

**February 2015**

**NSLDS Gainful Employment Spreadsheet Submittal Format Cover Letter**

One of the methods that schools can use to submit gainful employment data and corrections to previously reported data, to the U.S. Department of Education (the Department) is using the [NSLDS Professional Access Web site](#). The NSLDS Gainful Employment Spreadsheet Submittal Format is available to assist with the online upload process. The format is designed to be used with a columnar spreadsheet application and allows for a total file size limit up to 1,000 KB (approximately 1 MB) to be loaded at a time. Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used. After the school adds gainful employment information to the spreadsheet, the school then uploads and transfers the data to the [NSLDS Professional Access Web site](#).

The Gainful Employment Spreadsheet Submittal Instruction Guide has been created to provide step-by-step instructions, and is posted on the [Federal Student Aid Download \(FSAdownload\)](#) Web site.