

## **Appendix F: Error Submittal Summary Notification File**

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## **Introduction**

The National Student Loan Data System (NSLDS) load process checks the validity of your Submittal File. If NSLDS is unable to read your file or discovers other file level errors, NSLDS then automatically returns to you an Error Submittal Summary Notification File via the Student Aid Internet Gateway (SAIG). You will also receive the Error Submittal Summary Notification File if your submittal is not received within the monthly processing window set up for you. The file will be sent in a new message class, SHSNTFOP. The file will be sent only if NSLDS is unable to process your Submittal File or the file has not been sent in a timely manner. If the input file is rejected, your data cannot be loaded into NSLDS.

Table F-1 defines the record layout for the Error Submittal Summary Notification File. The file is sent as a data file. The file consists of a header, detail records for each school input on the file, and a trailer record. The detail record will indicate the reason the input file failed and an action required by you to correct the error and resubmit the file.

Table F-2 provides a more detailed description of the error condition and provides corrective actions you are required to take to resolve problems with your Submittal File.

**Table F-1: Error Submittal Summary Notification File Layout**

<b>Table F-1: Header Error Submittal Summary Notification File</b>				
<b>Field Name (Header Record)</b>	<b>Type</b>	<b>Size</b>	<b>Position</b>	<b>Description</b>
Submittal Provider Code	Character	6	1–6	For schools, the six-digit OPEID For servicers, the six digit NSLDS servicer ID
Submittal Provider Branch Code	Character	2	7–8	For schools, the two-digit school branch For servicers, spaces
NSLDS Sort field	Character	8	9–16	An internal NSLDS field used for sorting purposes. Will contain low-values.
Record Type	Character	1	17–17	This field is used to identify the header record of the file. Set to “0” (zero)
Record Sequence Number	Numeric	2	18–19	Set to “01”.
Process Date	Date	8	20–27	The date this file was created by NSLDS.
Submittal Provider Type	Character	1	28–28	Indicator identifying the type of Data Provider as a school. Set to “S”.
Submittal Provider Source	Character	1	29–29	Indicator identifying the source Data Provider as a school or servicer. Set to “S” for servicer. Set to “C” for school.
Type of File	Character	30	30–59	“Error Submittal Summary”.
Filler	Character	121	60–180	Blank field to complete record length.

<b>Table F-1: Detail Error Submittal Summary Notification File</b>				
<b>Field Name (Detail Record)</b>	<b>Type</b>	<b>Size</b>	<b>Position</b>	<b>Description</b>
Submittal Provider Code	Character	6	1–6	For schools, the six-digit OPEID For servicers, the six digit NSLDS servicer ID
Submittal Provider Branch Code	Character	2	7–8	For schools, the two-digit school branch code For servicers, spaces
Provider Code	Character	8	9–16	The eight-digit OPEID code identifying the school.
Record Type	Character	1	17–17	This field is used to identify the detail record of the file. Set to “1”.
Record Sequence Number	Numeric	2	18–19	Set to “01”.
Submittal Date	Date	8	20–27	Date when the Database Extract File was created. This will contain the exact date that was submitted on the Data Provider input record. If this file is generated due to a missing file this field will contain the date the file was scheduled to load.
Submittal Status	Character	1	28–28	Error found, set to “E”.
Error Description	Character	80	29–108	Description of the problem found in the Submittal File.
Last Update Date	Date	8	109–116	The date that NSLDS processed the input file. If this file is generated due to a missing file this field will contain the date the file was scheduled to load.
Received Date	Date	8	117–124	Date the Submittal File was received. If this file is generated due to a missing file this field will contain the date the file was scheduled to load.
Filler	Character	56	125–180	Blank field to complete record length.

<b>Table F-1: Trailer Error Submittal Summary Notification File</b>				
<b>Field Name (Trailer Record)</b>	<b>Type</b>	<b>Size</b>	<b>Position</b>	<b>Description</b>
Submittal Provider Code	Character	6	1–6	For schools, the six-digit OPEID For servicers, the six digit NSLDS servicer ID
Submittal Provider Branch Code	Character	2	7–8	For schools, the two-digit School Branch code For servicers, spaces
NSLDS Sort field	Character	8	9–16	An internal NSLDS field used for sorting purposes. Will contain high-values.
Record Type	Character	1	17–17	This field is used to identify the trailer record of the file. Set to “9”.
Record Sequence Number	Numeric	2	18–19	Set to “01”.
Total Number Schools Summarized	Numeric	9	20–28	Number of schools included in the file.
Filler	Character	152	29–180	Blank field to complete record length.

**Table F-2: Corrective Actions for Error Submittal Summary Notification File**

<b>F-2: Corrective Actions for Error Submittal Summary Notification File</b>		
<b>Message to Data Provider</b>	<b>Description</b>	<b>Corrective Action</b>
001–Schedule not set up in NSLDS.	NSLDS could not process the file because no schedule exists in the NSLDS database. This could be due to incomplete sign-up forms or a change in OPEID.	Call NSLDS Customer Service for additional information.
002–Extract date on header is before previous processed date.	The file that was sent has an extract date that precedes an earlier file. You may have sent the wrong file.	You should check the extract date on the header record. It must be after the date of the last submission. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
003–Invalid header record received.	The header record could not be read	There are fields on the header record that have invalid data. Make sure that all the fields have the correct values. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
004–Schedule for this extract date has been flagged as missed.	You submitted a file after the processing window closed.	The Submittal file arrived too late to be processed. You should check your schedule and be prepared to send the file on time for your next scheduled submission.
005–Schedule for this extract date has been flagged as used.	NSLDS already received a file for this month.	This date appears to be from a file previously processed by NSLDS. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
006–All input tapes were not received and loaded.	A gap in the tape sequence numbers indicates that all tapes were not received.	Call NSLDS Customer Service for more information. Do not resubmit your file unless directed by NSLDS.
007–No data received in submittal file.	There was no data in the file	Verify that you sent the correct file and that it contains header, detail, and trailer records. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.

<b>F-2: Corrective Actions for Error Submittal Summary Notification File</b>		
<b>Message to Data Provider</b>	<b>Description</b>	<b>Corrective Action</b>
008–Invalid data received after the trailer.	There was data after the trailer record. You may have sent the wrong file.	Ensure that you sent the correct file and that the trailer is the last record in the file and resubmit the file. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
009–Missing or Invalid trailer record received.	There was no trailer record. You may have sent the wrong file.	Verify that the trailer record exists and that it contains accurate fields. Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
010–Multiple header records were found on the input file.	More than one header record was detected. You may have sent the wrong file.	Verify that the file contains only one header record and that it is the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file, you should create another extract file, rerun DataPrep, and resubmit the file.
011–ID is not recorded in NSLDS System.	The school code (OPEID) is not valid.	The OPEID is not registered with NSLDS. Please call NSLDS Customer Service.
012–SAIG Enrollment document has not been processed for this ID.	CPS/SAIG does not have the proper paperwork to set up this school.	CPS/SAIG has no SAIG Enrollment document between this servicer and this school. Please go to <a href="http://www.fsawebenroll.ed.gov">www.fsawebenroll.ed.gov</a> or call CPS/SAIG Technical Support at (800) 330-5947 to speak with an enrollment specialist.
013–Duplicate files were received.	NSLDS received duplicate files on the same day.	Call NSLDS Customer Service to verify which file is the correct file to process. NSLDS will delete the incorrect duplicate file and process the correct file.
014–SAIG ID is invalid.	NSLDS received a file from a SAIG mailbox that does not match the sign-up forms.	NSLDS records do not match the SAIG ID for this file. Call NSLDS Customer Service.
015–A file other than the submittal file was received. It will not be processed.	A file other than the submittal file was received. It will not be processed.	You sent an incorrect file. Make sure you sent the correct Submittal File. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
016–Header record submittal date field contained an invalid date.	The submittal date field was invalid. You may have sent the wrong file.	Verify that you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.

<b>F-2: Corrective Actions for Error Submittal Summary Notification File</b>		
<b>Message to Data Provider</b>	<b>Description</b>	<b>Corrective Action</b>
017–Submittal date on file contains a future date.	The submittal date field had a future date. You may have sent the wrong file.	Verify that you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file, you should create another extract file, rerun DataPrep, and resubmit the file.
018–At least 1 school code on detail does not match the code on the header.	At least 1 school code on the detail record does not match the school code on the header	Confirm the correct school code and ensure that the header and detail records match. Resubmit file to NSLDS.
019–The submittal file was not found.	An internal NSLDS error message.	Please call NSLDS Customer Service.
020–Internal NSLDS error.	An internal NSLDS error message.	Call NSLDS Customer Service. NSLDS will determine the system error and advise you.
021–School Branch Code Error ID could not be determined.	You submitted a school ID that was not readable or not numeric	Verify that you sent the correct file. Correct the school code and resubmit the file.
022–Submittal Date invalid on header record.	The Submittal Date on header record is invalid	Make sure you sent the correct file. You should also verify that you sent the file with the last sequence number created from EDConnect (for SAIG users). If you cannot locate the correct file you should create another extract file, rerun DataPrep, and resubmit the file.
023–Schedule not set up in NSLDS.	NSLDS does not have a schedule established for this school. This could be due to incomplete sign-up forms or a change in OPEID	Call NSLDS Customer Service.
024–Available schedule was not found.	NSLDS could not process the file because no schedule exists in the NSLDS database. This could be due to incomplete sign-up forms or a change in OPEID	Call NSLDS Customer Service.
025–File submittal date is too early to be accepted for the next scheduled load.	You can only perform an extract 13 days prior to your scheduled load date. NSLDS received the file before the earliest processing date	You should check your schedule, create a new extract file within 13 business days prior to your scheduled load date or 14 days after your scheduled load date, and resubmit the file at the appropriate time.
026–Submittal date for current period is approaching; NSLDS has not received a file.	Your file was scheduled to load today, but was not found.	Your processing window has opened and no data has been received. Please submit your Perkins file to NSLDS.



<b>F-2: Corrective Actions for Error Submittal Summary Notification File</b>		
<b>Message to Data Provider</b>	<b>Description</b>	<b>Corrective Action</b>
027–A submittal window for reporting data to NSLDS has been missed.	NSLDS did not receive your file in time to be processed this month.	It is too late to submit data for this processing window. You must submit a file for next month’s schedule.
028–Data Provider ineligible to process data submittals.	NSLDS received a file from a data provider not eligible to submit.	Call NSLDS Customer Service: 1-800-999-8219