



**United States Department of Education
Office of Federal Student Aid
National Student Loan Data System**

**Data Provider Deletion of Loan Records
Technical Update GA-2005-03**

May 25, 2005

This information is intended for the person in your organization who is responsible for working with NSLDS. If that person is not you, please forward this update to the appropriate person.

Purpose

This information is intended to reiterate the resources available to GAs to delete loans that are duplicated within the GA's system and have been duplicated on the NSLDS.

These processes reduce the need for sending GA Templates for deletions. There are two options available to data providers to delete GA reported FFEL loans:

- Users with GA Online Update capability may use the on line loan update screens to delete loans, or
- GAs may utilize the Past Period Change (PPC) deletions in a batch submission.

Option 1: Online record deletion

A loan record may be deleted through the GA Online Loan Update application. As with updating other information for a loan, the student record is retrieved by entering the student identifiers and selecting Loan History. Next:

- The user identifies the loan that will be updated and selects the Loan Detail button.
- Next, the Update Loan button is selected from the Loan Detail screen. If there has been no activity on the loan such as a disbursement or cancellation, the Delete loan button may be selected instead of the Update Loan button.
- Scroll to the Activity for Loan box. Each Disbursement, Cancellation, Refund and Deferment, must be updated and deleted.
- Select the Update Button for each activity. Check the Delete box for all rows shown and select the Continue Button.
- Upon completion of these updates, scroll to the bottom of the page and select the Submit without Lock button. This will return the provider to the Loan History page and note that the record was updated.

- The user will select the same loan on the summary page and select the button for Loan Detail. A button with the option to delete the loan will appear next to the update loan button. Be sure to select the correct loan as deleting an incorrect loan will permanently delete history on the loan.
- Select this button. A warning that the record will be removed from the database will appear. Select okay to continue. A prompt to confirm the deletion will appear. Select the Confirm button. This will return the user to the Loan History screen with a message noting that the record was successfully deleted. It will no longer be present on the screen or anywhere in the database.

Option 2: PPC record deletion

In order to perform a loan deletion through the submittal process a PPC transaction must be used. The proper PPC format must be followed to remove the record from the database.

- The current identifiers must be supplied.
- A “Z” must be placed in the Record Type Indicator, position 61, indicating that the record is a PPC record, and a “D” must be placed in the Action Code, position 62, indicating that the record is a deletion record.
- If there are no errors in the record at the load level, the loan will be removed from the database.

If you have any questions, please contact the NSLDS Customer Service Center at (800) 999-8219 or e-mail NSLDS@pearson.com