VOLUME II
COMMON RECORD TECHNICAL REFERENCE

COMMON ORIGINATION AND DISBURSEMENT 2010-2011 TECHNICAL REFERENCE

IMPLEMENTATION GUIDE 1
Table of Contents **1**
Implementation Guide for 2010-2011 ..... **6**
XML version of EDExpress for 2010-2011 6
Common Record Valid Format Rules **7**
Common Record XML Schema Guidelines 7
2010-2011 Common Record XML Schema **8**
Maximum Length Values and Leading Zeros 8
Empty (Blank) and Null Tags 9
Data Types **11**
Date Fields 11
Year Fields 11
Date/Time Fields 11
Decimal Fields 12
Integer Fields 15
String Fields 15
Boolean Fields 15
XML Predefined Entity References 15
Common Record Processing Rules **16**
Document 16
Document Submission 16
Batch Processing 16
COD Message Classes 17
Logical Record Length Limitation 17
COD Receipts 17
Response Documents 18
Response Code 19
Storing of Reject Records 22
Document Validation 22
Sequence of Data Elements Required for Document Processing 23
Document ID Required for Document Submission 23
Duplicate Document IDs 23
Inability to Process Future-Dated Documents 24
Documents Submitted Must Contain at Least One Detailed Record 24
Document Submissions of One Detailed Record 25
Minimum Data Elements Required for Document Processing 26
Routing ID 41
Entity ID 42
Total Count in the Reported Financial Summary Complex Element 49
Total Award Amount Reported in the Reported Financial Summary Complex Element 50
Total Disbursement Amount Reported in the Reported Financial Summary Complex Element 51
Person Identifier 51
PLUS Rules Applied to All Award Types 53
PLUS Rules Applied to only PLUS Awards 54
Changing Student Identifier Information 57
Borrower Identifier 61
Changing Borrower Identifier Information 63
CPS Transaction Number 64
Student Identifier and Data Elements Matched against the CPS 64
Data Elements Pulled from the CPS 68
Citizenship Status Code Processing for Pell, ACG, National SMART, TEACH and Direct Sub/Unsub 69
Note Message Field 70
Updating Phone Numbers 71
Direct Loan Award and Disbursement Process **72**
Utilizing Award Key for Subsidized and Unsubsidized Loans 72

Disbursement Sequence Number Required on all Disbursements 75
Disbursement Release Indicator 76
Establishing an Initial Direct Loan Award 77
Submitting Direct Loan Anticipated Disbursement Information 79
Generating Disclosure Statements 80
Direct Loan PNote and Disclosure Updates 83
Performing Annual Loan Limit Edits 83
Submitting Direct Loan Disbursement Information and Disbursement Release Indicator 88
Reporting Pennies in the Award and Disbursement Amount Data Elements 92
Calculating Direct Loan Disbursements 93
Origination Fee Calculation 96
Interest Rebate Calculation 97
Disbursement Net Amount, Disbursement Fee Amount, and Interest Rebate Amount Calculations 98
Updating and Adjusting Direct Loan Disbursement Amounts and Dates 101
Disbursement Requirements for Award Amount Updates 104
Inactivating a Direct Loan 106
Generating Direct Loan Booking Notification Responses 107
Generating Payment to Servicing Responses 109
Loan Discharge 112
Master Promissory Notes 114
Master Promissory Note Features 116
Multi-Year MPN Feature 116
Schools Opting for Single-Year MPN Feature 117
Single-Year MPN Feature 117
Single-Loan MPN Feature (PLUS and Grad PLUS Only) 118
Electronic Master Promissory Notes (e-MPN) 119
Master Promissory Note Printing Process 119
Submitting a Promissory Note Print Code 123
Linking an MPN to a Direct Loan Subsidized/Unsubsidized Grad PLUS or PLUS Award 125
Generating an Expiration Date for an MPN 133
Closing MPNs 134
Generating a Master Promissory Note Response 134
Creation of StudentLoans.gov Website 146
PLUS Application Acknowledgement vs. a Credit Override 152
StudentLoans.gov Electronic Master Promissory Note Submission 153
Direct Loan PLUS and Grad PLUS Credit Check 154
Requesting a PLUS and Grad PLUS Credit Decision 154
Credit Decision Appeal Process 154
Generating Credit Decision Override Responses 154
Direct Loan Counseling 157
Types of Counseling 157
Requesting an Entrance Counseling File for Entrance Counseling Performed on the Direct Loan Servicing Site 158
Requesting an Exit Counseling File for Entrance Counseling Performed on the Direct Loan Servicing Site 158
Direct Loan Closeout 159
Pell Grant Award and Disbursement Process 161
Pell Grant Correction Edits can be Treated as Rejects 161
Reporting Pennies in the Award and Disbursement Amount Data Elements 161
Establishing Pell Grant Award Information 163
Maximum Pell Eligibility for Dependents of Deceased Veterans who died in Iraq or Afghanistan after September 11, 2001 165
Disbursement Sequence Number Required on all Disbursements 167
Disbursement Release Indicator 168
Submitting Pell Grant Disbursement Information and Disbursement Release Indicator 168
Updating and Adjusting Pell Grant Disbursement Amounts and Dates 171
Processing System-Generated Pell Responses 173

Reporting Verification Status Code 175
Deobligation of Funds Due to Verification Status "W" 177
Negative Pending Records 179
Concurrent Enrollment 180
Two Pell Grants in one Award Year 181
Pell Potential Overaward Process (POP) 182
Pell Administrative Cost Allowance (ACA) 185
Post-Deadline Processing 186
Pell Close-Out Processing 186
Pell Lifetime Eligibility Used (LEU) 187
Iraq and Afghanistan Service Grant Award and Disbursement Process 188
Establishing Iraq & Afghanistan Service Grant Award Information 188
Submitting Iraq & Afghanistan Service Grant Disbursement Information and the Disbursement Release Indicator 190
Updating Iraq & Afghanistan Service Grant Awards 190
Academic Competitiveness Grant (ACG) Award and Disbursement Process 192
Overview 192
School Eligibility 192
Student Eligibility 192
ACG Data Will Not Be Corrected 193
Reporting Pennies in the Award and Disbursement Amount Data Elements 194
Creating Financial Award ID and Financial Award Number 195
Establishing ACG Award Information 197
Updating and Adjusting ACG Awards 200
Disbursement Sequence Number Required on all Disbursements 200
Submitting ACG Disbursement Information and Disbursement Release Indicator 201
Calculating Eligibility Used and Total Eligibility Used 203
Updating and Adjusting ACG Disbursement Amounts and Dates 205
Deobligation of Funds Due to "No Pell" 206
National Science and Mathematics Access to Retain Talent (SMART) Grant Award and Disbursement Process 207
Overview 207
School Eligibility 207
Student Eligibility 207
National SMART Grant Data Will Not Be Corrected 208
Reporting Pennies in the Award and Disbursement Amount Data Elements 208
Creating Financial Award ID and Financial Award Number 210
Establishing National SMART Grant Award Information 212
Updating and Adjusting National SMART Grant Awards 214
Disbursement Sequence Number Required on all Disbursements 215
Submitting National SMART Grant Disbursement Information and Disbursement Release Indicator 215
Calculating Eligibility Used and Total Eligibility Used 217
Updating and Adjusting National SMART Grant Disbursement Amounts and Dates 219
Deobligation of Funds Due to "No Pell" 220
Teacher Education Assistance for College and Higher Education (TEACH) Award and Disbursement Process 222
Overview 222
School Eligibility 222
Student Eligibility 223
TEACH Grant Data Will Not Be Corrected 224
Reporting Pennies in the Award and Disbursement Amount Data Elements 224
Creating Financial Award ID and Financial Award Number 225
Establishing TEACH Grant Award Information 226
Updating and Adjusting TEACH Grant Awards 230
Disbursement Sequence Number Required on all Disbursements 230
Submitting TEACH Grant Disbursement Information and Disbursement Release Indicator 231

Updating and Adjusting TEACH Grant Disbursement Amounts and Dates 233
Teacher Education Assistance for College and Higher Education (TEACH) Grant Program Agreement to Serve 235
TEACH Grant Counseling 235
TEACH Agreement To Serve (ATS) 236
Linking an ATS to a TEACH Award 237
Generating an ATS Acknowledgement 239
TEACH Grant Closeout 244
Balance Notification Letter 244
Automatic Closeout 245
User Readiness Checklist 247
School Processing Options 248
Promissory Note Print Option 248
Promissory Note Type Option 249
Disclosure Statement Print Option 249
Administrative Cost Allowance Option 250
Pell Grant Error Processing Option 250
Full or Standard Response 250
Response Records Generated Based on Web Activities 251
Common Record Response Document Length Option 251

MESSAGE CLASSES 1
Table of Contents 1
Common Record Message Classes 3
Non-Program Specific 4
Non-Program Specific, Non-Award Year Specific 4
Non-Program Specific, Award Year Specific 4
Program Specific, Non-Award Year Specific 5
Pell Message Classes 5
Academic Competitiveness Grant (ACG) Message Classes 5
National Science and Mathematics Access to Retain Talent (SMART) Grant Message Classes 5
Direct Loan Message Classes 5
Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes 6
Program Specific, Award Year Specific 7
Pell Message Classes for 2010-2011 Data 7
Academic Competitiveness Grant (ACG) Message Classes for 2010-2011 Data 7
National Science and Mathematics Access to Retain Talent (SMART) Grant Message Classes for 2010-2011 Data 7
Direct Loan Message Classes for 2010-2011 Data 7
Teacher Education Assistance for College and Higher Education (TEACH) Grant Message Classes for 2010-2011 Data 8
System-Generated Responses for 2010-2011 9
Receipts 10
Report Message Classes 11
Pell Grant Report Message Classes 11
Academic Competitive Grant (ACG) Report Message Classes 12
National Science and Mathematics Access to Retain Talent (SMART) Grant Report Message Classes 13
Direct Loan Report Message Classes 14
TEACH Grant Report Message Classes 17
TEACH Exit Counseling Report Message Classes 18

COMMON RECORD LAYOUT 1
Table of Contents 1

Introduction **2**
Schema Version 3.0c Common Record Layout **4**
System-Generated Responses 4
Changes to DL PLUS Complex Element 4
Changes to DL PLUS Award Response 4
Changes to Grant Award Response 5
Changes to TEACH Block 5
Document Information **7**
Entity Information **9**
Person Information **11**
Award Information **15**
Disbursement Information **27**
Response Information **31**
Common Record Physical Layout **39**
Line Length Limitations 39
Standard 40
Coding Guidelines 41

EDITS **1**
Table of Contents **1**
Introduction **2**
COD Edits **3**