Anticipated gross amount for the 17th disbursement	Numeric > = 0
S180	8	17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S181	8	17th Payment Period Start Date Payment Period Start Date associated with 17th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S182	8	18th Disbursement Anticipated Date Anticipated disbursement date for the 18th disbursement	20201001 to 20251228 CCYYMMDD
S183	5	18th Disbursement Anticipated Gross Amount Anticipated gross amount for the 18th disbursement	Numeric > = 0
S184	8	18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S185	8	18th Payment Period Start Date Payment Period Start Date associated with 18th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S186	8	19th Disbursement Anticipated Date Anticipated disbursement date for the 19th disbursement	20201001 to 20251228 CCYYMMDD
S187	5	19th Disbursement Anticipated Gross Amount Anticipated gross amount for the 19th disbursement	Numeric > = 0

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S188	8	19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S189	8	19th Payment Period Start Date Payment Period Start Date associated with 19th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD
S190	8	20th Disbursement Anticipated Date Anticipated disbursement date for the 20th disbursement	20201001 to 20251228 CCYYMMDD
S191	5	20th Disbursement Anticipated Gross Amount Anticipated gross amount for the 20th disbursement	Numeric > = 0
S192	8	20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S193	5	Interest Rebate Percentage Interest Rebate Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999
S195	2	CPS Transaction Number	01 to 99
S196	8	20th Payment Period Start Date Payment Period Start Date associated with 20th anticipated disbursement	Valid date must fall within the loan period for all disbursements with an amount greater than $0 CCYYMMDD

DEER22IN: Direct Loan External Export

Combined Demo, User-Defined fields, Loan (including PLUS), Anticipated and Actual Fields

The External Export is first sorted by record type and then within the record type it is sorted alphabetically.

Field Length	Field Name/Description	Valid Field Content	Justify
2	RECORD TYPE A	A = Demographic table fields Fields listed under record type A are mostly fields from the Demographic tab in EDExpress and are student data fields.	Left
8	Ability to Benefit Completion Date - Demo	CCYYMMDD 19000101 to 20991231 Can be blank	Date
2	Ability to Benefit State Code - Demo	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank This data element is not valid/used in the 2013-2014 Award Year and forward.	Left
2	Ability to Benefit Test Administrator Code - Demo	0-9 Uppercase A to Z Space Can be blank	Left
2	Ability to Benefit Test Code - Demo	0-9 Uppercase A to Z Space Can be blank	Left
2	Active Transaction - Demo	01 to 99 Can be blank	Right
8	Active Transaction Date - Demo Date active ISIR transaction was updated on the database	19000101 to 20991231 CCYYMMDD	Date
8	Active Transaction ID - Demo User ID that updated active ISIR transaction	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
8	Add Date - Demo Date record was added to database	19000101 to 20991231 CCYYMMDD	Date
6	Add Time - Demo Time record was added to database	Format is HHMMSS 000000 to 235959 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right

Field Length	Field Name/Description	Valid Field Content	Justify
8	Add User ID - Demo User ID which added the record	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Left
9	Alien Registration Number - Demo Student's alien registration number	0 to 9 000000001 to 999999999 Can be blank	Left
1	Citizenship Status - Demo Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen	Left
9	Current SSN - Demo Student's current SSN	001010001 to 999999999	Left
8	Date of Birth - Demo Student's date of birth	19220101 to 20131231 CCYYMMDD	Left
8	Date of Birth Change Date - Demo Date the Student's Date of birth updated	19000101 to 20991231 CCYYMMDD	Left
1	Dependency Status - Demo Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC	Left
1	Document Status - Demo Status of packaged document	B = Documents still needed for both packaging and verification C = All documents are satisfied (included documents required for both packaging and verification) V = Documents still needed for verification P = Documents still needed for packaging O = Other documents needed but not required for packaging or verification D = Documents received but not reviewed (if document is required for packaging, this status prevents the record from being packaged but excludes the document from the Missing Documents Letter) Blank = Status not determined	Left
20	Driver's License - Demo Student's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left
2	Driver's License State - Demo Student's driver's license state code	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
50	E-mail Address 1 - Demo Student's e-mail address	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
50	E-mail Address 2 - Demo Student's e-mail address	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
12	First Name - Demo Student's first name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) Can be blank	Left
1	Has Document Tracking Record - Demo	Y = Yes N = No Can be blank	Left
1	Has Loan Record - Demo	Display a Y if this student has at least one record on the loan database table; otherwise, display N.	Left
1	Has Notes Record - Demo	Y = Yes N = No Can be blank	Left
1	Has NSLDS Record - Demo	Y = Yes N = No Can be blank	Left
1	Has Packaging Record - Demo	Y = Yes N = No Can be blank	Left
1	Has Pell Record - Demo	Y = Yes N = No Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
1	Has TEACH Record - Demo	Y = Yes N = No Can be blank	Left
1	ISIR DL GRAD PLUS MPN Flag - Demo	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL PLUS MPN Flag - Demo	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL Sub/Unsub MPN Flag - Demo	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
8	Last Mailed Date - Demo Document Tracking date of last mailing	19000101 to 20991231 Can be blank CCYYMMDD	Date
16	Last Name - Demo Student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) . (Period) - (Dash) Can be blank	Left
6	Legal Residence Date - Demo Year and month that the student became legal resident of state in which he or she resides	190001 to 201912 Can be blank CCYYMM	Date
2	Letter Count - Demo Count of how many letters have printed per record	00 to 99	Right
8	Loan Entrance Interview Date - Demo The date the student completed entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	Loan Exit Counseling Date - Demo The date the student completed loan exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date
35	Local Address - Demo First line of student's local mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
8	Local Address Change Date - Demo Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD	Date
16	Local City - Demo Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Local Phone - Demo Student's local home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Local State - Demo Student's local state code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Local Zip Code - Demo Student's local zip code	000000000 to 999999999 Can be blank or last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
1	Middle Initial – Demo Student's middle initial	Uppercase A to Z Can be blank	Left
2	Name ID - Demo First two characters of student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) . (Period) - (Dash) Can be blank	Left
9	Original SSN – Demo Student's original Social Security Number used to process the loan	001010001 to 999999999	Right
35	Permanent Address - Demo First line of the student's permanent mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
8	Permanent Address Change Date - Demo Date Student's Permanent Address updated	19000101 to 20991231 CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
16	Permanent City - Demo Student's permanent mailing address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Permanent Phone Number - Demo Student's permanent home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Permanent State - Demo Student's permanent state	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Permanent Zip Code - Demo Student's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
2	Previous Transaction - Demo	01 to 99	Right
1	Record Source - Demo Origin of Demo record data	M = Manual Entry I = ISIR Import P = External Import Add, Packaging E = External Import Add, Pell L = External Import Add, Direct Loan H = External Import Add, TEACH D = External Import, Demographic Data Y = Prior Year Demographic Import R = Direct Loan Rebuild Import O = Pell Origination Acknowledgement – regular W = Pell Origination Acknowledgement – Web X = Pell YTD Z = TEACH Rebuild A = Import PLUS Application Data Can be blank	Left
20	School Use - Demo	Any keyboard character	Left
8	Social Security Number Change Date - Demo Date the student's Social Security Number changed last	19000101 to 20991231 CCYYMMDD	Date
2	Student Eligibility Code - Demo	0-9 Uppercase A to Z Space Can be blank	Left
2	Student's State of Legal Residence - Demo Student's state of legal residence	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
8	TEACH Entrance Interview Date - Demo The date the student completed TEACH entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	TEACH Exit Counseling Completed Date - Demo The date the student completed TEACH exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date
2	Transaction # - Demo Number of the transaction	00 to 99 Can be blank	Right
2	Transaction Paid On - Demo Transaction Paid On	01 to 99 Can be blank	Right
8	Update Date Date update occurred on database	19000101 to 20991231 CCYYMMDD	Date
8	Update ID - Demo User ID which updated the record in database	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
6	Update Time Time record was last updated on database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
1	Verification Status Code - Demo	W = Without Documentation V = Verified S = Selected, not verified Can be blank	Left
2	RECORD TYPE B	B = User-defined database Record Type B is used for user defined-database fields you have created.	Left
N	User Defined Database Field 1 to Field NN	If the user-defined field type is: Text = Any valid keyboard character Date = Format is CCYYMMDD Number = Only numeric characters Yes/No = Only Y or N	Left
2	RECORD TYPE D	D = Loan Table fields Fields listed under record type D are data fields mostly from the Origination (Direct Loan) tab in EDExpress.	Left
8	Academic Year End Date	On or after 20210701 CCYYMMDD	Date
4	Academic Year Length COD-calculated value	0 to 9999 Can be blank	Left
8	Academic Year Start Date	On or before 20220630 CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
5	Actual Non Credential Teacher Cert Sub Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
5	Actual Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
8	Add Date - Loan Date the record was added to the database	19000101 to 20991231 CCYYMMDD	Date
8	Add ID - Loan User ID which added record to database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Left
6	Add Time - Loan Time the record was added to database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
1	Additional Unsub Eligibility for Dependent Student If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Left
1	Additional Unsub Eligibility for Health Profession Programs If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Right
1	Additional Unsub Preprofessional or Teacher Certification?	Y = Yes Blank = No	Right
5	Anticipated Non Credential Teacher Cert Sub Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
5	Anticipated Subsidized Usage Period COD-calculated value	0 to 999.9 Can be blank	Left
8	Application Complete Date	CCYYMMDD Can be blank	Date
10	Application ID	0000000000 to 9999999999 Can be blank	Left
5	Application Loan Amount	00000-99999	Right
30	Application Submission Reason	0 to 9 Uppercase A to Z Spaces . (period) ` (apostrophe) - (dash) Can be blank	Left
6	Award Range Requested End Date	CCYYMM	Left

Field Length	Field Name/Description	Valid Field Content	Justify
6	Award Range Requested Start Date	CCYYMM	Left
8	Booked Date Date the loan was booked at the COD System	19000101 to 20991231 CCYYMMDD	Date
26	Booked Document ID Document ID for this document	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
1	Booked Status	A = Booked Can be blank	Left
7	Calculated Published Program Length Years COD-calculated value	0 to 999.999 Can be blank	Left
1	College Grade Level Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond	Right
2	CPS Transaction #	01 to 99 Can be blank	Left
1	Credit Action Choice	A = Appeal decision E = Pursue endorser N = Pursue additional unsubsidized loan U = No action will be taken Can be blank	Left
1	Credit Action Status	D = Endorser addendum received, not linked, denied as a result of endorser denial for award N = Credit changed from pending status L = Endorser addendum received, credit approved, but endorser amount is less than the declined PLUS financial award amount Can be blank	Left
1	Credit Appeal Status	A = Appeal accepted D = Appeal denied P = Appeal pending R = Appeal closed without final decision Can be blank	Left
1	Credit Balance Option	B = Borrower S = Student Can be blank	Left
1	Credit Decision Grad PLUS/PLUS credit flag indicates the results of the credit check	A = Credit approved D = Credit denied P = Credit decision pending Can be blank	Left
8	Credit Decision Date Original date of the credit decision from the COD System	19000101 to 20991231 CCYYMMDD	Date
8	Credit Decision Expiration Date	CCYYMMDD Can be blank	Date

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
8	Credit Decision Update Date Date the credit decision was updated in EDExpress	19000101 to 20991231 CCYYMMDD	Date
1	Credit Requirements Met?	Y = Yes N = No Can be blank	Left
1	Deferment Option	Y = Deferment option utilized N = Deferment option not utilized	Left
1	Dependency Status – Loan Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC Can be blank	Left
4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z	Left
1	Disclosure Printed Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Default is N	Left
1	Disclosure Statement Print Indicator Should the COD System print a Disclosure Statement for this student?	S = COD prints O = School prints Z = COD reprints	Left
6	DL Code Also identifies school originating loan record	0 to 9 Uppercase A to Z X00000 to X99999 where X = G or E	Left
9	Endorser Amount	0 to 999999999 Can be blank	Right
1	Endorser Approved	Y = Yes N = No Can be blank	Left
1	Enrollment Status - Origination Current enrollment status value for student	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
1	Export to COD Flag indicating if record has been exported to the COD System	Y = Yes N = No	Right
1	Export to External Flag indicating if the record is exported to an external system	Y = Yes N = No	Right
8	Inactive Loan Date Date loan was made inactive	19000101 to 20991231 Can be blank CCYYMMDD	Date
1	Inactive Loan Flag Flag indicating if loan is inactive	Y = Yes N = No	Left
18	Informed Borrowing ID	1-999999999999999999 Can be blank	Left
8	Informed Borrowing Completion Date	CCYYMMDD Can be blank	Date
1	Informed Borrowing Complete	Y or N	Left

Field Length	Field Name/Description	Valid Field Content	Justify
6	Interest Rebate Percentage	00.000 to 99.999 1.5% is exported as 01.500 1.0% is exported as 01.000 0.5% is exported as 00.500 0.0% is exported as 00.000	Right
5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0	Right
8	Loan Enroll OPE ID	00000000 to 99999999	Left
6	Loan Fee Percentage Loan origination fee percentage for this record	Numeric > = 0 4.228% is exported as 04.228 1.057% is exported as 01.057	Right
21	Loan ID Unique identifier created at the time of origination	Example: 999999999X22X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 22 (for 2021-2022) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
21	Loan Origination Reject Reason Codes	0 to 9 Uppercase A to Z See COD Reject Code Table in Volume II, Section 4 - Edits of this technical reference.	Left
8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	CCYYMMDD	Date
8	Loan Period Length COD-calculated value	0 to 9999.999 Can be blank	Left
8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	CCYYMMDD	Date
1	Loan Type Type of loan record	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
1	Maximum Loan Indicator	Y = Yes N = No	Left
5	Maximum Subsidized Eligibility Period COD-calculated value	0 to 999.9 Can be blank	Left
8	MPN Acknowledgement Date Date on which the COD System acknowledged the physical MPN	19000101 to 20991231 Can be blank CCYYMMDD	Right
8	MPN Expiration Date	CCYYMMDD	Right

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
1	MPN Status Status of the MPN with the COD System	A = Accepted or Valid MPN at the COD System T = School assumes the student has an MPN on file at the COD System R = Valid MPN not on file at COD System P = Pending at the COD System I = Inactive E = Inactive due to the linking of a PLUS loan with an endorser C = Closed	Left
1	Original Credit Decision Status	A = Accepted D = Denied P = Pending Can be blank	Left
26	Origination Change Document ID Document number containing the change record sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
8	Origination Date Date the loan was originated	19000101 to 20991231 CCYYMMDD	Date
26	Origination Document ID Document ID which contained the loan origination record sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
1	Origination Status Status of the loan	N = Not ready R = Ready B = Batched E = Error A = Accepted	Left
1	Parent Borrower's Loan Default/Grant Overpayment Is the Parent in default on a Title IV loan or does the Parent owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by school Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
9	Parent Borrower's Alien Registration # Parent borrower's alien registration number, if eligible non-citizen	000000001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
1	Parent Borrower's Citizenship Status Parent borrower's citizenship status	1 = U.S. Citizen (or U.S. national) 2 = Eligible Noncitizen 3 = Ineligible Noncitizen Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
9	Parent Borrower's Current SSN Parent borrower's current Social Security number	001010001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
8	Parent Borrower's Date of Birth Date of the parent borrower's birth	19220101 to 20131231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date

Field Length	Field Name/Description	Valid Field Content	Justify
8	Parent Borrower's Date of Birth Change Date Date the parent borrower's date of birth changed	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
20	Parent Borrower's Driver's License # Parent borrower's driver's license number	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
2	Parent Borrower's Driver's License State State the parent borrower's driver's license is issued	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
12	Parent Borrower's First Name Parent borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
16	Parent Borrower's Last Name Parent borrower's last name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
1	Parent Borrower's Middle Initial Parent borrower's middle initial	Uppercase A to Z Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
8	Parent Borrower's Permanent Address Change Date Date the parent borrower's address change was effective	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date

Field Length	Field Name/Description	Valid Field Content	Justify
16	Parent Borrower's Permanent City Parent borrower's permanent city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
10	Parent Borrower's Permanent Home Phone Parent borrower's home telephone number	0000000000 to 9999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
2	Parent Borrower's Permanent State Parent borrower's permanent state of residence	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
35	Parent Borrower's Permanent Street Address First line of the parent borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
9	Parent Borrower's Permanent Zip Parent borrower's permanent zip code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan) If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
8	Parent Borrower's Social Security # Change Date Date the parent borrower's Social Security Number changed last	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
1	PLUS Counseling Completed	Y = Yes N = No Can be blank	Left
8	PLUS Counseling Completed Date	CCYYMMDD Can be blank	Date

Field Length	Field Name/Description	Valid Field Content	Justify
10	Previous Application ID	0000000000 to 9999999999 Can be blank	Left
4	Program Year Academic year in which the loan is borrowed	2122	Right
1	Reconsideration Eligible	Y = Yes N = No Can be blank	Left
1	Record Source – Loan Origin of record data	M = Manual Entry I = ISIR Import E = External Import Add, Direct Loan P = Packaging Import R = Rebuild A = PLUS Application Data	Left
6	Remaining Actual Non Credential Teacher Cert Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Actual Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Anticipated Non Credential Teacher Cert Sub Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
6	Remaining Anticipated Subsidized Eligibility Period COD-calculated value	-999.9 to 999.9 Can be blank	Left
1	School Credit Balance Option	Y = Remaining balance should be applied to school N = Remaining balance should be applied to borrower	Left
1	Six Month Deferment Option	Y = Six Month Deferment Option utilized N = Six Month Deferment Option not utilized	Left
1	Student's Loan Default/Grant Overpayment Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden	Left
9	Student's Original SSN - Loan Student's original Social Security Number used to process the loan	001010001 to 999999999	Right
1	Subsidized Usage Limit Applies Indicates whether the student meets the conditions for the 150% Direct Subsidized Loan Limit	Y = Subsidized Usage Limit Applies N = Subsidized Usage Limit Does Not Apply	Left
5	Sum Actual Non Credential Teacher Cert Sub Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Actual Subsidized Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Anticipated Non Credential Teacher Cert Sub Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
5	Sum Anticipated Sub Usage Periods COD-calculated value	0 to 999.9 Can be blank	Left
8	Transmit Date Date that data was transmitted to the COD System	19000101 to 20991231 CCYYMMDD	Right

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
2	Transmit Number Transmission number	00 to 99	Right
1	Unknown Loan Amount	Y = If the borrower selects doesn't know the loan amount N = Blank	Left
8	Update Date - Loan Date record was updated on database	19000101 to 20991231 CCYYMMDD	Date
8	Update ID - Loan User ID which updated the record on database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
6	Update Time - Loan Time the last update was made to record	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
2	Record Type M	M = Actual Disbursement Table fields Fields listed under Record Type M are for actual disbursement fields from the Disbursement tab.	Left
2	Actual Disbursement # Disbursement number for the current disbursement transaction	01 to 20	Right
8	Actual Disbursement Action Date	Format is CCYYMMDD	Date
7	Actual Disbursement CIP Code CIP Code value associated with actual disbursement	00.0000 to 99.9999 Can be blank	Left
4	Actual Disbursement CIP Code Year	CCYY	Left
8	Actual Disbursement Date Date activity occurred	20201001 to 20251228 CCYYMMDD	Date
6	Actual Disbursement DL Code DL code, also identifies school originating loan record	X00000 to X99999 where X = G or E	Left
26	Actual Disbursement Document ID Document ID that contained the disbursement record sent to the COD System or the Document ID generated by the COD System for the Booking Notification, Payment to Servicing, Rebuild	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
8	Actual Disbursement Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left

Field Length	Field Name/Description	Valid Field Content	Justify
1	Actual Disbursement Enrollment Status Enrollment Status value associated with actual disbursement	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
8	Actual Disbursement Enrollment Status Effective Date	CCYYMMDD	Date
1	Actual Disbursement Export to External	Y = Yes N = No	Left
5	Actual Disbursement Gross Amount Actual gross amount (in dollars) of the disbursement	Numeric > = 0	Right
5	Actual Disbursement Interest Rebate Amount Actual interest rebate (in dollars) of the disbursement	00000 to 99999	Right
5	Actual Disbursement Loan Fee Amount Actual loan fee (in dollars) of the disbursement	Numeric > = 0	Right
21	Actual Disbursement Loan ID Unique identifier created at the time of origination	Example: 999999999X22X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 22 (for 2021-2022) School Code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left
6	Actual Disbursement Net Adjustment Amount Actual net amount (in dollars) of the adjustment to the disbursement	-99999 to 99999	Right
5	Actual Disbursement Net Amount Actual net amount (in dollars) of the disbursement	Numeric > = 0	Right
8	Actual Disbursement Payment Period Start Date Payment Period Start Date associated with actual disbursement	CCYYMMDD	Date
28	Actual Disbursement Processed Edits	0 to 9 Uppercase A to Z See COD Reject Code Table – Volume II, Section 4 - Edits of this technical reference.	Left
8	Actual Disbursement Program Attendance Begin Date	MMDDCCYY Can be blank	Date
2	Actual Disbursement Program Credential Level	0-99	Left
25	Actual Disbursement Program Profile Code	0 to 9 Uppercase A to Z Space (valid for all characters except first character)	Left
7	Actual Disbursement Published Program Length	0-999.999	Left
6	Actual Disbursement Published Program Length Units	Weeks Months Years	Left
4	Actual Disbursement Sequence # Sequence number that determines the order in which the disbursements are processed	0000 to 9999 Can be blank	Right

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
1	Actual Disbursement Special Programs	A-Z (uppercase only)	Left
1	Actual Disbursement Status Status of disbursement activity	N = Not ready to send to the COD System R = Ready to send to the COD System B = Batched A = Accepted by the COD System E = Rejected by the COD System	Left
7	Actual Disbursement Weeks Program Academic Year	0-999.999 Can be blank	Left
2	RECORD TYPE N	N = Anticipated disbursement table fields Fields listed under Record Type N are for anticipated disbursement fields from the Disbursement tab.	Left
2	Anticipated Disbursement # Disbursement number for the current disbursement transaction	01 to 20	Right
7	Anticipated Disbursement CIP Code CIP Code value associated with anticipated disbursement	00.0000 to 99.9999	Left
4	Anticipated Disbursement CIP Code Year	CCYY	Left
8	Anticipated Disbursement Date Date activity is expected to occur	20201001 to 20251228 CCYYMMDD	Date
8	Anticipated Disbursement Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left
1	Anticipated Disbursement Enrollment Status Enrollment Status value associated with anticipated disbursement	F = Full-time enrollment Q = Three-quarters-time enrollment H = Half-time enrollment	Left
8	Anticipated Disbursement Enrollment Status Effective Date	CCYYMMDD	Date
1	Anticipated Disbursement Export to External	Y = Yes N = No	Left
5	Anticipated Disbursement Fee Amount Anticipated loan fee (in dollars) associated with the disbursement	Numeric > = 0	Right
5	Anticipated Disbursement Gross Amount Anticipated gross amount (in dollars) of the disbursement	Numeric > = 0	Right
21	Anticipated Disbursement Loan ID Unique identifier created at the time of origination	Example: 999999999X22X99999001 Student's Social Security Number = 001010001 to 999999999 Loan type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program year = 22 (for 2021-2022) School code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left

Field Length	Field Name/Description	Valid Field Content	Justify
5	Anticipated Disbursement Net Amount Anticipated net amount (in dollars) of the disbursement	Numeric > = 0	Right
8	Anticipated Disbursement Payment Period Start Date Payment Period Start associated with anticipated disbursement	CCYYMMDD	Date
8	Anticipated Disbursement Program Attendance Begin Date	MMDDCCYY Can be blank	Date
2	Anticipated Disbursement Program Credential Level	0-99	Left
25	Anticipated Disbursement Program Profile Code	0 to 9 Uppercase A to Z Space (valid for all characters except first character)	Left
7	Anticipated Disbursement Published Program Length	0-999.999	Left
6	Anticipated Disbursement Published Program Length Units	Weeks Months Years	Left
5	Anticipated Disbursement Rebate Amount Anticipated interest rebate (in dollars) associated with the disbursement	00000 to 99999	Right
6	Anticipated Disbursement School Code Identifies school originating loan record	X00000 to X99999 where X = G or E	Left
1	Anticipated Disbursement Special Programs	A-Z (uppercase only)	Left
7	Anticipated Disbursement Weeks Program Academic Year	0-999.999 Can be blank	Left
1	Disbursement Release Indicator Indicates an actual disbursement	True = Y (yes) False = N (no)	Left

TEACH Grant Combination Layouts

TGED22OP: TEACH Grant External Data Add/Change Record

This record layout is used to add and change TEACH Grant data (origination/disbursement) records.

Under the Processing Notes/Edits column, “A” indicates the field is required to add a TEACH Grant record and “C” indicates the field is required to change a TEACH record.

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	21	21	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999H22999999001 Where: SSN = 001010001 to 999999999 TEACH Grant Type = H Year Indicator = 22 (for 2021-2022) Valid OPE ID (first 6 digits) = 999999 Award Sequence Number = 001 to 999	A/C	Left
2	22	30	9	N	Original SSN Student’s SSN from original FAFSA for this school year.	001010001 to 999999999	A	Left
3	31	38	8	A/N	School OPE ID	00000000 to 99999999	A	Left
4	39	51	13	A/N	Origination cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined. Any character except the pipe(“|”)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	52	58	7	N	Award amount for the entire school year Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire TEACH Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point Range: 0000000 to maximum award amount for a TEACH Grant	A Refer to Volume 2, Section 3: Common Record Layout, field 65 of this technical reference for maximum amount for a TEACH Grant.	Left
6	59	62	4	A/N	Disbursement Profile Code User-supplied code for profile being created	A to Z 0 to 9 A minimum of one character must be entered and first character cannot be blank	A **Notes:** If this code is in COD Disbursement setup and this record: • contains disbursement data, the data from the file is saved to the TEACH Grant record in EDExpress. • does not contain disbursement data, disbursements are created for the TEACH Grant record based on the Disbursement Profile Code in COD Disbursement setup. If this code is not in COD Disbursement setup and this record contains disbursement data, the Disbursement Profile Code is created in COD Disbursement setup with the code provided in this field and disbursement data from the file. The disbursement data from the record is also saved to the student's TEACH Grant record in EDExpress.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
7	63	64	2	N	Transaction number CPS-assigned transaction number from the eligible ISIR or SAR used to calculate the student's award.	01 to 99	A	Left
8	65	65	1	A/N	College Grade Level Student's college grade level	0 = 1st year/never attended college 1 = 1st year/attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year/other undergraduate 6 = 1st year/ graduate/professional 7 = Continuing graduate/ professional or beyond Blank	A	Left
9	66	73	8	D	Enrollment Date Enrollment date for the student.	CCYYMMDD 20210101 or later	A	Left
10	74	76	3	A/N	School Internal Sequence Number This is an internal sequence number.	A to Z 0 to 9		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
11	77	77	1	A	Enrollment status The student's enrollment status at the time you create or update the student record.	F = Full-time Q = 3/4-time H = 1/2-time L = Less than 1/2-time	You must provide the student's current Enrollment Status value with each TEACH Grant anticipated or actual disbursement record. Use this field to add the Enrollment Status value on the Origination (TEACH Grant) tab. When creating new TEACH Grant records, the Enrollment Status value you provide in this field is used automatically as the Enrollment Status on each anticipated disbursement record created for the record. The Enrollment Status is required to prepare the TEACH Grant origination record for export.	Left
12	78	85	8	D	Enrollment Status Effective Date The effective date of the Enrollment Status associated with the origination record and anticipated disbursements during initial record creation process.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
13	86	86	1	A	Teacher Expert Indicator	Y = Yes, Teacher Expert N = No, not a Teacher Expert Blank = No		Left
14	87	92	6	A/N	Federal School Code School code entered at TEACH School setup	X00000 to X99999 (where "X" may be 0 (zero), B, E, or G) Blank	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
15	93	108	16	A	Student Last Name Student's last name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note) Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
16	109	120	12	A	Student First Name Student's first name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note) Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
17	121	121	1	A	Student Middle Initial Student's middle name as reported to the CPS for the transaction number reported.	Uppercase A to Z		Left
18	122	129	8	D	Student's Date of Birth The date of birth of the student for this CPS transaction.	19000101 to current date CCYYMMDD	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
19	130	179	50	A/N	E-mail Address 1 Student's e-mail address 1.	**One and only one "at" sign (@) allowed** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
20	180	229	50	A/N	E-mail Address 2 Student's e-mail address 2.	**One and only one "at" sign (@) allowed** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
21	230	237	8	D	TEACH Entrance Interview Date The TEACH entrance interview date	Format: CCYYMMDD 19000101 to 20991231		Left
22	238	238	1	A/N	Citizenship The student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen Or Blank	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
23	239	247	9	A/N	ARN The student's Alien Registration Number	000000001 to 999999999 Can be blank	Required if Citizenship (field 21) is 2. Refer to edit 5006 in Volume III, Section 4 of this technical reference.	Left
24	248	282	35	A/N	Address The student's local address	0 to 9 Uppercase A to Z . (Period) ` (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
25	283	298	16	A/N	City The student's local city	0 to 9 Uppercase A to Z . (Period) ` (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
26	299	300	2	A/N	State The student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
27	301	309	9	A/N	Zip code The student's local zip code	0 to 9 Space(s) Last 4 digits may be blank Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
28	310	311	2	A	Student Eligibility Code	0-9 Uppercase A to Z Space Can be blank	The Student Eligibility Code is required to save or prepare TEACH Grant records for export.	Left
29	312	313	2	A	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Left
30	314	321	8	A	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231		Right
31	322	323	2	A	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left
32	324	325	2	A	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	This data element is not valid/used in the 2013-2014 Award Year and forward.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
33	326	350	25	A	Program Profile Code	A-Z 0-9 Space (for all characters except 1st character)	You are required to provide a Program Profile Code each time you create a TEACH Grant record in EDExpress. The Program Profile Code is for school use only and is not submitted to the COD System. Must match Program Profile Code established in Program Profiles setup in EDExpress Controls values provided to the COD System for the TEACH Grant disbursement record for the following fields associated with the Program Profile: • Program Credential Level • Published Program Length • Published Program Length Unit (Weeks, Months, or Years) • Special Programs • Weeks Program Academic Year • CIP Code • CIP Code Year	Left
34	351	358	8	D	Program Attendance Begin Date The date the student began attending classes for the program associated with this TEACH Grant record.	CCYYMMDD Can be blank	The Program Attendance Begin Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
35	359	400	42		Filler	Blank	Reserved for future expansion.	
36	401	413	13	A/N	Disbursement 01 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
37	414	415	2	N	Disbursement 01 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Refer to the Processing Notes/Edits column of the Disbursement Profile Code (field 6 of TEACH Grant External Add/Change Record) for information regarding relationship between Disbursement Profile Code and disbursements. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
38	416	423	8	D	Disbursement 01 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
39	424	430	7	N	Disbursement 01 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
40	431	438	8	N	Disbursement 01 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
41	439	439	1	A/N	Disbursement 01 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
42	440	447	8	N	Disbursement 01 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
43	448	448	1	A	Disbursement 01 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
44	449	456	8	D	Disbursement 01 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
45	457	471	15		Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
46	472	484	13	A/N	Disbursement 02 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
47	485	486	2	N	Disbursement 02 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
48	487	494	8	D	Disbursement 02 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
49	495	501	7	N	Disbursement 02 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
50	502	509	8	N	Disbursement 02 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
51	510	510	1	A/N	Disbursement 02 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
52	511	518	8	N	Disbursement 02 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
53	519	519	1	A	Disbursement 02 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
54	520	527	8	D	Disbursement 02 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
55	528	542	15	A/N	Filler	Blank	Reserved for future expansion.	Left
56	543	555	13	A/N	Disbursement 03 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
57	556	557	2	N	Disbursement 03 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
58	558	565	8	D	Disbursement 03 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
59	566	572	7	N	Disbursement 03 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
60	573	580	8	N	Disbursement 03 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
61	581	581	1	A/N	Disbursement 03 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
62	582	589	8	N	Disbursement 03 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
63	590	590	1	A	Disbursement 03 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
64	591	598	8	D	Disbursement 03 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
65	599	613	15	A/N	Filler	Blank	Reserved for future expansion.	Left
66	614	626	13	A/N	Disbursement 04 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
67	627	628	2	N	Disbursement 04 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
68	629	636	8	D	Disbursement 04 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 04 is non-blank in Volume III, Section 4 of this technical reference.	Left
69	637	643	7	N	Disbursement 04 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left
70	644	651	8	N	Disbursement 04 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
71	652	652	1	A/N	Disbursement 04 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
72	653	660	8	N	Disbursement 04 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
73	661	661	1	A	Disbursement 04 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
74	662	669	8	D	Disbursement 04 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
75	670	684	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
76	685	697	13	A/N	Disbursement 05 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
77	698	699	2	N	Disbursement 05 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
78	700	707	8	D	Disbursement 05 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
79	708	714	7	N	Disbursement 05 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
80	715	722	8	N	Disbursement 05 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
81	723	723	1	A/N	Disbursement 05 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
82	724	731	8	N	Disbursement 05 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
83	732	732	1	A	Disbursement 05 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
84	733	740	8	D	Disbursement 05 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
85	741	755	15	A/N	Filler	Blank	Reserved for future expansion.	Left
86	756	768	13	A/N	Disbursement 06 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
87	769	770	2	N	Disbursement 06 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
88	771	778	8	D	Disbursement 06 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
89	779	785	7	N	Disbursement 06 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
90	786	793	8	N	Disbursement 06 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
91	794	794	1	A/N	Disbursement 06 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
92	795	802	8	N	Disbursement 06 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
93	803	803	1	A	Disbursement 06 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
94	804	811	8	D	Disbursement 06 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
95	812	826	15	A/N	Filler	Blank	Reserved for future expansion.	Left
96	827	839	13	A/N	Disbursement 07 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
97	840	841	2	N	Disbursement 07 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
98	842	849	8	D	Disbursement 07 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
99	850	856	7	N	Disbursement 07 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
100	857	864	8	N	Disbursement 07 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
101	865	865	1	A/N	Disbursement 07 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
102	866	873	8	N	Disbursement 07 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
103	874	874	1	A	Disbursement 07 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
104	875	882	8	D	Disbursement 07 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
105	883	897	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
106	898	910	13	A/N	Disbursement 08 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
107	911	912	2	N	Disbursement 08 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
108	913	920	8	D	Disbursement 08 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
109	921	927	7	N	Disbursement 08 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
110	928	935	8	N	Disbursement 08 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
111	936	936	1	A/N	Disbursement 08 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
112	937	944	8	N	Disbursement 08 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
113	945	945	1	A	Disbursement 08 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
114	946	953	8	D	Disbursement 08 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
115	954	968	15	A/N	Filler	Blank	Reserved for future expansion.	Left
116	969	981	13	A/N	Disbursement 09 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
117	982	983	2	N	Disbursement 09 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
118	984	991	8	D	Disbursement 09 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
119	992	998	7	N	Disbursement 09 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
120	999	1006	8	N	Disbursement 09 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
121	1007	1007	1	A/N	Disbursement 09 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
122	1008	1015	8	N	Disbursement 09 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
123	1016	1016	1	A	Disbursement 09 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
124	1017	1024	8	D	Disbursement 09 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
125	1025	1039	15	A/N	Filler	Blank	Reserved for future expansion.	Left
126	1040	1052	13	A/N	Disbursement 10 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
127	1053	1054	2	N	Disbursement 10 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
128	1055	1062	8	D	Disbursement 10 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
129	1063	1069	7	N	Disbursement 10 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
130	1070	1077	8	N	Disbursement 10 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
131	1078	1078	1	A/N	Disbursement 10 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
132	1079	1086	8	N	Disbursement 10 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
133	1087	1087	1	A	Disbursement 10 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
134	1088	1095	8	D	Disbursement 10 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
135	1096	1110	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
136	1111	1123	13	A/N	Disbursement 11 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
137	1124	1125	2	N	Disbursement 11 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
138	1126	1133	8	D	Disbursement 11 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
139	1134	1140	7	N	Disbursement 11 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
140	1141	1148	8	N	Disbursement 11 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
141	1149	1149	1	A/N	Disbursement 11 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
142	1150	1157	8	N	Disbursement 11 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
143	1158	1158	1	A	Disbursement 11 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
144	1159	1166	8	D	Disbursement 11 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
145	1167	1181	15	A/N	Filler	Blank	Reserved for future expansion.	Left
146	1182	1194	13	A/N	Disbursement 12 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
147	1195	1196	2	N	Disbursement 12 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
148	1197	1204	8	D	Disbursement 12 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
149	1205	1211	7	N	Disbursement 12 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
150	1212	1219	8	N	Disbursement 12 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
151	1220	1220	1	A/N	Disbursement 12 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
152	1221	1228	8	N	Disbursement 12 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
153	1229	1229	1	A	Disbursement 12 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
154	1230	1237	8	D	Disbursement 12 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
155	1238	1252	15	A/N	Filler	Blank	Reserved for future expansion.	Left
156	1253	1265	13	A/N	Disbursement 13 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
157	1266	1267	2	N	Disbursement 13 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
158	1268	1275	8	D	Disbursement 13 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
159	1276	1282	7	N	Disbursement 13 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
160	1283	1290	8	N	Disbursement 13 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
166	1291	1291	1	A/N	Disbursement 13 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
167	1292	1299	8	N	Disbursement 13 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
168	1300	1300	1	A	Disbursement 13 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
169	1301	1308	8	D	Disbursement 13 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
170	1309	1323	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
171	1324	1336	13	A/N	Disbursement 14 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
172	1337	1338	2	N	Disbursement 14 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
173	1339	1346	8	D	Disbursement 14 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
174	1347	1353	7	N	Disbursement 14 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
175	1354	1361	8	N	Disbursement 14 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
176	1362	1362	1	A/N	Disbursement 14 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
177	1363	1370	8	N	Disbursement 14 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
178	1371	1371	1	A	Disbursement 14 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
179	1372	1379	8	D	Disbursement 14 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
180	1380	1394	15	A/N	Filler	Blank	Reserved for future expansion.	Left
181	1395	1407	13	A/N	Disbursement 15 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
182	1408	1409	2	N	Disbursement 15 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
183	1410	1417	8	D	Disbursement 15 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
184	1418	1424	7	N	Disbursement 15 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
185	1425	1432	8	N	Disbursement 15 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
186	1433	1433	1	A/N	Disbursement 15 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
187	1434	1441	8	N	Disbursement 15 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
188	1442	1442	1	A	Disbursement 15 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
189	1443	1450	8	D	Disbursement 15 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
190	1451	1465	15	A/N	Filler	Blank	Reserved for future expansion.	Left
191	1466	1478	13	A/N	Disbursement 16 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
192	1479	1480	2	N	Disbursement 16 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
193	1481	1488	8	D	Disbursement 16 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
194	1489	1495	7	N	Disbursement 16 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
195	1496	1503	8	N	Disbursement 16 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
196	1504	1504	1	A/N	Disbursement 16 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
197	1505	1512	8	N	Disbursement 16 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
198	1513	1513	1	A	Disbursement 16 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
199	1514	1521	8	D	Disbursement 16 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
200	1522	1536	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
201	1537	1549	13	A/N	Disbursement 17 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
202	1550	1551	2	N	Disbursement 17 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
203	1552	1559	8	D	Disbursement 17 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
204	1560	1566	7	N	Disbursement 17 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
205	1567	1574	8	N	Disbursement 17 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
206	1575	1575	1	A/N	Disbursement 17 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
207	1576	1583	8	N	Disbursement 17 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
208	1584	1584	1	A	Disbursement 17 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
209	1585	1592	8	D	Disbursement 17 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
210	1593	1607	15	A/N	Filler	Blank	Reserved for future expansion.	Left
211	1608	1620	13	A/N	Disbursement 18 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
212	1621	1622	2	N	Disbursement 18 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
213	1623	1630	8	D	Disbursement 18 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
214	1631	1637	7	N	Disbursement 18 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
215	1638	1645	8	N	Disbursement 18 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
216	1646	1646	1	A/N	Disbursement 18 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
217	1647	1654	8	N	Disbursement 18 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
218	1655	1655	1	A	Disbursement 18 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
219	1656	1663	8	D	Disbursement 18 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
220	1664	1678	15	A/N	Filler	Blank	Reserved for future expansion.	Left
221	1679	1691	13	A/N	Disbursement 19 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
222	1692	1693	2	N	Disbursement 19 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
223	1694	1701	8	D	Disbursement 19 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
224	1702	1708	7	N	Disbursement 19 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
225	1709	1716	8	N	Disbursement 19 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
226	1717	1717	1	A/N	Disbursement 19 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
227	1718	1725	8	N	Disbursement 19 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
228	1726	1726	1	A	Disbursement 19 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left
229	1727	1734	8	D	Disbursement 19 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
230	1735	1749	15	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
231	1750	1762	13	A/N	Disbursement 20 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
232	1763	1764	2	N	Disbursement 20 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
233	1765	1772	8	D	Disbursement 20 Date Date this disbursement was or will be made to the student.	20210101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
234	1773	1779	7	N	Disbursement 20 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
235	1780	1787	8	N	Disbursement 20 Payment Period Start Date Beginning date of payment period	20210101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
236	1788	1788	1	A/N	Disbursement 20 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
237	1789	1796	8	N	Disbursement 20 Enroll OPE ID The Enroll OPE ID field corresponds to the Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
238	1797	1797	1	A	Disbursement 20 Enrollment Status The student's enrollment status at the time you create or update the student record.	F=Full-time Q=3/4-time H=1/2-time L=Less than ½-time		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
239	1798	1805	8	D	Disbursement 20 Enrollment Status Effective Date The effective date for the Enrollment Status value associated with the disbursement record.	CCYYMMDD	The Enrollment Status Effective Date is optional for TEACH Grant records for the 2021-2022 Award Year, and is not processed or stored by the COD System if sent.	Left
240	1806	1820	15	A/N	Filler	Blank	Reserved for future expansion.	Left
241	1821	1826	6	A	Created Time Time when the record was created. Supplied by the system.	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		1826			**Total Record Length**			

Combination System Edits

VOLUME III
SECTION 4

This section lists the end-of-entry data edits applied by the EDExpress software to data imported or entered for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.

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Pell Grant EDExpress Edits

Edit	Field Name	Condition	Message
1000	Payment Methodology	If Payment Methodology = 1 **AND** Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 1 (Formula 1)
1001	Payment Methodology	If Payment Methodology = 2 **AND** Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 2 (Formula 2)
1002	Payment Methodology	If Payment Methodology = 3 **AND** Academic Calendar = 5 or 6	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 3 (Formula 3)
1003	Payment Methodology	If Payment Methodology = 4 **AND** Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 = Clock Hour, or 6 = Credit Hour w/o Terms for Payment Methodology 4 (Formula 4)
1004	Payment Methodology	If Payment Methodology = 5 **AND** Academic Calendar = 5	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, 4 = Trimester, or 6 = Credit Hour without Terms for Payment Methodology 5 (Formula 5)
1005	Payment Methodology	If Payment Methodology = 1 **AND** Weeks of Instructional Time Used to Calculate Payment is not equal to blank	Weeks of Instructional Time Used to Calculate Payment must be blank for Payment Methodology 1 (Formula 1).
1006	Payment Methodology	If Payment Methodology = 1 **AND** Weeks of Instructional Time in Program's Definition of Academic Year is not equal to blank	Weeks of Instructional Time in Program's Definition of Academic Year must be blank for Payment Methodology 1 (Formula 1).

Edit	Field Name	Condition	Message
1007	Payment Methodology	If Payment Methodology = 5 **AND** Enrollment Status = F or Q	Enrollment Status must be H (Half Time) or L (Less than ½ Time) for Payment Methodology 5 (Formula 5).
1100	Weeks of Instructional Time Used to Calculate Payment	If Payment Methodology = 2 **AND** Weeks of Instructional Time Used to Calculate Payment is greater than 29	Valid Range is 00-29 when Payment Methodology is 2 (Formula 2).
1101	Weeks of Instructional Time Used to Calculate Payment	If Weeks of Instructional Time Used to Calculate Payment is greater than Weeks of Instructional Time in Program's Definition of Academic Year	Weeks of Instructional Time Used to Calculate Payment cannot exceed Weeks of Instructional Time in Program's Definition of Academic Year.
1102	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 2, 3, or 5 **AND** Weeks of Instructional Time in Program's Definition of an Academic Year is blank **OR** is not between 30 and 78	Valid range is 30 - 78 when Payment Methodology is 2 (Formula 2), 3 (Formula 3), or 5 (Formula 5).
1103	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 4 **AND** Weeks of Instructional Time in Program's Definition of Academic Year is blank **OR** is not between 26 and 78	Valid range is 26 - 78 when Payment Methodology is 4 (Formula 4).
1104	Weeks of Instructional Time Used to Calculate Payment	If Weeks of Instructional Time Used to Calculate Payment is blank **AND** Weeks of Instructional Time in Program's Definition of Academic Year is not blank	Both Weeks of Instructional Time Used to Calculate Payment and Weeks of Instructional Time in Program's Definition of Academic Year must be blank or both must have values.
1106	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Credit/Clock Hours in This Student's Program of Study's Academic Year is blank **AND** Credit/Clock Hours Used to Calculate Payment is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1107	Credit/Clock Hours Used to Calculate Payment	If Credit/Clock Hours Used to Calculate Payment is blank **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1110	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 5 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is less than 900 **OR** Credit/Clock Hours in This Student's Program of Study's Academic Year is greater than 3120	Credit/Clock Hours in This Student's Program of Study's Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour).
1111	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 6 **AND** Credit/Clock Hours Used to Calculate Payment is greater than 100	Hours/Credits Paid this Year has a valid range of 0000 to 0100 for Academic Calendar 6 (Credit Hour without terms).

Edit	Field Name	Condition	Message
1112	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Payment Methodology = 1, 2, or 3 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), or 3 (Formula 3)
1113	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 1, 2, 3, or 4 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Credit/Clock Hours in this student's Program of Study's Academic Year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms).
1114	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 6 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is less than 24 **OR** Credit/Clock Hours in This Student's Program of Study's Academic Year is greater than 100	Credit/Clock Hours in this student's Program of Study's Academic Year must be greater than or equal to 24 and less than or equal to 100.
1120	Credit/Clock Hours Used to Calculate Payment	If Credit/Clock Hours Used to Calculate Payment is greater than Credit/Clock Hours in This Student's Program of Study's Academic Year	Credit/Clock Hours used to Calculate Payment cannot exceed Credit/Clock Hours in this student's Program of Study's Academic Year.
1121	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 1, 2, 3, or 4 **AND** Credit/Clock Hours Used to Calculate Payment is not blank	Credit/Clock Hours in this student's Program of Study's Academic year must be blank when Academic Calendar is not 5 (Clock Hour) or 6 (Credit Hour w/o Terms).
1200	Award Amount for Entire School Year	If Payment Methodology = 1 **AND** Enrollment Status = F, Q, H, or L **AND** Award Amount for Entire School Year is greater than Total Payment Ceiling	Award amount exceeds payment amount ceiling.
1205	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 **AND** Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds payment amount ceiling.
1209	Award Amount for Entire School Year	If Payment Methodology = 4 **AND** Award Amount for Entire School Year is greater than the result of two formulas below: (Scheduled Federal Pell Grant for EFC COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling.

Edit	Field Name	Condition	Message
1210	Award Amount for Entire School Year	If Payment Methodology = 5 **AND** Academic Calendar = 6 **AND** Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds payment amount ceiling.
1211	Award Amount for Entire School Year	If Enrollment Status = H or L **AND** Payment Methodology = 5 **AND** Academic Calendar = 1, 2, 3, or 4 **AND** Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds payment amount ceiling.
1213	Award Amount for Entire School Year	If Award Amount for Entire School Year is greater than Total Payment Ceiling	Award Amount exceeds remaining eligibility.
1302	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) **AND** The Disbursement 1, Sequence 1 amount is greater than 50% of the Scheduled Award on the Pell Grant Origination record **Note:** The COD System only accepts one disbursement of up to 50% of the scheduled award with a verification status = W.	Verification Status Code = W. The Disbursement Amount is greater than 50% of the Scheduled Award Amount.
1303	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) for Sequence 01 and Sequence > 01 **AND** The Disbursement 1, Sequence > 1 adjustment amount is greater than the Disbursement 1, Sequence 1 amount **Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.	Verification Status Code = W. The Disbursement Amount is greater than the Disbursement 1, Sequence 1 Disbursement Amount.

Edit	Field Name	Condition	Message
1304	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) **AND** The Disbursement # = 2-20 **Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.	Verification Status Code = W. The Disbursement Release Indicator can only be selected for the first disbursement.
1450	Award Amount for Entire School Year	If Award Amount for Entire School Year is less than Total Disbursement Amount	All Disbursement Amounts exceeds Award Amount for the Entire School Year.
1470	Reporting Entity ID	If the Reporting Entity ID associated with the reporting Pell ID is blank	Reporting Entity ID (Institution Setup) cannot be blank.
1475	Attended Entity ID	If the Attended Entity ID associated with the reporting Pell ID is blank	Attended Entity ID (Institution Setup) cannot be blank.
1500	Submitted Amount	If the Amount Submitted is blank	Disbursement Date and Submitted Amount must both be non-blank.
1510	Disbursement Date	If the Disbursement Date is blank	Disbursement Date and Submitted Amount must both be non-blank.
1520	Disbursement Date	If Funding Method from Pell School setup is Advance Pay or Cash Monitoring 1 **AND** Disbursement Release Indicator = True (selected) **AND** Current date is more than 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.
1535	Enrollment Status	If Enrollment Status is blank **AND** Payment Methodology = 1, 2, 3, or 5 **AND** Academic Calendar is not equal to 5 or 6	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5.
1540	Disbursement Date	If Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement **AND** Disbursement Release Indicator = True (selected) **AND** Current date is more than zero days before the Disbursement Date	Current Date cannot be more than 0 days prior to the Disbursement Date.
1550	Date of Birth	If the student's Date of Birth (on the Demo tab) is blank	Student's Date of Birth (Demo tab) cannot be blank.
1560	Funding Method	If the Disbursement Release Indicator = True (selected) **AND** Funding Method associated with the reporting Pell ID is blank	Reporting Campus Funding Method (Institution Setup) cannot be blank.

Edit	Field Name	Condition	Message
1565	Student Eligibility Code	The Student Eligibility Code (on the Demo tab) is blank.	The Student Eligibility Code (Demo tab) cannot be blank.
1570	Sequence Number	If the Disbursement Sequence Number being added is not the next available sequential sequence number for a particular disbursement	Sequence Number must be the next available number.
1575	Sequence Number	If the Disbursement Sequence Number is 60 **Note:** This is a warning edit only.	You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
1580	Submitted Amount	If the Disbursement Sequence Number is 01 **AND** Disbursement Release Indicator = False (not selected) **AND** Document ID is blank **AND** Disbursement Amount Submitted = 0	Disbursement Amount cannot be equal to zero for Disbursement Sequence Number 01.
1585	Submitted Amount Disbursement Release Indicator	If the Disbursement Amount Submitted is blank or is less than or equal to 0 for Disbursement Sequence Number 01 **AND** Disbursement Release Indicator = True (selected)	Disbursement Amount is less than or equal to zero for Disbursement Sequence Number 01.
1595	Sequence Number	If the Disbursement Sequence Number being added is greater than 65 **AND** Document ID is blank	More than 65 disbursement sequences are not allowed.
1600	Disbursement Profile Code	If the Award Amount for Entire School Year on an origination record is 0 or blank **AND** The user attempts to add a Disbursement Profile Code to that record **OR** If the Award Amount for Entire School Year on an origination record is greater than 0 (and non-blank) **AND** A Disbursement Profile Code has already been saved for that record **AND** The user attempts to change the Award Amount for Entire School Year on that record to 0 or blank	Disbursement Profile Code must be blank when Award Amount for Entire School Year is blank or 0.
1680	Award Amount for Entire School Year	If Award Amount for Entire School Year is 0 **Note**: This is a warning edit only.	The Award Amount for Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.

Edit	Field Name	Condition	Message
1690	Sequence Number	If the highest Disbursement Sequence Number for the existing disbursement you are trying to modify has the same values for Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new Disbursement Sequence Number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
9997	Disbursement Release Indicator	If Disbursement Sequence Number is greater than 01 **AND** Disbursement Release Indicator = False (not selected)	The disbursement release indicator must be set sequences 02 - 65.
9998	Origination Status	If the disbursement is a new disbursement **AND** The Origination Status of the origination record is N (Not ready)	Disbursements are not allowed when the Origination Status is Not Ready.

Direct Loan EDExpress Edits

Edit	Field Name	Condition	Message
0117	Loan Amount Approved Anticipated Gross Amount Actual Gross Amount	When creating initial actual disbursements or updating anticipated disbursements on a loan that has not been exported, the sum of the actual and anticipated gross disbursements does not equal the loan amount approved	If a loan has not been exported, the sum of its Actual and Anticipated gross disbursements must equal the Loan Amount Approved.
1010	Parents Date of Birth	PLUS (Loan Type = P) only If Student's Date of Birth = Parent's Date of Birth	Parent's date of birth may not be the same as the student's date of birth.
1025	Borrower Default on Education Loans	If changed to Y (Y = Yes in default on education loans) **AND** An actual disbursement(s) exist	All current and future disbursements must be adjusted to $0 prior to changing default status to Yes.
1035	Dependency Status	If Dependency Status = D (Dependent) **AND** Year in College = 6 or 7	Graduate Students cannot be dependent.
1045	Loan Amount Approved	If Loan Amount Approved is non-blank **AND** Dependency Status **OR** College Grade Level are blank	Loan amount approved cannot be entered unless dependency status and college grade level are present.
1050	Loan Amount Approved	If loan type is PLUS or Grad PLUS **AND** Endorser Amount is > $0 **AND** Loan Amount Approved is modified to be greater than the approved Endorser Amount **AND** Credit Requirements Met = Yes	Loan Amount Approved cannot exceed the Endorser Amount.
1055	Loan Amount Approved	**Note:** This edit is not applicable when a loan contains one or more Type P (Servicing Refund) disbursement records in the actual disbursement table For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 3500	The Loan Amount Approved for this loan exceeds annual loan limits for this student. Maximum Loan Amount [99999]. (Where 99999 = amount exceeded in condition to the left.)
		OR Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D	

Edit	Field Name	Condition	Message
		Grade Level = 0 or 1 Loan Amount Approved > 5500	
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 4500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 6500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 7500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 9500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 2 Loan Amount Approved > 10500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 9500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 3500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 10500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 4500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 20500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 8500	
		OR For records where: Loan Type = U Health Professions Programs Flag = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 47167	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag = Y or is blank Dependency Status = D Grade Level = 5 Loan Amount Approved > 12500	
1060	Student Eligibility Code	If the Student Eligibility Code (on the Demo tab) is blank	The Student Eligibility Code cannot be blank.
1090	Borrower's Citizenship	If Loan Type = P (PLUS) **AND** Borrower's Citizenship is changed to blank	Citizenship may not be changed to blank.
1100	Borrower's Citizenship	If Borrower's Citizenship = 3 **AND** Loan Type = PLUS (P)	The Borrower's Citizenship Status may not be 3 (Not Eligible) for a PLUS loan.

Edit	Field Name	Condition	Message
1125	Loan Period End Date	If Loan Period End Date is equal to or earlier than Loan Period Start Date	Loan Period Start Date must be prior to Loan Period End Date.
1136	Academic Year End Date	If Loan Period Start Date is before the Academic Year Start Date **OR** If Loan Period End Date is after the Academic Year End Date	Loan Period must be within Academic Year. Review Loan Period Start and End Dates and Academic Year Start and End Dates.
1150	CPS Transaction #	If a loan record is being saved and the CPS Transaction # = 00.	Loan was not created because the CPS Transaction # field must contain a value in the range of 01-99 when creating loan records.
1210	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number and another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
1215	Inactive Flag	If Inactive flag = Y **AND** Actual disbursements added	This Loan is currently Inactive. You must remove the Inactive Flag before making any disbursements.
1220	Disbursement Number	If the highest sequence number for the existing disbursement you are trying to modify has the same values for Gross Amount, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Program Attendance Begin Date, Payment Period Start Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new disbursement sequence number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
1230	Payment Period Start Date	If the Payment Period Start Date for an actual disbursement is not within the loan period and one of the following two conditions is true: - The actual disbursement amount is greater than zero and the Origination Status is A or B **OR** - The Origination Status is E or R	The Payment Period Start Date must be within the Loan Period when: -the Origination Status is A or B and the Actual Disbursement Amount is greater than zero OR -the Origination Status is E or R.
1240	Payment Period Start Date	If the Payment Period Start Date for an anticipated disbursement is not within the loan period and one of the following two conditions is true: - The anticipated disbursement amount is greater than zero and the Origination Status is A or B **OR** - The Origination Status is E or R	The Payment Period Start Date must be within the Loan Period when: -the Origination Status is A or B and the Anticipated Disbursement Amount is greater than zero OR -the Origination Status is E or R.

Edit	Field Name	Condition	Message
2000	Disbursement-Anticipated Date	If Anticipated Disbursement date entered is more than 10 days before Loan Period Start Date and Anticipated Gross Amount is greater than zero.	Anticipated Disbursement date #N may not be more than 10 days prior to Loan Period Start Date if Anticipated Gross Amount is greater than zero.
2001	Date	If Actual Disbursement Date entered is more than 10 days before Loan Period Start Date and Actual Disbursement Gross Amount is greater than zero.	Actual Disbursement date #N may not be more than 10 days prior to Loan Period Start Date if the Actual Disbursement Gross Amount is greater than zero.
2002	Date	If an Actual Disbursement is being saved or an Anticipated Disbursement is being released when the current date is greater than: - Seven days before the Disbursement Date when the COD System Funding Method for the School and Enroll OPE ID associated with the loan is Advanced Pay or CM1 **OR** - Zero days before the Disbursement Date when the COD System Funding Method for the school and Enroll OPE ID associated with the loan is CM2 or Reimbursement	The number of days prior to the disbursement date entered is greater than that allowed by the Funding Method chosen.
2010	Anticipated Detail fields	If Anticipated Disbursement Date, Anticipated Disbursement Enroll OPE ID, or Anticipated Disbursement Payment Period Start Date is not present **AND** Any other anticipated disbursement detail is present	Anticipated Disbursement #N detail fields may not be completed without an Anticipated Disbursement Date, an Anticipated Disbursement Enroll OPE ID, and an Anticipated Disbursement Payment Period Start Date.
3000	Credit Requirements Met	If loan type is PLUS or Grad PLUS **AND** Credit Requirements Met is not Yes **AND** you are attempting to create an Actual Disbursement for the record.	Credit Requirements Met must be Yes in order to disburse funds for PLUS or Grad PLUS loans.
3042	Disbursement Status	If Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Program Attendance Begin Date, Payment Period Start Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year has been changed **AND** Current Disbursement Number is not at Disbursement Status of A (Accepted) or B (Batched)	Disbursement must be Accepted or Batched before a disbursement date, Enroll OPE ID, Payment Period Start Date, Enrollment Status, Published Program Length, Published Program Length Units, Weeks Program Academic Year, Special Programs, Program Credential Level, CIP Code, CIP Code Year, Enrollment Status Effective Date, or Program Attendance Begin Date change is applied to that Disbursement.
3050	Action Amount	If initial actual disbursement is being created **AND** Disbursement Amount = 0	Actual Disbursement Amount #N may not be equal to zero.

Edit	Field Name	Condition	Message
3055	Action Disbursement Number	If Action Disbursement Number > 01 **AND** Actual Disbursement 01 does not exist	Disbursement number 01 must be entered before this disbursement.
3080	Date	If Actual Disbursement Date entered > current date plus seven days	Actual disbursement #N may not be more than 7 days in the future.
3085	Date	If Actual Disbursement Date is blank	Blank is not a valid value for the Actual Disbursement Date field.
3090	Actual Gross Amount	If Origination Status = N **AND** Entered amount is changed and saved as non-zero	Origination Status must be Ready, Batched, Rejected, or Approved prior to entering Actual Disbursement #N.
3105	Date	If the Actual Disbursement Date is more than 180 days past the Loan Period End Date and Actual Disbursement Gross Amount is greater than zero.	Actual Disbursement Date #N is more than 180 days past the Loan Period End Date and the Actual Disbursement Amount is greater than zero.
3900	Actual Gross Amount	If an Actual Disbursement Gross Amount < 0	Actual gross disbursement amount must be greater than or equal to 0 (zero).
3911	Loan Amount Approved	If the sum of all disbursements (calculated by using the anticipated disbursement amount or actual disbursement amount for the highest sequence number for each disbursement number) exceeds the Endorser Amount (if it exists) or the Loan Amount Approved.	The gross disbursement total may not exceed the Loan Amount Approved or Endorser Amount.
3914	Actual Gross Amount	If loan = inactive **AND** Sum of Actual Gross Amounts > 0	You must first adjust all Actual Disbursements to $0 before you can mark this loan inactive.
3995	Actual Gross Amount	If Loan Type is Sub or Unsub **AND** Require Entrance Interview flag is selected in System setup **AND** College Grade Level = 0 or 1 **AND** Loan Entrance Interview Date on Demo is blank	Actual disbursements may not be saved without an Entrance Interview for Grade Level 0 or 1.
4001	Borrower Current SSN	PLUS only If PLUS (Loan Type = P) Borrower's Current SSN = Student's Current SSN	Parent's Current SSN may not be the same as the Student's Current SSN.
4002	Anticipated Disbursement Number	If less than two anticipated disbursement records exist for a loan **AND** School is not a Special School	WARNING –COD may reject this record since less than 2 Anticipated Disbursements exist and you have not indicated you are a Special School in System Setup.

Edit	Field Name	Condition	Message
4003	Disbursement Profile Code	If the Disbursement Profile Code is changed **AND** Loan Status = A or B	The Disbursement Profile Code may not be changed when the loan status is Accepted or Batched.
4005	Date of Birth	If the Student's Date of Birth is not between 01011922 and 12312013	Student's Date of Birth must be between 01/01/1922 and 12/31/2013.
4007	Local Zip Code	If Student's Local Zip Code is non-blank **AND** Local State is blank **OR** Student's local address state is non-blank **AND** is not "AB," "BC," "CN," "FC," "MB," "MX," "NB," "NF," "NL," "NS," "NT," "NU," "ON," "PE," "PQ," "QC," "SK," or "YT" **AND** Zip Code is blank	Student's Local Address State should not be blank. **OR** Student's Local Zip Code should not be blank.
4008	Local Address	If only one of the local address fields is non-blank	At least two Local Address fields must be populated.
4009	Student's Name	If Student's First Name is blank **AND** Student's Last Name is blank	Student's First and Last Names cannot both be blank.
4010	Parent's Name	If Parent's First Name is blank **AND** Parent's Last Name is blank **AND** Origination Status is not N (N/A to Imports)	Parent's First and Last Names cannot both be blank.
4011	Current SSN	If PLUS (Loan Type = P) Borrower's Current SSN is changed to blank **AND** Origination Status is not N	Parent's Current SSN may not be changed to blank after the loan is originated.
4013	Student's Alien Registration Number (ARN)	If Student's ARN is blank **AND** Student's Citizenship Status = 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
4014	Parent's Alien Registration Number (ARN)	If Parent's ARN is blank **AND** Parent's Citizenship Status = 2	Parent's Alien Registration Number may not be blank when Parent's Citizenship Status is 2 (Eligible Non-citizen).
4025	Grade Level for Grad PLUS	If Grade Level ≤ 5 for a Grad PLUS loan (Loan Type = G)	Grade Level must be 6 or higher for Grad PLUS loans.

Edit	Field Name	Condition	Message
4030	Additional Unsub Preprofessional or Teacher Certification?	If Additional Unsub Preprofessional or Teacher Certification = Y **AND** Grade level is not equal to 5	Additional Unsub Preprofessional or Teacher Certification field can not be selected when grade level is not = 5.
4035	Additional Unsub Eligibility for Health Profession Programs	If Additional Unsub Eligibility for Health Profession Programs = Y **AND** Grade level is not equal to 6 or 7	Additional Unsub Eligibility for Health Profession Programs field can not be selected when grade level is not 6 or 7.
4040	Additional Unsub Eligibility for Health Profession Programs Additional Unsub Preprofessional or Teacher Certification	If Additional Unsub Eligibility for Health Profession Programs = Y **AND** Additional Unsub Preprofessional or Teacher Certification = Y on the same loan record	The Additional Unsub Eligibility for Health Profession Programs and the Additional Unsub Preprofessional or Teacher Certification fields can not both be selected on the same loan.
4050	Informed Borrowing ID Informed Borrowing Completion Date Informed Borrowing Complete	If any of the informed borrowing fields are blank **AND** Updating Disbursement Release Indicator to True	WARNING – COD may reject this record if the borrower has not completed their Informed Borrowing.

TEACH Grant EDExpress Edits

Edit	Field Name	Condition	Message
5001	Citizenship	If Citizenship Status (on the Demo tab) is 3	The Citizenship Status may not be 3 (Not Eligible) for a TEACH Grant.
5003	Local Zip Code Local State	If student's Local Address Zip Code is not blank **AND** Local Address State is blank **OR** If student's Local Address State is not blank **AND** is not "CN," "MX," "FC," "AB", "BC", "MB", "NB", "NF", "NL", "NS", "NT", "NU", "ON", "PE", "PQ", "QC", "SK" or "YT" **AND** Local Address Zip Code is blank	Student's Local Address State should not be blank. **OR** Student's Local Zip Code should not be blank.
5004	Local Address Local City Local State Local Zip Code	If only one of the local address fields on the Demo tab is non-blank	At least two Local Address fields must be populated.
5005	Last Name First Name	If student's First and Last Name on the Demo tab are blank	Student's First and Last Names cannot both be blank.
5006	Alien Registration Number	If student's Alien Registration Number (ARN) on the Demo tab is blank when Student's Citizenship Status is 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
5007	Date of Birth	If the student's Date of Birth on the Demo tab is blank	Student's Date of Birth (Demo tab) cannot be blank.
5009	Award Amount	If the Award Amount for Entire School Year is 0 **Note:** This is a warning edit only.	The Award Amount for the Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.
5010	Student Eligibility Code	If the Student Eligibility Code on the Demo tab is blank.	The Student Eligibility Code (Demo tab) cannot be blank.
5012	Enrollment Status	If the Enrollment Status on the origination record is blank	Enrollment Status cannot be blank.

Edit	Field Name	Condition	Message
5100	Disbursement Amount Award Amount	If creating initial actual disbursements or updating anticipated disbursements on an award that has not been exported **AND** The sum of the actual and anticipated disbursements does not equal the Award Amount for Entire School Year for the origination	If the Award has not been exported, the sum of its actual and anticipated disbursements must equal the Amount Approved for the origination.
5101	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number **AND** Another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
5102	Disbursement Sequence Number	If a new disbursement sequence is added **AND** Current actual disbursement # is not Accepted	Actual Disbursement must be Accepted before a change is applied to that Actual Disbursement.
5103	Disbursement Amount	If sequence 01 of the actual disbursement is being created **AND** Amount = 0	Actual Disbursement Amount #N (nn) may not be equal to zero.
5104	Disbursement Amount Disbursement Date	If the highest sequence number for the existing disbursement you are trying to modify has the same values for Disbursement Amount Submitted, Disbursement Date, Enroll OPE ID, Enrollment Status, Enrollment Status Effective Date, Payment Period Start Date, Program Attendance Begin Date, CIP Code, CIP Code Year, Program Credential Level, Published Program Length, Published Program Length Units, Special Programs, and Weeks Program Academic Year as the new disbursement sequence number you are trying to save.	An actual disbursement record with the same values already exists for this disbursement.
5106	Disbursement	If the Disbursement # is greater than 01 **AND** Disbursement 01 does not exist	Disbursement # 01 must be entered before this disbursement.
5107	Disbursement Sequence Number	If a new disbursement sequence is added **AND** Current disbursement sequence = an anticipated disbursement	Adjustment not allowed based on Disbursement Release Indicator or Disbursement Status of the last Disbursement Sequence/Adjustment.
5108	Disbursement Date	If attempting to save an actual disbursement subsequent to and with a date prior to the actual disbursement 01's date **AND** Disbursement 01 is not equal to A	Actual disbursement 01 must be accepted before a subsequent actual disbursement with an earlier date can be saved.
5109	Disbursement Amount Award Amount	If Award Amount for Entire School Year is less than the total of all disbursement amounts	Total of All Disbursement Amounts exceeds Award Amount for Entire School Year.
5110	Disbursement Date	If an anticipated disbursement is saved with a date earlier than the previous anticipated disbursement	Anticipated disbursements must be entered in chronological order.

Edit	Field Name	Condition	Message
5111	Disbursement Date Funding Method	If Funding Method from TEACH School Setup is Advance or Cash Monitoring 1 **AND** Disbursement Release Indicator = True (selected) **AND** Current date is greater than 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.
5112	Disbursement Date Funding Method	If Funding Method from TEACH School setup is Cash Monitoring 2 or Reimbursement **AND** Disbursement Release Indicator = True (selected) **AND** Current date is more than zero days before the disbursement date	Current date cannot be more than 0 days prior to the Disbursement Date.
5113	Disbursement Sequence Number	If the disbursement sequence number being added is not the next available sequential sequence number for a particular disbursement	Disbursement Sequence Number must be the next available number.
5114	Disbursement Sequence Number	If the disbursement sequence number is 60 **Note:** This is a warning edit only	You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
5115	Disbursement Release Indicator	If the disbursement sequence number is greater than 01 **AND** Disbursement Release Indicator = False (not selected)	The Disbursement Release Indicator must be set for sequences 02 – 65.
5116	Disbursement Origination Status	If the disbursement is a new disbursement **AND** Origination status of the Origination Record = N	Disbursement Record can't be added if the Origination is at a "not ready" status.
5117	Payment Period Start Date	If the Payment Period Start Date is blank on an actual disbursement (DRI = True) **AND** Ineligible during Award Year is set to TRUE (selected) in TEACH School setup **AND** Disbursement Status is not equal to A, B, or D	Payment Period Start Date must be non-blank.
5118	Disbursement Amount	If Entrance Interview Required Prior to Disbursement is set to True (selected) in TEACH School setup **AND** TEACH Entrance Interview Date is blank **AND** An actual disbursement (DRI = True) is added	Actual Disbursements may not be saved without a TEACH Entrance Interview Date - Demo.