

COD Processing Update

February 24, 2017

NEWS/UPDATES

- **Impact on COD Processing February 26, 2017 (2/22/17)**

Federal Student Aid is planning several system maintenance activities on February 26, 2017. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. These activities will result in outages of certain COD System functionality for a period of time.

An explanation of how these activities will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected.

Extended COD System Maintenance

From 5:00 A.M. (ET) until 6:00 P.M. (ET) on Sunday, February 26, 2017—

- Users will not be able to submit or retrieve data via the [COD Web Site](#).
- Users will not be able to access the COD Reports area of the [COD Web Site](#).
- An individual will not be able to complete any actions or view loan correspondence via the [StudentLoans.gov website](#). This includes, but is not limited to, signing master promissory notes, complete counseling, any TEACH Grant processing flows, or submitting Loan Consolidation applications or Income-Driven Repayment Plan requests.
- Batches submitted by schools via the SAIG will be held or schools will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Contact Information

Federal Student Aid appreciates your patience and understanding as it completes this important activity. If you have any questions about the COD System or the StudentLoans.gov website, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support and the TFA Support Center at 800/330-5947 or by email at CPSSAIG@ed.gov.

- **Full COD Common Record XML Schema Validation Begins March 2017 (2/24/17)**

Federal Student Aid will begin to fully validate all Common Record files against the published [COD Common Record XML Schema](#). This means that if a school submits a Common Record batch that does not conform to the published schema format, **it will not be processed by the COD System and the school will receive COD Reject Edit 210.**

Currently, in some cases, Federal Student Aid is accepting Common Record batches that do not fully conform to the published schema format. In those cases, the batches are processed by the COD System, but we return COD Warning Edit 211 at the batch level. This warning edit provides the opportunity for a school to know that there is an XML coding issue. **Beginning in March 2017, the warning edit will no longer be returned. Instead, the Common Record batch will be rejected at the batch level with COD Reject Edit 210, and the records included in the batch will not be processed.** **COD Testing Support** – COD testing is available to allow schools to send test data to the COD System prior to processing and submitting production data using the new schema version. Detailed information about COD Testing can be found in a [November 18, 2016 Electronic Announcement](#). Additional testing documentation is found in Volume V of the COD Technical Reference.

In addition, schools can use an XML validator program to test its XML files prior to sending them to the COD System. Federal Student Aid provides step-by-step instructions for how a school can use an XML validator program with our posted [COD XML Schema files](#) on the IFAP website.

For complete information about schema validation, refer to a [February 23, 2017 Electronic Announcement](#). If you have additional questions, contact the COD School Relations Center.

- **New Street Address for Mailing Paper Master Promissory Notes and Endorser Addenda Effective March 24, 2017 (2/23/17)**

On March 24, 2017, the street address for sending **paper** Master Promissory Notes (MPNs) and Endorser Addenda to the Department of Education (the Department) via express or overnight delivery will change. There will also be a change to the P.O. Box address used for regular postal delivery.

The new address information will be as follows:

| <i>Delivery Method</i> | <i>New address effective March 24, 2017...</i> | <i>Replaces old address...</i> |
|--------------------------------------|--|--|
| Express or Overnight Delivery | U.S. Department of Education 2429 Military Road, Suite 200 Niagara Falls, NY 14304 | U.S. Department of Education 100 Capitol Commerce Blvd. Montgomery, AL 36117 |
| Regular Postal Delivery | U.S. Department of Education P.O. Box 9002 Niagara Falls, NY 14302 | U.S. Department of Education P. O. Box 5692 Montgomery, AL 36103-5692 |

For complete information regarding the address change, refer to the [February 17, 2017 Electronic Announcement](#) posted on the IFAP website.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

RESOLVED – Blank Pell Grant MRR Reports Sent in Error (2/15/17)

Federal Student Aid determined an issue in which blank Pell Grant Multiple Reporting Record (MRR) reports were incorrectly generated on February 10, 2017. Because the reports did not contain any data, schools were not able to import them. Federal Student Aid has corrected the issue and regenerated the reports. Schools should receive the corrected MRR reports by February 16, 2017.

If you have questions about COD System reports, contact the COD School Relations Center.

Keep School Contact Information Current in the COD System (2/24/17)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to [the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) website.](#)