NSLDS Enrollment Reporting Guide

January 2004

Executive Summary

The NSLDS Enrollment Reporting Guide includes a table of contents, four chapters, and two appendices. Each chapter and appendix is described below. This guide assumes reader familiarity with basic computer terminology and concepts.

- **Chapter 1: Introduction**—Presents the basic concept of Enrollment Reporting, compliance, and steps of the reporting process.

- **Chapter 2: Enrollment Reporting Online: The NSLDS Web Site**—Provides step-by-step instructions for using the web site to log on, navigate the site, report and update student enrollment, and create and modify reporting schedules.

- **Chapter 3: The Batch Enrollment Reporting Process**—Describes the entire batch reporting process. Steps include signing up with Student Aid Internet Gateway (SAIG), receiving Enrollment Reporting roster files, matching student records, updating student records, returning student records and completing error files.

- **Appendix A: Enrollment Reporting Roster File Record Layouts**—Provides the file layout for Enrollment Reporting roster files and error files as well as error codes and explanations.

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Chapter 1: Introduction

1.1 Basic Concept of Enrollment Reporting

Since the passage of the Higher Education Act of 1965, as amended, schools have been required to confirm and report the enrollment status of students who receive Federal student loans. This process is called Enrollment Reporting (formerly the Student Status Confirmation Report (SSCR)).

- Schools report the enrollment status of students who received Title IV loans to the National Student Loan Data System (NSLDS)

- This enrollment information is merged into the NSLDS database and reported to guarantors, lenders, and servicers of student loans

Because a student's enrollment status determines eligibility for in-school status, deferment, grace periods, and repayments, as well as the government's payment of interest subsidies, Enrollment Reporting is critical for effective administration of the Title IV student loan programs.

In 1996, the U.S. Department of Education (ED) began using NSLDS to track the enrollment of all student loan borrowers. ED has incorporated Enrollment Reporting into NSLDS to centralize and fully automate the enrollment verification system. The Enrollment Reporting process benefits the entire student loan community: students, schools, Guaranty Agencies (GAs), the Direct Loan servicer, loan holders, and ED.

The accuracy of Title IV student loan records depends heavily on the accuracy of the enrollment information reported by schools. Schools should review, update, and verify student enrollment statuses and other data that appears on the Enrollment Reporting roster file. Schools should correct any returned errors that are identified by NSLDS.

A school's Enrollment Reporting roster may include borrowers with enrollment statuses of:

- 'F' (full-time
- 'H' (half-time)
- 'L' (less than half-time)
- 'A' (leave of absence)
- 'G' (graduated)
- 'W' (withdrawn).

A student with an enrollment status of 'W' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date and is then dropped from the Enrollment Reporting roster if the status remains 'W.' A student with an enrollment status of 'G' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date if the student has a loan with an outstanding balance. A student reported with a status of 'D' (deceased), 'X' (never attended), or 'Z' (no record found) will not appear on the next Enrollment Reporting roster.

Enrollment Reporting must be completed in a timely and accurate manner in order to maintain the effectiveness of the database. Enrollment information must be reported whenever attendance patterns change for students. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence. It is the school's responsibility, as a participant in the Title IV aid programs, to monitor and report these changes to NSLDS.

To increase the ease of meeting this requirement, NSLDS has enhanced the Enrollment Reporting process. The electronic exchange of information through the Enrollment Reporting roster file process (formerly SSCR) will be done using the Student Aid Internet Gateway (SAIG). In addition, NSLDS web pages have been enhanced to enable schools to create or modify their reporting schedule and add ad hoc reports, giving the school control over when NSLDS will create its Enrollment Reporting roster files. Reporting student status online has been enhanced to display the school's Enrollment Reporting roster of students allowing easy enrollment certification for one or all of the school's Title IV loan recipients. Students can be added to the school's Enrollment Reporting roster by simply entering key identifier data (the student's Social Security Number, first name, and date of birth). As long as the student exists in NSLDS, the system retrieves the student record for update. NSLDS will store the full history of reported enrollment information beginning with the student's status on NSLDS at the end of 2001. This allows schools to return any Enrollment Reporting roster—not just the last one created—and provides more complete information to the loan community.

NSLDS is responsible for forwarding the enrollment status for every student to guaranty agencies and the Direct Loan Servicer. Files containing newly submitted enrollment data and online updates are sent weekly to the GAs and the servicer.

1.2 Compliance

Federal regulations governing Title IV student aid programs require institutions, lenders, GAs, and the Direct Loan servicer to monitor and update the enrollment status of students who receive Federal student loans. Completion of Enrollment Reporting satisfies the regulatory requirements for schools only [34 CFR 682.610(c)]. The following business rules apply in order for your school to be in compliance.

- The Enrollment Reporting roster file is placed in schools' designated SAIG mailboxes (either school or servicer) on the *business day* of the month designated by the Enrollment Reporting Schedule. Schools may set up their schedule using the Enrollment Reporting Schedule web page under the Enroll Tab on the NSLDS web site.

- Responses to the Enrollment Reporting roster file are due within *30 days* of creation of the file. When the Enrollment Reporting roster is updated, the school returns it as a submittal file. Responses may also be completed online. This eliminates the need to return a submittal file.

- NSLDS processes the file and returns an Acknowledgement/Error File that contains a count of accepted records and any error records. Error records must be corrected and returned within *10 days* of the date the Acknowledgement/Error File was sent. The file is returned as an Error Correction file. If the Acknowledgement/Error File does not indicate any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes.

1.2.1 School Enrollment Reporting Audit

Schools receive requests to audit the history of Enrollment Reporting. Requests are made by internal auditors, ED, GAs, and other agencies to verify compliance with Federal regulations. The Enrollment Reporting Summary Report (SCHER2) has been provided on the NSLDS web site to assist schools by creating a report showing the dates Enrollment Reporting roster files were sent and returned, the number of errors, date and number of online updates, and the number of letters sent for overdue Enrollment Reporting rosters. Enter the requested information, OPEID, dates of the requested report, and output medium. The report will be deposited in the designated SAIG mailbox.

For answers to questions regarding the audit report, call the NSLDS Customer Service Center at 1–800–999–8219, or submit your question to nsldscoe@raytheon.com.

1.2.2 School Late Enrollment Reporting Roster Notification

Schools that fail to return their submittal file within 30 days receive a series of overdue letters.

- The first letter is sent to the financial aid administrator and registrar 34 days after the Enrollment Reporting roster is created

- A second letter is sent to the president or CEO, registrar, and financial aid administrator if the Enrollment Reporting roster is more than 18 days late (48 days after creation)

- A third and final demand letter is sent to the president or CEO, registrar, and financial aid administrator if the Enrollment Reporting roster is more than 28 days late (58 days after creation)

Even when your school uses a servicer to submit the Enrollment Reporting, the school is still ultimately responsible for timely and accurate reporting. Overdue letters will not be sent to the servicer. Schools that do not comply may have their eligibility for Title IV student aid revoked or fines imposed.

1.3 The Batch and Online Enrollment Reporting Process

Enrollment Reporting through NSLDS streamlines the entire enrollment confirmation process. Proper scheduling of the enrollment data will provide consistent submission of enrollment data. Figure 1–1 illustrates the Enrollment Reporting process.
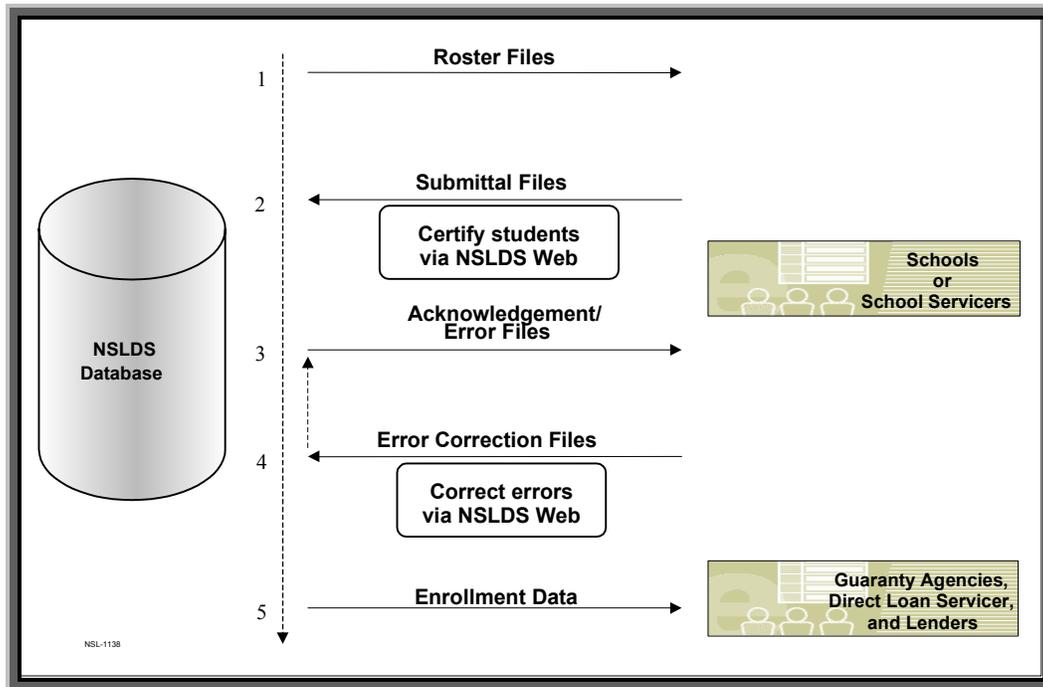
Figure 1–1, NSLDS Batch and Online Enrollment Reporting Process

The Enrollment Reporting process for batch and online is described in detail, designating the responsible party for each step:

1. NSLDS:
   A. Monitors school Enrollment Reporting schedules and submissions.
   B. Generates the Enrollment Reporting roster file for the school.
   C. Forwards the Enrollment Reporting roster file to the school or servicer.

2. School (or servicer):
   A. Receives the Enrollment Reporting roster file.
   B. Matches the Enrollment Reporting roster file with registration files.
   C. Updates the Enrollment Reporting roster file with any changes to each student's enrollment status, status effective date, or anticipated completion date fields.
   D. Adds a Detail record for each new student.
   E. Reviews the updated file for valid data to eliminate errors.
   F. Returns the updated Enrollment Reporting roster file, now the submittal file, with a certification date to NSLDS within 30 days of the creation date.

   OR

        Goes online at www.nsldsfap.ed.gov to certify enrollment for students on their
        Enrollment Reporting roster file.

3. NSLDS:
   A. Receives the submittal file.
   B. Edits (error-checks) the submittal file contents. If enrollment is updated on line, edits
      occur as entries are made.
   C. Updates the NSLDS database with enrollment data.
   D. Returns the Acknowledgement/Error File (contains any rejected records).
   E. Forwards new and changed data to each affected data provider (GAs and the Direct Loan
      Servicer).

4. School (or servicer):
   A. Receives and saves the Acknowledgement/Error File, and reviews any error records.
      Cycle is complete if all records are accepted by NSLDS.
   B. Returns the corrected records to NSLDS as an Error Correction File within 10 days of the
      date it is sent to the school (or servicer).
             OR
      Goes online at www.nsldsfap.ed.gov to correct errors.

5. NSLDS:
   A. Receives the returned Error Correction File and repeats the steps in number 3.
   B. When the file contains no more errors, NSLDS distributes the enrollment data to GAs,
      the Direct Loan Servicer, and Lenders.

Note: *When error corrections are not completed, the enrollment record is not updated on the
NSLDS database or distributed to GAs, the Direct Loan Servicer, or Lenders.*

Chapter 2: Enrollment Reporting Online: The NSLDS Web Site

This chapter tells how to access and use the Enrollment Reporting pages available to school users on the NSLDS web site at www.nsldsfap.ed.gov.

2.1 Your Web Browser

To use the NSLDS web site, you need Microsoft Internet Explorer (version 4.0 or higher) or Netscape (version 4.0 or higher). If you do not have one of these browsers, you must download one at the following web addresses:

- ✓ Internet Explorer—www.microsoft.com/ie/

- ✓ Netscape—www.netscape.com/download/

For security, the browser you choose must be capable of encrypting transmissions between your computer and NSLDS. To do this the browser uses a form of encryption called Secure Socket Layer (SSL). Current browsers support 40-bit, 56-bit, and 128-bit encryption (128-bit is the most secure). NSLDS can operate with any of these encryption levels.

2.2 Getting Your NSLDS User ID and Password

You must have a valid NSLDS user ID and password to use the NSLDS web site. To get a user ID and password:

1 Go to the SAIG site at www.fsawebenroll.ed.gov and click **Enroll**.

2 Follow the SAIG site's instructions to enroll for NSLDS access.

3 When your application is approved, you will receive your NSLDS user ID and a default password in the U.S. mail.

The first time you access the NSLDS web site, you will be asked to choose a new password to replace the default password. Keep the following rules in mind:

- The password must be six to eight characters in length.

- The password must begin with a letter and contain at least one number.

- The new password must be different from your last four passwords.

- The password is valid for 120 days.

If you have any problems accessing the NSLDS web site, call the Customer Service Center (CSC) at 1–800–999–8219, Monday through Friday from 8 a.m. to 8 p.m. ET.

2.3 Enrollment Reporting Online: How the NSLDS Web Site Can Help You

- **Enrollment Update**—Select a student or range of students, and make changes to their enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, Social Security Number, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, thirty at a time/per page.

- **Enrollment Add**—Add students to your Enrollment Reporting roster. Once a student has been added, you can immediately certify the enrollment status and anticipated completion date for that student. As of January 1, 2002, NSLDS began retaining all enrollment data you report, providing a full history for all enrollment data received for each student. This history includes data already in NSLDS as of January 1, 2002.

- **Enrollment Reporting Schedule**—View or modify your current enrollment schedule, create a new schedule, or request that additional ad hoc Enrollment Reporting roster files be sent to your school.

- **Enrollment Detail**—View a detailed history of a student's enrollment status.

- **Enrollment Timeline**—View a chronology of a student's enrollment status as reported to NSLDS.

- **Help!**—Each Enrollment Reporting page has its own printable Help page, which can be viewed by clicking the question mark icon. If you wish to download all or part of the Help pages, click Download Help on the Menu page.

2.4 Logging on to NSLDS

Once you have a valid user ID and password, you can reach the web site from your PC using Microsoft Internet Explorer or Netscape Navigator.

1 Type www.nsldsfap.ed.gov in your web browser's Address box and press **Enter**. The NSLDS Logon page now appears (Figure 2–1).

Figure 2–1, NSLDS Logon

2 Type your NSLDS user ID in the User ID box. Press **Tab** on your keyboard or use your mouse to move the cursor to the **Password** box.

3 Type your NSLDS password in the Password box. Your password does not display as you type.

- If the message "*Unable to recognize this User ID. Please refer to Help*" appears, make sure the user ID and password you type in are correct and try again. You can also click the Help icon for more information.

- After *three* unsuccessful logon attempts, NSLDS activates a lockout but continues to display the error message. If this happens, you must contact the CSC at 1-800–999-8219 and ask them to reset your user ID and password. The CSC will tell you how to logon after the reset.

4   Click **Logon** to continue. The Privacy Act appears (Figure 2–2).

Figure 2–2, Privacy Act
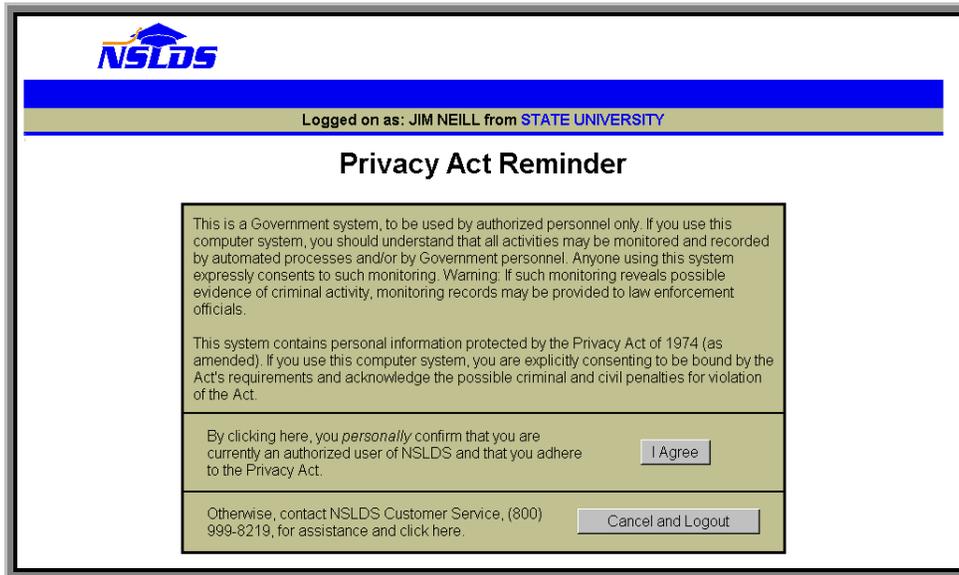
- All information in NSLDS is protected by the Privacy Act of 1974 (as amended). *It is your responsibility under Federal law to obey Privacy Act regulations that protect the information in this database.*

5   Click **I Agree** to complete the logon. The NSLDS Menu page appears (Figure 2–3).
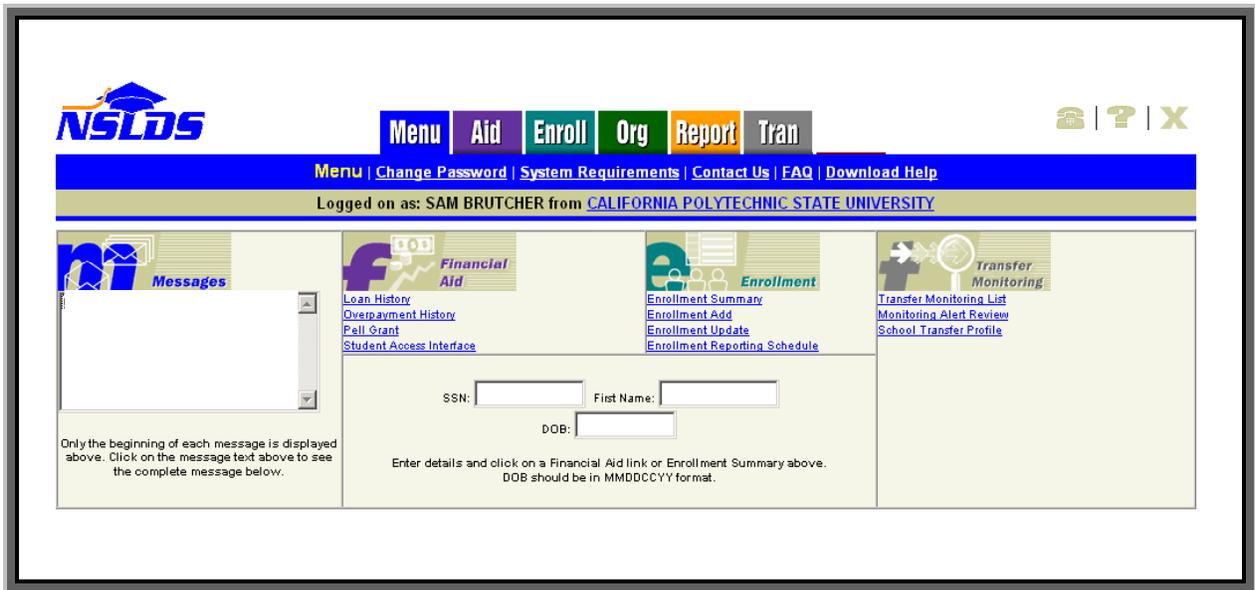
Figure 2–3, NSLDS Menu

Congratulations!

You have successfully logged on to NSLDS.

2.5 Navigating: Where Do You Want to Go?

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your institution's name appear below the links. There are also icons and symbols to help you. Below is a list of what you might see.

Legend of Icons and Symbols

Icon/Symbol	Description
	Contact icon links you to the NSLDS contact information page for help by phone or email.
	Help icon links you to the specific Help page.
	Exit icon logs you off and returns you to the Logon page.
Aid	Colored tab with white text indicates that you are in the active subject area.
Menu	Tan tab with black text indicates that other subject areas are available to you by clicking that tab.
Help	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
LINK	Underlined blue text links you to additional information.
	Left arrow icon returns you to a specified page. For example: ◀ Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example: ▶ Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold **RED**.
	Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest.
	Lock icon indicates the loan is locked and cannot be updated.

⊞	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
1	Active Bullet Number icon allows you to update, delete, or see more detail. Blue is the active selection color.
1	Inactive Bullet Number indicates that no additional information is available regarding this item.
⊞	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
📜	Report Log Page icon links you to the Report Log.
✉	E-mail icon links you to e-mail.
G	Glossary icon links you to the Glossary page.
P	Print icon allows you to print the Help page.
close	Close icon allows you to close the Help page.

2.6 Updating Student Enrollment Data

The Enrollment Update pages allow you to change student enrollment data for your school's Title IV aid recipients. If you are using the batch Enrollment Reporting process (see Chapter 3), you can use these pages to display your school's Enrollment Reporting roster and correct errors shown in the Acknowledgement/Error file. Updating student enrollment data involves three activities:

✓ Retrieving the student records you want to update using the Enrollment Update page.

✓ Changing and certifying the enrollment data in those records using the Maintenance page.

✓ Confirming the new enrollment data using the Enrollment Maintenance Confirm page.

This section explains how to perform these activities.

2.6.1 Retrieving Student Records to Update

Before you can make changes to students' enrollment records, you must retrieve the records you wish to update. The Enrollment Update page gives you three options for retrieving records:

- Retrieve ALL enrollment records for your school by simply clicking **Retrieve**.
- Retrieve and sort a set of records by student's SSN, last name, or Student Designator using the Primary Search Options.
- Retrieve a smaller and more specific set of records using Advanced Search Options.

The following sections describe how to use each of these options.

2.6.1.1 Getting Started: The Enrollment Update Page

1   On the NSLDS Menu page, look for the Enrollment box and click **Enrollment Update**. The Enrollment Update page appears (Figure 2–4).

<div align="center">

OR

</div>

You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Update**.

Figure 2–4, Enrollment Update

2.6.1.2 Retrieving All Your School's Enrollment Records

The quickest way to retrieve enrollment records to update is simply to display them all. This is the equivalent of viewing an Enrollment Reporting roster file in the batch process. If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1 On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will appear (Figure 2–5), showing ALL enrollment records for your school, 30 at a time. If your Enrollment Reporting roster contains more than 30 records, you can use the blue arrows to scroll through the records.

2 Follow the instructions in Section 2.6.2 to update and certify your records.

Figure 2–5, Enrollment Maintenance—Entire Enrollment Reporting Roster

2.6.1.3 Narrowing the Search: The Primary Search Options

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1   In the **Primary Search Options** box, click the **Retrieve/Sort by** list to display the three retrieve/sort options. These are:

- **SSN (Default)**—Displays student records in ascending numeric order by student Social Security Number.

- **Last Name**—Displays student records in ascending alphabetic order by student last name.

- **Student Designator**—Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.

2   Click the Retrieve/Sort by option you wish to use.

3   In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.

- You can type an entire name, SSN, or student identifier for an exact match. For example, if you choose SSN (Default) as your Retrieve/Sort By option, typing "230-99-9999" will cause NSLDS to retrieve only the student record containing that SSN.

4   Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.

- When it is used with last name, **Exact Match Only** returns records for all students with that last name.

5 Click **Retrieve**. When the Enrollment Maintenance page appears (Figure 2–6), follow the instructions in Section 2.6.2 to update and certify your records.

Figure 2–6, Enrollment Maintenance—Primary Search Options (SSN)

2.6.1.4 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, however, you may need to narrow your search using other criteria. The **Advanced Search Option**s give you additional flexibility in choosing enrollment records to update.

The **Advanced Search Options** include the following:

- **Last Name Begin/End**—Allows you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Bush') since the names come after the letter alphabetically. Type the next letter after the initial letter of the names(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank or type 'ZZZZZZZZZZ'.

- **SSN Begin/End**—Allows you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990–00–0000'), since the longer number comes after the shorter one numerically.

- **Student Designator Begin/End**—Allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.

- **Certification Date Begin/End**—Allows you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.

- **Anticipated Completion Date Begin/End**—Allows you to retrieve records for students whose Anticipated Completion Date (ACD) falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.

- **Enrollment Codes**—Allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

To retrieve a student using the **Advanced Search Options**:

1 Select the **Primary Search Options** you want (see Section 2.6.1.3, Steps 2-5), or skip this step to use the default option: SSN.

2 Enter the **Advanced Search Options** you want. In Figure 2–7, for example, partial student Social Security Numbers have been entered in the **SSN Begin:** and **End:** boxes.

Figure 2–7, Enrollment Update—Advanced Search Options (SSN Begin/End)

3 Click **Retrieve**. The Enrollment Maintenance page appears (Figure 2–8). In this example, the page displays enrollment records for students whose SSNs begin with values between 466 and 500, inclusive. Follow the instructions in Section 2.6.2 to update and certify your records.

Figure 2–8, Enrollment Maintenance—Advanced Search Options Result

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, thirty at a time.

- Advanced Search options are evaluated *together* with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options

contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.

For example, if you select an exact match on Student SSN 111–11–1111 as your Primary Search Option and Student SSNs between 555–55–5555 and 888–88–8888 as your Advanced Search Option, Enrollment Update will not find any records. This occurs even though the NSLDS contains enrollment records for a student with SSN 111–11–1111 and for students with SSNs between 555–55–5555 and 888–88–8888.

- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.

2.6.2 Updating Selected Enrollment Records

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1-3 of the previous section. To update the selected student enrollment records:

1 On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in step 2 below.

2 Select the student enrollment records you want to certify. There are two ways to do this:

- Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.

- Select all the records displayed on the page by clicking **Check All** at the top of the form.

3 Update as necessary the information in the following boxes:

- **Cert. Date** (Certification Date)

- **Enroll Code** (Enrollment Code)

- **Eff. Date** (Effective Date)

- **ACD** (Anticipated Completion Date)

- **Student Designator**

4 Click **Certify Checked Students** to submit the enrollment data changes.

If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information it displayed when you last retrieved your students' records.

5 If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears (Figure 2–9).

If your information contains errors, NSLDS will display an appropriate message. See Section 2.6.5 for more information on handling errors.

Note: For security reasons, NSLDS features a 30-minute timeout. This means enrollment data that has not been submitted within 30 minutes WILL BE LOST when NSLDS automatically logs you off. A warning pop-up button appears five minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

Figure 2–9, Enrollment Maintenance Confirm

2.6.3 Confirming Enrollment Information

To confirm your changes:

1 On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.

2 Click **Confirm** to apply your changes to the database. The Enrollment Maintenance page redisplays with the updated enrollment information (Figure 2–10).

You can also click **Cancel** to return to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.

Figure 2–10, Enrollment Maintenance—After Confirmation

Congratulations!

You have successfully updated and certified your school's enrollment records.

2.6.4 Enrollment Update: What Happens If…

When updating student enrollment records, these situations come up.

You change your mind?

  ✓ If you check records but then decide that you do not want to certify them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the Cert. Date reverts to whatever date it was set to before you selected the record, but any other changes you made to enrollment information remain.

You click the Reset button?

  ✓ If you click **Reset**, Enrollment Maintenance will redisplay with whatever information it displayed when you last retrieved your students' records. This creates two possibilities:

  – If you have not clicked Certify Checked Students, Enrollment Maintenance will redisplay with the information it displayed when you first navigated to it.

  – If you have clicked Certify Checked Students one or more times, Enrollment Maintenance will redisplay with the information it displayed after you last clicked Submit.

Your student disappears?

  ✓ Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:

  – There is no longer any lending institution with an interest in tracking the enrollment status of the student. The NSLDS only tracks enrollment information for students with an open FFELP or Direct loan. When you update a student's enrollment status, the NSLDS also verifies that the student still holds an open loan, and so is of interest to some lending institution. If the student no longer holds an open loan, the NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.

  – You update a student's enrollment status to Withdrawn ('W'), Graduated ('G'), or Deceased ('D') with an Effective Date more than 180 days in the past.

  – You update a student's enrollment status to Never Attended ('X') or No Record Found ('Z').

You want to retrieve specific students?

    ✓ You can use the Enrollment Add page to search for up to 30 specific students at a time. For instance: Tom Jones, Jasmine Singh, Joe Black, Bob White, Martha Schultz, Pedro Perez, Kim Nguyen, and Tamika Morrison.

       See Section 2.7 for detailed instructions.

2.6.5 Handling Update and Certify Errors

If the information you submitted contains errors, the Enrollment Maintenance page redisplays (Figure 2–11). A small error icon appears to the left of each row that contains an error. In the example below, record number 6 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.

Figure 2–11, Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.

  For example, in Figure 2–11, Shana M. Westphal's record has an error: the Effective Date is in the future. Correct this error and resubmit as instructed.

- If you are unable to correct an individual record so that NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.

- If the records you want to certify contain too many errors or failed edits, you may have to perform the Update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school's student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

> Note: For security reasons, NSLDS features a 30-minute timeout. This means enrollment data that has not been submitted within 30 minutes WILL BE LOST when NSLDS automatically logs you off. A warning pop-up button appears five minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

2.7 Adding Students to a School's Enrollment Reporting Roster

Enrollment Add allows you to inform NSLDS that a current or former Title IV aid recipient is attending your school. Adding Title IV aid recipients to your school's Enrollment Reporting roster involves three activities:

✓ Retrieving NSLDS student records for specific existing Title IV aid recipients to add to your school's Enrollment Reporting roster.

✓ Changing and certifying the enrollment data in those records using the Maintenance page.

✓ Confirming the new enrollment records using the Enrollment Maintenance Confirm page.

This section explains how to perform these activities.

2.7.1 Retrieving Student Records to Add

To add student enrollment records to your school's Enrollment Reporting roster, you must first determine whether NSLDS contains loan records for those students. If you already have access to student identifier information (SSN, first name, date of birth), you can use Enrollment Add to search for existing students in the NSLDS database.

1 On the NSLDS Menu page, look for the Enrollment box and click **Enrollment Add**. The Enrollment Add page appears (Figure 2–12).

<div align="center">**OR**</div>

You can also reach the Enrollment Add page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Add**.

Figure 2–12, Enrollment Add

This page displays 30 blank lines to allow you to check the database for up to 30 students at a time.

2 Type student identifiers for the students you want to add in the SSN (Social Security Number), First Name, and DOB (date of birth) boxes (Figure 2–13).

You can either type information in all three boxes (SSN, DOB, and First Name) or only type information in the SSN box.

- If you type the SSN only, and that SSN is shared by two or more students, Enrollment Add will also require you to type first name and DOB to retrieve a student.

- If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.

Figure 2–13, Enrollment Add With Student SSN Entered for Retrieval

3 Click **Retrieve** at the bottom of the page. The Enrollment Maintenance page appears (Figure 2–14), displaying enrollment information for the students you specified in Step 2.

Figure 2–14, Enrollment Maintenance

- If a student you specified does not appear on the Enrollment Maintenance page, it means that no Title IV loan record for that student exists in the NSLDS database. If this happens, check with the loan provider to determine why the student has not been added to NSLDS.

2.7.2 Updating New Enrollment Data

The procedure for updating new enrollment data using the Enrollment Maintenance page is identical to the one described in Section 2.6.2, Updating Selected Enrollment Records.

2.7.3 Confirming Enrollment Information

The procedure for confirming new enrollment data is identical to the one described in Section 2.6.3, Confirming Enrollment Information.

2.7.4 Enrollment Add: Learning More

Refer to the following sections for further information on adding and maintaining enrollment data:

- 2.6.4, Enrollment Update: What Happens If…

- 2.6.5, Handling Update and Certify Errors

2.8 Viewing Enrollment Data for a Student

Three enrollment pages allow NSLDS users to view the enrollment records that NSLDS has for a student. The display options are:

- ✓ Enrollment Summary—Provides an overview of a student's most recent status at every school where enrollment has been reported for that student.

- ✓ Enrollment Detail—Gives the full details of a student's enrollment information at each school attended.

- ✓ Enrollment Timeline—Displays a chronology of a student's enrollment status and allows users to check a student's status at a particular point in time.

The following sections explain how to use these three options.

2.8.1 Enrollment Summary: Selecting a Student to View

To view a student's enrollment records, you must first search for the student in the NSLDS database.

1 On the NSLDS Menu page, look for the Enrollment box and click **Enrollment Summary**. The Enrollment Summary page appears (Figure 2–15).

<div align="center">

OR

</div>

You can also reach the Enrollment Summary page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear.

Figure 2–15, Enrollment Summary—No Student Selected

2 Type in the student's identifying information in the corresponding boxes at the top of the page:

- **SSN** (Social Security Number)
- **First Name**
- **DOB** (Date of Birth)

You can retrieve using only the student's SSN, but you must make sure the correct student is displayed.

3 Click **Retrieve**. The Enrollment Summary page redisplays with the latest enrollment information provided to NSLDS by schools and loan holders for the student you selected (Figure 2–16).

If the student has attended more than one school, each school's enrollment summary information is displayed on a separate line. If the student has attended or is attending a school that has not certified enrollment, the school will be displayed with the enrollment information provided by the GA or Direct Loan Servicer.

Figure 2–16, Enrollment Summary for a Student

The page also displays the following buttons:

- **Enrollment Detail**—Displays the Enrollment Detail page, where you can view the full details of a student's enrollment information at each school attended. Enrollment Detail is explained in Section 2.8.2.

- **Enrollment Timeline**—Displays the Enrollment Timeline page, which shows a chronology of a student's enrollment status and allows you to check a student's status at a particular point in time. Enrollment Timeline is explained in Section 2.8.3.

- **Enrollment Maintenance**—This button is visible ONLY to school users. It takes you to the Enrollment Maintenance page, where you can make changes to the student's enrollment information as described in Section 2.6.2.

2.8.1.1 Enrollment Summary: A Closer Look

Enrollment Summary provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by guaranty agencies or the Direct Loan servicer when they have reported on a particular student but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the student's enrollment was not reported by the school, a small warning icon appears after the school's name.

- **OPEID**—The eight-digit Office of Postsecondary Education Identification (OPEID) number of the school that reported enrollment.

- **Most Recent Status**—The status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.

- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:

  – NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.

  – NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).

- **ACD**—The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:

  – Anticipated Completion Date is not required for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).

  – NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

  – NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

- **Cert. Date**—The Certification Date is the date a school certified the enrollment information.

- **Cert. Method**—The Certification Method shows the method the school used to certify the enrollment information. The following methods are used:

  - *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process.

  - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.

Sources other than schools do not certify enrollment data. If an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).

2.8.2 Enrollment Detail: Getting the Full Picture

The Enrollment Detail page allows schools and loan holders to view the full record of student enrollment reported to NSLDS. There are two ways to view Enrollment Detail. On the Enrollment Summary page:

1 If the student has one or more schools listed, click the **blue number** next to school whose records you wish to see.

2 To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (Figure 2–17). The detail information you selected is shown in the table at the bottom of the page.

Figure 2–17, Enrollment Detail

- To return to the Enrollment Summary page, click the **blue arrow** at the upper left corner of the Enrollment Detail page.

2.8.2.1 Using Advanced Display Options for Enrollment Detail

Advanced Display Options, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This is useful when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range, or every enrollment reported to NSLDS. You can also choose how the enrollment data is sorted; for example, you can sort by Effective Date, OPEID, or Anticipated Completion Date, depending on your needs.

To use this feature:

1 Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.

2 Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

- **Enrollment At**—Allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and OPEID.

- **Show Records**—Allows you to select which records to view:

  - *All Active and Inactive*—Allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's enrollment history, and inactive records, which contain enrollment information previously reported to NSLDS but which is no longer current.

  - *Active Only*—Active records collectively constitute NSLDS's current understanding of a student's enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history in the NSLDS database.

  - *Active Only, Changes Only, Earliest Certified*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.

  - *Active Only, Changes Only, Latest Certified (Default Setting)*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.

- **Reported By**—Allows you to display only the enrollment information reported by specific types of organizations.

  – *All*—Allows you to view information reported by both schools and non-school organizations.

  – *Schools (Default Setting)*—Allows you to view only information reported by schools.

  – *Non-Schools*—Allows you to view only information reported by organizations other than schools, such as GAs and the Direct lending servicer.

- **Sort Schools By**—Allows you to select the order in which the schools the student attended are displayed on the page.

  – *OPEID (Default Setting)*—Presents the schools in numerical order by their eight-digit Office of Postsecondary Education Identification (OPEID) number.

  – *Name*—Presents the schools in alphabetical order by the school name.

  – *Merge Schools*—Combines enrollment information from all the schools the student attended in a single table.

- **Sort Records By**—Allows you to select the order in which records for a student's enrollment at a given school are displayed.

  – *Reported By, Certification Date (Default Setting)*—Performs a primary sort on Reported By and a secondary sort on Certification Date.

  – *Reported By, Effective Date*—Performs a primary sort on Reported By and a secondary sort on Effective Date.

  – *Reported By, Anticipated Completion Date*—Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.

  – *Date Received*—Performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by guaranty agencies and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.

  Note: NSLDS converted all existing records to new enrollment tables in order to begin retaining history. Enrollment records on NSLDS *during* the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion have actual Dates Received.

- **Begin Effective Date**—Allows you to display only records with an Effective Date later than or equal to the date you enter.

- **End Effective Date**—Allows you to display only records with an Effective Date earlier than or equal to the date you enter.

2.8.2.2 Enrollment Detail: A Closer Look

The Enrollment Detail table (located at the bottom of the Enrollment Detail page) displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID**—The name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' OPEIDs display in a single column at the left side of the Enrollment Detail table.

- **Reported By**—Identifies the type of organization that reported the enrollment information.

- **Reported By ID**—Contains the organizational code, such as the OPEID or guaranty agency number, for the organization that reported the enrollment information.

- **Status**—The student's enrollment status.

  - Includes students with enrollment statuses of 'F' (full-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), or 'W' (withdrawn).

  - A student with an enrollment status of 'W' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date and is then dropped from the Enrollment Reporting roster if the status remains the same.

  - A student with an enrollment status of 'G' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date if the student has a loan with an outstanding balance.

  - A student reported with a status of 'D' (deceased), 'X' (never attended), or 'Z' (no record found) will not appear on the next Enrollment Reporting roster.

- **Eff. Date**—The Effective Date, which is the date when the reported status change took effect. The following special rules apply:

  - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.

  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).

- **Active**—A flag identifying whether a record reflects a valid enrollment status in the NSLDS database.

  - *Yes*—Indicates that the record is active.

  - *No*—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission.

- **ACD**—The Anticipated Completion Date, which is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:

  – Anticipated Completion Date is not valid for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).

  – NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

  – NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

- **Cert. Date**—The Certification Date is the date as of which the school certified the enrollment information to be accurate.

- **Cert. Method**—The Certification Method the school used to certify the enrollment information. The following methods are used:

  – *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process.

  – *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.

  – *N/A*—The enrollment information has not been certified by the school.

- **Date Received**—Indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely manner, you can use Date Received to determine when information was reported to NSLDS and in what order.

  Note: NSLDS converted all existing records to new enrollment tables in order to begin retaining history. Enrollment records existing on NSLDS *during* the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added *after* the conversion have actual Dates Received.

Sources other than schools do not certify enrollment information. If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).

2.8.3 Enrollment Timeline: The Whole Story

The Enrollment Timeline page displays the student's enrollment history chronologically. This format is useful when you need an "audit trail" showing how each school or data provider reported the student's enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. NSLDS adds a new box to the top of the timeline each time the student's enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and data provider that has reported enrollment data for the student. Thus, each box provides a "snapshot" view of the student's complete enrollment status since the previous status change.

To view the student's enrollment timeline, start at the Enrollment Summary page:

1 Click **Enrollment Timeline**. The Enrollment Timeline page appears (Figure 2–18).

Figure 2–18, Enrollment Timeline

- Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

2.8.3.1 Using Advanced Display Options

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and NSLDS will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—Allows you to display only enrollment information reported by a specific type of organization.

  - *All*—Allows you to view information reported by both schools and non-school organizations, such as guaranty agencies and Direct lending.

  - *Schools (Default Setting)*—Allows you to view only information reported by schools.

  - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including guaranty agencies and Direct lending.

- **Date**—Causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: The date range refers to the Effective Date of the current and previous enrollment status changes.

To use **Advanced Display Options**:

   1   In the **Reported By** list, click a selection.

   2   Type a date in the **Date** box.

   3   Click **Apply**.

2.8.3.2 Enrollment Timeline: A Closer Look

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—The dates between which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.

- **School OPEID**—The eight digit Office of Postsecondary Education Identification (OPEID) number of the school for which enrollment was reported.

- **Reported By**—Identifies the type of organization that reported the enrollment information.

- **Reported By ID**—Contains the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.

- **Status**—The student's enrollment status.

- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:

  - NSLDS sets the Effective Date equal to Certification Date for Enrollment Status 'Z' (No Record Found).

  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).

- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:

  - NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).

  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).

  - NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

2.9 Enrollment Reporting Schedule

This area of the web site allows a school, guaranty agency, or lender servicer to display its enrollment-reporting schedule, and allows authorized users to change to that schedule on line. Complete information and rules for setting and maintaining Enrollment Reporting Schedules are found in Section 2.4.

It is important to remember that when a school signs up for Enrollment Reporting, the system automatically assigns a default reporting schedule based on ED's minimum reporting requirements. You may wish to change this default schedule to accurately reflect the frequency of enrollment changes at your school as well as your own need for timely enrollment data.

The following Enrollment Reporting Schedule functions are available on the NSLDS web site:

✓ Enrollment Reporting Schedule—Displays your enrollment- reporting schedule. Start at this page to use the Create and Modify features.

✓ Create Enrollment Schedule—Allows you to delete your existing reporting schedule and create a new one.

✓ Modify Enrollment Schedule—Allows you to make changes to your existing reporting schedule. This function is also used to schedule ad hoc reports.

The following sections explain how to use these options.

2.9.1 The Enrollment Reporting Schedule Page

To begin working with your school's Enrollment Reporting schedule, you must start at the Enrollment Reporting Schedule page.

1   On the NSLDS Menu page, look for the Enrollment box and click **Enrollment Reporting Schedule**. The Enrollment Reporting Schedule page appears (Figure 2–19).
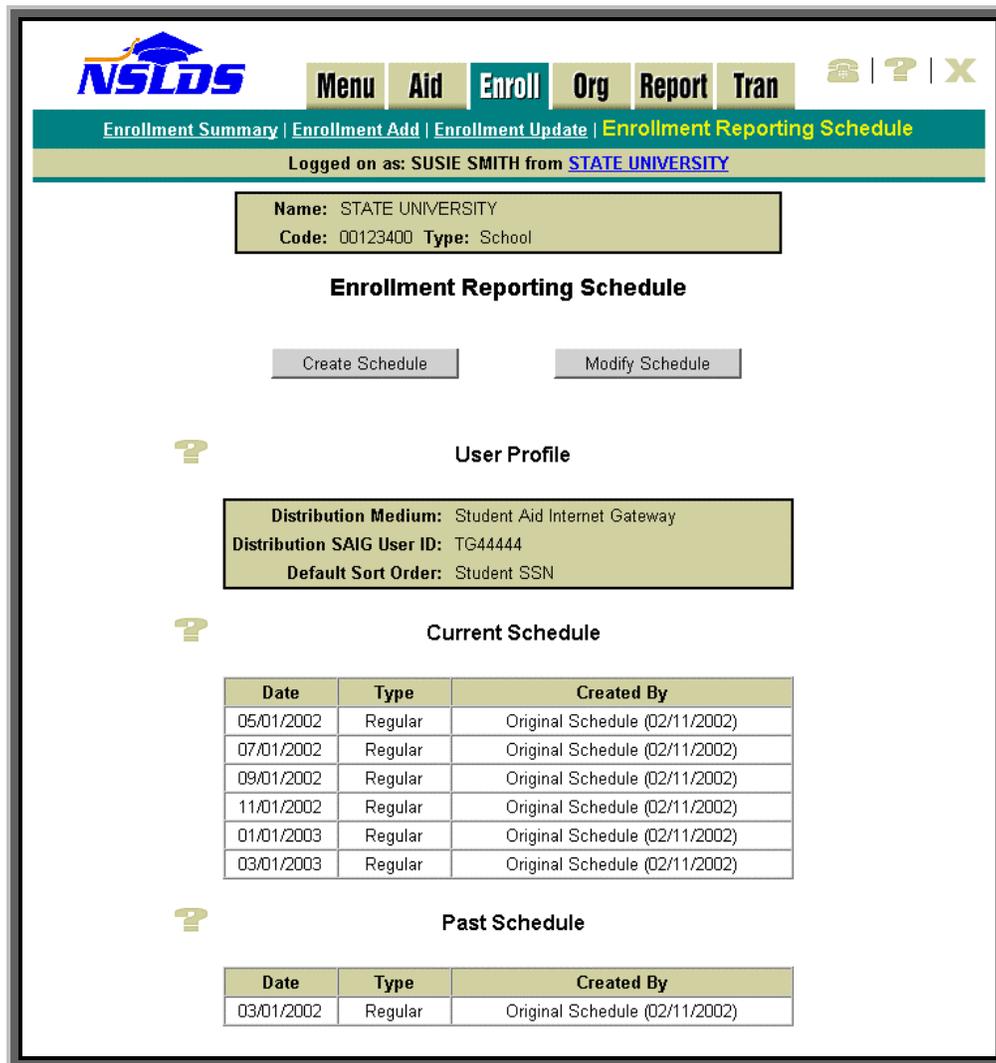
Figure 2–19, Enrollment Reporting Schedule

The page contains the **Create Schedule** and **Modify Schedule** buttons, a **User Profile** box, and a table showing your school's current reporting schedule. The **Current Schedule** extends one year into the future.

2.9.1.1 User Profile

The User Profile displays different user options depending upon the type of organization and the particular values the organization has selected. The user options are defined as follows:

- **Distribution Medium**—How enrollment information is sent to the organization. Valid values are:

  - Student Aid Internet Gateway (SAIG) (Default)
  - Tape

- **Distribution SAIG User ID**—The organization's TG number. For organizations that receive enrollment information by the SAIG, this is the TG number to which that information is sent.

- **Sort Order** (Schools Only)—The order in which enrollment records are sorted on the enrollment report. Options are:

  - **Student SSN** (Default)—Sort student records in ascending numeric order by student Social Security Number.

  - **Last Name**—Sort student records in ascending alphabetic order by student last name.

  - **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.

2.9.1.2 Current Schedule

The Current Schedule displays the following information:

- **Date**—The date when NSLDS will send an organization an Enrollment Reporting roster file if the organization is a school, or a Notification file if the organization is a guaranty agency or the Direct Loan Servicer. Dates are displayed up to one year into the future or past.

- **Type**—The type of file that NSLDS will send the organization. Valid values are:

  - *Regular*—A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

  - *Ad hoc*—A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

- **Created By** (Date)—Who created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date the change was made. Valid values are:

  - *Original Schedule*—Schedule items created when the organization originally signed-up with NSLDS.

  - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create page or the Enrollment Reporting Modify page.

2.9.2 Creating an Enrollment Reporting Schedule

This selection allows you to delete your school's existing report schedule and create a new one. Submitting a Start Date, a Frequency, and a Default Sort Order will create a sample schedule based on those parameters.

To create a new schedule:

1 On the Enrollment Reporting Schedule page, click Create Schedule. The Enrollment Reporting Schedule Create page appears (Figure 2–20).

Figure 2–20, Enrollment Reporting Schedule Create—New Schedule Options

2 In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.

3   In the **Frequency** box, click a selection. Valid frequencies for schools are:

- Every Week
- Every Two Weeks
- Every Month
- Every Two Months
- Every Three Months
- Every Four Months
- Every Six Months

Valid frequencies for guaranty agencies and Direct Loan Servicer are:

- Every Day
- Every Week

The default frequency is Every Two Months for schools and Every Week for all other organizations.

4   In the **Default Sort Order** box (Schools only), click a selection. Valid sort orders are:

- **Student SSN** (Default)—Sort student records in ascending numeric order by student Social Security Number.
- **Last Name**—Sort student records in ascending alphabetic order by student last name.
- **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.

5 Click **Submit**. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 2–21).
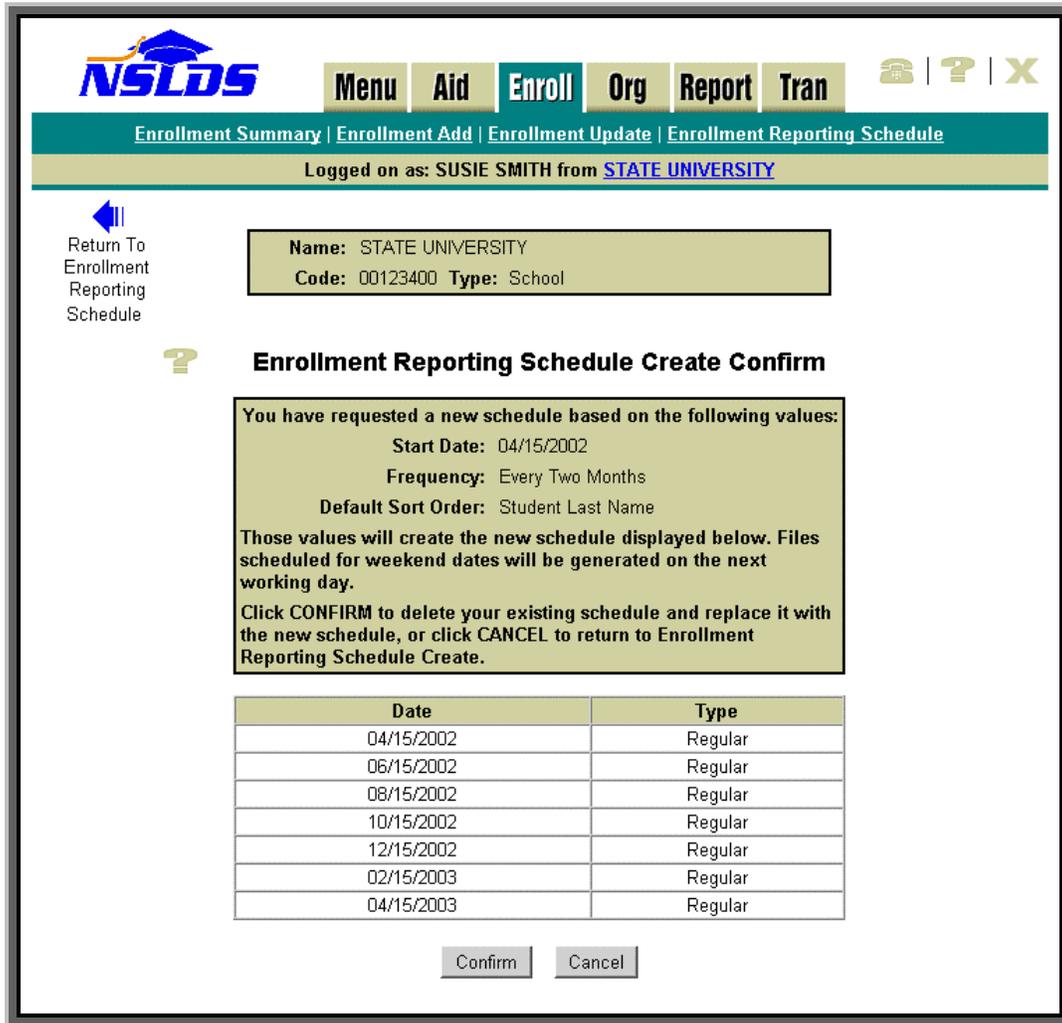
Figure 2–21, Enrollment Reporting Schedule Create Confirm

6 Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule page appears again, displaying your new schedule (Figure 2–22).

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

Figure 2–22, Enrollment Reporting Schedule—New Schedule

2.9.2.1 Creating an Enrollment Reporting Schedule: Things to Remember

- If you entered an invalid start date or frequency, the Enrollment Reporting Schedule Create page will redisplay with the appropriate error message.

- The start date can be any valid date greater than or equal to the current date and less than or equal to the current date plus one year, but files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. However, NSLDS will not generate more than one file for the same organization at the same time. This means that if an organization has files scheduled for generation on Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Default frequencies are every two months for schools and weekly for all other organizations. The following variations are possible:

  - If a school does not type a start date and selects a default frequency, Enrollment Reporting rosters are scheduled for the first day of every other month, and the months are odd or even depending on the school type.

  - If a school types a start date and selects a default frequency, Enrollment Reporting rosters are scheduled every other month starting on the date selected by the school.

  - If a non-school organization does not type a start date and selects a default frequency, Notification files are scheduled for Monday every week.

  - If a non-school organization types a start date and selects a default frequency, Enrollment Reporting rosters are scheduled weekly starting on the date selected by the non-school organization.

Note: *The flexibility of Enrollment Reporting allows schools to schedule Enrollment Reporting rosters to coincide with important academic dates, such as add-drop date, mid-term, or graduations.*

2.9.3 Modifying an Enrollment Reporting Schedule

The Enrollment Reporting Schedule Modify page allows you to make changes to your school's current Enrollment Reporting Schedule. Specifically, you can change the following report settings:

- **Default Sort Order**—Allows schools to change how the records on your enrollment reports are sorted.

- **Add blank line**—Allows you to add a new scheduled or ad hoc report to your school's current reporting schedule.

- **Date**—You can change the specific date on which to receive an Enrollment Reporting roster from NSLDS. This is useful if a regularly scheduled report is to arrive on an inconvenient date. This field also allows you to specify the date on which to receive an ad hoc Enrollment Reporting roster.

- **Type**—Allows you to specify whether a report is part of your school's normal reporting schedule or an ad hoc (off-schedule) report.

- **Cancel**—Allows you to remove an individual report from your school's current reporting schedule.

To modify the existing schedule:

1 On the Enrollment Reporting Schedule page, click Modify Schedule. The Enrollment Reporting Schedule Modify page appears (Figure 2–23). You may change one or any of the available fields.

Figure 2–23, Enrollment Reporting Schedule Modify

2 In the **Default Sort Order** list, click a selection. Valid sort orders are:

- **Student SSN** (Default)—Sort student records in ascending numeric order by student Social Security Number.

- **Last Name**—Sort student records in ascending alphabetic order by student last name.

- **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.

3 To add a new report date to your school's reporting schedule, click **Add blank line**. The Enrollment Reporting Schedule Modify page displays again, this time with a blank row

in the Current Reporting Schedule (Figure 2–24). Update the information for the new report as described in Steps 2–5.

Figure 2–24, Enrollment Reporting Schedule Modify—New Report

4 In the **Date** field for an individual report, type over any date you wish to change for receiving the report from NSLDS. The date must be greater than or equal to the current date and less than or equal to the current date plus one year.

5 In the **Type** list, click the type of individual report you wish to retrieve. Reports types are:

- *Regular*—A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

- *Ad hoc*—A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

6 If you want to remove a report date from your school's schedule, click the appropriate box under the **Cancel** column.

7 When you have finished changing your school's reporting schedule, click **Submit**. The Enrollment Reporting Schedule Modify Confirm page appears (Figure 2–25).

You can also discard your schedule changes and return to the Enrollment Reporting Schedule page by clicking **Reset**.
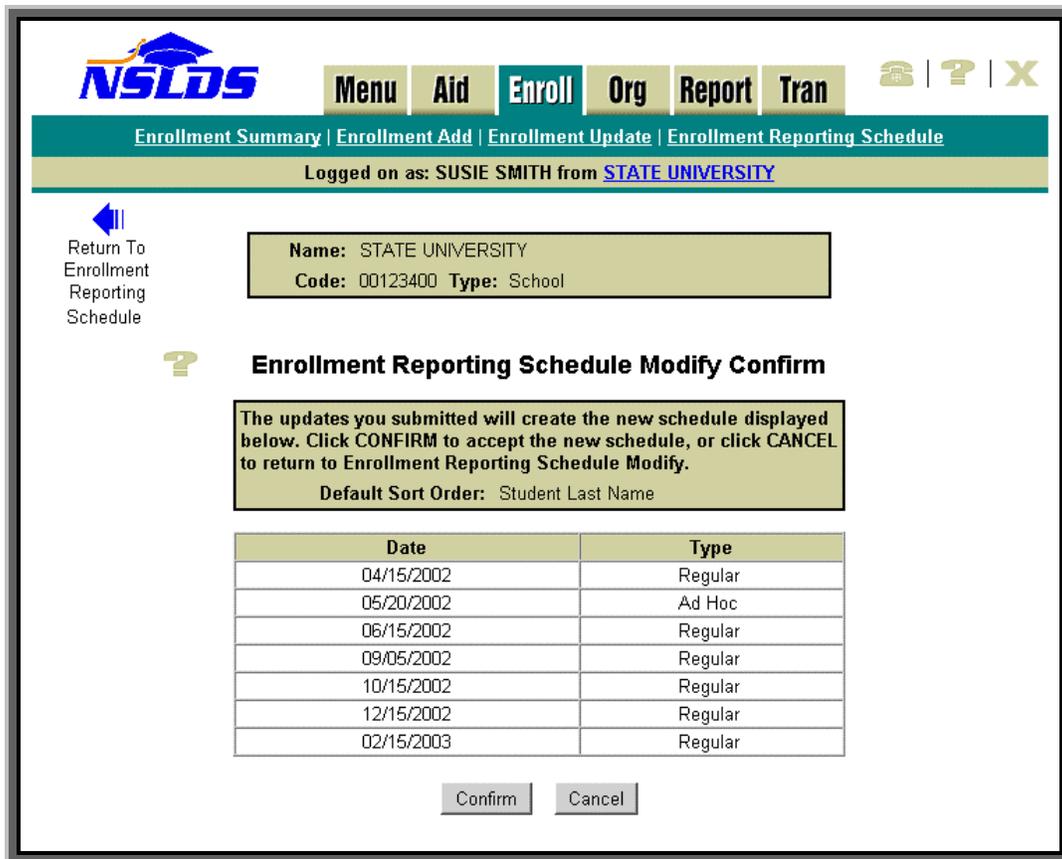
Figure 2–25, Enrollment Reporting Schedule Modify Confirm

8 To save your schedule changes to the NSLDS database, click **Confirm**. The Enrollment Reporting Schedule page appears again, showing the newly modified reporting schedule (Figure 2–26).

You can also return to the Enrollment Reporting Schedule Modify page without saving changes by clicking **Cancel**. This allows you to continue modifying your schedule.

Figure 2–26, Enrollment Reporting Schedule Modify—After Confirm

Chapter 3: The Batch Enrollment Reporting Process

This chapter provides a detailed overview of the batch Enrollment Reporting process, focusing on the school as the primary source of borrower enrollment status information. The complete Enrollment Reporting process is discussed, including processes for setting up Enrollment Reporting Schedules to minimize ad hoc reporting requirements, submission of submittal files, and technical aspects of the process.

Web Notes	You can make the batch Enrollment Reporting process simpler and more timely by using the NSLDS web site.
	Web Notes throughout this chapter will provide hints and tips for using the web site in conjunction with the batch reporting process.
	Refer to Chapter 2 for complete information on web Enrollment Reporting.

The following chart compares the steps in batch and web processing

NSLDS Enrollment Reporting Process

	Batch	Web
Receive Enrollment Reporting Roster File	• Check SAIG mailbox • Download Enrollment Reporting roster file	• Display school's Enrollment Reporting roster (or selected records) on Enrollment Update page. • Edit and certify enrollment records on Enrollment Maintenance page.
Update Roster File	• Match Enrollment Reporting roster file w. in-house database • Edit Enrollment Reporting roster file using SSCR-32 software, mainframe program, or other software	
Return Submittal file	• Send submittal file to SAIG mailbox.	
Receive Ack/Error File	• Check SAIG mailbox for Ack/Error File • Download Ack/Error file.	• Errors displayed on Enrollment Maintenance page. • Correct errors displayed on Enrollment Maintenance page, certify changes.
Correct Error File	• Match Ack/Error file to in-house database. • Edit Ack/Error file using SSCR-32 software, mainframe program, or other software • Save as Error Correction file.	
Return Error Correction File	• Send Error Correction file to SAIG mailbox.	

3.1 Batch Enrollment Data Transmission: The Basics

Enrollment data is transmitted electronically. Most schools find batch processing to be the most efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school's (or servicer's) computing environment, and then transmitted back to NSLDS—again as a single file (the submittal file). This is the most efficient method for processing large quantities of data.

The Department of Education's **SAIG** is used to send and receive batch enrollment data electronically. You can log on to SAIG from a mainframe computer or PC to send and receive data through the Store-and-Forward facility for batch file processing. You must have the EDConnect software, which is supplied when you sign up to use SAIG.

To sign up for SAIG, review the information and print the forms found at www.fsawebenroll.ed.gov or call CPS/WAN Technical Support at 1–800–330–5947 and ask for enrollment information.

Web Notes	**You can enroll for access to the NSLDS web site at www.fsawebenroll.ed.gov.**
	See Section 2.2 for details.

3.1.1 Using the SAIG Store-and-Forward Facility

The most efficient method of exchanging batch enrollment data is through the SAIG Store-and-Forward facility. With this medium, NSLDS transmits the Enrollment Reporting roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your institution. You then retrieve the Enrollment Reporting roster file from your mailbox using either mainframe or PC communications software. The Enrollment Reporting roster file is now ready for processing.

Figure 3–1 illustrates the data transmission cycle when you use the Store-and-Forward facility.
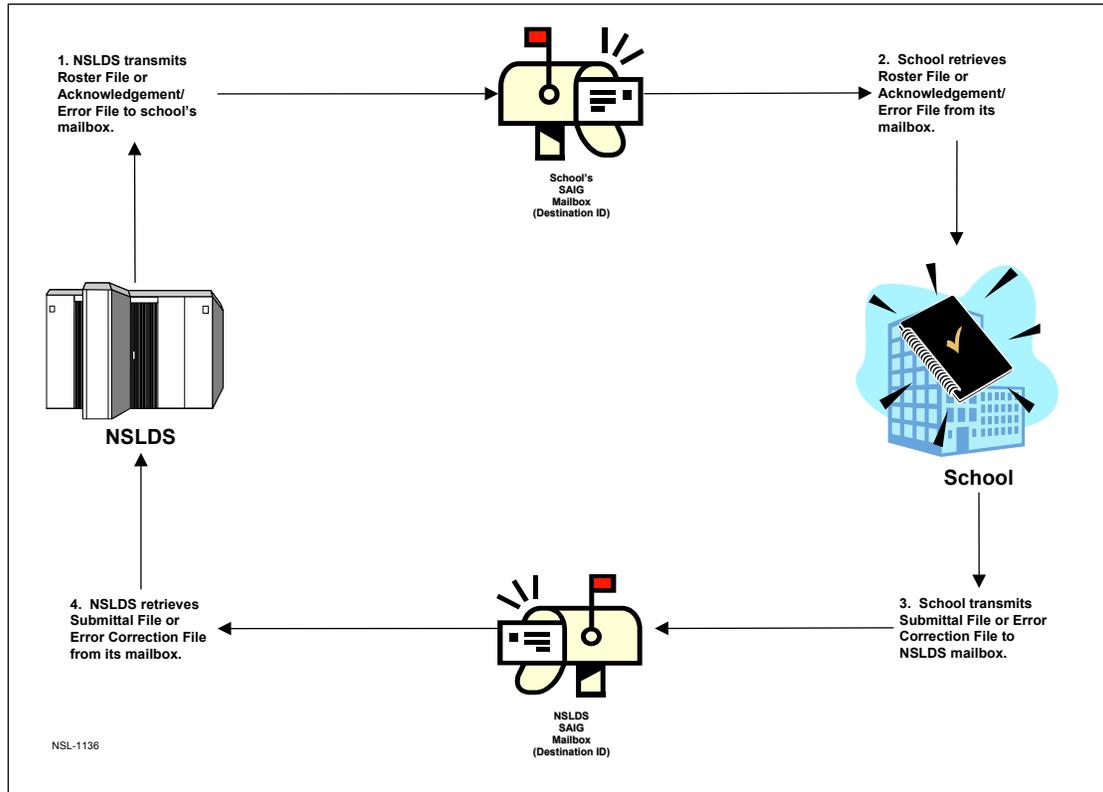
Figure 3–1, Store-and-Forward Facility

After updates to the Enrollment Reporting roster file are complete, it becomes the submittal file and the transmittal process is reversed. The school connects to the Store-and-Forward facility and transmits the submittal file to the NSLDS SAIG mailbox. NSLDS checks the submittal file for errors and updates the database with error-free records. NSLDS notifies the applicable data providers of changes to student information (error-free records).

NSLDS sends the Acknowledgement/Error File to your school's SAIG mailbox. This file contains a count of accepted records and any Detail Records that failed the edits. Your school then retrieves the Acknowledgement/Error File from its SAIG mailbox. If the file contains error records, you must correct them at this point. Finally, your school transmits the corrected file—now called the Error Correction File—back to the NSLDS SAIG mailbox.

For complete instructions on using the Store–and–Forward facility, refer to the *SAIG Host Communication Guide,* which can be obtained at www.fsadownload.ed.gov/mainframeguide.htm.

3.1.1.1 Identifying Your Data: Message Classes

The following message classes are used when processing enrollment data via SAIG to identify the type of file being sent or received:

- **SSCRXXOP**—The Enrollment Reporting roster file sent to your school by NSLDS on the schedule created by your institution.

- **SSCRXXIN**—The completed submittal files or Error Correction File that is returned to NSLDS.

- **SSCEXXOP**—The Acknowledgement/Error File sent to your school by NSLDS.

- **SSCMXXIN**—The files generated as a result of ad hoc reporting.

Note: 'XX' appears literally in each message class name. It represents date information that is no longer included in the class name.

3.1.1.2 Processing the Enrollment Reporting Roster File via SSCR-32 Software

The file format for the NSLDS Enrollment Reporting roster file has been incorporated into SSCR-32 software for your convenience. This software and help files can be obtained at http://www.fsadownload.ed.gov/softsscr.htm.

The use of SSCR-32 software is optional. Your school may elect to process its student enrollment data using commercial or in-house software.

3.1.1.3 Using a Servicer

Your school may designate a servicer to handle the Enrollment Reporting process. This may be done when you sign up for SAIG or at any time thereafter, through the SAIG web site. The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting roster file to the servicer.

2. The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.

3. The servicer returns the updated Enrollment Reporting roster file (now the submittal file) to NSLDS.

4. NSLDS processes the file and returns the Acknowledgement/Error File to the servicer.

5. The servicer corrects any errors and returns the Error Correction File to NSLDS. The servicer may need to contact the school in order to correct errors.

The servicer chooses the transmission medium best suited to its computing environment.

Note: *As with any school/servicer arrangement for the administration of Title IV programs, the school remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining proper documentation in accordance with [34 CFR 682.610(c)]. Late letters will be sent to the school, not the designated servicer.*

3.2 Enrollment Processing—A Closer Look

This section explains the following in detail:

- How to receive your Enrollment Reporting roster file from NSLDS

- How to build a complete submittal file from the Enrollment Reporting roster file

- What to expect in the Acknowledgement/Error File you receive back from NSLDS

- How to build an Error Correction File in response to the Acknowledgement/Error File

This section also explains how the enrollment data is processed by NSLDS.

If your school uses a servicer, this section applies to the servicer's role. You must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the Enrollment Reporting roster file. You should correct any errors in reporting that were identified by NSLDS. Enrollment records that are not corrected do not appear in NSLDS on the student enrollment record.

Your Enrollment Reporting roster will include borrowers with enrollment statuses of 'F' (full-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), or 'W' (withdrawn).

- A student with an enrollment status of 'W' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date and is then dropped from the Enrollment Reporting roster if the status remains the same.

- A student with an enrollment status of 'G' remains on the Enrollment Reporting roster for 180 days after the enrollment status effective date if the student has a loan with an outstanding balance.

- A student reported with a status of 'D' (deceased), 'X' (never attended), or 'Z' (no record found) will not appear on the next Enrollment Reporting roster.

3.2.1 Receiving the Enrollment Reporting Roster File

Based on your Enrollment Reporting Schedule, NSLDS prepares a Enrollment Reporting roster file for your school. This Enrollment Reporting roster contains student borrowers reported as attending your school, recently graduated or withdrawn. The NSLDS Enrollment Reporting

Schedule web page is used to create and/or modify the Enrollment Reporting Schedule to meet school needs and Federal requirements.

Enrollment Reporting rosters are received as follows:

- **Telecommunications**—Users log on to SAIG and use the Store-and-Forward facility to receive the Enrollment Reporting roster file in an electronic mailbox.

- **Servicers**—Schools using a servicer will not receive the Enrollment Reporting roster file. The Enrollment Reporting roster file is sent directly to the servicer.

For data transmission details, see Section 3.1.

Web Notes	**You can use the NSLDS web site to view your school's current Enrollment Reporting roster.** On the Enrollment Update page, simply click **Retrieve** without entering any display options. Your school's entire Enrollment Reporting roster will then be displayed on the Enrollment Maintenance page. See Section 2.6.1 for details.

3.2.2 Matching Student Records

After receiving the Enrollment Reporting roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. Enrollment Reporting roster files received by electronic transmission through SAIG can be processed on a PC. The SSCR-32 software, provided by the Department of Education, can display the Enrollment Reporting roster file records one at a time and let you update them individually or as part of a batch process. SSCR-32 software also builds the submittal file for transmission through SAIG.

You can compare a printed copy of the Enrollment Reporting roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting roster file into a printable format. Another option is to use SSCR-32 software to obtain a printed copy of the records in your Enrollment Reporting roster file. The most efficient method for comparing records is to use an automated matching process or use the batch. Your administrative computing department or servicer has or can develop software to match the records, and then you need to manually review only unmatched records.

During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data is correct, based on the reliable source of your data or

documentation on file, you must contact the data provider (GA or servicer for each loan) and work with them to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Care Center at 1–800–999–8219, Option 3. You will need to provide copies of certain legal documents to make changes.

3.2.3 Updating Student Information

For each matching record, you must either confirm or update the student's enrollment status, as provided by NSLDS, using the enrollment status codes (see Appendix A) assigned by ED. When updating a student's status, you must also provide the Enrollment Status Effective Date (ESED) of the new status. If the status is correct but the ESED is not, you may correct the ESED without a change of status. The ESED is critical to properly maintain student loan records and repayment schedules, and therefore, must be reported accurately.

Web Notes	**You can use the NSLDS web site to update your school's current roster.** See Section 2.6 for details.

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting roster file contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file's preparation or creation date. The Detail records, one for each student, contain current information on file with NSLDS in the mandatory fields. The Trailer record shows the number of Detail records contained in the file.

- **Format Data**—Any Detail records added or data added, updated, or changed must be formatted according to the record layout and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the submittal file to NSLDS.

- **Record Sequence Numbers**—Each Detail record begins with a Record Sequence Number, which NSLDS uses to ensure security and auditability. Sequence Numbers are sorted by NSLDS in ascending order. Do *not* change the Record Sequence Number.

- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school submittal file. The student identifiers uniquely identify the Detail record.

  The student identifiers are:

  - Student's Social Security Number (record identifier)

- − Student's Last Name

- − Student's First Name (record identifier)

- − Student's Middle Initial

- − Date of Student's Birth (record identifier)

- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be used in later Enrollment Reporting roster files to easily match records. You must *not* change the SSN provided by NSLDS.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This is found in older student loans, which were made before Congress required an official SSN on loan applications. Usually a pseudo-SSN is indicated by a **P** in the Student's Social Security Number Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. When confirmed by the data provider, NSLDS will change the SSN in the Student's Social Security Number indicator field in the next Enrollment Reporting roster file.

- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting roster file includes three enrollment-related fields Anticipated Completion Date (ACD), Code for Enrollment Status (ES), and Enrollment Status Effective Date (ESED). These fields must be reviewed for each record on the Enrollment Reporting roster file and updated with any change. The list of valid Enrollment Status Codes are in Appendix A.

- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting roster for 180 days past Enrollment Status Effective Date (time equivalent to the grace period). A graduated student will continue on the Enrollment Reporting roster for 180 days only if there is a Title IV loan with an outstanding balance. Students remain on the Enrollment Reporting roster to enable you to easily report a change back to an active status should they return to school.

- **Adding Students**—If you are aware of students who should be on the Enrollment Reporting roster file but are not, add a Detail record for each student to the submittal file. This occurs most frequently when a transfer student has a loan that needs to be deferred. To add students to the Enrollment Reporting roster file, the Record Sequence Number for added students must be **9999998**, and all mandatory fields must be completed (see Appendix A).

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan is on the database. If a data

provider has not reported a loan to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the submittal file or Error Correction File.

Web Notes

You can add students to your school's Enrollment Reporting roster using the NSLDS web site.

Enrollment data for students you add online is instantly available.

If you are unable to retrieve a record on the NSLDS web site, it means that the student has no record on the database, and you must contact the lender, guaranty agency, or direct lending servicer before updating the student's enrollment information. If you discover an identifier conflict for a student, make copies of verifying documents and contact the data provider. If you cannot resolve the issue with the data provider, contact the NSLDS Customer Care Center at 1–800–999–8219, Option 3.

See Section 2.7 for details.

Figure 3–2 illustrates sample enrollment data as first provided by NSLDS in the Enrollment Reporting roster file, then as returned by the school in the submittal file, and then as processed by NSLDS and returned to the school as the next scheduled Enrollment Reporting roster file. In this example, the school has added a student designator and has updated several other fields. Also, the school or servicer has submitted two name changes between reporting cycles.

Field Name	Reporting Requirement (Do Not Change or Conditional)	As Provided by NSLDS in *Enrollment Reporting Roster* file	As Returned by School in *Submittal* file	As Returned by NSLDS in the Next *Enrollment Reporting Roster* file
Record Sequence Number	Mandatory, Do Not Change	0000001	0000001	0000001
Student's SSN	Mandatory, Do Not Change	123456789	123456789	123456789
Student's SSN Indicator	Mandatory, Do Not Change	R	R	R
Student's Last Name	Mandatory, Do Not Change	Jones	Jones	Janes
Student's First Name	Mandatory, Do Not Change	Helen	Helen	Helene
Student's Middle Initial	Mandatory, Do Not Change	R	R	R
Date of Student's Birth	Mandatory, Do Not Change	19781223	19781223	19781223
Date of Anticipated Completion	Mandatory, Conditional	20030528	20041215	20041215
Code for Enrollment Status	Mandatory	F	H	H

Field Name	Reporting Requirement (Do Not Change or Conditional)	As Provided by NSLDS in *Enrollment Reporting Roster* file	As Returned by School in *Submittal* file	As Returned by NSLDS in the Next *Enrollment Reporting Roster* file
Date Enrollment Status Effective	Mandatory	19990523	20010425	20010425
School Identification Designator	Optional	Spaces	98Z654321	98Z654321

Figure 3–2, Sample Enrollment Data Changes During the Enrollment Reporting Process

3.2.4 Returning the Enrollment Reporting Roster File as the Submittal File

When you finish updating the Enrollment Reporting roster file, it becomes the submittal file. If you fail to return the submittal file to NSLDS within 30 days of the date the Enrollment Reporting roster file was created (check the date/timestamp), NSLDS will initiate the School Late Enrollment Reporting roster Notification process (see Section 1.2.2).

> **Web Notes**
>
> **Using the NSLDS web site eliminates the need to return an Enrollment Reporting roster file.**
>
> All changes you make online are immediately applied to the NSLDS database.
>
> See Section 2.6 for details.

3.2.4.1 Sending the Submittal File via SAIG

Schools using the Store-and-Forward facility of SAIG deposit the completed submittal file in the NSLDS electronic mailbox.

3.2.5 Submittal File Processing

After receiving the submittal file, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps. Detail records that fail one or more edits are returned in the Acknowledgement/Error File for correction and resubmission. Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Acknowledgement/Error File has the same format as the Enrollment Reporting roster file, with fewer Detail records.

You have up to 10 days to correct and return the file as the Error Correction File. If you have not received an Acknowledgement/Error File within 48 hours of transmitting your submittal file, you should contact the NSLDS Customer Service Center at 1–800–999–8219.

Records that have been returned to the school in an Acknowledgement/Error File are not added to the NSLDS database unless the error is corrected and the record returned to NSLDS.

Figure 3–3 illustrates the part of the Enrollment Reporting process that involves NSLDS and schools or their servicers.
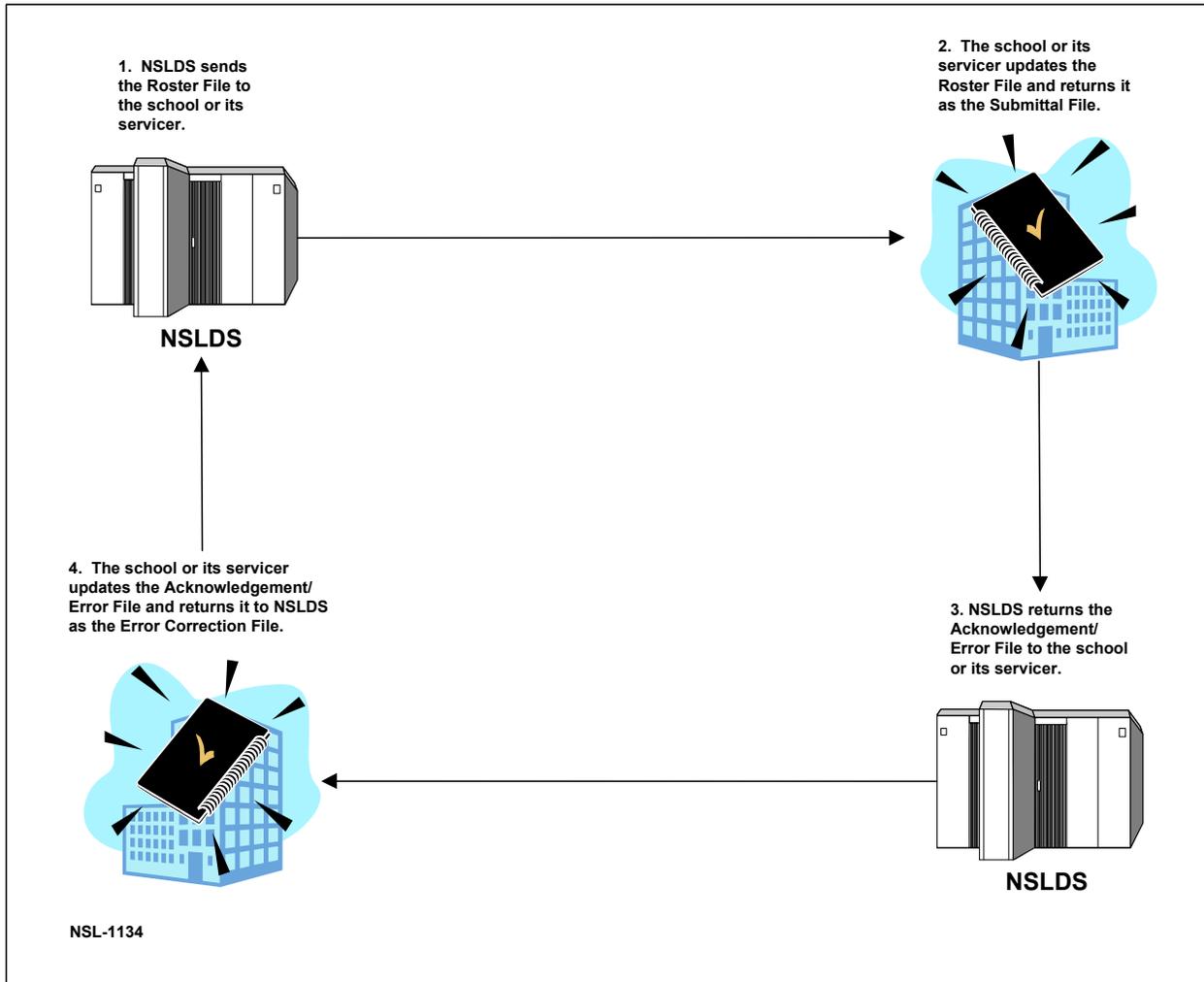
Figure 3–3, Enrollment Reporting Process—Schools

Figure 3–4 illustrates the part of the Enrollment Reporting process that involves NSLDS and data providers.
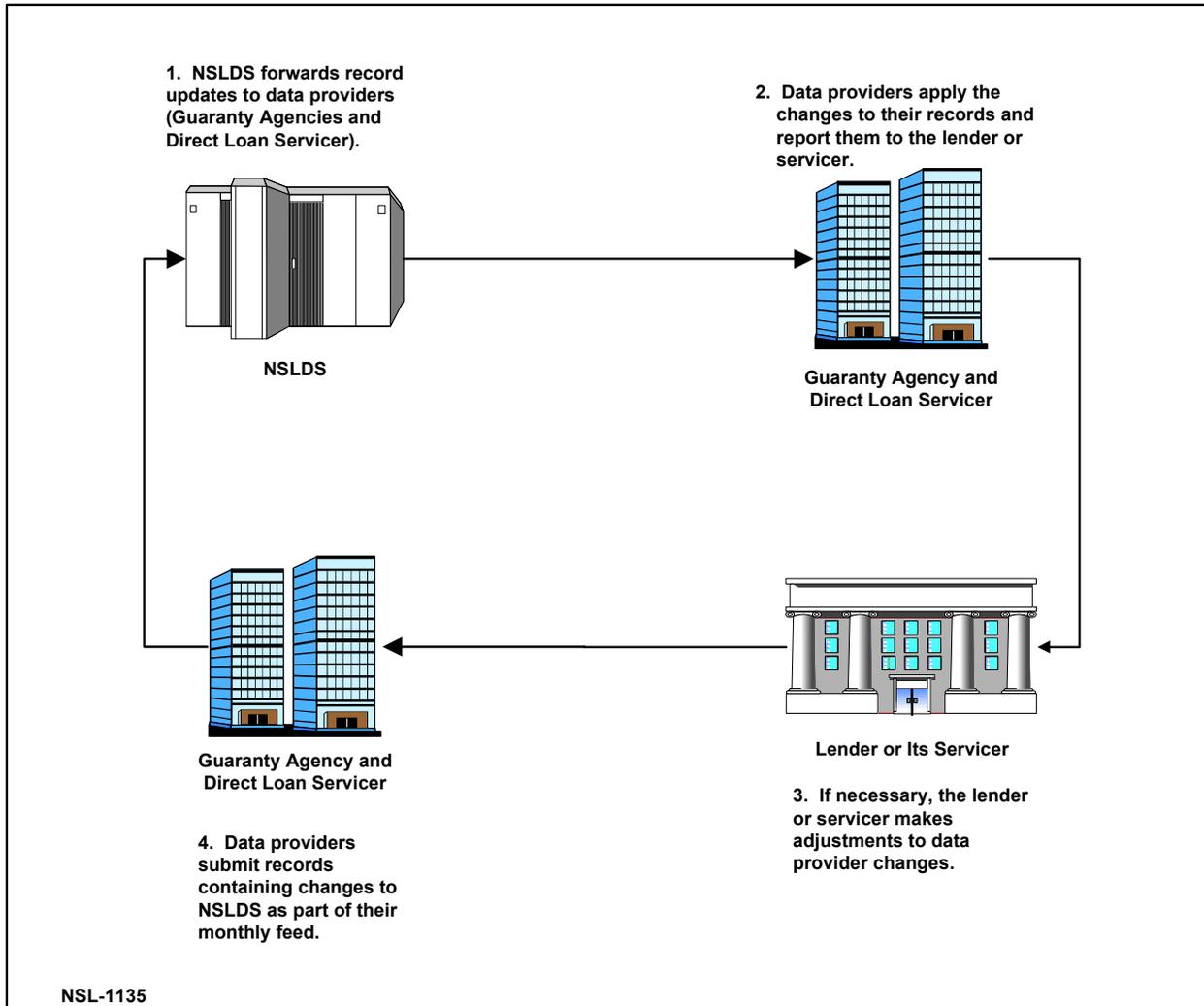
Figure 3–4, Enrollment Reporting Process—Guaranty Agencies, Direct Loan Servicer, Lenders

3.2.6 Error Notification and Correction

After NSLDS receives and processes the file, you will receive one of the following:

- An Acknowledgement/Error File that contains no error records. It is an acknowledgement that the Detail records in the submittal file contained no errors and were added to the database.

- An Acknowledgement/Error File with error records. It will contain the Detail records that could not be processed and the applicable error codes.

  Note: The Trailer record of the Acknowledgement/Error File contains the total number of Detail records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.

This file serves as the acknowledgement that NSLDS has received and processed the submittal file. You should retain a copy of the Acknowledgement/Error File for audit purposes.

If you received an Acknowledgement/Error File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File within 10 days. You should build and return the Error Correction File the same way you built and returned the submittal file. Refer to the Error File record layout specifications in Appendix A for formatting differences. The error codes occupy an additional 30 bytes at the end of each Detail record.

> **Web Notes**
>
> **You can use the NSLDS web site to correct errors contained in the Acknowledgement/Error file.**
>
> **If you correct errors using the web, you do not need to return the Error Correction File through SAIG.**
>
> See Section 2.6 for details.

If you have not received an Acknowledgement/Error File within 48 hours of transmitting a submittal or correction file, you should call CSC at 1–800–999–8219.

3.3 Enrollment Reporting Schedules

Under Title IV Federal student loan programs, schools must process all Enrollment Reporting roster files sent by ED or a GA. In addition to regular reports, student enrollment status changes (which affect grace periods, repayment responsibility, and deferment privileges) must be reported to the lender within 30 days of the enrollment change through an ad hoc report. (If an Enrollment Reporting roster file is to be processed within 60 days of the enrollment change, an ad hoc report is not needed.) An ad hoc report is one of the following:

- An unscheduled submittal file containing detail for enrollment status changes (created on a PC or mainframe).

- The online updating of student records using the Enrollment Update functions on the NSLDS web site under the ENROLL tab when not in response to a Enrollment Reporting roster file.

- An unscheduled Enrollment Reporting roster file requested from NSLDS. It may be updated and returned as a submittal file through the SAIG or updated online.

The Enrollment Reporting Schedule controls when NSLDS will create an Enrollment Reporting roster file for delivery to your school. Your school determines the best timeline to meet its needs, and creates the appropriate Enrollment Reporting Schedule via the NSLDS web site.

Web Notes	**Use the NSLDS web site to create or update your school's Enrollment Reporting Schedule.** See Section 2.9 for details.

ED recommends that all schools report enrollment data using the Enrollment Reporting process at least five times a year. Scheduling five regular Enrollment Reporting roster files per year can reduce or eliminate the need for ad hoc submissions. Schools should review their academic schedules when preparing their Enrollment Reporting schedule. NSLDS provides schools great flexibility in scheduling their Enrollment Reports, including setting specific dates for creation of an Enrollment Reporting roster file. Schools may wish to coordinate the schedule for Enrollment Reporting rosters to coincide with activities in their academic calendar, such as after the end of a drop/add period at the beginning of a semester or following the date of graduation.

Appendix A: Enrollment Reporting Roster File Record Layouts

This appendix defines the layout for each record within the Enrollment Reporting roster files and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files. In addition to the record layouts and field definitions, this chapter lists the codes for two fields: Enrollment Status Codes and error codes returned in the Acknowledgement/Error File. The chapter ends with a table showing the error checking, or edits, that NSLDS performs on the submittal file. You can use this table to develop software that updates the submittal file before returning it to NSLDS, which reduces the error correction portion of the Enrollment Update cycle.

A.1 Record Layout Specifications

This section describes the record and file formats that NSLDS uses to collect enrollment verification from schools. The record layout specification is provided, including field definitions and formatting instructions.

The Enrollment Reporting roster file and the submittal file have the same record layout. The Acknowledgement/ Error File and the Error Correction File have the same record layout.

Each field definition includes the following:

- **Name**—Brief, descriptive title.

- **Description**—Short narrative definition.

- **Type**—Indicator of the kind of value that must be in the field, as follows:

    - *Character* denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported must be filled with spaces. If a field is said to require a value "greater than spaces," the field must contain at least one letter or number.

    - *Numeric* denotes a field that must contain only numbers—for example, 1234567 as a Loan Sequence Number. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeros.

    - *Date* fields must contain only numeric data, eight digits, and appear in the format CCYYMMDD, where:

        ⇒ CC = two-digit century
        ⇒ YY = two-digit year

⇒ MM = two-digit month designation (01–12)
⇒ DD = two-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **19950430** would be accepted, but **043095** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.

- *Date/Timestamp* fields add a timestamp immediately after the date and appear in the format HHMMSSNNNNNN, where:

  ⇒ HH = two-digit hour designation
  ⇒ MM = two-digit minute designation
  ⇒ SS = two-digit second designation
  ⇒ NNNNNN = six-digit nanosecond designation

  The field's full format is CCYYMMDDHHMMSSNNNNNN. NSLDS supplies the data for all date/timestamp fields.

- **Size**—Number of bytes the field occupies.

- **Comments**—Additional information about the field.

- **Edit(s)**—Description of the error checking that NSLDS applies to the file that you return.

- **Reporting**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:

  - *Mandatory, do not change*—NSLDS provides the data in the field and you must not change it.

  - *Mandatory*—You must fill in this field for every Detail record.

  - *Mandatory, conditional*—You must fill in this field if the condition described applies to the student. For example, ACD (anticipated completion date must be completed for 'F' enrollment status, but not for 'W' or 'L' enrollment status.

  - *Optional*—You may fill in this field if desired.

- **Position**—The position refers to the beginning and ending location (byte number) of the field within the record.

A.1.1 Enrollment Reporting Roster File or Submittal File Header Record

The following section provides the specifications of the Header record at the beginning of the Enrollment Reporting roster file and submittal file. NSLDS provides most of the data in this record's fields, and it must not be changed. The sole exception is the Certification Date, which you must fill in before returning the file to NSLDS.

Enrollment Reporting Roster Header Records

<table>
<tr><td colspan="4" align="center">Enrollment Reporting Roster Header Record
Roster Sequence Number</td></tr>
<tr><td align="center">History Kept:
N/A</td><td align="center">Type:
Numeric</td><td align="center">Size:
7</td><td align="center">Position:
1–7</td></tr>
<tr><td>Description:</td><td colspan="3">A 7-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or submittal file.</td></tr>
<tr><td>Comments:</td><td colspan="3">None</td></tr>
<tr><td>Edits:</td><td colspan="3">Must equal 0000000.</td></tr>
<tr><td>Default Value/Use:</td><td colspan="3">None</td></tr>
<tr><td>Reporting:</td><td colspan="3">Mandatory, do not change.</td></tr>
<tr><td align="center">Verifies:</td><td align="center">Error:</td><td align="center">Error No.:</td><td align="center">Error Message:</td></tr>
<tr><td>Must equal 0000000.</td><td>Does not equal 000000.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>Cannot be blank.</td><td>Is blank.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>Trailer record required for each header in file.</td><td>Trailer record is missing.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>School or servicer must be enrolled with the NSLDS as a participant.</td><td>School or servicer not enrolled with the NSLDS as a participant.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>SAIG mailbox same as sent to SAIG mailbox.</td><td>Received SAIG mailbox different than sent to SAIG mailbox.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>Servicer submitted batch for school using a servicer.</td><td>School cannot submit batch if signed on with a servicer.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>School not set up with servicer submits own data.</td><td>School not submitting own data.</td><td>None</td><td>File not processed.</td></tr>
<tr><td>Submission is from SAIG or tape.</td><td>Submission not from SAIG or tape.</td><td>None</td><td>File not processed.</td></tr>
<tr><td colspan="4">Date Revised: 3/3/1999</td></tr>
</table>

Enrollment Reporting Roster Header Title			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Character	18	8–25
Description:	Contains **SSCR ROSTER HEADER** to indicate that this is the Enrollment Reporting roster file or the submittal file. Or contains **SSCR ERROR HEADER** to indicate Acknowledgement/Error File.		
Comments:	NSLDS supplies the data in this field.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Numeric	3	26–28
Description:	Blank field reserved for future use.		
Comments:	This field is blank when sent to the school.		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Code for School			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Numeric	8	29–36
Description:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.		
Comments:	• NSLDS supplies the code in this field. • If a school has questions about its OPE code, it should call the NSLDS Customer Service Center at 1–800–999–8219.		
Edits:	Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be numeric.	Not numeric.	None	File not processed.
Must be valid OPE ID.	Not valid OPE ID.	None	File not processed.
Date Revised: 3/3/1999			

Enrollment Reporting Roster Create Date/Timestamp			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Date/Timestamp	20	37–56

Description:	Date and time the Enrollment Reporting roster file was produced by NSLDS.
Comments:	• CCYYMMDDHHMMSSNNNNNN format. • This is the date and time affixed to a Enrollment Reporting roster file when it is generated for the school by NSLDS. • Should equal spaces for Ad Hoc File (File type A).
Edits:	Must be a valid date. Date must match a date in an original Enrollment Reporting roster file sent to the school.
Default Value/Use:	None
Reporting:	Mandatory, do not change.

Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	None	File not processed.
Date must match an Enrollment Reporting roster file date.	Date does not match date of an Enrollment Reporting roster file.	None	File not processed.

Date Revised:	1/2/2002

Certification Date			
History Kept: Yes	**Type:** Date	**Size:** 8	**Position:** 57–64
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the submittal file.		
Comments:	• CCYYMMDD format. • You must fill in this field with the certification date for the submittal file.		
Edits:	• Certification date must be greater than the CCYYMMDD portion of the Create Date/Timestamp. • Certification date must be less than current date.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be valid date.	Invalid or no date.	None	File not processed.
Date Revised:	1/2/2002		

File Type			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Character	1	65–65

Description:	Indicates that this is the Enrollment Reporting roster file/submittal file or the Acknowledgement/Error File.
Comments:	None
Edits:	• Must be R; however, if all records in the file are being added and sequence numbers are 9999998, then this field should be A for ad hoc reporting. • Must be E, if Acknowledgement/Error File.
Default Value/Use:	None
Reporting:	Mandatory, do not change.

Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be R, A, or E.	Invalid character.	None	File not processed.

Date Revised:	3/3/1999

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Character	265	66–330
Description:	Blank field to complete full record length.		
Comments:	Fill with spaces.		
Edits:	Not applicable.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

A.1.2 Enrollment Reporting Roster File or Submittal File Detail Record

The following section provides specifications of the Detail record that is part of the Enrollment Reporting roster file and submittal file. NSLDS provides data in some fields that you must not change. Fields that may be changed are enrollment status fields. A school may also add the Student Designator that the school uses to identify students when the SSN is not used.

Detail Records

Record Sequence Number			
History Kept: Yes	**Type:** Numeric	**Size:** 7	**Position:** 1–7
Description:	A 7-digit number that identifies the position of the student record in the Enrollment Reporting roster file.		
Comments:	• The sequence number for the first Detail record is 0000001. • Subsequent records are incremented sequentially by one. • For NSLDS-provided records, this data element is filled when the Enrollment Reporting roster file is produced and must not be changed. • If you are adding one or more students, the sequence number for all added records must be 9999998. • Values in Student's SSN, Student's First Name, and Student's Last Name must match values in the Enrollment record produced by NSLDS.		
Edits:	None		
Default Value/Use:	None		
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Must contain 9999998.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Student's Social Security Number			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	9	8–16

Description:	Social Security Number of a Title IV aid recipient.
Comments:	• Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data is incorrect, contact the data provider and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student's First Name, and Student's Last Name must match values in the enrollment record produced by NSLDS, except for school-added records.
Edits:	For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.
Default Value/Use:	None
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.

Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.

Date Revised:	1/2/2002

Student's Social Security Number Indicator			
History Kept: No	**Type:** Character	**Size:** 1	**Position:** 17
Description:	A single-character indicator showing whether the Student's Social Security Number is real or pseudo.		
Comments:	• SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo"). • If you add a student to the submittal file, you must use the correct SSN and fill in this field with R (for "real").		
Edits:	Must be R (for "real") or P (for "pseudo").		
Default Value/Use:	None		
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Student's Last Name			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	35	18–52

Description:	Current last name of the Title IV aid recipient.
Comments:	• Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains NLN. • If you believe the NSLDS data is incorrect, contact the data provider and provide verifying documents. • If you add a student to the submittal file, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35.
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.
Default Value/Use:	None
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.

Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.

Date Revised:	3/3/1999

Student's First Name			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	12	53–64

Description:	First name of the Title IV aid recipient.
Comments:	- First name reported to NSLDS by the data provider. - If the student has no first name, this field contains NFN (no first name). - If you believe NSLDS data is incorrect. Contact the data provider and provide verifying documents. - If you add a student to the submittal file, you must fill in this field with the first name. - If the student does not have a first name, you must fill in this field with NFN. - If the first name exceeds 12 characters, drop any characters in excess of 12. - Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records.
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.
Default Value/Use:	None
Reporting:	- For NSLDS-provided records: Do not change. - For school-initiated records: Mandatory.

Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.

Date Revised:	1/2/2002

Student's Middle Initial			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	1	65
Description:	Middle initial of the Title IV aid recipient.		
Comments:	• Middle initial (MI) reported to NSLDS by the data provider. • If you believe NSLDS data is incorrect, contact the data provider and provide verifying documents. • If you add a student to the submittal file and the student has no middle initial, leave this field blank.		
Edits:	None		
Default Value/Use:	None		
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Conditional, Mandatory if MI is known.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Date of Student's Birth			
History Kept: No	**Type:** Date	**Size:** 8	**Position:** 66–73
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.		
Comments:	• CCYYMMDD format. • Date of Student's Birth as reported to NSLDS by the data provider. • If a student's birth date is unknown, this field contains 19000101. • If you believe NSLDS data is incorrect, contact the data provider and provide verifying documents. • If you add a student to the submittal file, you must fill in this field. • If the Date of Student's Birth is unknown, fill in the field with 19000101.		
Edits:	• Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year.		
Default Value/Use:	Use 19000101 for school-initiated records, if Date of Student's Birth is unknown		
Reporting:	• For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be valid date.	Invalid date.	13	Invalid Date of Student's Birth.
Date Revised:	1/2/2002		

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	65	74–138
Description:	Blank to full length		
Comments:	Blank when sent to the school.		
	This area was formerly used to send identifier changes to NSLDS. Schools should contact the data provider of the loan information for the student to arrange correction to SSN, first and last name, Middle Initial, or SSN.*		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory do not change		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

*Note: Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the Customer Care Center at the NSLDS Customer Service Center at 1–800–999–8219, Option 3.

Date of Anticipated Completion			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Date	8	139–146

Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.
Comments:	- CCYYMMDD format. - For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. - This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. - This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. - If the date seems reasonable, given the student's academic progress, do not modify. - If you add a student to the submittal file, this field must contain the school's most current estimate. - The date received from a school will be modified if the date is ten years more than the Certification Date. The date will be modified to a date ten years from the Certification Date. - ACD is not required for an enrollment status of "D," "L," "W," "X," or "Z."
Edits:	- Must be all numeric. - MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. - If the Enrollment Status Code equals A, F, or H, this date must be greater than the Certification Date and the Enrollment Status Effective Date (see Figure 5–1, Enrollment Status Codes). - If the Enrollment Status Code equals G, this field must equal the Enrollment Status Effective Date.
Default Value/Use:	None
Reporting:	Mandatory if Enrollment Status Code equals G, A, F, or H.

Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must be numeric when Enrollment Status Code equals G, A, F, or H.	Invalid date.	15	Invalid date of Anticipated Completion.

Date of Anticipated Completion			
Must be greater than Certification Date when Enrollment Status Code equals A, F, or H.	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals A, F, or H.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated completion date must be greater than or equal to Date Enrollment Status Effective.
Date Revised: 1/2/2002			

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
No	Character	143	147–289
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Code for Enrollment Status			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	1	290

Description:	Code reflecting student's current (as of the Certification Date in the Header record) enrollment status.
Comments:	• This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student's grace and subsequent repayment period. • If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Section A.2, Enrollment Status Codes).
Edits:	Must be a valid code from Section A.2, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.
Default Value/Use:	None
Reporting:	Mandatory

Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.

Date Revised:	1/2/2002

Note: If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the web, showing that the student is now attending their institution, or add the student to their submittal file. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

Date Enrollment Status Effective			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Date	8	291–298

Description:	Effective date (year, month, and day) a borrower entered current enrollment status.
Comments:	• CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Section A.2, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and *not* the date the file is processed by the school (Certification Date).
Edits:	• Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student's date of birth plus 12 years.
Default Value/Use:	None
Reporting:	Mandatory

Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Invalid Date Enrollment Status Effective.
Field is completed.	Field not completed.	23	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Invalid Date Enrollment Status Effective.
Must be greater than Student's Date of Birth plus 12.	Less than Student's Date of Birth plus 12.	21	Invalid Date Enrollment Status Effective.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Certification Date must be greater than or equal to Date Enrollment Status Effective.

Date Enrollment Status Effective			
Must be less than or equal to ACD.	Greater than ACD.	33	Date Enrollment Status Effective must be less than or equal to ACD.
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
Date Revised: 3/3/1999			

School Identification Designator (ID)			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	20	299–318
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.		
Comments:	- If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. - If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. - This data is not forwarded to the data provider.		
Edits:	None, although left-justification is recommended.		
Default Value/Use:	None		
Reporting:	Optional		

Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A

Date Revised:	1/2/2002

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Character	12	319–330
Description:	Blank field to complete full record length.		
Comments:	Not applicable		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

A.1.3 Enrollment Reporting Roster File or Submittal File Trailer Record

The following section provides specifications of the Trailer record that is part of the Enrollment Reporting roster file and submittal file. NSLDS provides the data in this record's fields and you must not change them (except the Number of Detail records field). This must be updated to reflect additional records before returning the file to NSLDS.

Enrollment Reporting Roster Trailer Records

Enrollment Reporting Roster Sequence Number			
History Kept: N/A	**Type:** Numeric	**Size:** 7	**Position:** 1–7
Description:	A 7-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file.		
Comments:	None		
Edits:	Must equal 9999999.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
Must equal 9999999.	Does not equal 9999999.	None	File not processed.
Date Revised:	3/3/1999		

Enrollment Reporting Roster Trailer Title			
History Kept:	**Type:**	**Size:**	**Position:**
No	Character	19	8–26
Description:	Contains SSCR Roster Trailer to indicate that this is the Enrollment Reporting roster file or submittal file. Contains SSCR Error Trailer for the Acknowledgement/Error File.		
Comments:	NSLDS supplies the data in this field.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Number of Detail Records			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Numeric	8	27–34

Description:	Number of Detail records in the file.
Comments:	• This field confirms that you have returned all records in the Enrollment Reporting roster file. • This field contains the number of records in the Enrollment Reporting roster file. • If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records. • If you subtract Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records.
Edits:	Must be equal to the number of Detail records in the submittal file.
Default Value/Use:	None
Reporting:	Mandatory

Verifies:	Error:	Error No.:	Error Message:
Must equal total number of Detail records in the submittal file.	Does not equal total number of Detail records in submittal file.	None	File not processed.

Date Revised:	3/3/1999

Filler			
History Kept:	**Type:**	**Size:**	**Position:**
N/A	Character	296	35–330
Description:	Blank field to complete full record length.		
Comments:	Not applicable		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

A.1.4 Acknowledgement/Error File

The Acknowledgement/Error File contains the same file layout as listed above with one exception. The Enrollment Reporting roster file and submittal file use fields 331-360 as filler in the Detail record. In the Acknowledgement/Error File, any Detail records returned to the school contain error codes in this position. The error code indicates the reason the data was not accepted by NSLDS and must be corrected and returned within 10 days.

Error Codes in Detail Record			
History Kept:	**Type:**	**Size:**	**Position:**
Yes	Character	30	331–360
Description:		Contains Two digit Error Code—one or more codes may be attached to a record. See Figure 5.2	
Comments:		Error Code(s) indicating the reason the record was not able to update data on NSLDS.	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	**Error:**	**Error No.:**	**Error Message:**
N/A	N/A	N/A	N/A
Date Revised:	1/2/2002		

Schools may submit an Error Correction File in the format of the submittal file with the records from the Acknowledgement/Error file corrected. Schools may also correct the rejected records by providing certification information for the student on the NSLDS web site.

A.2 Enrollment Status Codes

Figure 5-1 displays the valid Enrollment Status Codes to be used in a submittal file or for Enrollment Update on the NSLDS web site.

Note: If the student does not return to school as scheduled, you must change the status within 60 days to "Withdrawn," with an effective date of the last date of attendance, per [34 CFR 668.22 (j)(1)].

Code	Status	Definition	Date Used as Effective Date
A	Approved leave of absence	Student is currently enrolled at this institution, but has a leave of absence approved in accordance with [34 CFR 668.22(d)(2)].	Date the student began an approved leave of absence.
D	Deceased	Student is deceased.	Date of death, if known; otherwise, the date the institution was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the institution's definition, in accordance with [34 CFR 668.2] or [34 CFR 682.200].	Date on which the student most recently began uninterrupted [1] enrollment on a full-time basis.
G	Graduated	Student has completed the course of study and is not currently admitted to, nor enrolled in, a different course of study at this institution.	Date the student completed the course requirements (not presentation date of the diploma or certificate).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this institution's definition, in accordance with [34 CFR 682.200].	Date student dropped below full-time, or if half time is the original status, the date on which the student most recently began uninterrupted [1] enrollment on a half time or more, but less than full-time, basis.
L	Less than half-time	Student is enrolled less than half-time, according to this institution's definition, in accordance with [34 CFR 682.200].	Date student dropped below half time, or if less than half time is the original status, the date on which the student most recently began uninterrupted [1] enrollment on a less than half-time basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this institution, stopped attending all classes at this institution but did not officially withdraw, or for any reason did not re-enroll at this institution for the next regular (non-summer) term without completing the course of study.	Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this institution. (Institution *does* have a record of the individual.)	Report certification date, as recorded in the submittal file Header record.

Code	Status	Definition	Date Used as Effective Date
Z	No record found	Individual for whom a thorough search of the institution's records reveals no information. (Institution *does not* have a record of the individual.)	Report certification date, as recorded in the submittal file Header record.

[1] Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 60 days of that determination, or within 60 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.

Figure A–1, Enrollment Status Codes

A.3 Error Codes

Figure 5-2 summarizes the record-level edits returned in the Acknowledgement/Error File or displayed on the NSLDS web site when adding or updating student enrollment data.

Error Code	Field Name	Position	Error Message
11	Student's Social Security Number	8-16	The student identifiers (Student's Social Security Number, first name, and date of birth) submitted by a school do not match those for any student in the database.
	Student's First Name	53-64	
	Date of Student's Birth	6-73	
13	Date of Student's Birth	66-73	Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format.
15	Anticipated Completion Date	139-146	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A', 'F', or 'H'. (*See Notes 1-3 below.*)
16	Anticipated Completion Date	139-146	Anticipated Completion Date cannot be greater than ten years after the Certification Date. (*See Notes 1-3 below.*)
19	Enrollment Status Code	290-290	Missing Enrollment Status.
20	Enrollment Status Code	290-290	Invalid Enrollment Status Code. Valid codes are 'F', 'H', 'L', 'A', 'W', 'G', 'D', 'X', and 'Z'.
21	Enrollment Status Effective Date	291-298	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 15 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student's Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z'. (*See Note 4 below.*)
22	Enrollment Status Code	290-290	A school cannot report an Enrollment Status of "X" or "Z" if an enrollment history (Enrollment Status Code of 'F', 'H', 'A', or 'L') already exists for student at that school.
23	Enrollment Status Effective Date	291-298	Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D', 'X' or 'Z'. (*See notes 4-5 below.*)
26	Anticipated Completion Date	139-146	Anticipated Completion Date must be greater than Certification Date when school reports Enrollment Status Code of 'A', 'F', or 'H'. NSLDS will substitute the ACD on its database when no ACD is returned on the submittal file, but that ACD will still be subject to this edit. (*See Notes 1-3 below.*)

Error Code	Field Name	Position	Error Message
30	Enrollment Status Effective Date	291-298	Enrollment Status Effective Date must be less than Certification Date.
32	Enrollment Status Effective Date	291-298	Student status could not be applied as current. Formerly, this was due to a school reporting an Enrollment Status Effective Date prior or equal to two or more previous Dates Enrollment Status Effective. Beginning January 2, 2002, this is due to a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.
33	Anticipated Completion Date	139-146	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'F; 'H' and 'A'. (*See Notes 1-3 below.*)
	Enrollment Status Effective Date	291-298	
34	Certification Date	From Header 57-64	If the Enrollment Status Code is 'F', 'H', or 'A' and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date.
	Enrollment Status Effective Date	291-298	
35	Enrollment Status Code	290-290	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of "A"
36	Enrollment Status Effective Date	291-298	If a school has ten or more students on its previous Enrollment Reporting roster file and more than ten percent of the records on a submittal file have an Enrollment Status Code of 'D', Roster Receipt will reject all the detail records that contain that status.
37/11 Web/ header	Certification Date is Invalid	From Header 57-64	Invalid Date of Certification. Must be a valid date in CCYYMMDD format.
38/13 Web/ header	Certification Date is too Old.	From Header 57-64	The certification date has preceded the earliest allowable date for certification of data. This date is controlled by a validation parameter and is calculated by subtracting the number of parameter days from the current date.
39/21 Web/ header	Certification Date is in the future.	From Header 57-64	The certification date is in the future. Future certification of data is not allowed.

Error Code	Field Name	Position	Error Message
Notes:			

1. Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment status 'X', 'Z', 'W', and 'L.

2. Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status of 'D'.

3. Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G'.

4. Enrollment Status Effective Date is adjusted by NSLDS to Certification Date for Enrollment Status 'X' and 'Z'.

5. Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not reported by the school and Enrollment Status is 'D'.

Figure A–2, Error Codes and Messages

A.4 Error Checking

Check your data for errors before submitting the completed submittal file or Error Correction File to NSLDS. The following tables list common reasons that files and records are rejected.

A.4.1 Header Record

Data Element	Validation Criteria	Action
Sequence Number	Must be **0000000**.	Accept only if the sequence number of the first record is **0000000**.
Create Date/Timestamp	Must be a valid date in CCYYMMDD format. Must match the date/timestamp in the Enrollment Reporting roster file sent to the school.	Reject if the date/timestamp in the submittal file that you prepared does not match the date/timestamp in the Enrollment Reporting roster file that you received from NSLDS.
Certification Date	Must be a valid date in CCYYMMDD format. Must be greater than or equal the Enrollment Status Effective Date.	Accept when both criteria are met.
File Type	For the submittal file, must be **R**. For the Error Correction File, must be **E**. For the ad hoc file, must be **A**.	Reject if neither **R**, **E,** nor **A**.

A.4.2 Detail Record

Data Element	Validation Criteria	Action
Record Sequence Number	Every field's contents must match the original field contents in the Enrollment Reporting roster file sent to the school.	Reject if any field contents have changed compared to the Enrollment Reporting roster file transmitted to the school.
Student's SSN		
Student's Last Name		
Student's First Name		
Date of Student's Birth		
Date of Anticipated Completion	Must be a valid date in CCYYMMDD format. If the Enrollment Status Code equals "G," this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code equals "A," "F," or "L," this date must be greater than the Certification Date.	Accept when both criteria are met.
Code for Enrollment Status	Must be one of the values in the Enrollment Status Codes table.	Accept if in the Enrollment Status Codes table; reject otherwise.
Date Enrollment Status Effective	Must be a valid date in CCYYMMDD format. If the Code for Enrollment Status is **D**, this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.
Student Branch Designator	None	Optional field used by schools to identify students within their own systems.

A.4.3 Trailer Record

Data Element	Validation Criteria	Action
Enrollment Update Sequence Number	Must be **9999999**.	Accept only if the sequence number of the last record is **9999999**.
Number of Detail records	Must equal total number of Detail records.	Accept only if the count is equal to the number of Detail records.
Note: Before returning the file, update positions 27–34 in the Trailer record. This number must match the total number of error records being returned.		