

# **National Student Loan Data System**

## **Gainful Employment Spreadsheet Submittal Instruction Guide**

**February 2015**

## Table of Contents

1	Gainful Employment Spreadsheet Submittal .....	3
1.1	Process Overview.....	3
1.2	Spreadsheet Creation .....	3
1.2.1	Rename Worksheet .....	3
1.2.2	Spreadsheet With Field Names.....	4
1.2.3	Spreadsheet Without Field Names .....	5
1.2.4	Data Entry.....	6
1.3	NSLDS Professional Access File Upload .....	6
1.3.1	Gainful Employment Spreadsheet Submittal Page .....	6
1.4	Working Errors .....	10
1.5	NSLDS Access .....	11
	Appendix A: Record Layout Specifications – Spreadsheet Submittal File.....	13

# 1 Gainful Employment Spreadsheet Submittal

## 1.1 Process Overview

The Gainful Employment (GE) Spreadsheet Submittal is utilized when a user creates a spreadsheet using the instructions found in this guide and GE data has been entered. The Gainful Employment Spreadsheet Submittal Format has been made available on [FSAdownload.ed.gov](http://FSAdownload.ed.gov) to assist with ensuring the data in the spreadsheet is correctly identified for submission.

## 1.2 Spreadsheet Creation

The spreadsheet allows for a size limit up to 1,000 KB (approximately 1 MB) of data 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.

The spreadsheet can be created with the first row containing the field names found in the Appendix A of this guide or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the Spreadsheet Submittal File layout, found in Appendix A of this guide, must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that, when saving the file, it is saved as a spreadsheet file with an extension of xls orxlsx. Any other extensions will cause the entire file to be rejected.

### 1.2.1 Rename Worksheet

NSLDS will look for a worksheet with the name "upload file". If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message "Spreadsheet has no data". So it is suggested that the worksheet be renamed.

The first step in creating the spreadsheet is to rename the spreadsheet worksheet that will be utilized for data entry and subsequent data upload. The name of this worksheet should be changed to be "**upload file**". To rename the worksheet:

- Right click on the worksheet tab name
- Select Rename

- When the current name of the tab is highlighted, type **upload file**
- Click out of the tab and the name will be stored

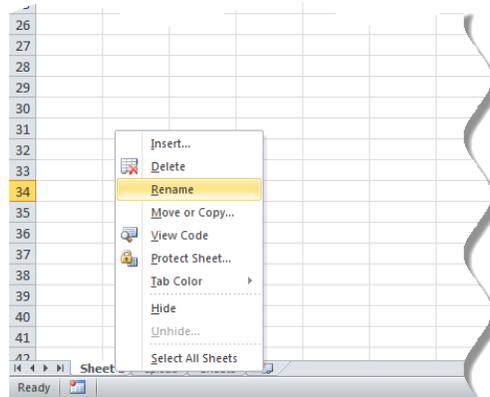


Figure 1-1: Rename Worksheet

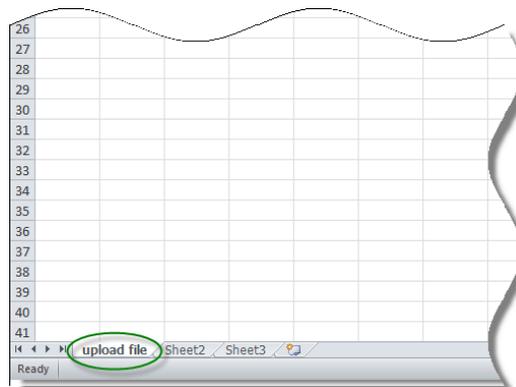


Figure 1-2: Renamed Worksheet

NSLDS will only process one worksheet per spreadsheet. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. Therefore, if the file is larger than the size limit of 1,000 KB (approximately 1MB), more than one spreadsheet file will be needed.

### 1.2.2 Spreadsheet With Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Spreadsheet Submittal File, as listed in the Appendix A, can be created by the user by typing them into a spreadsheet, or they can be cut and paste from the GE Spreadsheet Submittal Format, which is found on FSAdownload. The GE Spreadsheet Submittal Format contains the field names already created for you in a columnar spreadsheet. Either method can be used to create the field headings. Regardless of

which method is used, the names of the fields must precisely match those presented in the Appendix and each name must be contained within an individual column. The names of the fields will appear in Row One beginning in column A with "Award Year" and ending in column W with "Student's Enrollment Status as of the 1<sup>st</sup> Day of Enrollment in Program".

The submittal detail record data is to be completed a single row at a time beneath Row One of the spreadsheet, with the first student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as described in other file layouts found in Appendix A of the NSLDS GE User Guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Award Year	Student Social Security Number	Student First Name	Student Middle Name	Student Last Name	Student Date of Birth	Institution Code	Institution Name	Program Name	CIP Code	Credential Level	Medical or Dental Internship or Residency	Program Attendance Begin
2	20102011	000-11-2222	Test first	Test middle	Test Last	1966-07-21	06789900	North South	test prog	1450200	04	N	02/02

Figure 1-3: Spreadsheet Creation With Field Names

Fields identified as mandatory conditional do not have to have data provided except under certain conditions. However, the field names must still appear in Row One of the spreadsheet, even if the data is not being supplied.

	I	J	K	L	M	N	O	P	Q	R	S	T
Program Name	CIP Code	Credential Level	Medical or Dental Internship or Residency	Program Attendance Begin Date	Program Attendance Begin Date for This Award Year	Program Attendance Status During Award Year	Program Attendance Status Date	Private Loans Amount	Institutional Debt	Tuition and Fees Amount	Allowance for Books, Supplies, and Equipment	
Program	150803 01	01	N	05/15/2008	05/15/2008	E	06/30/2008					

Mandatory Conditional Field Without Data

Figure 1-4: Spreadsheet Creation With Field Names and Empty Optional Fields

The GE Spreadsheet Submittal Format is an example spreadsheet with row 1 completed. It can be found on FSAdownload and used to seed a spreadsheet with the row names by cutting and pasting them into your own spreadsheet.

### 1.2.3 Spreadsheet Without Field Names

When creating the spreadsheet without field names, row one of the spreadsheet will contain the first submittal Detail Record, beginning in column A and ending in column S. The submittal student detail record data is to be completed a single row at a time beginning in Row One of the spreadsheet, with the second student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the

Header and Trailer Records as described in other file layouts found in Appendix A of the NSLDS GE User Guide.

	A	B	C	D	E	F	G	H	I	J	K	L
1	20102011	000-11-2222	Test first	Test middle	Test Last	1966-07-21	06789900	North South	test prog	450200	04	N

Figure 1-5: Spreadsheet Creation Without Field Names

Fields identified as mandatory conditional do not have to have data provided except under certain conditions. However, the column must still be reserved (left blank) in Row One of the spreadsheet, even if the data is not being supplied.

H	I	J	K	L	M	N	O	P	Q	R	S
North South University	Test Program	150803 01	N		05/15/2008	05/15/2008	E	06/30/2008			

Mandatory Conditional Field Without Data

Figure 1-6: Spreadsheet Creation Without Field Names and Empty Optional Fields

### 1.2.4 Data Entry

Data for the spreadsheet can be created in the spreadsheet by typing it in manually, cutting and pasting into the spreadsheet from another source or imported into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number. In other words, it strips out leading zeros, as is the case for an OPEID code. Although the OPEID code is typed in as "06789900", as shown in column G of figure 2-4, what could appear in the spreadsheet is "6789900".

Spreadsheet upload was created with various types of formatting issues in mind. While some GE Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to Appendix A for the formatting of specific fields and their treatment in the spreadsheet processing.

## 1.3 NSLDS Professional Access File Upload

### 1.3.1 Gainful Employment Spreadsheet Submittal Page

The GE Submittal link is found on the menu under the Enroll tab, for users who have Enrollment access. This page is used to submit the spreadsheet via the NSLDS Professional Access Web site.

The actual file upload process starts by selecting the completed spreadsheet file stored

in a secure manner on the local hard drive of the user's computer, or stored in a secure manner on an external medium, such as a flash drive or network. The GE Submittal page allows the user to use the Browse function to search for a file, and upload it from the location where it is stored. Once the file is located, the user needs to make some decisions regarding the presentation of any errors which the system may return.

**Name:** NORTH SOUTH UNIVERSITY  
**Code:** 06789900      **Type:** School

**i** Enter the location and file name and submit for processing.

**GE Spreadsheet Submittal**

I am running on Windows.

**File Name:**

**Rows in Result File**

- Result File contains all rows submitted
- Result File contains only input rows with errors

**Background color for cells with error in Result File**

- Yellow background for errors
- Grey background for errors
- White background for errors

**Mouseover comment for cells with error in Result File**

- Add comment to error cell
- Do not add comment to error cell

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Figure 1-7: Gainful Employment Submittal Page

### 1.3.1.1 Gainful Employment Submittal Page Results Presentation

The following section explains the use of each option. There are multiple options available to users regarding how they view any errors which may have resulted from the validation which occurs while uploading the GE spreadsheet. A radio button must be selected for each option prior to clicking the Validate or Validate and Submit buttons.

I am running on Windows.

File Name:

**Rows in Result File**

Result File contains all rows submitted

Result File contains only input rows with errors

**Background color for cells with error in Result File**

Yellow background for errors

Grey background for errors

White background for errors

**Mouseover comment for cells with error in Result File**

Add comment to error cell

Do not add comment to error cell

Figure 1-8: Results Presentation

### Rows in Result File

*Rows in Result File* indicates which rows will be returned to the user after validation has been completed. The default is **Result File contains all rows submitted**.

- If the user selects *Result File contains all rows submitted*, all rows on the spreadsheet submittal will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.
- If the user selects *Result File contains only input rows with errors*, only rows from the spreadsheet submittal which were determined to have one or more errors will be identified.

### Background Color for Cells with Error in Result File

*Background color cells with error in Result File* indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is **Yellow background for errors**.

### Mouseover Comment for Cells with Error in Result File

*Mouseover comment for cells with error in Result File* indicates whether or not the Results file, which is created after validation has completed, contains comments which appear when the mouse is moved over them. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is **Add comment to error cell**.

- If the user selects *Add comment to error cell*, a red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over this error, the error applicable to this field will appear on the screen.
- If the user selects *Do not add comment to error cell*, the Tooltip triangle will not appear.

## Validate / Validate and Submit

There are two options for reviewing data available at the bottom of the screen. When clicked, **Validate** will review all data in the spreadsheet for errors. No data has been loaded to NSLDS during the validation process when the **Validate** button has been clicked. The upload process MUST be repeated and the **Validate and Submit** button selected in order to load the data to NSLDS.

When the **Validate and Submit** button is selected, all data will be validated, even if it has been previously validated by the system and any data without error will be submitted and stored in NSLDS. Data will be presented to the user according to the Result File preference radio button selection.

Once the submittal file has been validated by clicking either the **Validate** or **Validate and Submit** button, a message will be returned to the user on the screen regarding the number of total records in the spreadsheet and the number of records in error. Also, a pop-up box appears, presenting the option to Open, Save, or Cancel the Results file which was created by the submission.

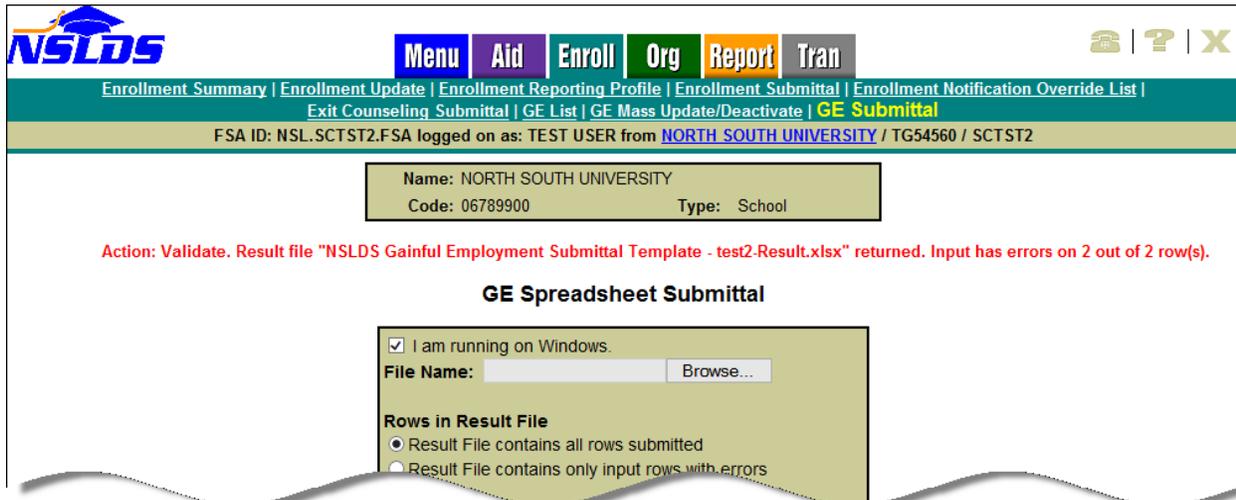


Figure 1-9: Number of Errors Example

If Open is selected, the Results File will open in the computer’s default spreadsheet software and the errors will be presented in the manner previously selected on the GE Submittal web page. The file will have the same name as that which was uploaded, however “- Results” will be appended to the end of the name. For example: if the name of the spreadsheet being submitted is “GainfulEmployment.xlsx”, the name of the Results file will be “Gainful Employment - Results.xlsx”.

**Note:** The user MUST click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

### 1.4 Working Errors

All records will utilize the edits described in Appendix A and any errors identified during the processing of the spreadsheet upload will be identified to the user online, in their uploaded spreadsheet.

D	E	F	G	H	I	J
Student Middle Name	Student Last Name	Student Date of Birth	Institution Code	Institution Name	Program Name	CIP Code
	Brown	10/1/1988	00777700	Institution Code: 800 - Not authorized to report for institution	Rebuild	150803 01
	Brown	10/1/1988	00777700		Rebuild	150803 01

Figure 1-10: Results File with Yellow Highlight and Tool Tip

The errors, and the fields to which they apply, will be presented in the first available right hand column of the spreadsheet. The user can correct the data in the spreadsheet as it is presented on the screen or go back to the file used for upload to make the updates. Additionally, the user can rename the Results file prior to re-submitting it in order to keep record of what has been submitted. Regardless of which method is used, the remaining records must be re-submitted to NSLDS for processing.

F	G	H	I	J	K	L	M	N
Student Date of Birth	Institution Code	Institution Name	Program Name	CIP Code	Credential Level	Medical or Dental Internship or Residency	Program Attendance Begin Date	Program Attended Begin Date to Award Year
1/1988	00777700	North South University	Complete Engine Rebuild	150		X		8
1/1988	00777700	North South University	Complete Engine Rebuild	150				8
<b>ERRORS</b>								
Institution Code: 800 - Not authorized to report for institution								
Institution Code: 800 - Not authorized to report for institution								

Figure 1-11: Results File with Error Column

During the process of correcting errors, it may be determined that a record needs to be removed from the file. Although spreadsheet software provides the Clear function, NSLDS does not recommend using this function. If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet.

## 1.5 NSLDS Access

The NSLDS Gainful Employment Reporting process can be managed electronically. The batch process allows schools to transmit information electronically, usually by submitting and responding to files to/from NSLDS. The school may also update GE information online by retrieving GE information for an individual student, GE information for students in a particular program, or GE information for all students within a particular school.

The electronic exchange of information through the Gainful Employment Reporting process is done using SAIG. To apply for batch and online access, go to [www.fsawebroll.ed.gov](http://www.fsawebroll.ed.gov).

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and to request online access. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement(s). Your President/Chief Executive Officer/(CEO)/Chancellor/Equivalent Person/Designee must approve each designated individual that applies for NSLDS online access. In order to gain access to GE activities on NSLDSFAP Web site, your User ID must be granted the appropriate level of access. This is done by the PDPA. After you have applied through [fsawebroll.ed.gov](http://fsawebroll.ed.gov), you will be assigned a FSA User ID that is used for online access.

If you have any questions regarding NSLDS access for GE reporting or how to use NSLDS, please call the NSLDS Customer Support Center (CSC) at 1-800-999-8219, Monday through Friday, between 8 a.m. and 9 p.m. EST.

## **Appendix A: Record Layout Specifications – Spreadsheet Submittal File**

The following section provides specifications of the Detail records that are part of the Gainful Employment (GE) Spreadsheet Submittal file. NSLDS has utilized features found within spreadsheet software to assist with the data creation and submission of GE records to NSLDS. While the definitions of each field remain the same as those found in other GE Reporting layouts the formatting of information found in the Spreadsheet Submittal layout has been documented according to the use specifically for spreadsheets. Please refer to the Gainful Employment Spreadsheet Submittal Instruction Guide for complete instructions on the creation and submittal of this particular file layout.

<b>Index 1: File Type – Spreadsheet Submittal File</b>		
<b>Field Name</b>	<b>Spreadsheet Location</b>	<b>Record Type</b>
Award Year	Column A	Detail Record
Student Social Security Number	Column B	Detail Record
Student First Name	Column C	Detail Record
Student Middle Name	Column D	Detail Record
Student Last Name	Column E	Detail Record
Student Date of Birth	Column F	Detail Record
Institution Code (OPEID)	Column G	Detail Record
Institution Name	Column H	Detail Record
Program Name	Column I	Detail Record
CIP Code	Column J	Detail Record
Credential Level	Column K	Detail Record
Medical or Dental Internship or Residency	Column L	Detail Record
Program Attendance Begin Date	Column M	Detail Record
Program Attendance Begin Date for This Award Year	Column N	Detail Record
Program Attendance Status During Award Year	Column O	Detail Record
Program Attendance Status Date	Column P	Detail Record
Private Loans Amount	Column Q	Detail Record
Institutional Debt	Column R	Detail Record
Tuition and Fees Amount	Column S	Detail Record
Allowance for Books, Supplies, and Equipment	Column T	Detail Record
Length of GE Program	Column U	Detail Record
Length of GE Program Measurement	Column V	Detail Record

<b>Index 1: File Type – Spreadsheet Submittal File</b>		
<b>Field Name</b>	<b>Spreadsheet Location</b>	<b>Record Type</b>
Student's Enrollment Status as of the 1 <sup>st</sup> day of Enrollment in Program	Column W	Detail Record

Gainful Employment Spreadsheet Submittal File Detail Record

GE Spreadsheet Submittal Record		Award Year	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column A	M	General, Text or Number	8
<b>Description</b>	Award Year the student was enrolled in the program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Award year is identified as the four digits of the first calendar year and the four digits of the second calendar year of the award year range. (Example: the award year of July 1, 2008 – June 30, 2009 would be identified as 20082009.</li> <li>• Cannot be less than 20072008 or greater than current award year.</li> <li>• If the information provided in this field is found to be incorrect, the entire record must be deactivated online and re-added.</li> <li>• Spreadsheet formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect award year being stored.</li> <li>○ Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
Record Level	005	Invalid Format	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student Social Security Number	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column B	M	General, Text or Number	9
<b>Description</b>	Social Security Number (SSN) of a student enrolled in a GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must provide SSN along with the identifiers First Name, Last Name, and DOB.</li> <li>• If an institution believes the NSLDS data are incorrect, contact the data provider and provide them with verifying documents.</li> <li>• If the information provided in this field is found to be incorrect, the entire record must be deactivated online and re-added.</li> <li>• If SSN is not available, do not report this student.</li> <li>• Spreadsheet formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	005	Invalid Format	
Record Level	009	SSN conflict	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student First Name	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column C	M	General or Text	35
<b>Description</b>	First name of a student enrolled in a GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must provide First Name along with the identifiers SSN, Last Name, and DOB.</li> <li>• If the student has no first name, this field contains NFN (no first name).</li> <li>• Must provide the students first name (<b>exactly as it appears on the Social Security card</b>).</li> <li>• Must provide First Name if NLN (no last name) is used.</li> <li>• If an institution believes the NSLDS data are incorrect, contact the data provider and provide them with verifying documents.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student Middle Name	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column D	O	General or Text	35
<b>Description</b>	Middle name or middle initial of a student enrolled in a GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• If student has no middle name, populate with spaces.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
N/A	N/A	None	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student Last Name	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column E	M	General or Text	35
<b>Description</b>	Last name of a student enrolled in a GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must provide Last Name along with the identifiers SSN, First Name, and DOB.</li> <li>• If the student has no last name, this field contains NLN.</li> <li>• Must provide the students last name (<b>exactly as it appears on the Social Security card</b>).</li> <li>• Must provide Last Name if NFN (no first name) is used.</li> <li>• If an institution believes the NSLDS data are incorrect, contact the data provider and provide them with verifying documents.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student Date of Birth	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column F	M	General, Text or Date	8
<b>Description</b>	Date (year, month, and day) the student was born.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must provide DOB along with the identifiers SSN, First Name, and Last Name.</li> <li>• CCYYMMDD format.</li> <li>• If a student's birth date is unknown, this field contains 19000101.</li> <li>• If an institution believes the NSLDS data are incorrect, contact the data provider and provide them with verifying documents.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.</li> <li>○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	003	Invalid date	
Record Level	012	Future date not allowed	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Institution Code (OPEID)	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column G	M	General, Text or Number	8
<b>Description</b>	The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must be all numbers and a valid OPE institution code from NSLDS.</li> <li>• The 8 digit code which identifies the specific institution location being reported on. This is the specific location where the student attended the educational program being reported.</li> <li>• OPEID numbers are listed on the Eligibility and Certification Approval Report (ECAR). An institution may view an electronic copy of its ECAR at <a href="http://www.eligcert.ed.gov">www.eligcert.ed.gov</a>.</li> <li>• Spreadsheet formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	002	Invalid Number	
Record Level	004	Permitted Value Violation	
Record Level	800	Institution Not Authorized for Submission Mailbox	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Institution Name	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column H	M	General or Text	65
<b>Description</b>	Name of institution.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Official name of the institution as included on the institution’s Department of Education’s ECAR. Eligibility and Certification Approval Report (ECAR). An institution may view an electronic copy of its ECAR at <a href="http://www.eligcert.ed.gov">www.eligcert.ed.gov</a>.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Program Name	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column I	M	General or Text	80
<b>Description</b>	Institutional name of the program the student was enrolled in during the award year.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Program Name is required.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		CIP Code	
<b>Spreadsheet Location</b>  Column J	<b>Mandatory/ Mandatory Conditional/ Optional</b>  M	<b>Format</b>  General, Text or Number	<b>Maximum Size</b>  6
<b>Description</b>	Classification of Instructional Programs (CIP) Code for program student was enrolled.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Six digit code assigned by the academic offices of the institution.</li> <li>• Do not include the '-' or '.' between the first 2 characters and the last 4 characters of the code.</li> <li>• If the information provided in this field is found to be incorrect, the entire record must be deactivated online and re-added.</li> <li>• Must be a valid CIP Code from the 2010 list of available codes.</li> <li>• Spreadsheet formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect CIP code being stored.</li> <li>○ Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	002	Invalid Number	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Credential Level	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column K	M	General, Text or Number	2
<b>Description</b>	Credential Level of the program the student was enrolled during this award year.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must be one of the following:                             <ul style="list-style-type: none"> <li>'01' (Undergraduate certificate or Diploma program)</li> <li>'02' (Associate's degree)</li> <li>'03' (Bachelor's degree)</li> <li>'04' (Post baccalaureate certificate)</li> <li>'05' (Master's degree)</li> <li>'06' (Doctoral degree)</li> <li>'07' (First professional degree)</li> <li>'08' (Graduate / Professional certificate)</li> </ul> </li> <li>• If the information provided in this field is found to be incorrect, the entire record must be deactivated online and re-added.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Medical or Dental Internship or Residency	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column L	M	General or Text	1
<b>Description</b>	Medical or Dental Internship or Residency Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• 'Y' (Student must complete medical or dental internship)</li> <li>• 'N' (Otherwise)</li> <li>• A required medical or dental internship or residency is a supervised training program that-                             <ol style="list-style-type: none"> <li>1. Requires the student to hold a degree as a doctor of medicine or osteopathy, or a doctor of dental science;</li> <li>2. Leads to a degree or certificate awarded by an institution of higher education, a hospital, or a health care facility that offers post-graduate training; and</li> <li>3. Must be completed before the borrower may be licensed by the State and board certified for professional practice or service.</li> </ol> </li> <li>• If Medical or Dental Residency or Internship = 'Yes', then Credential Level must equal '06' (Doctoral degree), '07' (First professional degree) or '08' (Graduate / Professional certificate).</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Program Attendance Begin Date	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column M	M	General, Text or Date	8
<b>Description</b>	Date student began enrollment in the educational program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• CCYMMDD format.</li> <li>• Report this date even if it precedes the beginning of the award year being reported on.</li> <li>• If the date is unknown, populate this field with zeros.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – if data is formatted as CCYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.</li> <li>○ Text – text must be formatted as CCYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	003	Invalid date	
Record Level	004	Permitted Value Violation	
Record Level	008	End/stop date must be greater than or equal to begin/start date	
Record Level	012	Future date not allowed	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Program Attendance Begin Date for this Award Year	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column N	M	General, Text or Date	8
<b>Description</b>	Date in this award year student began enrollment in the educational program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Must be within the date range indicated by the award year field (Column A).</li> <li>• CCYMMDD format.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – if data is formatted as CCYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.</li> <li>○ Text – text must be formatted as CCYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	003	Invalid date	
Record Level	004	Permitted Value Violation	
Record Level	008	End/stop date must be greater than or equal to begin/start date	
Record Level	012	Future date not allowed	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Program Attendance Status During Award Year	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column O	M	General or Text	1
<b>Description</b>	The enrollment status of the student in the educational program.		
<b>Comments</b>	<p>Must be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>'G'</b> (Graduated) If student graduated from the educational program at any time during the award year.</li> <li>• <b>'W'</b> (Withdrew) If student withdrew from the educational program at any time during the award year.</li> <li>• <b>'E'</b> (Enrolled) If student was enrolled in the educational program on the last day of the award year, June 30.</li> <li>• If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> <li>○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> <li>○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters.</li> </ul> </li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Program Attendance Status Date	
Spreadsheet Location	Mandatory/ Mandatory Conditional/ Optional	Format	Maximum Size
Column P	MC	General, Text or Date	8
<b>Description</b>	Date of student's completion or withdrawal from the GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• CCYMMDD format.</li> <li>• Must be within the date range indicated by the award year field.</li> <li>• Required if Program Attendance Status During Award Year equals 'G' or 'W'.</li> <li>• If Program Attendance Status During Award Year equals 'E', report zeros or June 30 of the award year being reported.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – if data is formatted as CCYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly.</li> <li>○ Text – text must be formatted as CCYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted.</li> <li>○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year.</li> </ul> </li> <li>• If this field is not being reported, the column must be left blank.</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	003	Invalid date	
Record Level	004	Permitted Value Violation	
Record Level	008	Status date must be greater than or equal to begin/start date	
Record Level	012	Future date not allowed	
Record Level	017	Required field based on the value of another field on the record	
Record Level	018	Exclude field based on the value of another field on the record	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Private Loans Amount	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column Q	MC	General, Text or Number	6
<b>Description</b>	Gross amount of private loans the student received for attendance in GE Program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Gross amount of private educational loans received by the student at any time for attendance in the GE Program (not just for this award year).</li> <li>• Report whole dollars only, no dollar signs, commas, or decimal points. Round to the nearest whole dollar. If the student did not receive any private educational loans, enter all zeros.</li> <li>• Required if Program Attendance Status During Award Year equals 'G' or 'W'.</li> <li>• If Program Attendance Status During Award Year equals 'E', report spaces.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> <li>• If this field is not being reported, the column must be left blank.</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	004	Permitted Value Violation	
Record Level	017	Required field based on the value of another field on the record	
Record Level	018	Exclude field based on the value of another field on the record	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Institutional Debt	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column R	MC	General, Text or Number	6
<b>Description</b>	Amount of institutional debt for attendance in any GE Program at the institution.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Total amount owed by student from institutional debt for attendance in the GE Program at the institution as of the day the student graduated or withdrew from the program, not just for this award year.</li> <li>• Report whole dollars only, no dollar signs, commas, or decimal points. If student did not receive any institutional debt, enter all zeros.</li> <li>• If Program Attendance Status During Award Year equals 'E', report spaces.</li> <li>• Required if Program Attendance Status During Award Year equals 'G' or 'W'.</li> <li>• If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> <li>• If this field is not being reported, the column must be left blank.</li> </ul>		
<b>it Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	004	Permitted Value Violation	
Record Level	017	Required field based on the value of another field on the record	
Record Level	018	Exclude field based on the value of another field on the record	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Tuition and Fees Amount	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column S	MC	General, Text or Number	6
<b>Description</b>	Amount of tuition and fees the student was assessed for enrolling in and attending the GE program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Report total amount of tuition and fees assessed the student for the entire program (not just for this award year).</li> <li>• Report whole dollars only, no dollar signs, commas, or decimal points.</li> <li>• Required if Program Attendance Status During Award Year equals 'G' or 'W'.</li> <li>• Do not report if Program Attendance Status During Award Year equals 'E'. Leave blank or enter spaces.</li> <li>• If using a spreadsheet, formatting will yield the following results:                             <ul style="list-style-type: none"> <li>○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected.</li> <li>○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> <li>○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.</li> </ul> </li> <li>• If this field is not being reported, the column must be left blank.</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	004	Permitted Value Violation	
Record Level	017	Required field based on the value of another field on the record	
Record Level	018	Exclude field based on the value of another field on the record	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Allowance for Books, Supplies, and Equipment	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column T	MC	General, Text or Number	6
<b>Description</b>	Amount of allowance included in cost of attendance (COA) for books, supplies, and equipment for the student for enrolling in and attending the GE program.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Report total amount of allowance for books, supplies, and equipment included for the student for the entire program (not just for this award year).</li> <li>• If the institution assessed a higher amount than the allowance in the COA, report the higher amount.</li> <li>• Report whole dollars only, no dollar signs, commas, or decimal points.</li> <li>• Required if Program Attendance Status During Award Year equals 'G' or 'W'.</li> <li>• If Program Attendance Status During Award Year equals 'E', report spaces.</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	004	Permitted Value Violation	
Record Level	017	Required field based on the value of another field on the record	
Record Level	018	Exclude field based on the value of another field on the record	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Length of GE Program	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column U	M	General, Text or Number	6
<b>Description</b>	The length of the instructional program in weeks, months, or years as published by the institution.		
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Format “nnnnn”, with an implied decimal point between the third and fourth digits. Thus, schools should report:                             <ul style="list-style-type: none"> <li>• “000100” to represent a value of one tenth</li> <li>• “001000” to represent a value of one</li> <li>• “010000” to represent a value of ten</li> <li>• “100000” to represent a value of one hundred</li> </ul> </li> <li>• Value must be numeric and greater than zero.</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	002	Invalid Number	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Length of GE Program Measurement	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column V	M	General, Text or Number	6
<b>Description</b>	The unit of measure for the length of the instructional program as published by the school.		
<b>Comments</b>	Valid values: <ul style="list-style-type: none"> <li>• 'W' (Weeks)</li> <li>• 'M' (Months)</li> <li>• 'Y' (Years)</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		

GE Spreadsheet Submittal Record		Student's Enrollment Status as of the 1 <sup>st</sup> Day of Enrollment in Program	
<b>Spreadsheet Location</b>	<b>Mandatory/ Mandatory Conditional/ Optional</b>	<b>Format</b>	<b>Maximum Size</b>
Column W	M	General, Text or Number	6
<b>Description</b>	Code reflecting student's current enrollment status as of the 1 <sup>st</sup> day of enrollment in the GE program.		
<b>Comments</b>	Values are: <ul style="list-style-type: none"> <li>• 'F' (Full-Time)</li> <li>• 'Q' (Three-Quarter Time)</li> <li>• 'H' (Half-Time)</li> <li>• 'L' (Less Than Half-Time)</li> </ul>		
<b>Edit Level</b>	<b>Error Code</b>	<b>Error</b>	
Record Level	001	Required Field	
Record Level	004	Permitted Value Violation	
<b>Date Revised</b>	January 18, 2015		