

NSLDS Enrollment Reporting Guide

(Formerly SSCR User's Guide)

The collage consists of five screenshots of the NSLDS Enrollment Reporting Guide interface:

- Top Left:** Shows the main navigation menu (Menu, Aid, Enroll, Org, Report, Tran) and a section for "Enrollment Maintenance" with a "Return to Enrollment Add" button. It includes a message: "Please confirm identifiers (SSN, First Name, DOB) for rows marked with small 'info' icons."
- Top Right:** Shows the "Enrollment Update" section with a "Primary Search Options" section containing "Review/Sort by" (SSN (Default)) and "Begin Value" (Exact Match Only). It also has an "Advanced Search Options" section.
- Center:** A large screenshot showing the "Enrollment Summary" section with a navigation bar (Menu, Aid, Enroll, Org, Report, Tran) and a search bar with fields for SSN, First Name, and DOB, followed by a "Retrieve" button. Below the search bar, it says "Logged on as: SUSIE SMITH from STATE UNIVERSITY".
- Bottom Left:** Shows the "Enrollment Reporting Schedule" section with a "User Profile" section and a "Current Schedule" table.
- Bottom Right:** Shows the "Enrollment Add" section with a "Student Identifier entry to initiate Enrollment Add" table.

Current Schedule Table:

Date	Type	Created By
02/01/2002	Regular	LINDA OLSON (11/06/2001)
03/01/2001	Regular	LINDA OLSON (11/06/2001)
05/01/2001	Regular	LINDA OLSON (11/06/2001)
07/01/2001	Regular	LINDA OLSON (11/06/2001)
09/01/2002	Regular	LINDA OLSON (11/06/2001)
11/01/2002	Regular	LINDA OLSON (11/06/2001)

Enrollment Add Table:

SSN	First Name	DOB (MMDDCCYY)
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		
Clear		

April 2002

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 SAID, receiving roster files, matching student records, updating student records, returning student records and completing error files.
- **Chapter 4: Frequently Asked Questions about Enrollment**—Answers a variety of batch and online enrollment reporting questions.
- **Appendix A: Roster File Record Layouts**—Provides the file layout for roster files and error files as well as error codes and explanations.
- **Appendix B: Program Overview**—Provides a brief history and program overview of NSLDS, including database contents, system interfaces, and program functions.

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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 attending students who receive Federal loans. This process is called Enrollment Reporting (formerly the Student Status Confirmation Report (SSCR)).

- Schools report the enrollment status of students receiving Title IV aid to the National Student Loan Data System (NSLDS)
- This enrollment information is merged to the NSLDS database and reported to the guarantors, lenders, and servicers of student loans

Because a student's enrollment status determines deferment eligibility, grace periods, and repayment schedules, as well as the government's payment of interest subsidies, Enrollment Reporting is critical for effective administration of Title IV loans. Enrollment Reporting is the primary means of verifying students' loan privileges and the Federal government's financial obligations.

In 1996, the U.S. Department of Education (ED) began using NSLDS to track the enrollment of all student loan borrowers. (An overview of NSLDS is provided in Appendix B.) 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 data reported by schools. NSLDS records must be accurately matched with enrollment records. Schools should review, update, or verify student enrollment statuses and other information with information that appears on the Roster File. Schools should correct any errors in reporting that were identified by NSLDS.

A school's 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 roster for 180 days after the enrollment status effective date and is then dropped from the roster if the status remains the same. A student with an enrollment status of 'G' remains on the 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 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 your responsibility, as a participant in 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 roster file process (formerly SSCR) will be done using Student Aid Internet Gateway (SAIG). Web pages have been enhanced to enable schools to create or modify their reporting schedule and add ad-hoc reports, putting the school in control of the day that Roster Files will be created. Reporting student status online has been changed to display the school's roster of students to easily certify enrollment for one or all of the school's Title IV loan recipients. Students can be added to the school 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 then 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 will allow schools to return any roster—not just the last one created—and provide information that is more complete to the loan community.

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

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 Reports satisfies this regulatory requirement [34 CFR 682.610(c)]. The following business rules apply in order for your school to be in compliance.

- The Roster File is placed in schools' designated SAIG mailboxes by 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 Roster File are due within *30 days* of creation of the file. When the Roster is updated, the school returns it as a Submittal File. Responses may also be completed online, eliminating 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 receipt of the Acknowledgement/Error File. The file is returned as an Error Correction file. The Acknowledgement/Error File may not indicate any errors, but will serve 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 NSLDS Customer Service Center assists schools by creating a report showing the dates roster files were sent and returned, the number of errors, date and number of online updates, and any overdue letters that were sent.

To obtain an audit report, call the NSLDS Customer Service Center at 1–800–999–8219, or submit your request to nsldscoe@raytheon.com. You will need to provide your name, your institution name and OPEID, contact phone and fax numbers, and the dates the audit covers.

1.2.2 School Late 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 roster is created
- A second letter is sent to the president or CEO, registrar, and financial aid administrator if the 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 roster is more than 28 days late (58 days after creation)

Even when your school uses a servicer to submit the Enrollment Report, 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 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.

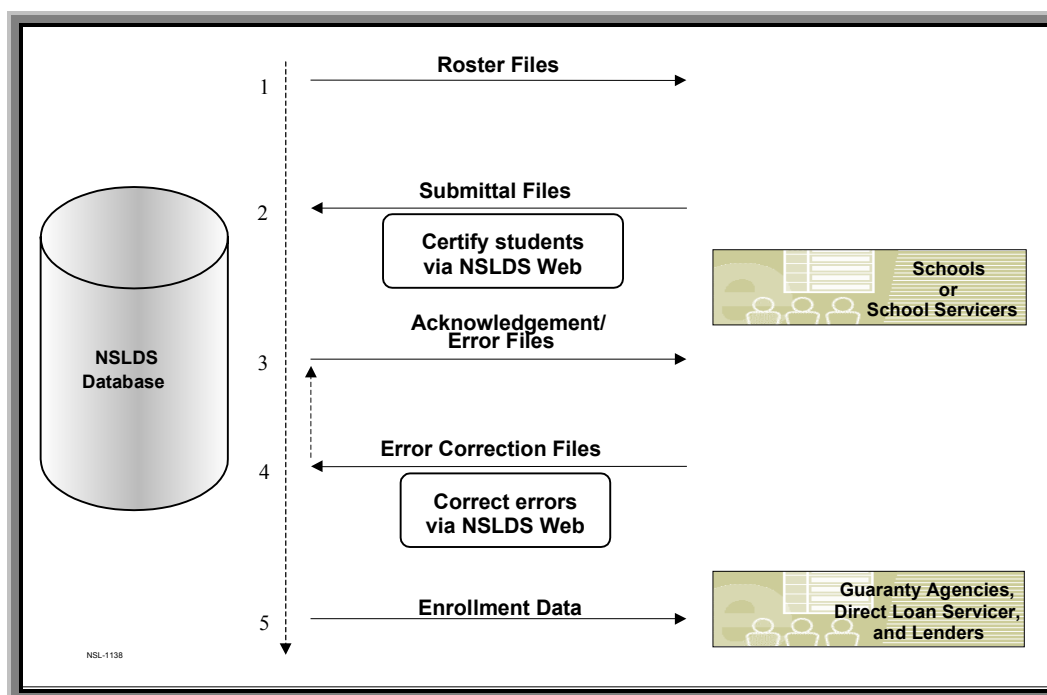


Figure I–1, NSLDS Enrollment Reporting Process

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

1. NSLDS:
 - A. Monitors school enrollment reporting schedules and submissions.
 - B. Generates the Roster File for the school.
 - C. Forwards the Roster File to the school or servicer.
2. School (or servicer):
 - A. Receives the Roster File.
 - B. Matches the Roster File with registration files.
 - C. Updates the 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 Roster File, now the Submittal File with a certification date, to NSLDS within 30 days of the creation date.

OR

Goes online at www.nslsdfap.ed.gov to certify enrollment for students on their roster file.
3. NSLDS:
 - A. Receives the Submittal File.
 - B. Edits (error-checks) the Submittal File contents. If completed 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.nslsdfap.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.

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.nslsdfap.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 NSLDSFAP Web site. To get a user ID and password:

- 1** Go to the Student Aid Internet Gateway (SAIG) site at www.sfawebenroll.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 via e-mail.

The first time you access the NSLDSFAP 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 NSLDSFAP 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 NSLDSFAP 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.
- **Enrollment Add**—Add students to your enrollment 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 will also include data already in NSLDS.
- **Enrollment Reporting Schedule**—View or modify your current enrollment schedule, create a new schedule, or request that additional Ad Hoc 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.nsldsfa.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. Then 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).

The screenshot shows the NSLDS web interface. At the top is the NSLDS logo. Below it is a blue header bar with the text "Logged on as: JIM NEILL from STATE UNIVERSITY". The main content area is titled "Privacy Act Reminder". It contains a text box with the following text: "This is a Government system, to be used by authorized personnel only. If you use this computer system, you should understand that all activities may be monitored and recorded by automated processes and/or by Government personnel. Anyone using this system expressly consents to such monitoring. Warning: If such monitoring reveals possible evidence of criminal activity, monitoring records may be provided to law enforcement officials." Below this is another text box: "This system contains personal information protected by the Privacy Act of 1974 (as amended). If you use this computer system, you are explicitly consenting to be bound by the Act's requirements and acknowledge the possible criminal and civil penalties for violation of the Act." At the bottom of the reminder box are two buttons: "I Agree" and "Cancel and Logout".

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, which includes links to the other pages within that section. Your name and your institution's name display below the specified 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.
	Colored tab with white text indicates that you are in the active subject area.
	Tan tab with black text indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
	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 .
	Discharge symbol warns you that loans have been discharged from repayment.

Icon/Symbol	Description
	Discharge symbol warns you that the identified loan has been discharged from repayment.
	Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more detail. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you information that is more detailed. 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.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page. It appears only when you are using the Netscape browser.
	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 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).

OR

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**.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | **Enrollment Update** | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 Type: School

i Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional.

Enrollment Update

? Primary Search Options

Retrieve/Sort by: SSN (Default) Begin Value: Exact Match Only

? Advanced Search Options

Last Name Begin: End:
SSN Begin: End:
Student Designator Begin: End:
Certification Date Begin: (MMDDCCYY) End: (MMDDCCYY)
Anticipated Completion Date Begin: (MMDDCCYY) End: (MMDDCCYY)

Enrollment Codes (Check all that apply)

<input checked="" type="checkbox"/> A - Approved Leave of Absence	<input checked="" type="checkbox"/> D - Deceased	<input checked="" type="checkbox"/> F - Full Time	<input checked="" type="checkbox"/> G - Graduated
<input checked="" type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input checked="" type="checkbox"/> L - Less Than Half Time	<input checked="" type="checkbox"/> W - Withdrawn	<input checked="" type="checkbox"/> Z - No Record Found

Retrieve


[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

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 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 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.


Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from STATE UNIVERSITY

[Return to Enrollment Update](#)

Name: STATE UNIVERSITY
Code: 00123450 **Type:** School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default)
Begin Value:
Exact Match Only ☐
Retrieve

Currently Retrieved/Sorted by: SSN
 Enrollment Codes: A, D, F, G, H, L, W, Z

Recertification Date: 03/07/2002
Check All ☐

Enroll. Code	SSN	Name	Enroll. Date	Eff. Date	ACD	DOB	Student Designator
F	1	SSN: 044-08-3672 NAME: ROBERT FALCON	02/21/2002	05/10/2001	ACD:	12/15/2004	Student
F	2	SSN: 127-94-7726 NAME: KENRICK N COMPTON	02/21/2002	01/11/1989	ACD:	12/15/2002	Student
F	3	SSN: 291-28-8013 NAME: DEBORAH K CARDWELL	02/21/2002	08/31/1993	ACD:		Student
F	4	SSN: 295-54-9342 NAME: SUSAN D EVANS	02/28/2002	01/02/2002	ACD:	05/30/2004	Student
F	5	SSN: 295-75-7208 NAME: DONALD A HOLT	02/21/2002	08/10/1995	ACD:		Student
F	6	SSN: 300-36-5530 NAME: MICHELE D CALVIN	02/21/2002	09/11/1995	ACD:	08/13/2002	Student
F	7	SSN: 300-73-4844 NAME: CHRISTY B HARRIS	02/28/2002	09/12/1996	ACD:	05/15/2002	Student
F	8	SSN: 303-24-7528 NAME: VIRGINIA L SKINNER	02/21/2002	07/25/1996	ACD:	08/04/2002	Student
F	9	SSN: 305-03-8628 NAME: RACHEL D RENICKER	02/21/2002	09/12/1996	ACD:	04/05/2002	Student
F	10	SSN: 307-09-4780 NAME: JEFFREY L ORR	02/21/2002	04/15/1999	ACD:	06/07/2003	Student
F	11	SSN: 309-23-6217 NAME: JODY L STONER	02/21/2002	09/17/1999	ACD:	08/04/2003	Student
F	12	SSN: 453-63-7621 NAME: JOHN P MCDALE	02/21/2002	08/13/1998	ACD:	04/05/2002	Student
F	13	SSN: 458-57-2908 NAME: CARLA M GRAHAM	02/21/2002	09/12/1997	ACD:	04/05/2003	Student
F	14	SSN: 459-24-8276 NAME: JACQUELYN A GHANTA	02/21/2002	09/20/1999	ACD:	05/29/2002	Student
F	15	SSN: 459-26-7156 NAME: JENNIFER L LA VIGNE	02/21/2002	08/14/1996	ACD:		Student
F	16	SSN: 460-40-7427 NAME: PEPPI L PARRIS	02/21/2002	03/27/1996	ACD:	08/13/2002	Student
F	17	SSN: 460-49-2530 NAME: STACY W PETRILLO	02/21/2002	08/06/2001	ACD:	06/06/2004	Student
F	18	SSN: 460-51-6232 NAME: ROSALIND L SALAZAR	02/21/2002	09/12/1996	ACD:	08/04/2002	Student
F	19	SSN: 460-59-0418 NAME: CHAD J BUENO	02/21/2002	09/05/1997	ACD:	12/04/2002	Student
F	20	SSN: 461-55-8852 NAME: AMY C SWINDELL	12/29/2001	09/20/1999	ACD:	12/01/2003	Student
F	21	SSN: 462-45-6702 NAME: KIMBERLY D WALLACE	12/29/2001	07/29/2000	ACD:	12/01/2003	Student
F	22	SSN: 462-98-5087 NAME: MARGARET L RUBINOB	01/07/2002	10/20/1990	ACD:	05/29/2002	Student
F	23	SSN: 462-08-0795 NAME: ANGELA M TAYLOR	01/07/2002	06/07/1997	ACD:		Student
F	24	SSN: 463-22-5863 NAME: TONY W SHYDER	12/29/2001	03/31/1998	ACD:	06/05/2004	Student
F	25	SSN: 463-43-8607 NAME: ANTHONY L RAY JR	01/07/2002	02/00/1990	ACD:		Student
F	26	SSN: 463-59-2337 NAME: MELISSA J TEPPER	12/29/2001	10/31/1999	ACD:	03/13/2002	Student
F	27	SSN: 464-40-6652 NAME: JOHNNIE L SMITH	12/29/2001	12/04/1997	ACD:		Student
F	28	SSN: 465-06-8906 NAME: RUFUS SOYOYE	12/29/2001	08/16/1996	ACD:		Student
F	29	SSN: 465-55-7866 NAME: ALBERT R GRIMM	12/29/2001	06/03/1999	ACD:		Student
F	30	SSN: 466-26-7578 NAME: LISA K HAWK	12/29/2001	08/01/2001	ACD:	12/01/2003	Student

[Certify Checked Students](#) [Reset](#)

PRIVACY ACT OF 1974 (AS AMENDED)

Figure 2–5, Enrollment Maintenance—Entire 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 chose 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.

- 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.




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Enroll
Org
Report
Tran

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)



Return to
Enrollment
Update

Name: STATE UNIVERSITY

Code: 00123400 **Type:** School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: ☐ Exact Match Only Retrieve

Currently Retrieved/Sorted by: SSN
 SSN Begin: 466 End: 500
 Enrollment Codes: A, D, F, G, H, L, W, Z

✓ Recertification Date: 03/07/2002 Check All	
<input type="checkbox"/> 1 SSN: 466-26-7578 NAME: LISA K HAWK DOB: 08/08/1980	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: A</div> <div>Eff. Date: 08/01/2001</div> <div>ACD: 12/01/2003</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 2 SSN: 466-28-8246 NAME: GLYNN T HARVEY DOB: 01/29/1978	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: H</div> <div>Eff. Date: 04/18/1999</div> <div>ACD: 12/04/2002</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 3 SSN: 466-57-4656 NAME: CHRISTOPHER M SOLER DOB: 10/29/1980	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: F</div> <div>Eff. Date: 08/13/1998</div> <div>ACD: 06/05/2002</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 4 SSN: 466-57-6487 NAME: CHERI M GATELEIN DOB: 07/17/1980	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: F</div> <div>Eff. Date: 06/05/1999</div> <div>ACD: 12/04/2002</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 5 SSN: 466-61-7662 NAME: AMANDA B BLEVINS DOB: 05/25/1983	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: F</div> <div>Eff. Date: 10/18/2000</div> <div>ACD: 12/01/2003</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 6 SSN: 467-27-9857 NAME: SHANA M WESTPHAL DOB: 05/31/1975	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: F</div> <div>Eff. Date: 09/06/1999</div> <div>ACD: 06/05/2002</div> <div>Student Designator: </div> </div>	
<input type="checkbox"/> 7 SSN: 480-43-1457 NAME: STEPHANIA L WRIGHT DOB: 10/08/1978	
<div style="display: flex; justify-content: space-between;"> <div>Cert. Date: 12/29/2001</div> <div>Enroll. Code: F</div> <div>Eff. Date: 09/06/1999</div> <div>ACD: 06/05/2002</div> <div>Student Designator: </div> </div>	

Certify Checked Students
Reset



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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 Options** 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.

The screenshot shows the NSLDS Enrollment Update page. At the top, there is a navigation bar with links: Menu, Aid, Enroll, Org, Report, Tran. Below this is a status bar showing the user is logged on as SUSIE SMITH from STATE UNIVERSITY. A box displays the institution's name (STATE UNIVERSITY), code (00123400), and type (School). An information icon and text state: "Clicking Retrieve will return entire Portfolio in SSN order. All Search values are optional." The page is titled "Enrollment Update" and shows "Primary Search Options" with a "Retrieve/Sort by:" dropdown set to "SSN (Default)" and "Begin Value:" and "End:" input fields. An "Exact Match Only" checkbox is also present. Below this are "Advanced Search Options" with multiple input fields for "Last Name Begin/End", "SSN Begin/End" (with values 466 and 500), "Student Designator Begin/End", "Certification Date Begin/End", and "Anticipated Completion Date Begin/End". A section for "Enrollment Codes (Check all that apply)" includes checkboxes for A (Approved Leave of Absence), D (Deceased), F (Full Time), G (Graduated), H (Half Time or More, But Less Than Full Time), L (Less Than Half Time), W (Withdrawn), and Z (No Record Found). A "Retrieve" button is at the bottom of the form area. The footer contains a home icon and a link to the "PRIVACY ACT OF 1974 (AS AMENDED)".

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.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

[Return to Enrollment Update](#)

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: ☐ Exact Match Only

Currently Retrieved/Sorted by: SSN
SSN Begin: 466 End: 500
Enrollment Codes: A, D, F, G, H, L, W, Z

☒ Recertification Date: 03/07/2002

<input type="checkbox"/>	1	SSN: 466-26-7578	NAME: LISA K HAWK	DOB: 08/08/1980
Cert. Date:	12/29/2001	Enroll. Code: A	Eff. Date: 08/01/2001	ACD: 12/01/2003 Student Designator: <input type="text"/>
<input type="checkbox"/>	2	SSN: 466-28-8246	NAME: GLYNN T HARVEY	DOB: 01/29/1978
Cert. Date:	12/29/2001	Enroll. Code: H	Eff. Date: 04/18/1999	ACD: 12/04/2002 Student Designator: <input type="text"/>
<input type="checkbox"/>	3	SSN: 466-57-4656	NAME: CHRISTOPHER M SOLER	DOB: 10/29/1980
Cert. Date:	12/29/2001	Enroll. Code: F	Eff. Date: 08/13/1998	ACD: 06/05/2002 Student Designator: <input type="text"/>
<input type="checkbox"/>	4	SSN: 466-57-6487	NAME: CHERI M GATELEIN	DOB: 07/17/1980
Cert. Date:	12/29/2001	Enroll. Code: F	Eff. Date: 06/05/1999	ACD: 12/04/2002 Student Designator: <input type="text"/>
<input type="checkbox"/>	5	SSN: 466-61-7662	NAME: AMANDA B BLEVINS	DOB: 05/25/1983
Cert. Date:	12/29/2001	Enroll. Code: F	Eff. Date: 10/18/2000	ACD: 12/01/2003 Student Designator: <input type="text"/>
<input type="checkbox"/>	6	SSN: 467-27-9857	NAME: SHANA M WESTPHAL	DOB: 05/31/1975
Cert. Date:	12/29/2001	Enroll. Code: F	Eff. Date: 09/06/1999	ACD: 06/05/2002 Student Designator: <input type="text"/>
<input type="checkbox"/>	7	SSN: 480-43-1457	NAME: STEPHANIA L WRIGHT	DOB: 10/08/1978
Cert. Date:	12/29/2001	Enroll. Code: F	Eff. Date: 09/06/1999	ACD: 06/05/2002 Student Designator: <input type="text"/>

[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

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 that if you do not move your mouse or type on your keyboard for 30 minutes, NSLDS will automatically log you off. If this occurs, ALL UNSUBMITTED ENROLLMENT DATA WILL BE LOST.



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Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule
Help | ? | X

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

? **Enrollment Maintenance Confirm**

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

1 SSN: 466-26-7578 NAME: LISA K HAWK DOB: 08/08/1980					
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	01/10/2002
				ACD:	12/01/2003
				Student Designator:	
2 SSN: 466-28-8246 NAME: GLYNN T HARVEY DOB: 01/29/1978					
Cert. Date:	03/07/2002	Enroll. Code:	H	Eff. Date:	04/18/1999
				ACD:	12/04/2002
				Student Designator:	
3 SSN: 466-57-4656 NAME: CHRISTOPHER M SOLER DOB: 10/29/1980					
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	08/13/1998
				ACD:	06/05/2002
				Student Designator:	
4 SSN: 466-57-6487 NAME: CHERI M GATELEIN DOB: 07/17/1980					
Cert. Date:	03/07/2002	Enroll. Code:	H	Eff. Date:	02/14/2002
				ACD:	12/04/2002
				Student Designator:	
5 SSN: 466-61-7662 NAME: AMANDA B BLEVINS DOB: 05/25/1983					
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	10/18/2000
				ACD:	12/01/2003
				Student Designator:	
6 SSN: 467-27-9857 NAME: SHANA M WESTPHAL DOB: 05/31/1975					
Cert. Date:	03/07/2002	Enroll. Code:	L	Eff. Date:	01/20/2002
				ACD:	06/05/2002
				Student Designator:	
7 SSN: 480-43-1457 NAME: STEPHANIA L WRIGHT DOB: 10/08/1978					
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	09/06/1999
				ACD:	06/05/2002
				Student Designator:	

Confirm Cancel

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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 redisplay 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.




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[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School









Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller "info" icons below.

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: ☐ Exact Match Only

Currently Retrieved/Sorted by: SSN
 SSN Begin: 466 End: 500
 Enrollment Codes: A, D, F, G, H, L, W, Z

☒ **Recertification Date:** 03/07/2002

<input type="checkbox"/>  1	SSN: 466-26-7578	NAME: LISA K HAWK		DOB: 08/08/1980	
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	01/10/2002
				ACD:	12/01/2003
				Student Designator:	
<input type="checkbox"/>  2	SSN: 466-28-8246	NAME: GLYNN T HARVEY		DOB: 01/29/1978	
Cert. Date:	03/07/2002	Enroll. Code:	H	Eff. Date:	04/18/1999
				ACD:	12/04/2002
				Student Designator:	
<input type="checkbox"/>  3	SSN: 466-57-4656	NAME: CHRISTOPHER M SOLER		DOB: 10/29/1980	
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	08/13/1998
				ACD:	06/05/2002
				Student Designator:	
<input type="checkbox"/>  4	SSN: 466-57-6487	NAME: CHERI M GATELEIN		DOB: 07/17/1980	
Cert. Date:	03/07/2002	Enroll. Code:	H	Eff. Date:	02/14/2002
				ACD:	12/04/2002
				Student Designator:	
<input type="checkbox"/>  5	SSN: 466-61-7662	NAME: AMANDA B BLEVINS		DOB: 05/25/1983	
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	10/18/2000
				ACD:	12/01/2003
				Student Designator:	
<input type="checkbox"/>  6	SSN: 467-27-9857	NAME: SHANA M WESTPHAL		DOB: 05/31/1975	
Cert. Date:	03/07/2002	Enroll. Code:	L	Eff. Date:	01/20/2002
				ACD:	
				Student Designator:	
<input type="checkbox"/>  7	SSN: 480-43-1457	NAME: STEPHANIA L WRIGHT		DOB: 10/08/1978	
Cert. Date:	03/07/2002	Enroll. Code:	F	Eff. Date:	09/06/1999
				ACD:	06/05/2002
				Student Designator:	


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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 redisplay (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.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from STATE UNIVERSITY

Name: STATE UNIVERSITY
Code: 00123400 Type: School

Place cursor over the smaller error icon(s) to see the errors for the row. Rows may be "Unchecked" if desired.

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: ☐ Exact Match Only

Currently Retrieved/Sorted by: SSN
SSN Begin: 466 End: 500
Enrollment Codes: A, D, F, G, H, L, W, Z

☒ Recertification Date: 03/07/2002

<input checked="" type="checkbox"/>	1	SSN: 466-26-7578	NAME: LISA K HAWK	DOB: 08/08/1980
	Cert. Date:	03/07/2002	Enroll. Code: F	Eff. Date: 01/10/2002 ACD: 12/01/2003 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	2	SSN: 466-28-8246	NAME: GLYNN T HARVEY	DOB: 01/29/1978
	Cert. Date:	03/07/2002	Enroll. Code: H	Eff. Date: 04/18/1999 ACD: 12/04/2002 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	3	SSN: 466-57-4656	NAME: CHRISTOPHER M SOLER	DOB: 10/29/1980
	Cert. Date:	03/07/2002	Enroll. Code: F	Eff. Date: 08/13/1998 ACD: 06/05/2002 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	4	SSN: 466-57-6487	NAME: CHERI M GATELEIN	DOB: 07/17/1980
	Cert. Date:	03/07/2002	Enroll. Code: H	Eff. Date: 02/14/2002 ACD: 12/04/2002 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	5	SSN: 466-61-7662	NAME: AMANDA B BLEVINS	DOB: 05/25/1983
	Cert. Date:	03/07/2002	Enroll. Code: F	Eff. Date: 10/18/2000 ACD: 12/01/2003 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	6	SSN: 467-27-9857	NAME: SHANA M WESTPHAL	DOB: 05/31/1975
	Cert. Date:	03/07/2002	Enroll. Code: L	Eff. Date: 10/20/2002 ACD: 06/05/2002 Student Designator: <input type="text"/>
<input checked="" type="checkbox"/>	7	SSN: 480-43-1457	NAME: STEPHANIA L WRIGHT	DOB: 10/08/1978
	Cert. Date:	03/07/2002	Enroll. Code: F	Eff. Date: 09/06/1999 ACD: 06/05/2002 Student Designator: <input type="text"/>

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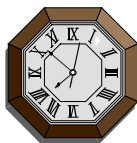
Figure 2–11, Enrollment Maintenance Error Message

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. Then 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 do 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 that if you do not move your mouse or type on your keyboard for 30 minutes, NSLDS will automatically log you off. If this occurs, ALL UNSUBMITTED ENROLLMENT DATA WILL BE LOST.

2.7 Adding Students to a School's Enrollment 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 roster involves three activities:

- ✓ Retrieving NSLDS student records for specific existing Title IV aid recipients to add to your school's 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 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).

OR

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**.

[illegible]

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**.

[illegible]

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.

NSLDS Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Return to Enrollment Add

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

Please confirm identifiers (SSN, First Name, DOB) for rows marked with small "info" icons.

Enrollment Maintenance

<input checked="" type="checkbox"/>	Recertification Date:	03/13/2002	Check All	
<input type="checkbox"/>	1 SSN: 137-02-7728	NAME: MALKA CROSBY		DOB: 07/10/1973
Cert. Date:	Enroll. Code:	-Sel-	Eff. Date:	ACD:
				Student Designator:

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 schools and servicers to view the enrollment records that NSLDS has for a student. The display options for schools and servicers 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).

OR

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.

The screenshot shows the NSLDS Enrollment Summary page. At the top is the NSLDS logo and a navigation menu with links: Menu, Aid, Enroll, Org, Report, and Tran. Below the menu is a teal header bar with the text 'Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule'. Underneath the header bar is a form section with input fields for SSN, First Name, and DOB (with a format hint '(MMDDCCYY)'). A 'Retrieve' button is to the right of the DOB field. Below the form, it says 'Logged on as: JIM NEILL from STATE UNIVERSITY'. In the center of the page is a yellow box with the text 'No student currently selected.' At the bottom of the page is a teal footer bar with a home icon and the text 'PRIVACY ACT OF 1974 (AS AMENDED)'.

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 redisplay 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.

The screenshot shows the NSLDS web interface. At the top is the NSLDS logo and a navigation menu with buttons: Menu, Aid, **Enroll**, Org, Report, and Tran. Below the menu is a sub-menu bar with links: Enrollment Summary (highlighted), Enrollment Add, Enrollment Update, and Enrollment Reporting Schedule. A search bar contains fields for SSN, First Name, and DOB, with a 'Retrieve' button. Below this, it says 'Logged on as: SUSIE SMITH from STATE UNIVERSITY'. A box displays the student's name 'SHANA M WESTPHAL', SSN '467-27-9857', and DOB '05/31/1975'. The main section is titled 'Enrollment Summary' and has three tabs: Enrollment Detail (selected), Enrollment Timeline, and Enrollment Maintenance. Below the tabs is a table with enrollment records.

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	STATE COLLEGE	00100500	Withdrawn	06/21/1997	N/A	10/11/1997	School Batch
2	STATE UNIVERSITY	00123400	Less than Half	01/20/2002	N/A	03/07/2002	NSLDS Web
3	SCH OF RAD-TECH	02135900	Graduated	12/22/1998	12/22/1998	03/11/1998	School Batch

At the bottom left is a home icon, and at the bottom right is a link to the 'PRIVACY ACT OF 1974 (AS AMENDED)'.

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 information about the student's enrollment at this school was not reported by the school itself, 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, which 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 supplied by the school.
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **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 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, which is the date a school certified the enrollment information.

- **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.


Sources other than schools do not certify enrollment data. So 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.




Menu | Aid | **Enroll** | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

SSN: First Name: DOB: (MMDDCCYY)

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

 Return To Enrollment Summary

SHANA M WESTPHAL

SSN: 467-27-9857 DOB: 05/31/1975

Enrollment Detail

? Advanced Display Options

Enrollment At:

Show Records:

Reported By:

Sort Schools By:

Sort Records By:

Begin Effective Date:

End Effective Date:

STATE COLLEGE 00100500								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00100500	Withdrawn	06/21/1997	Yes	N/A	10/11/1997	School Batch	12/27/2001
School	00100500	Full Time	09/21/1995	Yes	05/12/1999	12/29/1995	School Batch	12/27/2001

STATE UNIVERSITY 00123400								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00123400	Less than Half	01/20/2002	Yes	N/A	03/07/2002	NSLDS Web	03/07/2002
School	00123400	Full Time	09/06/1999	Yes	06/05/2002	12/29/2001	NSLDS Web	01/10/2002

SCH OF RAD.TECH 02135900								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	02135900	Graduated	12/22/1998	Yes	12/22/1998	03/11/1999	School Batch	12/26/2001
School	02135900	Full Time	01/03/1998	Yes	12/22/1998	01/11/1998	School Batch	12/26/2001


 [PRIVACY ACT OF 1974 \(AS AMENDED\)](#)

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, by OPEID, or by 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 then 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 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 then 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 such as guaranty agencies and lenders.
 - *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 lenders.
- **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 their names. If you cannot find the records for a school when you select this option, try school name variations (for example, “Alaska, University of” rather than “University of Alaska”).
 - *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 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 roster for 180 days after the enrollment status effective date and is then dropped from the roster if the status remains the same.
 - A student with an enrollment status of 'G' remains on the roster for 180 days after the enrollment status effective data 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 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 supplied by the school.
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not supplied 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, which is the date as of which the school certified the enrollment information was 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 on NSLDS *during* the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added *after* 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).




Menu
Aid
Enroll
Org
Report
Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

SSN:
First Name:
DOB: (MMDDCCYY)
Retrieve


Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)


 Return To Enrollment Summary

SHANA M WESTPHAL

SSN: 467-27-9857
DOB: 05/31/1975

Enrollment Timeline



Advanced Display Options

Reported By:
 Date:

Apply

Statuses in Effect 01/20/2002 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00123400	School	00123400	Less than Half	01/20/2002	N/A
01135900	School	01135900	Graduated	12/22/1998	12/22/1998
00100500	School	00100500	Withdrawn	06/21/1997	N/A

Statuses in Effect 09/06/1999 - 01/19/2002					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00123400	School	00123400	Full Time	09/06/1999	06/05/2002
01135900	School	01135900	Graduated	12/22/1998	12/22/1998
00100500	School	00100500	Withdrawn	06/21/1997	N/A

Statuses in Effect 12/22/1998 - 09/05/1999					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
01135900	School	01135900	Graduated	12/22/1998	12/22/1998
00100500	School	00100500	Withdrawn	06/21/1997	N/A

Statuses in Effect 01/03/1998 - 12/21/1998					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
01135900	School	01135900	Full Time	01/03/1998	12/22/2002
00100500	School	00100500	Withdrawn	06/21/1997	N/A

Statuses in Effect 06/21/1997 - 01/02/1998					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00100500	School	00100500	Withdrawn	06/21/1997	N/A

Statuses in Effect 09/21/1995 - 06/20/1997					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00100500	School	00100500	Full Time	09/21/1995	05/12/2002



PRIVACY ACT OF 1974 (AS AMENDED)

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 lenders.
 - *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 lenders.
- **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. Within any time period, no organization reported a new enrollment status for the student at any school.

- **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, which 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 supplied 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 NSLDS access, 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 Summary page appears (Figure 2–19).

NSLDS Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule**

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 Type: School

Enrollment Reporting Schedule

Create Schedule Modify Schedule

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student SSN

Current Schedule

Date	Type	Created By
05/01/2002	Regular	Original Schedule (02/11/2002)
07/01/2002	Regular	Original Schedule (02/11/2002)
09/01/2002	Regular	Original Schedule (02/11/2002)
11/01/2002	Regular	Original Schedule (02/11/2002)
01/01/2003	Regular	Original Schedule (02/11/2002)
03/01/2003	Regular	Original Schedule (02/11/2002)

Past Schedule

Date	Type	Created By
03/01/2002	Regular	Original Schedule (02/11/2002)

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 Student Aid Internet Gateway, this is the TG number to which that information is sent.
- **Default 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 a 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 they did it. 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).

Enrollment Reporting Schedule Create

Name: STATE UNIVERSITY
Code: 00123400 Type: School

Start Date: 05/01/2002 (MMDDCCYY)
Frequency: Every Two Months
Default Sort Order: Student SSN

Submit

Current Schedule

Date	Type	Created By
05/01/2002	Regular	Original Schedule (02/11/2002)
07/01/2002	Regular	Original Schedule (02/11/2002)
09/01/2002	Regular	Original Schedule (02/11/2002)
11/01/2002	Regular	Original Schedule (02/11/2002)
01/01/2003	Regular	Original Schedule (02/11/2002)
03/01/2003	Regular	Original Schedule (02/11/2002)

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:

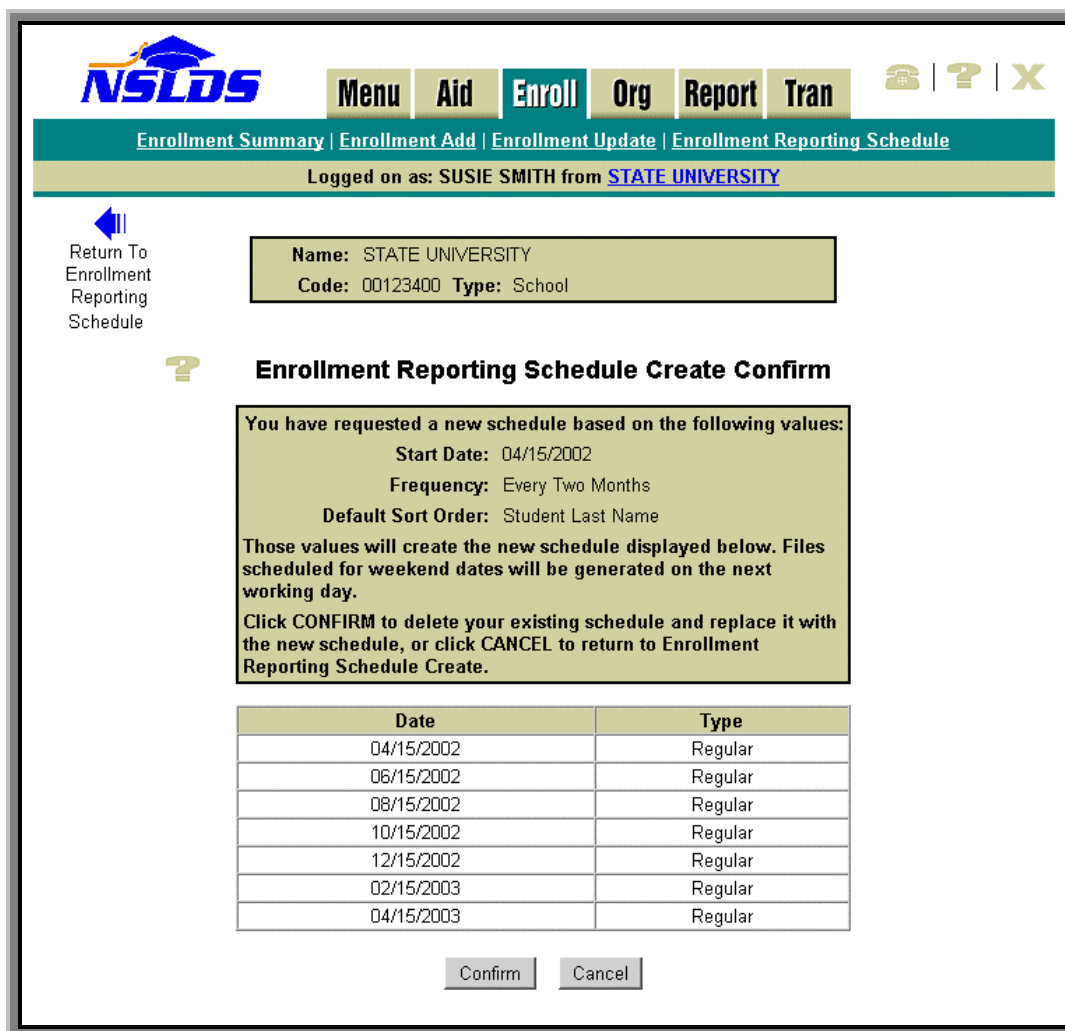
- Every Day
- Every Week

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).



NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

Enrollment Reporting Schedule Create Confirm

You have requested a new schedule based on the following values:

Start Date: 04/15/2002
Frequency: Every Two Months
Default Sort Order: Student Last Name

Those values will create the new schedule displayed below. Files scheduled for weekend dates will be generated on the next working day.

Click CONFIRM to delete your existing schedule and replace it with the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Create.


Date	Type
04/15/2002	Regular
06/15/2002	Regular
08/15/2002	Regular
10/15/2002	Regular
12/15/2002	Regular
02/15/2003	Regular
04/15/2003	Regular

Confirm Cancel




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.




[Menu](#)
[Aid](#)
[Enroll](#)
[Org](#)
[Report](#)
[Tran](#)

[Enrollment Summary](#) |
 [Enrollment Add](#) |
 [Enrollment Update](#) |
 [Enrollment Reporting Schedule](#)


Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

 Schedule successfully created.


Enrollment Reporting Schedule

[Create Schedule](#)
[Modify Schedule](#)




User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student Last Name



Current Schedule

Date	Type	Created By
04/15/2002	Regular	SUSIE SMITH (03/08/2002)
06/15/2002	Regular	SUSIE SMITH (03/08/2002)
08/15/2002	Regular	SUSIE SMITH (03/08/2002)
10/15/2002	Regular	SUSIE SMITH (03/08/2002)
12/15/2002	Regular	SUSIE SMITH (03/08/2002)
02/15/2003	Regular	SUSIE SMITH (03/08/2002)



Past Schedule

Date	Type	Created By
03/01/2002	Regular	Original Schedule (02/11/2002)

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, rosters are scheduled for the first day of every other month, and the months are odd or even depending on the school's type.
 - If a school types a start date and selects a default frequency, 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, rosters are scheduled weekly starting on the date selected by the non-school organization.

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 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 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.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

Enrollment Reporting Schedule Modify

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student Last Name

Modify Schedule

Add blank line

Most recently generated scheduled file: 03/01/2002

Date	Type	Cancel
05/20/2002	Ad Hoc	<input type="checkbox"/>
04/15/2002	Regular	<input type="checkbox"/>
06/15/2002	Regular	<input type="checkbox"/>
09/05/2002	Regular	<input type="checkbox"/>
10/15/2002	Regular	<input type="checkbox"/>
12/15/2002	Regular	<input type="checkbox"/>
02/15/2003	Regular	<input type="checkbox"/>

Submit Reset

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.

NSLDS Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: SUSIE SMITH from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School

Enrollment Reporting Schedule Modify

User Profile

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student Last Name

Modify Schedule

Add blank line

Most recently generated scheduled file: 03/01/2002

Date	Type	Cancel
	Regular	<input type="checkbox"/>
04/15/2002	Regular	<input type="checkbox"/>
06/15/2002	Regular	<input type="checkbox"/>
08/15/2002	Regular	<input type="checkbox"/>
10/15/2002	Regular	<input type="checkbox"/>
12/15/2002	Regular	<input type="checkbox"/>
02/15/2003	Regular	<input type="checkbox"/>

Submit Reset

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**.

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY
Code: 00123400 Type: School

Enrollment Reporting Schedule Modify Confirm

The updates you submitted will create the new schedule displayed below. Click CONFIRM to accept the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Modify.

Default Sort Order: Student Last Name


Date	Type
04/15/2002	Regular
05/20/2002	Ad Hoc
06/15/2002	Regular
09/05/2002	Regular
10/15/2002	Regular
12/15/2002	Regular
02/15/2003	Regular

Confirm Cancel




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 your newly modify 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.




[Menu](#) | [Aid](#) | [Enroll](#) | [Org](#) | [Report](#) | [Tran](#)

 |  | 

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | **Enrollment Reporting Schedule**


Logged on as: SUSIE SMITH from [STATE UNIVERSITY](#)

Name: STATE UNIVERSITY
Code: 00123400 **Type:** School


 **Schedule successfully modified.**

Enrollment Reporting Schedule


[Create Schedule](#) | [Modify Schedule](#)

 **User Profile**

Distribution Medium: Student Aid Internet Gateway
Distribution SAIG User ID: TG44444
Default Sort Order: Student Last Name

 **Current Schedule**

Date	Type	Created By
04/15/2002	Regular	SUSIE SMITH (03/08/2002)
05/20/2002	Ad Hoc	SUSIE SMITH (03/08/2002)
06/15/2002	Regular	SUSIE SMITH (03/08/2002)
09/05/2002	Regular	SUSIE SMITH (03/08/2002)
10/15/2002	Regular	SUSIE SMITH (03/08/2002)
12/15/2002	Regular	SUSIE SMITH (03/08/2002)
02/15/2003	Regular	SUSIE SMITH (03/08/2002)

 **Past Schedule**

Date	Type	Created By
03/01/2002	Regular	Original Schedule (02/11/2002)

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 Report Schedules to minimize ad hoc reporting requirements, the receipt of student enrollment data, 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 Roster File	<ul style="list-style-type: none">• Check SAIG mailbox• Download Roster file	<ul style="list-style-type: none">• Display school's enrollment roster (or selected records) on Enrollment Update page.• Edit and certify enrollment records on Enrollment Maintenance page.
Update Roster File	<ul style="list-style-type: none">• Match Roster file w. in-house database• Edit Roster file using SSCR-32 software	
Return Submittal File	<ul style="list-style-type: none">• Send Submittal file to SAIG mailbox.	
Receive Ack/Error File	<ul style="list-style-type: none">• Check SAIG mailbox for Ack/Error File.• Download Ack/Error file.	<ul style="list-style-type: none">• Errors displayed on Enrollment Maintenance page.• Correct errors displayed on Enrollment Maintenance page, certify changes.
Correct Error File	<ul style="list-style-type: none">• Match Ack/Error file to in-house database.• Edit Ack/Error file using SSCR-32 software• Save as Error Correction file.	
Return Error Correction File	<ul style="list-style-type: none">• 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 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 **Student Aid Internet Gateway (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.sfawebenroll.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.sfawebenroll.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 Roster File to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your institution. You then retrieve the Roster File from your mailbox using either mainframe or PC communications software. The Roster File is now ready for processing.

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

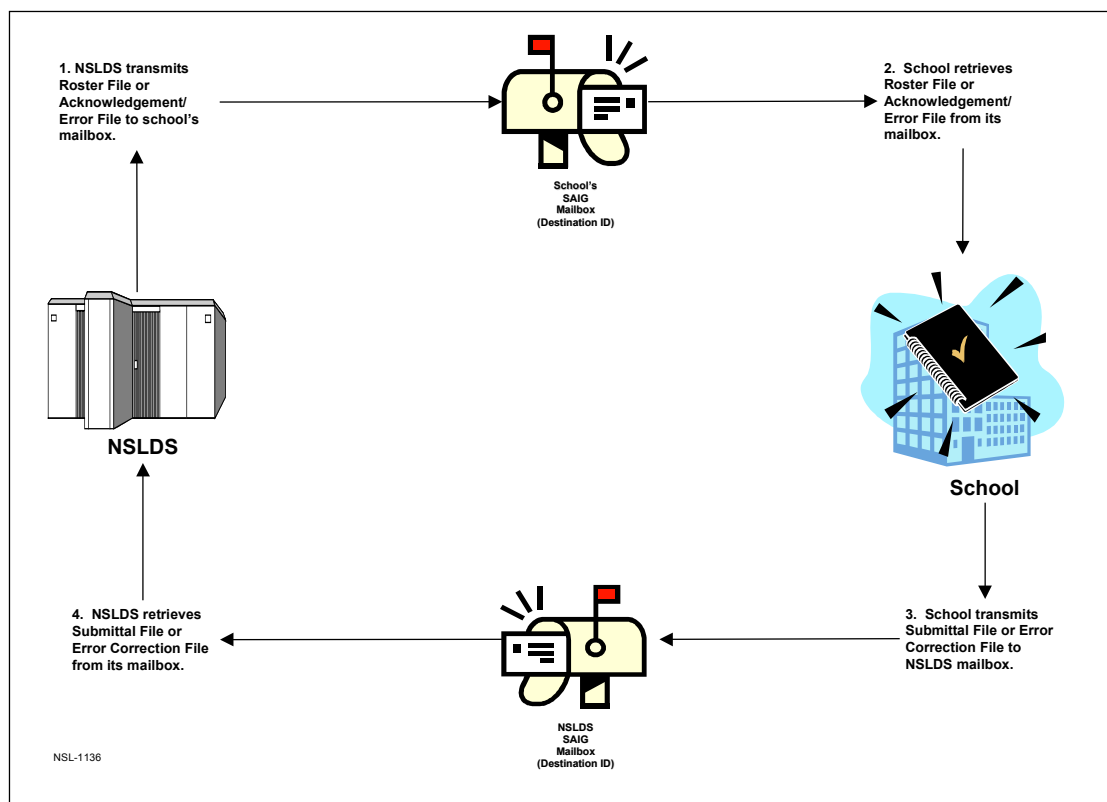


Figure 3–1, Store-and-Forward Facility

After updates to the 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.

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.sfdownload.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 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 Roster File via SSCR-32 Software

The file format for the NSLDS Roster File has been incorporated into SSCR-32 software for your convenience. This software and help files can be obtained at <http://www.sfadownload.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 forms. The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school’s Roster File to the servicer.
2. The servicer matches the Roster File to enrollment data that you provide to the servicer.
3. The servicer returns the updated 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 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 Roster File from NSLDS
- How to build a complete Submittal File from the 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 Roster File. You should correct any errors in reporting that were identified by NSLDS.

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

3.2.1 Receiving the Roster File

Based on your Enrollment Reporting Schedule, NSLDS prepares a Roster File for your school. This roster contains student borrowers reported as attending your school or recently 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.

Rosters are received as follows:

- **Telecommunications**—Users log on to SAIG and use the Store-and-Forward facility to receive the Roster File in an electronic mailbox.
- **Servicers**—Schools using a servicer will not receive the Roster File. The 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 roster.

On the Enrollment Update page, simply click **Retrieve** without entering any display options. Your schools entire 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 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. 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 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 Roster File contents against your registration records, but to do this, you will have to convert the Roster File into a printable format. Another option is to use SSCR-32 software to obtain a printed copy of the records in your 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. You will need 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 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 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 Roster File.
- **Enrollment-Related Fields**—Each Detail Record in the 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 on each 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 roster for 180 days past Enrollment Status Effective Date (time equivalent to the grace period). A graduated student will continue on the roster for 180 only if there is a Title IV loan with an outstanding balance. Students remain on the 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 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 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 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 or guaranty agency 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.

See Section 2.7 for details.

Figure 3–2 illustrates sample enrollment data as first provided by NSLDS in the 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 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 <i>Roster File</i>	As Returned by School in <i>Submittal File</i>	As Returned by NSLDS in the Next <i>Roster File</i>
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
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 Roster File as the Submittal File

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

Web Notes

Using the NSLDS Web site eliminates the need to return a 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 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.

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

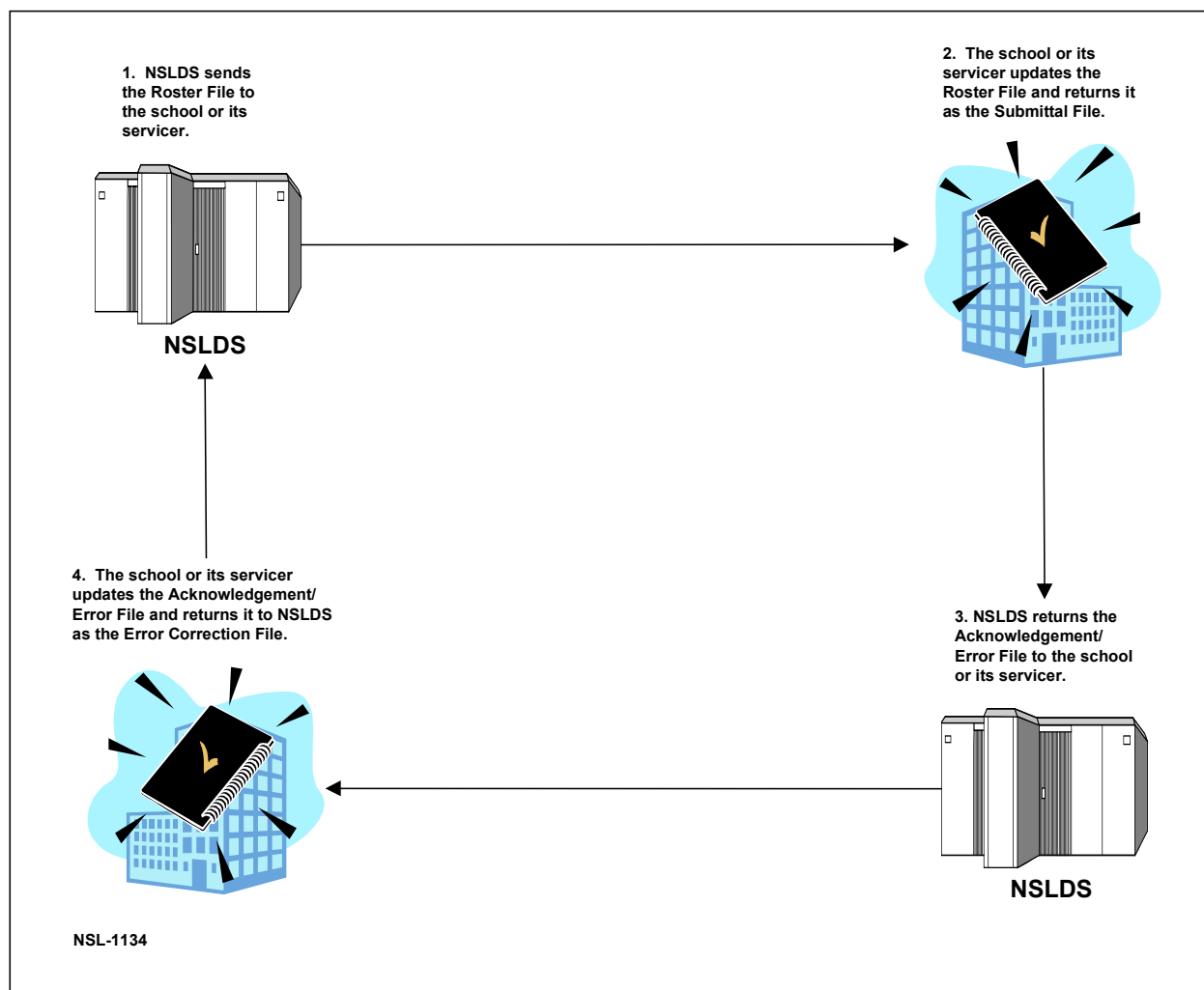


Figure 3–3, Enrollment Reporting Process—Schools

Figure 3–4 illustrates the part of the Enrollment Reporting process that involves NSLDS and data providers.

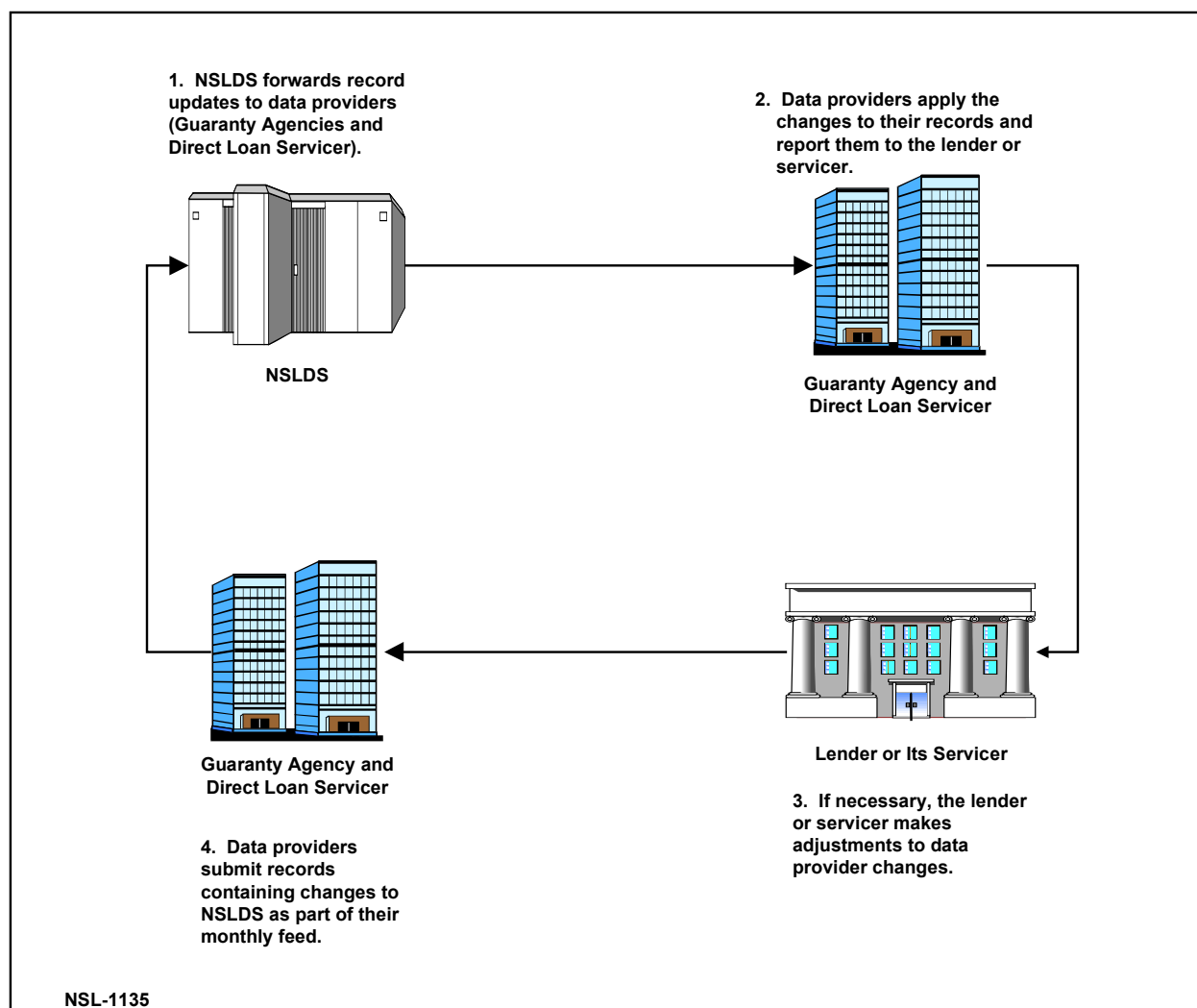


Figure 3–4, Enrollment Reporting Process—Guaranty Agencies, Direct Loan Servicer, Lenders

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 loan programs, schools must process all 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 a 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 Roster File.
- An unscheduled 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 a 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 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 a Roster File. Schools may wish to coordinate the schedule for 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.

Chapter 4: Frequently Asked Questions About Enrollment

These Frequently Asked Questions (FAQs) are grouped by the following subjects—General Information, the Batch Enrollment Reporting, and the Web Enroll.

General Information

Q. Where can I get help?

- A.** The NSLDS Customer Service Center (CSC) can help you with questions that are not addressed in this guide. Call the NSLDS CSC at **1-800-999-8219** for help in building the Submittal files, correcting file errors, or using the NSLDS Web page functions described in Chapter 3. Contact SAIG Customer Service at **1-800-330-5947** for questions about accessing NSLDS through the SAIG to use the Store-and-Forward Facility.

The NSLDS CSC telephone number and hours of operation are shown below.

**NSLDS
Customer Service Center**

1-800-999-8219

**8 a.m.—8 p.m. Eastern Time
Monday-Friday ***

*** except Federal holidays**

The Batch Enrollment Reporting Process

Q. Can schools use different servicers for different loan programs?

- A. Yes. For example, FFELP loans may be serviced with one agency, Perkins with another, and Direct Loans with the DL servicer.

Q. Will ED provide software like SSCR-32 to process roster files, or will the school have to provide the software?

- A. SSCR is student status confirmation reporting software available from ED. It is available through www.sfadownload.ed.gov and can be downloaded from the Internet. This software enables you to read imported files and retrieve individual student records for update. In addition, you will be able to format your registration data as an input file to SSCR-32 software, which in turn will match your records to the roster records and update the roster file in a batch process.

With the enhancements to the nsldsrap.ed.gov Web site, a school may be able to meet its reporting responsibilities online without the need for additional software.

Q. If a school uses a third-party servicer for the Enrollment Reporting process, will the Acknowledgement/Error File be sent to the servicer or to the school?

- A. If a school chooses a servicer, all files will be sent to the servicer. The school will not receive any roster files. The school will receive the letters notifying of late or missed submissions of the enrollment files.

Q. How does the summer term fit into the required minimum reporting for term schools? For example, we're a semester school with two regular terms (fall and winter) and an optional summer term. Do we have two or three required Enrollment Reporting cycles each year?

- A. NSLDS highly recommends schools set up five Enrollment Reporting cycles during the academic year. Summer terms are not considered part of the academic year.

Q. How should schools with a number of courses beginning in one term (for example, fall) and ending in another term (for example, spring) set up their Enrollment Reporting Schedule?

A. With the 2002 enhancements to the Enrollment Reporting process, schools will be able to process enrollment for a special group of students whenever they would like. Each class may be reported separately using the sort options available on Enrollment Maintenance page under the Enroll Tab. The span of the term does not matter, because schools must submit changes in enrollment status within 30 days of a change, unless a roster file is scheduled within 60 days.

Q. What should we do if there are enrollment status changes more than once within a semester and we have chosen to schedule two enrollment rosters a year?

A. If the next Enrollment Report roster file is not scheduled within 60 days, then you must submit an ad hoc report for all students with enrollment status changes, or update the student records online. If a Regular roster file is scheduled within 60 days, you may report the enrollment status changes as part of the regular roster file update. NSLDS highly recommends that the changes be entered on the Enrollment Maintenance page under the Enroll tab where up to 30 students can be updated simultaneously.

Q. If we elect to report less often than every 60 days during the academic year, how are we notified that an ad hoc report is due?

A. Ad hoc reports are due only when the enrollment status of one or more student borrowers changes and a Regular roster file is not scheduled within 60 days. Therefore, your school is responsible for determining whether it must submit an ad hoc report or update student enrollment statuses online. You will not receive any notification from NSLDS. Even though ad hoc reporting can almost be eliminated by setting your Enrollment Reporting Schedule more frequently, NSLDS strongly recommends that online updates be made whenever notification of a student status change is received.

Q. Will ED grant any time extensions to resolve errors when 10 days is not enough time?

A. Extensions are not normally granted beyond the 10-day period for returning the Acknowledgement/Error File as the Error Correction File. Returning a file is not necessary if you update the enrollment status information for the student on your Acknowledgement/Error File on the NSLDS Web Site. Use the Enrollment Update function under the Enroll Tab. If your school has very special circumstances, call Customer Service and speak with a representative.

Enrollment Reporting Online: The NSLDS Web Site

Q. I received a roster file but updated my student records on the Web? Do I still have to return the file?

A. No. NSLDS recognizes that the student records have been updated. If updates are made online within least 34 days of the date the roster was created, your response is consider “on-time” and no Late Roster Notification letter will be sent.

Q. I don’t have time to finish updating my students today. How can I not have to go over the same students tomorrow?

A. You can eliminate the students you worked on today by using “Advanced Search Options” on the Enrollment Update screen. In the section for Certification Date Begin and End date, list only an end date that is the day before you last certified students. For example; if today’s date is 01/24/02, when you retrieve student records tomorrow, use a Certification Date End of 01/23/02.

Q. I received my Acknowledgement/Error file. Is there a way to update those records on the Web? Will I still have to send back the file?

A. Yes. Any easy way to retrieve the students whose records need updating is to use the Enrollment Add function. Enrollment Add allows you to type in up to 30 student SSNs per page and retrieve the record. Just type in your SSN list from the error file and hit submit. The student records will be displayed on the Enrollment Maintenance screen and you can certify them on line. By doing so, you will not need to return an Error Correction File.

Q. We receive our roster file in SSN order, but would like to change to receiving it in order by the student’s name. Can we change that?

A. Yes. The sort can be changed under the Enrollment Reporting Schedule menu item on the Web. After retrieving your schedule, click on the Modify Schedule button. In the User Profile box, there is a field for Default Sort Order. Using the drop down arrow, select “Last Name” and submit the change. Your roster files will be sent to you in the order you select. Please note, if you work with a School Servicer, you should check with them before submitting such a change.

Q. We do not have many students receiving Title IV loans. Can we just complete the paper rosters sent by GAs?

- A. Receipt of a paper roster (formerly SSCR Roster) is an indication that there is a problem with Enrollment Reporting to NSLDS. If your school is not reporting directly to NSLDS at least every 6 months, your institution is out of compliance with Title IV enrollment reporting Regulations and could be subject to removal from the Title IV programs or to monetary sanctions by the Department of Education. Schools were required to be able to electronically receive, update and process enrollment reports by February 1997 or contract with a servicer to perform these functions for you.

If you receive such a report and do report regularly to NSLDS, contact the GA and tell them you have fulfilled your reporting requirement by participating in the Enrollment Reporting process to NSLDS.

Q. When will GAs stop sending the old rosters?

- A. GAs send rosters to schools for which they have not received an enrollment update on a borrower for over six months and to foreign schools who are not able to report to NSLDS. They will stop sending rosters to a school after that school returns an Enrollment Report with at least 90 percent of the records passing NSLDS edits. If you are not a foreign school and receive a paper roster from a GA, it means that your institution appears to not be reporting to NSLDS. You could be found as out of compliance with enrollment reporting Regulations. You should sign up and begin reporting electronically immediately.

Q. Who will be responsible for processing the roster files and submitting them, Financial Aid or the Registrar?

- A. ED does not determine which office at your school processes the enrollment data. Your school is responsible for reporting enrollment status and can assign the Enrollment Report processing as best suits your structure.

Q. Can you clarify the role of consortium schools in the Enrollment Reporting process?

- A. Responsibility for reporting enrollment status changes for consortium students has not changed. Refer to the consortium agreement to determine which school is the “home” or “visiting” institution for enrollment reporting purposes.

Q. If a student included in the roster file has graduated and is still attending our college, do we report the student as graduated or do we use one of the other enrollment status codes?

A. Always report the student with the appropriate in-school status (F, H, L, G, or A). It is important to report students who graduate with a “G” status to ensure proper processing of their student loan repayment schedules. With the enhancements to the Enrollment Reporting process effective January 2, 2002, it is possible to report historical information. For example, a student may have graduated in May and return to school in graduate program in September. Both statuses and status effective dates may be reported to NSLDS.

Q. Our school has new students enrolled who have loans from schools previously attended, but no loans from our school. Do we add new Detail Records for these students?

A. If your school is aware of a currently enrolled student who has loans outstanding from any school, you can add that student using a Detail Record in your Submittal File or by using the Enrollment Add function under the Enroll tab on NSLDS Web site.

Q. Will the effective enrollment status date be reported, so schools can use it to help match student records?

A. All enrollment data; student status, status effective date, anticipated completion date and certification dates, reported for a student will be maintained in an enrollment history beginning January 2, 2002. The history will begin with the last enrollment information received from each school or data provider associated with a student on the database as of December 2001.

Q. If a student was admitted, never registered, and no loan was certified or awarded, can a “Z” code (no record found) be used instead of an “X” code (never attended), because the computer will be searching the Registrar’s file (not the Admissions and Financial Aid file) for this information?

A. A “Z” code may be used. But please research why the student was on your roster file. NSLDS only adds students to a roster file if it has received loan data for that student. Should you find a student that you believe should be reported as “Z,” check with the Financial Aid office to ensure that a loan has not been certified for this student.

Q. Currently, schools are required to send GAs data collected at the exit interview. Will we now send this data to NSLDS?

- A. Continue to send the exit information to the GAs. NSLDS maintains only data for Pell Grants, Title IV loans and enrollment data for student receiving Title IV loans. GA requirements for reporting remain unchanged.

Appendix A: Roster File Record Layouts

This appendix defines the layout for each record within the Roster files and defines 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: the Code for Enrollment Status and the error codes returned in the Acknowledge/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 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**—This is a brief, descriptive title.
- **Description**—This is a short narrative definition.
- **Type**—This is an 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**—This is the number of bytes the field occupies.
- **Comments**—This is additional information about the field.
- **Edit(s)**—This is a 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 Roster File or Submittal File Header Record

The following section provides the specifications of the Header Record at the beginning of the 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.

Roster Header Records

Roster Header Record 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 Header Record in the Roster File or Submittal File.		
Comments:	None		
Edits:	Must equal 0000000.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must equal 0000000.	Does not equal 000000.	None	File not processed.
Cannot be blank.	Is blank.	None	File not processed.
Trailer Record required for each header in file.	Trailer Record is missing.	None	File not processed.
School or servicer must be enrolled with the NSLDS as a participant.	School or servicer not enrolled with the NSLDS as a participant.	None	File not processed.
SAIG mailbox same as sent to SAIG mailbox.	Received SAIG mailbox different than sent to SAIG mailbox.	None	File not processed.
Servicer submitted batch for school using a servicer.	School cannot submit batch if signed on with a servicer.	None	File not processed.
School not set up with servicer submits own data.	School not submitting own data.	None	File not processed.
Submission is from SAIG or tape.	Submission not from SAIG or tape.	None	File not processed.
Date Revised: 3/3/1999			

Roster Header Title			
History Kept: N/A	Type: Character	Size: 18	Position: 8–25
Description:	Contains SSCR ROSTER HEADER to indicate that this is the 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: N/A	Type: Numeric	Size: 3	Position: 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: N/A	Type: Numeric	Size: 8	Position: 29–36
Description:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.		
Comments:	<ul style="list-style-type: none"> 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		

Roster Create Date/Timestamp			
History Kept: Yes	Type: Date/Timestamp	Size: 20	Position: 37–56
Description:	Date and time the Roster File was produced by NSLDS.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDDHHMMSSNNNNNN format. • This is the date and time affixed to a 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 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 a Roster File date.	Date does not match date of a 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 Roster File. At this time, it becomes the Submittal File.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the effective certification date for the Submittal File. 		
Edits:	<ul style="list-style-type: none"> • 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: N/A	Type: Character	Size: 1	Position: 65–65
Description:	Indicates that this is the Roster File/Submittal File or the Acknowledgement/Error File.		
Comments:	None		
Edits:	<ul style="list-style-type: none"> • 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: N/A	Type: Character	Size: 265	Position: 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 Roster File or Submittal File Detail Record

The following section provides specifications of the Detail Record that is part of the Roster File and Submittal File. NSLDS provides data in some fields that you must not change. Fields that may be change are enrollment status fields. A school may also add the Student Designator that the school uses for identifying students should they not do so using the SSN.

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 Roster File.		
Comments:	<ul style="list-style-type: none"> 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 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, except for school-added records. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> 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: Yes	Type: Character	Size: 9	Position: 8–16
Description:	Social Security Number of a Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> 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 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 Roster File. For school-initiated records, the value must match an SSN in the NSLDS database.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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: Yes	Type: Character	Size: 35	Position: 18–52
Description:		Current last name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • 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 Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • 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: Yes	Type: Character	Size: 12	Position: 53–64
Description:		First name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> 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 Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> 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: Yes	Type: Character	Size: 1	Position: 65
Description:	Middle initial of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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:		<ul style="list-style-type: none"> • 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:		<ul style="list-style-type: none"> • 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:		<ul style="list-style-type: none"> • 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: Yes	Type: Character	Size: 9	Position: 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.

Date of Anticipated Completion			
History Kept: Yes	Type: Date	Size: 8	Position: 139–146
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.		
Comments:	<ul style="list-style-type: none"> • 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 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 "L," "W," "X," or "Z." 		
Edits:	<ul style="list-style-type: none"> • 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.
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.

Date of Anticipated Completion			
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: No	Type: Character	Size: 143	Position: 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: Yes	Type: Character	Size: 1	Position: 290
Description:		Code reflecting student's current (as of the Certification Date in the Header Record) enrollment status.	
Comments:		<ul style="list-style-type: none"> This field in the 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 onto loan holders so that the student is not inadvertently placed in repayment.

Date Enrollment Status Effective			
History Kept: Yes	Type: Date	Size: 8	Position: 291–298
Description:	Effective date (year, month, and day) a borrower entered current enrollment status.		
Comments:	<ul style="list-style-type: none"> • 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 <i>not</i> the date the file is processed by the school (Certification Date). 		
Edits:	<ul style="list-style-type: none"> • 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 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 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 Anticipated Completion Date.
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: Yes	Type: Character	Size: 20	Position: 299–318
Description:		School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • 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 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: N/A	Type: Character	Size: 12	Position: 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 Roster File or Submittal File Trailer Record

The following section provides specifications of the Trailer Record that is part of the 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.

Roster Trailer Records

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 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		

Roster Trailer Title			
History Kept: No	Type: Character	Size: 19	Position: 8–26
Description:	Contains SSCR Roster Trailer to indicate that this is the 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: Yes	Type: Numeric	Size: 8	Position: 27–34
Description:	Number of Detail Records in the file.		
Comments:	<ul style="list-style-type: none"> • This field confirms that you have returned all records in the Roster File. • This field contains the number of records in the Roster File. • If you add Detail Records to the file for students not included in the Roster File, you must update this field to reflect those additional records. • If you subtract Detail Records from the 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: N/A	Type: Character	Size: 296	Position: 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 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: Yes	Type: Character	Size: 30	Position: 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 Enrollment Update page under the Enroll Tab 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 <i>does</i> 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 <i>does not</i> 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, and the record is not Ad Hoc.
	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 ccyyymmdd format.
15	Anticipated Completion Date	139-146	Invalid Date of Anticipated Completion. Must be a valid date in ccyyymmdd 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 ccyyymmdd 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 ccyyymmdd 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.)
30	Enrollment Status Effective Date	291-298	Certification Date must be greater than or equal to Enrollment Status Effective Date.

Error Code	Field Name	Position	Error Message
32	Enrollment Status Effective Date	291-298	<p>Student status could not be applied as current.</p> <p>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.</p> <p>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.</p>
33	Anticipated Completion Date	139-146	<p>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.)</p>
	Enrollment Status Effective Date	291-298	
34	Certification Date	From Header 57-64	<p>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.</p>
	Enrollment Status Effective Date	291-298	
35	Enrollment Status Code	290-290	<p>Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of "A"</p>
36	Enrollment Status Effective Date	291-298	<p>If a school has ten or more students on its previous 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.</p>
37/11 Web/header	Certification Date is Invalid	From Header 57-64	<p>Invalid Date of Certification. Must be a valid date in ccyyymmdd format.</p>
38/13 Web/header	Certification Date is too Old.	From Header 57-64	<p>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.</p>
39/21 Web/header	Certification Date is in the future.	From Header 57-64	<p>The certification date is in the future. Future certification of data is not allowed.</p>

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 supplied 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 ccyyymmdd format Must match the date/timestamp in the 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 Roster File that you received from NSLDS.
Certification Date	Must be a valid date in ccyyymmdd 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 Roster File sent to the school.	Reject if any field contents have changed compared to the Roster File transmitted to the school.
Student's SSN		
Student's Last Name		
Student's First Name		
Date of Student's Birth		
New Student's Last Name	None	Must not be spaces if NAME-FIRST is not spaces.
New Student's First Name	None	Must not be spaces if NAME-LAST is not spaces.
New Date of Student's Birth	Must be a valid date in ccyyymmdd format. Must be older than the Roster Create Date/Timestamp in the Header Record.	Accept when both criteria are met.
Date of Anticipated Completion	Must be a valid date in ccyyymmdd 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 ccyyymmdd 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.

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.		

Appendix B: Program Overview

NSLDS is the first comprehensive national database of information about the Federal financial aid history of recipients of student financial assistance authorized under Title IV of the Higher Education Act of 1965, as amended. As the central database for all Title IV student financial aid, NSLDS stores information about loans, grants, students, borrowers, lenders, guaranty agencies (GAs), schools, and servicers. It provides an integrated view of Title IV loans and grants during all stages of their life cycle from aid approval through disbursement, repayment, delinquency, and closure. The three main goals of the NSLDS are:

1. To improve the quality and accessibility of student financial aid data
2. To reduce the administrative burden of Title IV aid
3. To minimize abuse within aid programs by accurately tracking funds appropriated to assist postsecondary students

B.1 Database Contents

NSLDS processes and maintains data pertaining to the following Title IV programs:

- Federal Family Education Loan Program (FFELP)
 - Federal Stafford Loans
 - Federal Unsubsidized Stafford Loans
 - Federal Supplemental Loan for Students (SLS)
 - Federal Consolidation Loans
 - Federal PLUS Loans
 - Refinanced Loans
- Campus-based Programs
 - Perkins Loans/National Direct Student Loans/National Defense Student Loans
 - Income Contingent Loans (ICL)
 - Supplemental Educational Opportunity Grant (SEOG)
 - Perkins Extended Loan Option
- Pell Grants
- Federal Direct Loan Program (FDLP)
 - Federal Direct Stafford Loans
 - Federal Direct Unsubsidized Stafford Loans
 - Federal Direct Consolidation Loans

- Federal Direct Unsubsidized Consolidation Loans
- Federal Direct PLUS Loans
- Federally Insured Student Loans (FISL)
- Student Enrollment Data
- Overpayments (Pell, Perkins, and FSEOG)

As of February 1, 2002, NSLDS contains more than 4.2 billion records concerning:

- 45,716,430 Students
- 141,717,472 Direct, FFEL, and Perkins Loans
- 34,278,530 Pell Grants
- 34,207 School Branches
- 18,207 Schools
- 31,200 Lenders
- 60 Guaranty Agencies (36 active)

B.2 Interfaces

NSLDS interfaces with the following systems and individual entities:

- **Central Processing System (CPS)**—CPS sends NSLDS a daily prescreening feed identifying applicants for new or additional Title IV aid. NSLDS returns to CPS financial aid history data for any applicant found in the NSLDS database. From this data, CPS generates an Expected Family Contribution and a Pell Grant Index. Also, CPS submits demographic data on a quarterly basis. NSLDS also notifies CPS when eligibility has changed using the post screening process.
- **Federal Family Education Loan System (FFELS)**—FFELS sends NSLDS a weekly file containing data on all loans held by ED in the Debt Collection System portfolio, including FISLs, Perkins loans, FDLP loans, and FFELP loans. FFELS also supplies GA code table and lender code table information to NSLDS.
- **Postsecondary Education Participants System (PEPS)**—PEPS sends NSLDS a daily file containing updates to the ED school table. NSLDS computes and stores official school cohort default rates and sends them to PEPS for storage. NSLDS also provides a means to convert Pell Institution codes, FFEL School IDs, and Campus-Based School codes to OPEIDs. NSLDS provides ED users with a Web page detailing current school information.

- **Direct Loan Servicing System (DLSS)**—DLSS sends NSLDS a weekly file containing data on Direct loans from first disbursement until they are repaid or reported to NSLDS with a closed status. In turn, NSLDS sends Student Status Confirmation Report (SSCR) data to DLSS.
- **Recipient Financial Management System (RFMS)**—RFMS sends NSLDS a daily feed containing data on Federal Pell grants.
- **Guaranty Agencies (GAs)**—GAs, or their servicers, send NSLDS a monthly feed containing data on FFELP loans held by lenders or by the GA itself. In turn, NSLDS sends Student Status Confirmation Report (SSCR) data to GAs. NSLDS sends Payment of Loan Processing Issuance Fee (LPIF), Account Maintenance Fee (AMF), and Reasonability data periodically to GAs.
- **Schools**—Schools, or their servicers, send NSLDS data on Perkins loans, on Pell and FSEOG overpayments, and on student enrollment status.
- **Lender/Lender Servicers**—Lenders or Lender Services can now access NSLDS information through the Web site.
- **State Agencies**—State agencies can now access NSLDS information through the Web site.

B.3 Functions

NSLDS performs the following loan administration functions:

- **Prescreening for Title IV Aid Eligibility**—NSLDS prescreens all FAFSAA applicants for Title IV Aid to identify applicants who are in default on an existing Title IV loan; who owe overpayments on Pell grants, FSEOGs, or Perkins loans; or who already borrowed the maximum amount allowed under individual or cumulative loan limits.
- **Postscreening for Title IV Aid Eligibility**—NSLDS postscreens Title IV aid applicants to identify applicants whose eligibility status has changed since the time of their original aid application.
- **Aid Overpayment**—The Web Aid Overpayment function allows data providers to update NSLDS when a student receives or repays an overpayment on a Pell grant, FSEOG, or Perkins loan.

- **Cohort Default Rate Calculations**—NSLDS calculates and stores annual default rates for schools, lenders, and GAs participating in the FFELP and FDLP and calculates a National default rate for each cohort year. NSLDS makes these rates available online to selected ED and school users.
- **Repayment (Notional) Information**—NSLDS provides summary and detail student repayment information for informational purposes.
- **Enrollment Reporting**—NSLDS generates and sends student enrollment status reports to schools. Schools, or their servicers, respond to the report either online or by batch submission. NSLDS then updates its database to reflect any changes in student enrollment status and forwards enrollment status change data to the loan-holding community.
- **Preparation of Financial Aid Transcript (FAT) Information**—NSLDS generates FAT information and forwards it to CPS as part of the prescreening process. NSLDS also generates FAT information outside the prescreening process in response to ad hoc requests from schools. These requests can be made online or by batch submittal.
- **Web Inquiries**—NSLDS supports Web sites for schools, GAs, state agencies, lenders and students to view NSLDS data.
- **Transfer Monitoring**—NSLDS receives school profile and transferring student information via web pages and/or batch programs. NSLDS monitors each of these students for specific changes in loan status. NSLDS reports these changes to schools via web pages or batch programs. Alert email optionally provided.
- **Customer Care Center (CCC)**—NSLDS personnel from the help desk, InfoCenter, Data Provider Operational Support Unit, and Quality Assurance document, research, negotiate, and resolve NSLDS data conflict.

NSLDS performs the following operations support functions:

- **Audit and Program Review Planning**—NSLDS supplies ED auditors and program reviewers with data on specific organizations and on key indicators used to schedule audits and program reviews for maximum effectiveness.
- **Research Studies and Policy Development**—NSLDS supports both long-term research studies and short-term policy development by providing ED with current national, loan-level, grant-level, and student-level data.
- **Budget Analysis and Development**—NSLDS provides data on loan program performance used to develop assumptions for estimating the seven-year budget used as input to the President's budget each year. This data is also used to answer budget-related questions and to support what-if analyses.

- **Loan Transfer Tracking**—NSLDS preserves historical data on loan holders and loan sales dates used to understand secondary market activity, identify potential problems with loan program participants, assist borrowers in locating lenders or GAs associated with their loans, and assessing the administration and billing practices of Title IV loan programs.
- **Monitoring GA and Lender Billings for Reasonability**—NSLDS supplies ED personnel with the detail-level information needed to assess the reasonability of billings from GAs and lenders, based upon changes in loan portfolios, loan status, loan balance information, and other loan details.
- **Payment of Loan Processing Issuance Fee (LPIF) and Account Maintenance Fee (AMF) to GAs**—NSLDS provides summarized data about new guarantees, cancellations, and disbursements that support the LPIF payment by Financial Management System (FMS). NSLDS also provides data about Original Principal Balance on open loans that supports AMF payments by FMS.
- **Assessment of FFELP, FDLP, and Other Program Administration**—NSLDS supplies data used in short- or long-term studies aimed at determining the effectiveness of particular loan program practices.

In addition to these specific operation support functions, NSLDS also performs the following more general operations support functions:

- Support prevention and resolution of errors
- Preserve data security and confidentiality in keeping with the Privacy Act of 1974
- Incorporate and support data standardization
- Meet data currency requirements
- Meet performance and response standards
- Maintain a training database
- Maintain demographic data
- Generate statistically valid extracts of the production database
- Provide support for Web site access
- Interface with Government-provided telecommunications links
- Provide output in formats that support executive information systems