

**July 2016**

**Perkins Spreadsheet Submittal Format Template Cover Letter**

One of the methods that schools can use to submit Perkins Loan data and corrections to existing Perkins Loans to the U.S. Department of Education (the Department) is by using the [NSLDS Professional Access Web site](#). The Perkins Spreadsheet Submittal Format Template is available to assist schools with the online upload process. The template is designed to be used with a columnar spreadsheet application and allows for a size limit up to 1,000 KB (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. After the school adds Perkins Loan data to the spreadsheet, the school then uploads the data to the [NSLDS Professional Access Web site](#).

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