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Process Guide for

# Renewal Application Data (RAD)

2003-2004

U.S. Department of Education



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# Overview

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## Preface

The *Renewal Application Data (RAD) Process Guide* is designed to meet the reference needs of financial aid administrators, programmers, and data processing staff.

This guide provides information for the Renewal Application Process for the 2003-2004 award year and a summary of the major changes. Information includes changes to the Renewal Free Application for Federal Student Aid (Renewal FAFSA), a schedule of important dates, procedures for requesting PINs using the FAA Access to CPS Online Web site, and the record layouts for requesting PINs individually by SSN (Type 2 PIN Request).

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## Renewal Application Process

Each year the Central Processing System (CPS) creates a Renewal FAFSA for each student who is eligible to participate in the Renewal Application process. The Renewal FAFSA is a tremendous time-saver for students; it carries forward most of the data provided on the prior cycle's FAFSA. Students only update information that has changed and complete certain income and asset questions.

The CPS automatically sends PIN mailers instead of paper Renewal FAFSAs to eligible applicants whose grade level in college equals fifth year undergraduate, or first year graduate, professional, or higher. The CPS also sends PIN mailers to students who used the Internet to submit a FAFSA or make corrections. Students who supplied a valid e-mail address on their application will receive a PIN notification by e-mail. More details about student eligibility are provided in the Eligibility Section of this guide.

Your school can also request that specific students or groups of students receive a PIN instead of the paper Renewal FAFSA. You can request PINs be mailed to your students by submitting either a PIN Request via FAA Access to CPS Online or a “Type 2 Request” via the Student Aid Internet Gateway (SAIG). Instructions for making PIN requests can be found in the PIN Request Section of this guide.

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## Organization of this Guide

This document is organized into seven content areas.

- Overview—discusses the RAD process in general and the structure of this guide.
- Getting Help—lists whom to call for help.
- What’s New for 2003-2004—describes the changes for the 2003-2004 RAD process.
- 2003-2004 Schedule—details the RAD schedule of events.
- Eligibility—discusses RAD eligibility for schools and students.
- PIN Requests—discusses questions and answers related to the PIN request process including step-by-step instructions for requests, errors, and the notification file.
- Appendix—includes the record layouts for a Type 2 Request and the RAPP PIN/Print Notification file as well as helpful hints for making the Type 2 Request.

# Getting Help

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## How Do I Get Help?

If you have any questions regarding this guide or the 2003-2004 Renewal FAFSA and PIN Request processes in general, please contact CPS/WAN Technical Support for assistance. The following list of services are supported by calling 800/330-5947 or sending an e-mail to [cpswan@ncs.com](mailto:cpswan@ncs.com).

- Logging in to FAA Access to CPS Online
- Making your PIN Request when logged in to FAA Access to CPS Online
- Checking updates or status checks on EDE productional status
- Downloading the EREP data file from the SAIG
- Answering questions on the Type 2 Layout and Error File
- Checking status on PIN Requests
- Answering questions about the PIN Request process in general
- Correcting and resubmitting rejected PIN Requests

You can also post questions regarding this guide and the PIN request process on our e-mail listserv, SFATECH. SFATECH is an e-mail listserv for technical questions about the Department's FSA systems, software, and mainframe products. For more information about SFATECH, including how to subscribe, visit the FSA Technical Support Web site at [ed.gov/offices/OSFAP/sfatech](http://ed.gov/offices/OSFAP/sfatech).

# What's New for 2003-2004?

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## Changes

We are making the following changes to the Renewal FAFSA process for 2003-2004:

- An e-mail will be sent to students who provided a valid e-mail address on their 2002-2003 record. The e-mail will include the URL that students can access to receive a reminder of their PIN (duplicate PIN). If no e-mail address was provided, or the syntax of the e-mail is invalid, a PIN Mailer is sent via the U.S. Postal Service.
- 2002-2003 applications that we received via FAA Access to CPS Online are treated like the electronic application. Students will receive an e-mail if they provided a valid e-mail address. Otherwise, they will receive a paper Renewal FAFSA.
- The PIN request file will be sent in the RADD04IN message class and the RAPP/PIN Print Notification File will be returned to schools in the PINR04OP message class. Last year the RAPP/PIN Print Notification File was returned to you in the RADD03OP message class.
- If a student qualified for the Auto-Zero EFC for 2002-2003, we will pre-populate the tax and income information on the form.



- Tax line references were added to the Renewal FAFSA, instruction booklet, and Renewal FAFSA on the Web site.
- All Renewal FAFSA eligible records are checked against the NSLDS Payment School File to determine if any institutions have made payments to the student. If the Renewal record matches any record on the NSLDS file, those school codes will be prepopulated in the school code positions. All other school codes will be removed. If no match with NSLDS occurs, the existing school codes will carry forward.

# 2003-2004 Schedule

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## Important Renewal Application Dates

Event	Date
<p>ED sends a P-message to schools</p> <ul style="list-style-type: none"> <li>The network message reminds schools to tell their students to update their mailing address or e-mail address in the CPS so their Renewal FAFSA or PIN can be sent to the correct address. We will also place a reminder message on the FAFSA on the Web site.</li> </ul>	August
<p>The CPS builds the Renewal Application database</p> <ul style="list-style-type: none"> <li>The CPS looks at the date and source of the student's first Renewal eligible transaction (see “<i>Student Eligibility for a Renewal FAFSA</i>” in the “<i>Eligibility</i>” section) to determine what the student qualifies for. Students need to make necessary updates to their 02-03 record prior to 10/04/02 in order to be considered for Renewal FAFSA eligibility.</li> </ul>	10/7/02 – 10/11/02

## 2003-2004 Schedule (Continued)

<b>Event</b>	<b>Date</b>
<p>Schools can begin submitting PIN requests</p> <ul style="list-style-type: none"> <li>• Please note you can begin submitting 2003-2004 PIN Requests on this date, but the CPS will not begin processing requests daily until October 14, 2002.</li> </ul>	10/7/02
<p>The CPS processes PIN requests daily</p> <ul style="list-style-type: none"> <li>• Your PIN request file must be transmitted and completely received by CPS no later than 5:00 p.m. CT, November 1, 2002</li> </ul>	10/14/02 – 11/1/02
<p>The CPS transmits RAPP PIN/Print Notification file to all destination numbers (NEW message class: PINR04OP)</p> <ul style="list-style-type: none"> <li>• Every school (associated with a destination number) receives this file, which contains all of the school's eligible Renewal FAFSA students.</li> </ul>	11/7/02
<p>The CPS prints and mails paper Renewal FAFSAs directly to students</p>	11/7/02 – 12/20/02
<p>The CPS prints and mails PINs directly to students</p> <ul style="list-style-type: none"> <li>• Included are the PINs requested by schools during the PIN request period; PINs automatically sent to students because they filed via the Web, or are 5<sup>th</sup> year undergraduate or graduate students.</li> <li>• There is also a new process this year for sending e-mails with encrypted URL's for retrieving student PINs. For Renewal FAFSAs, these will be sent to all qualifying (successful SSN Match) Renewal App eligible students with a valid e-mail address.</li> </ul>	11/7/02 – 12/20/02

# Eligibility

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## School Eligibility to Make PIN Requests

To participate in the PIN Request process via the FAA Access to CPS Online site or Type 2 requests via SAIG, your school must:

- Have completed and filed a SAIG Enrollment Form that requests specific services for an EDE process (such as receiving electronic automatic ISIRs). The SAIG Enrollment process can be completed at [FSAWebEnroll.ed.gov](http://FSAWebEnroll.ed.gov);
- Have an active enrollment status for your Federal School Code, which means you have correctly indicated on your SAIG Enrollment Form the Federal School Code you plan to use to perform the specific processes;
- Ensure your Federal School Code has an active enrollment status for Renewal Applications. Your enrollment status is designated on your school's SAIG Enrollment Form with CPS/WAN Technical Support; *and*
- Be set up to receive electronic automatic ISIRs for the 2002-2003 academic year for the destination number (TG#) you use to submit your PIN Request.

If your school is not properly enrolled for Renewal Applications, you cannot make PIN requests. If you do, you will receive error messages or rejected batches (or both) when you submit a PIN Request. If you want to verify or update your status for electronic automatic ISIRs or Renewal Applications, you can contact CPS/WAN Technical Support at 800/330-5947.

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## Student Eligibility for a Renewal FAFSA

The CPS will create the 2003-2004 Renewal Application (RAPP) database from the 2002-2003 database between 10/7/02 and 10/11/02. The creation process selects the most current valid 2002-2003 CPS transaction with an EFC for each student, and that transaction did not result from a dependency override or professional judgment.

A RAPP record is produced from the selected transaction, and the student will be eligible to file a 2003-2004 Renewal FAFSA, if the selected transaction also meets all the following conditions:

- The transaction has a deliverable address within U.S. territories (non-foreign);
- The transaction does not have a duplicate current SSN (*i.e.*, the same current SSN as another student on file with the CPS for 2002-2003); **and**
- The transaction does not contain an NSLDS match flag indicating the student is in default or owes an overpayment on a Title IV grant or loan.

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## What will the student receive - a Paper Renewal, a PIN Mailer, or a PIN notification via e-mail?

Once a student is selected for a Renewal FAFSA, the CPS will review the student's 2002-2003 record to determine document the student will receive.

If the student meets one of the following criteria, he/she will receive a PIN instead of a paper Renewal FAFSA.

- Grade level in college equals fifth-year undergraduate or first-year graduate, professional, or higher.
- Applicant used the Web to file an application or made a correction to their application in 2002-2003.
- Your school or another school requests that the student receive a PIN.

If the student meets one of the above criteria and supplied a valid e-mail address on his or her 2002-2003 record, the student will receive a PIN notification via e-mail.

If the student did not meet any of the above criteria, he or she will receive the paper Renewal FAFSA.

# PIN Requests

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## Questions & Procedures for Submitting PIN Requests

### What is a PIN Mailer?

When the Renewal Application process begins in October 2002, some students will automatically receive PINs for use in filing Renewal Applications on the Web instead of receiving paper Renewal FAFSAs. A PIN Mailer is a paper document that is mailed to the student's permanent mailing address. It contains the student's PIN, which can be used to access his or her Renewal Application via Renewal FAFSA on the Web.

### What is a PIN notification via e-mail?

Students who supplied a valid e-mail address on their 2002-2003 FAFSA and qualified for a Renewal FAFSA, will receive a PIN notification via e-mail instead of the paper PIN Mailer. The e-mail contains an URL that the student can access to receive a duplicate PIN.

### What are the important dates I need to remember?

Schools can begin submitting 2003-2004 PIN Requests to the CPS on *October 7, 2002* using one of the options described below. Students can enter and submit 2003-2004 Renewal FAFSA data to the CPS beginning on *January 1, 2003*.

By submitting your PIN Request by *November 1, 2002, at 5:00 p.m. CT*, you are asking the CPS to send PINs to your eligible Renewal FAFSA students instead of paper Renewal FAFSAs.

## What Are My PIN Request Options?

Once your school's destination is properly set up to participate, (see Eligibility section), you can submit a PIN Request for the 2003-2004 processing cycle. By submitting a PIN Request, you are telling the CPS you want the specified students to receive a PIN instead of the paper Renewal FAFSA.

Your school has two options for requesting PINs for your students:

1. Make a PIN Request via FAA Access to CPS Online. You can choose the following request types:
  - Type 1: Request PINs for all of the records for all the schools under your destination number;
  - Type 2: Request PINs individually by SSN (your school code must be listed on the student's renewal application record);
  - Type 3: Request PINs for all of the records for specific schools; or
  - Type 4: Request PINs for all of the records for all of the schools under your destination number by grade level.
2. Make a "Type 2 Individual PIN Request" via SAIG. You can build an ASCII file of SSNs and name IDs that can be transmitted to the CPS via the SAIG.

Please note the following about Type 2 Requests:

- EDconnect, the SAIG transmission software, does not check your PIN Request file to ensure correct formatting. We suggest you double-check your file before transmission to confirm that it is formatted correctly. See the Helpful Hints for Type 2 Requests via the SAIG section for helpful formatting tips.
- You **must** include both the SAIG Transmission Header and Trailer records and the CPS Header and Trailer records within the ASCII file you build.
- Do not use last year's record layouts, dates, or blank lines within your Type 2 Request file.
- Enter all alphabetical information in capital letters (ALL CAPS) throughout the file.

## How do I make a PIN Request using the FAA Access to CPS Online Web site?

Follow the steps below to access the FAA Access to CPS Online Web site to submit your 2003-2004 PIN Request.

1. Go to the FAA Access to CPS Online home page at [fafsa.ed.gov/FAA/faa.htm](http://fafsa.ed.gov/FAA/faa.htm).
2. Select "Make PIN Requests" on the "Welcome to the FAA Access to CPS Online!" page. The PIN Authentication page appears. This option will be removed from this page after the PIN Request cut-off date, November 1, 2002.
3. Enter your SSN, first two letters of your last name, your date of birth, and your PIN. Once you are authenticated by the server, the "Welcome to the FAA Main Menu" page appears.
4. From the "Welcome to the FAA Main Menu" page, select "PIN Requests."
5. Enter your Destination Number (TG#) on the "PIN Requests" page and select the "Next" button. The "Step 1: PIN Request Type" page appears.
6. Select the PIN Request type option that best suits your needs by selecting the corresponding button.

### **Type 1: Request PINs for all records for all schools under your destination number**

- A. Select this option and click on the "Next" button. The "Step 2: PIN Request Verification" page appears.
- B. Go to step 7.

### **Type 2: Request PINs individually by SSN**

From "Step 1: Request by Social Security Number" page:

- A. Enter individual student SSNs and name IDs (first two letters of the student's last name) on this page.
- B. If you need to submit more than 12 entries (each page can contain up to 12 entries), select the "Enter More Students" button. A new page with 12 additional entry fields appears.



- C. Continue selecting the “Enter More Students” button until you have entered all SSNs and name IDs.
- D. You may select the “Previous” button if you want to go back through the list and make revisions.
- E. Once you are finished entering all SSNs and name IDs, select the “Next” button. The “Step 2: PIN Request Verification” page appears.
- F. Go to step 7.

**Type 3: Request PINs for all records for specific schools**

From “Step 1: Request All Records for Specific Schools” page:

- A. Enter individual Federal School Codes on this page.
- B. If you need to submit more than 40 Federal School Codes (each page can contain up to 40 school code entries), select the “Enter More School Codes” button. A new page with 40 additional entry fields appears.
- C. Continue selecting the “Enter More School Codes” button until you have entered all of your Federal School Codes.
- D. You may select the “Previous” button if you want to go back through the list and make school code changes.
- E. Once you are finished entering all of your Federal School Codes, select the “Next” button. The “Step 2: PIN Request Verification” page appears.
- F. Go to step 7.

**Type 4: Request PINs of all the records for all of the schools under your destination number by grade level**

From the “Step 1: Request All Records for Specific Grade Levels” page:

- A. Check the boxes to select the college grade levels (you may select more than one).
  - B. Once you are finished choosing the appropriate grade levels, select the “Next” button. The “Step 2: PIN Request Verification” page appears.
  - C. Go to step 7.
7. At this point, if you want to go back and select a different PIN Request type, select the “Step 1: PIN Request Type” hyperlink, which returns you to the PIN request type list.
  8. Now you are ready to submit your request. Select the “Submit” button at the bottom of the verification page. The “Step 3: Confirmation - PIN Request” page appears, providing the date the request was submitted to the server for processing at the CPS. You may print this confirmation page for your records by selecting the “Print” button.

### **How do I make a Type 2 PIN Request via the SAIG?**

To make a “Type 2 Request,” you build an ASCII file of SSNs and name IDs that can be transmitted to the CPS via the SAIG. If you choose this method to submit your PIN Request, you must follow the “Type 2 Individual PIN Request Export and PIN Error Import Record Layout” (see the Appendix for the layout). The CPS cannot process Type 2 PIN Requests submitted in any other file format. You should use the message class RADD04IN for your PIN Request file when you transmit it to the CPS via the SAIG.

### **Helpful Hints for submitting Type 2 Requests via the SAIG**

During the 2002-2003 PIN Request process, EDE schools that submitted Type 2 PIN Requests made a few errors on their requests. To avoid these common errors view the Helpful Hints found in the Appendix.

## Example of a Type 2 PIN Request file

The following is an example of a correctly formatted Type 2 Individual PIN Request Export Record file. Your file should look similar to this:

```
CPS HEADER 01097TGXXXXX 20021014091133 0304
TGXXXXX42 111111111AB 222222222AB 333333333AB 444444444AB 555555555AC @@@@ Y
TGXXXXX42 666666666AD 777777777AD 888888888AD 999999999AD 101010101AD @@@@ Y
TGXXXXX42 121212121AD 131313131AD 141414141AH 151515151DN 161616161DO @@@@ Y
TGXXXXX42 171717171ZN 181818181ZO 191919191ZO 202020202ZU 212121212ZU @@@@ Y
TGXXXXX42 232323232ZU 242424242ZU @@@@ Y
CPS TRAILER 01097TGXXXXX20021014091133 030400022
```

### NOTE:

XXXXX = your school's TG number

@@@@@ = your school's Federal School Code

## When will my PIN Request be processed?

The CPS begins processing 2003-2004 PIN Requests on October 14, 2002 and continues to process requests daily through November 1, 2002.

**NOTE:** You can submit requests beginning October 7, 2002.

The CPS returns any PIN Request Error Import Files to your destination number via the SAIG, even for those PINs requested via the FAA Access to CPS Online Web site. The message class for PIN Request Error Files is EREP04OP.

If you have no errors in your file, you can assume your requests have been processed. CPS does not send an acknowledgement of your PIN Requests.

## I received an EREP04OP file. What is it and what do I do with it?

### What is it?

The CPS may reject a PIN Request for a variety of reasons. If this occurs, the CPS generates and sends to you an EREP04OP file via the SAIG.

## What do I do with the EREP04OP file?

To determine what type of error your PIN Request generated, open the EREP04OP file in an ASCII-compatible text file viewer (such as WordPad, Microsoft Windows Notepad, or Microsoft Word). Use the record layouts in the Appendix of this guide to assist you in interpreting the file.

You can receive five types of errors from the CPS:

- Error Code (position 10): entire request is rejected.

*Found on all request types*

- ID Error Code (positions 22, 34, 46, 58, or 70): specific student ID is rejected.

*Found on the Type 2 Request only*

- Federal School Code Error Code (positions 17, 24, 31, 38, 45, 52, 59, 66, or 73): specific Federal school code rejected.

*Found on the Type 3 Request only*

- Federal School Code Error Code (position 77): Federal school code is rejected.

*Found on the Type 2 Request only*

- Format Error Code (position 81): entire request is rejected

*Found on the Type 2 Request only*

**NOTE:** All request types can be submitted using the FAA Access to CPS Online Web site. In addition to FAA Access to CPS Online, a Type 2 PIN Request can be constructed and submitted via the SAIG.

**How do I interpret the specific error messages in the EREP04OP file?**

The following tables define all valid error codes and their resolutions. Look in the specified field position listed in the table heading. Identify the error code and use the table to determine the error definition and resolution.

<b>Error Code found in position 10</b>		
<i>All requests</i>		
<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
1	Invalid destination number	Verify that the destination number in positions 1-7 is correct.
2	Destination not valid for participation	Verify that the destination number in positions 1-7 is correct and has proper SAIG Enrollment Form on file with SAIG for Renewal Applications.
3	No records found in Renewal Application Database	Verify that the SSN and name ID entries are valid and meet specifications. Also, verify that you had not previously requested these student records.

<b>ID Error Code found in positions 22, 34, 46, 58 or 70</b>		
<i>Type 2 Request Only</i>		
<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
1	ID not flagged for Renewal Application	Verify the SSN and name ID. If correct, the student is not eligible to participate in the Renewal Application process.
2	ID and Federal School Code mismatch	Verify that the Federal School Code in positions 71-76 is correct and on the student record. If the code is not on the student record, the requesting school cannot make a PIN Request for the student.
4	Duplicate request, record previously sent	No action needed. Your previous request has been processed.

<b>Federal School Code Error Code found in positions 17, 24, 31, 38, 45, 52, 59, 66, or 73</b>		
<i>Type 3 Request Only</i>		
<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
1	Federal School Code invalid or not under this destination number	Verify the Federal School Code entries.
2	No records found for Federal School Code	Verify that the Federal School Code entries are correct and have appropriate EDE productional status.

<b>Federal School Code Error Code found in position 77</b>		
<i>Type 2 Request Only</i>		
<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
3	Federal School Code invalid or not under this destination number	Verify that the Federal School Code in positions 71-76 is correct.

<b>Format Error Code found in position 81</b>		
<i>Type 2 Request Only</i>		
<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
A	Incorrect Destination Number (TGXXXXX) on the SAIG network Header/Trailer records	Verify the Destination Number in positions 6-12 on the SAIG network Header/Trailer records.
B	Incorrect Message Class on the SAIG network Header/Trailer records	Message Class must be 'RADD04IN' in positions 25-32 on the SAIG network Header/Trailer records.
C	Incorrect Data Record Length on CPS Header/Trailer records	Data Record Length must be '0109' in positions 13-16 on the CPS Header/Trailer records.

**Format Error Code found in position 81 (Continued)*****Type 2 Request Only***

<b>Error Code</b>	<b>Definition</b>	<b>Resolution</b>
D	Incorrect Destination Number (TGXXXXX) on the SAIG network Header/Trailer, CPS Header/Trailer, and Type 2 PIN detail records	Verify that the Destination Number matches in the SAIG network records, CPS Header/Trailer, and Type 2 PIN detail records.
E	Incorrect Award Year on the CPS Header/Trailer records	Award Year must be '0304' in positions 53-56 on the CPS Header/Trailer records.
F	Incorrect Year Indicator	Year Indicator must be '4' in position 8 of the Type 2 PIN detail record.
G	Non-Type 2 request sent electronically via SAIG	PIN Request Type must be '2' in position 9 of the Type 2 PIN detail record.
H	Mismatch of type and record format	Verify that the Type 2 PIN file submitted matches the record layouts included in the Appendix of this guide.
I	PIN Request batch contains blank lines	Verify that the Type 2 PIN file submitted matches the record layouts included in the Appendix of this guide.
J	PIN Request batch contains error codes	Verify that the Type 2 PIN file submitted is not the file returned in the EREP message class.
K	Empty PIN Request batch submitted	Verify that the Type 2 PIN file submitted contains at least one SSN and Name ID detail record.
L	PIN Request batch contains low values (Example: Hex '00')	Verify that the Type 2 PIN file submitted matches the record layouts included the Appendix of this guide, and initialize all field positions.
M	Incorrect PIN Indicator	Verify that the content in position 80 of the Type 2 PIN file submitted equals Y.

## **How do I determine if a student received a paper Renewal FAFSA, a PIN Mailer, or a PIN Notification via e-mail?**

Once the selection of records for PINs and Renewal FAFSAs has been completed, your school receives a file called the RAPP PIN/Print Notification file (PINR04OP). This file tells you whether the students from your school received a PIN or a paper Renewal Application. You will receive this file even if you did not choose to make a PIN Request for your students. Each PINR04OP file includes all applicants who listed your school code in any of the six school choice fields on their Renewal Application transaction.

Look at the Print Indicator and the PIN Indicator fields to determine if the student received a paper Renewal FAFSA or a PIN. If the PIN Indicator field has a “Y” and the Student E-mail address field is populated, the student received a PIN notification via e-mail.

## **I received a PINR04OP file. What is it, and what do I do with it?**

### **What is it?**

A RAPP PIN/Print Notification file is sent to every Federal School Code in the system that has Renewal FAFSA eligible students attending them. This file, which will be sent under the message class PINR04OP in November 2002 by the CPS, lists your school’s eligible 2003-2004 Renewal FAFSA student participants. It also indicates whether they were sent a PIN or paper Renewal FAFSA.

The 2003-2004 PINR04OP file replaces the RADD03OP files sent in the previous cycle. The CPS generates and sends this file only once during the 2003-2004 cycle. The file is sent in a flat ASCII text format, which can be read by most text readers (word processing, database, and spreadsheet software programs.) This flat ASCII file can be viewed and printed in a number of ways.

### **What do I do with the PINR04OP file?**

The first step is to download your PINR04OP file. You can download the PINR04OP from the SAIG using EDconnect, mainframe-to-mainframe, or your own transmission software. Be sure to note the directory on your PC or network drive to which you save the file.

If this is the first PINR04OP file you have received, it has a .DAT extension. Subsequent files are named with the extension .001, then .002, etc.



The instructions below describe two options for viewing the data sent in the PINR04OP file, after you download the file, which are:

- Importing the file into software, such as a spreadsheet or database software package, which enables you to sort and format the data as suits your needs; or
- Printing a paper copy of the PINR04OP file.

**NOTE:** Before reviewing these procedures, we recommend you print the full record layout for the RAPP PIN/Print Notification file (PINR04OP). This record layout will be very useful for you in viewing and interpreting the data in the file.

### **Importing the PINR04OP into a Spreadsheet Program**

Follow the steps below to import the PINR04OP file into a spreadsheet program (we will use Microsoft Excel for this example):

1. Start Microsoft Excel.
2. Select **File, Open**, then the drive and directory where you saved the PINR04OP file. To locate the PINR04OP file in the directory window, you may need to change the “Files of Type” field to “All Files.”  
  
As the PINR04OP file is not in XLS (Excel spreadsheet) format, Excel automatically prompts you to convert it.
3. Follow the prompts using these responses: the fields are fixed width, start import at row 2. Click **Next**. Click **Next** again to continue, then click **Finish**.
4. Once you have imported the file into a spreadsheet, you will probably want to increase the column width for certain fields in order to see all the data. Do this by choosing **Format, Column, and Width**. Increase the number to match the field’s length (you can find the record length for each field in the record layouts in the Appendix section of this guide.)
5. Before printing, use **File, Print Preview** to see if the report fits across a single page. If it does not, click **Margins** under Print Preview to adjust left and right margins as necessary before printing.

The file includes a CPS Header record (which can be ignored), one line for each student’s 2003-2004 Renewal FAFSA information, and a CPS Trailer record (which can also be ignored).

**Printing a paper copy of the PINR04OP file**

To print the contents of the PINR04OP file:

1. Start a text viewer or word processing program on your PC. For instance, you can print the file using the WordPad software program included in all versions of Microsoft Windows. To access WordPad, select **Start, Programs, Accessories, WordPad** from the Windows task bar.
2. Select **File, Open**, then the drive, and directory where you saved the PINR04OP file. To locate the PINR04OP file in the directory window, you may need to change the “Files of Type” field to “All Files.”
3. Once the file is open, use **File, Print Preview** to determine if you need to change your margins. Use **File, Page Setup** to set left and right margins to “0” to print one student per line.
4. If you prefer to leave the margin settings unchanged, you can go to **Edit, Select All**, then decrease the font size using the list on the toolbar or by selecting **Format, Font** from the menu bar. Adjust the settings until the file is formatted with one student per line.
5. Once you are satisfied with the formatting of the data, select **File, Print**, and print the report. Depending on the number of pages the file contains, you may want to print the file in groups of pages instead of all at once.

The file includes a CPS Header record (which can be ignored), one line for each student’s 2003-2004 Renewal FAFSA information, and a CPS Trailer record (which can also be ignored).

### **How do I interpret the data in the PINR04OP file?**

The PINR04OP is produced in the following field order (from left to right). See the RAPP PIN/Print Notification Layout, in the Appendix of this guide, for specific field positions.

- Original SSN
- Original Name ID
- Student's Last Name
- Student's First Name
- Middle Initial
- Permanent Mailing Address
- Student's Permanent City
- Student's Permanent State
- Student's Permanent Zip Code
- Student's Date of Birth
- Student's Permanent Phone Number
- Print Indicator (where Y = student received direct print paper Renewal FAFSA)
- PIN Indicator (where Y = student received PIN)
- Student's E-mail Address
- Destination Number (*i.e.*, your TG number)
- Your six-digit Federal School Code

# Appendix

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## Record Layouts

Schools that want to submit their PIN Request to the CPS using SAIG instead of the FAA Access to CPS Online Web site use the following layouts.

## Header Record Sent To/Received From The CPS

**NOTE:** For PIN Requests sent to CPS and the RAPP PIN/Print Notification file received from the CPS:

For Field #2 use value of 0109

For Field #3 use value of 7

Field #s 10-14 will be blank

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	12	12		Header Record Identifier	CPS HEADER One blank position after CPS, and two blank positions after HEADER	Left
2	13	16	4		Data Record Length  Indicates length of the data records	4-digit numeric zero filled	Right
3	17	17	1		Sent To CPS: Type of Data Transmitted  ----- Received From CPS: Filler	A = Initial Applications H = Corrections or Duplicate requests F = FDR Request S = Signature Corrections 7 = PIN Request  ----- For ED Use Only	Left
4	18	24	7		Destination Number  SAIG assigned when initial Enrollment form was processed.	'TGXXXXX' where XXXXX is the 5-digit code for your destination	Left
5	25	26	2		Filler	For ED Use Only	Left

### Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
6	27	34	8	Modified valid content for YY	Creation Date Date that batch was created.	Format is CCYYMMDD where CC = 20 YY = Year 02, 03, or 04 MM = Month 01-12 DD = Day 01-31	Left
7	35	40	6		Creation Time Time that batch was created.	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
8	41	52	12		Filler	Blank	Left
9	53	56	4	Modified valid content	Award Year Current Academic Cycle	'0304' for 2003-2004	Left

Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
10	57	79	23	Modified valid content for cycle year  Removed #S from If Received ISIR Batch Type	Sent To CPS: Batch Number  ----- Received From CPS: Batch Number  ----- Both Sent To and Received From CPS for: Cycle Year Federal School Code Date Time	IF SENT, Batch Type: #A = Export Applications-Initial #C = Export Corrections/ Duplicates #F = Export FDR #S = Signature Corrections ----- IF RECEIVED, ISIR Batch Type: #A = Electronic App #C = Correction/ Duplicate #E = Automatic #F = Federal Data Requests #G = CPS System Generated #I = Year To Date (YTD) #K = State Agency Non-Resident #L = State Agency Resident ----- Cycle Year: 4 = 2003-2004 ----- Federal School Code: X00000 to X99999 Valid characters for first position X are 0 (zero), B, E, or G, or State Agency: 3-byte code, YY# followed by 3 spaces. Valid characters for Y are alpha and # numeric ----- Date: Current date using the format CCYYMMDD ----- Time: Current time using the format HHMMSS	Left
11	80	82	3		Filler	Blank	Left

Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
12	83	84	2	Renamed field  Deleted 41, 54, and 77  Added 33, 34, and 65  Modified 31, 51, 52, 53, 55, and 56	Sent To CPS: ----- Received From CPS: Transaction Data Source/Type Code  Indicates the origin of the transaction.	Blank ----- 11 = Electronic App 31 = Electronic Full SAR Correction 32 = Electronic Signature 33= Electronic Quick Correction 34 = Electronic Verification Worksheet Correction 51 = Paper Application 52 = Paper Renewal Application 53 = Paper Correction 55 = Paper Spanish Application 56 = Paper Signature Page 61 = FAFSA on the Web 62 = Renewal on the Web 63 = Corrections on the Web 64 = FAA Corrections on the Web 65 = Easy FAFSA on the Web 72 = CPS System Generated 73 = CPS NSLDS Post-Screening 74 = CPS FDR and YTD 75 = CPS Signature Correction 76 = CPS INS Secondary Confirmation 81 = PIC	Right
13	85	85	1		Filler	Blank	Left



Header Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
14	86	N	N minus 85		Filler  This filler space is appended to make the Header the same length as the longest record in the file.	Blank  N = The length of the record found in the Data Record length field. (Field #2)	Left

Type 2 Individual PIN Request Export and PIN Error Import Record Layout

(RADD04IN- Sent to CPS; EREP04OP- Received from CPS)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	7	7		Destination Number  SAIG assigned when initial Enrollment form was processed.	TGXXXXXX, where XXXXX is the five-digit code for your destination number	Left
2	8	8	1	Modified valid content	Year Indicator	4, Will always be '4' (for 2003-2004)	Left
3	9	9	1		PIN Request Type	Always '2' for Selected Individual Requests	Left
4	10	10	1		Error Code Sent to CPS ----- Received from CPS  Note: If record meets multiple error codes, the lowest number will be reported.	Blank ----- 1 = Invalid destination number 2 = Destination not valid for participation 3 = No records found on Renewal Application Database Blank = No error	Left
5	11	21	11		ID Field 1	Original SSN and Name ID Code	Left
6	22	22	1		ID Error Code 1 Sent to CPS ----- Received from CPS	Blank ----- 1 = ID not flagged for Renewal Application 2 = ID and Federal School Code mismatch 4 = Duplicate request, record previously sent Blank = No error	Left

**Type 2 Individual PIN Request Export and PIN Error Import Record Layout (Continued)**

<b>Field #</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Changes</b>	<b>Field Name</b>	<b>Valid Content</b>	<b>Justify</b>
7	23	33	11		ID Field 2	Original SSN and Name ID Code	Left
8	34	34	1		ID Error Code 2	Same as ID Error Code 1	Left
9	35	45	11		ID Field 3	Original SSN and Name ID Code	Left
10	46	46	1		ID Error Code 3	Same as ID Error Code 1	Left
11	47	57	11		ID Field 4	Original SSN and Name ID Code	Left
12	58	58	1		ID Error Code 4	Same as ID Error Code 1	Left
13	59	69	11		ID Field 5	Original SSN and Name ID Code	Left
14	70	70	1		ID Error Code 5	Same as ID Error Code 1	Left
15	71	76	6		Federal School Code	X00000 to X99999 Valid characters for the first position are 0 (zero), B, E, or G	Left
16	77	77	1		Federal School Code Error Code Sent to CPS ----- Received from CPS	Blank ----- 3 = Federal School Code invalid or not under this destination number Blank = No error	Left
17	78	79	2		Filler	For ED Use Only	Left
18	80	80	1	Changed field name	PIN Indicator	Y = Request CPS to print and send PINs to students	Left

**Type 2 Individual PIN Request Export and PIN Error Import Record Layout (Continued)**

<b>Field #</b>	<b>Start</b>	<b>End</b>	<b>Length</b>	<b>Changes</b>	<b>Field Name</b>	<b>Valid Content</b>	<b>Justify</b>
19	81	81	1		Format Error Code Sent to CPS ----- Received from CPS	Blank ----- A = Incorrect destination number (TGXXXXX) on the SAIG network header/trailer records B = Incorrect message class on the SAIG network header/trailer records C = Incorrect data record length on CPS header/trailer records D = Incorrect destination number (TGXXXXX) on the SAIG network header/trailer, CPS header/trailer, and Type 2 PIN detail records E = Incorrect Award Year on the CPS header/trailer records F = Incorrect Year Indicator G = Non-Type 2 request sent electronically via SAIG H = Mismatch of type and record format I = PIN Request batch contains blank lines J = PIN Request batch contains error codes K = Empty PIN Request batch submitted L = PIN Request batch contains low-values Example: Hex '00' M = Incorrect PIN Indicator Blank = No error	Left

Type 2 Individual PIN Request Export and PIN Error Import Record  
Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
20	82	109	28		Filler	For ED Use Only	Left
	<b>Total Bytes</b>	<b>109</b>					

## Trailer Record Sent To/Received From The CPS

**NOTE:** For PIN Requests sent to CPS and the RAPP PIN/Print Notification file received from the CPS:

For Field #2 use value of 0109

For Field #3 use value of 7

Field #s 10-17 will be blank , ignore Field #17, the last byte for the PIN trailer is 109

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	12	12		Trailer Record Identifier	CPS TRAILER One blank position after CPS and one blank position after TRAILER	Left
2	13	16	4		Data Record Length  Indicates length of the data records	4-digit numeric	Right
3	17	17	1		Sent To CPS: Type of Data Transmitted  ----- Received From CPS: Filler	A = Initial Applications H = Corrections or Duplicates S = Signature Corrections F = FDR Request 7 = PIN Request  ----- Blank	Left
4	18	24	7		Destination Number  SAIG assigned when initial Enrollment Form was processed	'TGXXXXX' where XXXXX is the 5-digit code for your destination	Left

Trailer Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
5	25	32	8	Modified valid content YY	Creation Date Date that batch was created by CPS	Format is CCYYMMDD where CC = 20 YY = Year 02, 03, or 04 MM = Month 01-12 DD = Day 01-31	Left
6	33	38	6		Creation Time Time that batch was created by CPS	Format is HHMMSS where HH = Hour 00-23 MM = Minute 00-59 SS = Second 00-59	Right
7	39	45	7	Modified length from 14 bytes	Filler	Blank	Left
8	46	49	4	Modified valid content	Award Year Current Academic Cycle	'0304' for 2003-2004	Right
9	50	54	5		Total Number of Student Records in this batch Number of Students for which you will receive an ISIR or a reject.	00000 to 99999 This count includes all records originally included in this batch, including those imported as error files.	Right
10	55	77	23		Batch Number	Same as in the Header Record	Right
11	78	78	1		Filler	Blank	Left

Trailer Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
12	79	80	2	Same as field 12 in the Header Record	Sent To CPS: ----- Received From CPS: Transaction Data Source/Type Code  Indicates the origin of the transaction.	Blank ----- Same as field 12 in the Header Record	Right
13	81	87	7		Sent To CPS: Filler ----- Received From CPS: Accepted Student Record Count (Count of student records within this batch being added to the database)	Blank ----- 0000001 to 9999999	Right
14	88	94	7		Sent To CPS: Filler ----- Received From CPS: Error Record Count (Count of student records within this batch which are in error and will be imported as error files)	Blank ----- 0000001 to 9999999	Right
15	95	101	7	Added	Sent To CPS: Filler ----- Received From CPS: INS Secondary Hold Count (Count of student records within this batch which are being held for INS Secondary Hold.)	Blank ----- 0000001 to 9999999	Right



Trailer Record Sent To/Received From The CPS (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
16	102	108	7		Sent To CPS: Filler ----- Received From CPS: Not On Database Count (Count of student records not on the CPS database). These records are also included in the count for error records.	Blank ----- 0000001 to 9999999	Right
17	109	109	1		Sent To CPS: Filler ----- Received From CPS: Batch Indicator	Blank ----- Y = Accepted N = Rejected Must be non-blank	Left
18	110	N	N minus 109		Filler  This filler space is appended to make the Trailer the same length as the longest record in the file.	Blank  N = The length of the record found in the Data Record Length field. (Field #2)	Left

## RAPP PIN/Print Notification Layout

### (PINR04OP)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
1	1	9	9		Original Social Security Number  The student's original SSN as initially processed by the CPS.	001010001 to 999999999	Right
2	10	11	2		Original Name ID  First two letters of the last name as they were on the initial application, regardless of any corrections to the last name.	Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
3	12	27	16		Student's Last Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
4	28	39	12		Student's First Name	0 to 9 Uppercase A to Z Space(s) . (period) ' (apostrophe) - (dash) Blank	Left
5	40	40	1		Middle Initial	Uppercase A to Z Blank	Left

### RAPP PIN/Print Notification Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
6	41	75	35		Permanent Mailing Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Blank	Left
7	76	91	16		Student's Permanent City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) , (Comma) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left
8	92	93	2		Student's Permanent State	Uppercase A to Z Valid postal code See State/Country/ Jurisdiction Codes Blank	Left
9	94	98	5		Student's Permanent Zip Code	00000 to 99999 Blank	Right
10	99	106	8		Student's Date of Birth	Format is CCYYMMDD 19000101 to 19991231 Blank	Left

### RAPP PIN/Print Notification Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
11	107	116	10		Student's Permanent Phone Number	0000000000 to 9999999999 Blank	Right
12	117	117	1		Print Indicator	Y = Student received Direct Print Paper Renewal FAFSA Blank	Left
13	118	118	1		PIN Indicator	Y = Student received PIN Blank	Left
14	119	168	50		Student E-mail Address	One and only one '@' at-sign allowed. Before @: <ul style="list-style-type: none"> <li>at least one valid character</li> <li>all characters in the range of ASCII 33-126, except for the following 12 characters &lt;&gt;()[]\,;: " @</li> <li>period '.' cannot be first, last or adjacent to another period</li> </ul> After @: <ul style="list-style-type: none"> <li>at least one valid character</li> <li>only letters, digits, hyphen, underscore, and period (A-Z, a-z, 0-9, -, _, .)</li> <li>hyphen, underscore, and period cannot be first, last, or adjacent to a period</li> </ul>	Left
15	169	172	4		Filler	For ED Use Only	Left

### RAPP PIN/Print Notification Layout (Continued)

Field #	Start	End	Length	Changes	Field Name	Valid Content	Justify
16	173	179	7		Destination Number  SAIG assigned when initial Enrollment form was processed.	'TGXXXXX' where XXXXX is the 5-digit code for your destination number	Left
17	180	185	6		Federal School Code	X00000 to X99999 Blank Valid characters for the first position are 0 (zero), B, E, or G	Left
	<b>Total Bytes</b>	<b>185</b>					

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## Helpful Hints for submitting Type 2 Requests via the SAIG

During the 2002-2003 PIN Request process, EDE schools that submitted Type 2 PIN Requests made a few errors on their requests. To avoid these common errors view the Helpful Hints found in the Appendix. The most common errors and tips on how to avoid and fix the errors.

<b>Helpful Hints</b>	
<b>CPS rejected PIN Request because the request file contained...</b>	<b>Review your request file to ensure that...</b>
Lowercase information	All alphabetical information in the file is in ALL CAPITAL LETTERS.
Incorrect order of the layout	<p>The order of records in the file is:</p> <ul style="list-style-type: none"><li>• O*N05 (SAIG network header),</li><li>• CPS HEADER,</li><li>• Type 2 Request Individual PIN Request records (student IDs),</li><li>• CPS TRAILER, and</li><li>• O*N95 (SAIG network trailer).</li></ul> <p><b>NOTE:</b> Schools transmitting their data with the EDconnect software do not need to add the SAIG Header and Trailer records, as the software does this for you.</p>

<b>Helpful Hints (Continued)</b>	
<b>CPS rejected PIN Request because the request file contained...</b>	<b>Review your request file to ensure that...</b>
Unnecessary data provided in CPS Header or Trailer	Positions 57 to 109 in the CPS Header and Trailer records are blank.
Lower case student name IDs	All student name IDs are in CAPITAL LETTERS.
Blank lines between data lines	There are no blank lines between data records in the file.
Quotes around CPS HEADER	There are no quotation marks (“) around CPS HEADER, which is located in positions 1 to 12 in the CPS Header record.
CPSHEADER instead of CPS HEADER (one word instead of two words)	The phrase “CPS HEADER” is two words—“CPS” followed by a space followed by “HEADER”—in positions 1 to 12 in the CPS Header record.  <b>NOTE:</b> Put blanks in positions 11-12, as the phrase “CPS HEADER” is only 10 characters. Do not include quotation marks.
The term “CPS HEADER” was not included in the Header record	“CPS HEADER” is included in positions 1 to 12 of the CPS Header record.
An incorrect value for the “Data Record Length” field in the CPS Header and Trailer records	Positions 13 to 16 of the CPS Header and Trailer records contain “0109”, the correct record length of the data records.
An incorrect value for the “Type of Data Transmitted” in the CPS Header and Trailer records	The value “7” is in position 17 on the CPS Header and Trailer records. The value for “Type of Data Transmitted” is “7” (for PIN Request), not “R” (for Renewal FAFSAs).

<b>Helpful Hints (Continued)</b>	
<b>CPS rejected PIN Request because the request file contained...</b>	<b>Review your request file to ensure that...</b>
An incorrect value for the “Award Year” field in the CPS Header and Trailer records	Positions 53 to 56 of the CPS Header and Trailer records contain the incorrect award year. The appropriate award year for 2003-2004 is “0304”.
Quotes around CPS TRAILER	No quotation marks (“) enclose CPS TRAILER, which is located in positions 1 to 12 in the CPS Trailer record.
CPSTRAILER instead of CPS TRAILER (one word instead of two words)	The phrase “CPS TRAILER” is two words—“CPS” followed by a space followed by “TRAILER”—in positions 1 to 12 in the CPS Header record.  <b>NOTE:</b> Enter a blank in position 12, as the phrase “CPS TRAILER” is only 11 characters. Do not include quotation marks.
The term “CPS TRAILER” was not included in the CPS Trailer record	“CPS TRAILER” is included in positions 1 to 12 of the CPS Trailer record.
No network Header/Trailer (ONLY schools using the mainframe version of the SAIG transmission software)	The network Header and Trailer records (O*N05 and O*N95, respectively) are in the file in addition to the CPS Header and Trailer records.
A Destination Number in network header that doesn’t match CPS HEADER	The Destination Number in the network header must match the TG identifier provided in positions 18 to 24 of the CPS Header record.
Application or Correction data	You did not send Electronic Application or Electronic Correction data in the RADD04IN message class.



<b>Helpful Hints (Continued)</b>	
<b>CPS rejected PIN Request because the request file contained...</b>	<b>Review your request file to ensure that...</b>
Duplicate student identifiers	Each student identifier (SSN and the first two letters of the last name) provided in each student ID block of the detail line must be unique. Do not send the same student identifiers in all five-student blocks in the record.
No detail Individual PIN Request records	Individual student PIN Requests are included within the Type 2 PIN Request file. Do not send an empty file.
Detail Individual PIN Request records in the incorrect position(s)	The detail records start in position 1 with the Destination Number. Do not start a Type 2 detail record with a blank.
Federal School Code in incorrect position	Your Federal School Code is in positions 71 to 76 of the Type 2 Individual PIN Request Export Record detail lines.
Student identifier in incorrect position(s)	The student identifiers (SSN and first two letters of last name) are positioned incorrectly within the Type 2 Individual PIN Request Export Record detail lines. Not all of the five-student ID blocks per line need to be populated, but at least one student identifier per line must be populated.
Invalid PIN Indicator (position 80 of the Type 2 Individual PIN Request Export Record layout)	The PIN Indicator for PIN Request files are set to 'Y' (request CPS to send PINs to students) in position 80 of the Type 2 Individual PIN Request Export Record Layout.
A resubmission of PIN Error File sent by the CPS to the school	The EREP04OP file (PIN Request Error File sent to your school by the CPS) is not returned to the CPS for the second PIN Request file.