



Technical Update GA-2007-05

August 29, 2007

Enrollment Reporting Processes for Guaranty Agencies

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.

Introduction:

The purpose of this Technical Update is to remind guaranty agencies (GAs) of general enrollment reporting procedures used by the National Student Loan Data System (NSLDS) since the implementation of online enhancements in 2002. This technical update will address the following topics:

1. Enrollment Reporting Roster
2. Correct Usage of Location Identifiers: Code for Original School vs. Code for Current School
3. Enrollment Reporting Notification Processes
4. Foreign School Enrollment Reporting
5. Enrollment Provided to New Loan Holders

1. Enrollment Reporting Roster

In 2002, NSLDS enhanced enrollment reporting in order to retain a comprehensive history of all enrollment data reported for each student. These changes included creating portfolios for each GA, lender, and school that has an interest in the student's enrollment status. When a new Title IV loan is reported to NSLDS, the student is added to the school's roster, as well as to the portfolios of the GA and lender or the Direct Loan Servicing System (DLSS).

In addition, NSLDS uses Federal grant information when adding a student to a school's roster. If the student has been awarded Federal grants (i.e., Pell Grants, Academic Competitiveness Grants (ACG), or National Science and Mathematics Access to Retain Talent (SMART) Grants), he or

830 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

she will be added to a school's roster only if he or she has an open loan on NSLDS. A student who has no history as a loan borrower but has received only grants will not be added to a school's roster.

Students who are active in a school's roster are considered to be on the school's roster. An electronic version of the roster, the Enrollment Reporting Roster (Previously the SSCR), is sent to the school or its servicer according to the schedule established with NSLDS. . The roster will include the student identifiers, along with the latest certified enrollment information from a school. The first time a student appears on a roster, the enrollment data (enrollment status, enrollment status effective date, and anticipated completion date) are taken from the loan record that added the student to the school's portfolio. After the school certifies the record, the roster will always contain the last information provided by the school. Previous certification information, which only a school can provide, will not be overridden by subsequent enrollment information provided by the GA or DLSS. Only the school can change the enrollment information once it has certified the record.

Whenever enrollment data are reported on a student, either online or via the electronic roster, each GA or their servicer having that student in its portfolio will receive a notification record. The record includes the enrollment data and the certification date provided by the school.

Because enrollment may be updated on line, it is possible to have more current enrollment data showing in NSLDS than what was reported on the most recent roster.

3 Correct Usage of Location Identifiers: Code for Original School vs. Code for Current School

Enrollment is considered to be a student-level attribute. However, NSLDS uses the loan record provided by a GA or the DLSS to determine in which school's portfolio a student belongs. There are two fields on the loan record for reporting a school that ensure the student is placed on the proper roster:

1. The Code for Original School (Field Code 027) designates the institution where the student actually received the Title IV loan. This field is for the school code that certified the loan. It should never change.
2. The Code for Current School (Field Code 102) refers to the school the student currently attends. This field should change if the GA or the DLSS is aware the student is attending a school that is not the one that certified the loan.

For example, if a student received a loan while attending School A and transfers to School B, the Code for Current School on the loan received at School A should be updated to the code for School B in the loan submittal record. This ensures that NSLDS will add the student to the portfolio of School B and requires certification of enrollment at that school.

In the example above, the student would be on the roster for both School A and School B. This allows School A to confirm the student is no longer in attendance and it also allows School B to certify the student is attending. Once a withdrawal or graduation status has been reported, the student remains on the school's roster for 180 days. At that point, the student would no longer appear on the roster for School A.

Although GAs submit loan-level data, it is important to treat the enrollment data, particularly the Code for Current School, at the student level. The Code for Current School should be consistent across all loan records. In the case above, if the student transferred back to School A after having received loans at both schools, all loan records should again be updated to contain the code for School A in the Code for Current School.

2. Enrollment Reporting Notification Processes

NSLDS is responsible for forwarding reported enrollment data it receives from schools or their enrollment servicer to the appropriate GA and/or to the DLSS. These notifications include records certified by schools through the batch process and online updates. The certified records are sent weekly to the GA, the GA's enrollment servicer, and to the DLSS in the notification file. The GA is then responsible for sending enrollment updates to the appropriate lender or lender servicer.

Notification Files

NSLDS has two options for notifying a GA and the DLSS of certified enrollment records received each week from schools:

1. Notifications can be sent as “all” records received for their borrowers.
2. Or, notifications can be sent as “changes only.” These records reflect a change to data other than the certification date. With the “changes only” option, the loan holder receives a record only when there is a change to one or more of the following fields:
 - Enrollment Status Code
 - Enrollment Status Effective Date
 - Anticipated Completion Date

With the “changes only” option, if the record received is the school certifying data as they currently exist—nothing has changed but the certification date—the loan holder would not receive the record. The NSLDS database will retain and display the history of all certifications received, but the “changes only” GA or DLSS will not receive the record.

An agency can change online the day of the week it wishes to receive the notification file. Under the Enroll tab, using the “Enrollment Reporting Schedule” menu option, the authorized GA user may change the scheduled day. However, an agency must receive a notification file at least weekly. An agency can also change its notification file option by calling NSLDS Customer Support at: 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m., ET.

4. Foreign School Enrollment Reporting

In November 2006, Participation Management and the Federal Student Aid (FSA) Foreign Schools Team established a process whereby foreign schools users could access the NSLDS. The FSA Foreign Schools Team assists foreign schools in signing up for FSA services and trains their staff in the appropriate use of student data.

This enhancement requires foreign schools to participate in enrollment reporting online, and it ensures the security of the student data. The Foreign Schools Team determined that schools previously using the National Student Clearinghouse for enrollment reporting could continue to do so, and they could also update and change their enrollment reporting schedule online.

Because the foreign school enrollment is being done on a phased in approach a new Web page on the NSLDS Financial Aid Professionals (NSLDSFAP) Web site (www.nslsdfap.ed.gov) has been created to assist GAs with foreign school reporting. On the NSLDS Menu page, under the Enroll Tab, GAs can select a link entitled “Foreign School Reporting.” By clicking on this link, the “Foreign School Reporting Enrollment” page will display. All foreign schools, which have been identified through the Postsecondary Education Participants System (PEPS) with school type codes of 4, 5, 6, or 7, and which have submitted enrollment information, will display on this page. GAs will be able to enter a single school code for a particular foreign school or view the entire list. The display will include the latest enrollment certification date provided by the foreign school.

The screenshot shows the NSLDS Financial Aid Professionals (NSLDSFAP) Web site. The header includes the Department of Education logo, the slogan "START HERE GO FURTHER FEDERAL STUDENT AID", and the title "National Student Loan Data System (NSLDS)". The navigation menu has tabs for Menu, Aid, Enroll, Org, and Report. The "Enroll" tab is selected, and the "Foreign School Reporting" link is highlighted. Below the navigation bar, there are input fields for SSN, First Name, and DOB, with a "Retrieve" button. The user is logged in as DIANA SMITH from USO FUNDS, INC. A message box states "No student currently selected." The footer includes a link to the PRIVACY ACT OF 1974 (AS AMENDED).

Enroll Tab Displaying “Foreign School Reporting” Link

The screenshot shows the "Foreign School Reporting Enrollment" page. The header is the same as the previous screenshot. The navigation menu has tabs for Menu, Aid, Enroll, Org, and Report. The "Enroll" tab is selected, and the "Foreign School Reporting" link is highlighted. Below the navigation bar, there are input fields for Type (set to SCHOOL), Code, and Name, with a "Retrieve" button. The user is logged in as DIANA SMITH from USO FUNDS, INC. A message box states "Enter a blank School Code and Name to retrieve all Foreign School." Below this, a table titled "Foreign School Reporting Enrollment" displays a list of schools.

School Name	OPEID	Last Cert. Date
HAILE SELASSIE I UNIVERSITY	00503700	2004-06-10
UNIVERSITY OF LONDON - SCHOOL OF ORIENTA	00669400	2004-06-10
UNIVERSIDAD AUTONOMA DE GUADALAJARA	00814700	2004-06-10
AMERICAN UNIVERSITY OF THE CARIBBEAN SCH	02244400	2004-06-10

The footer includes a link to the PRIVACY ACT OF 1974 (AS AMENDED).

Foreign School Reporting Enrollment Page

Foreign schools will report enrollment information to the GAs through the regular weekly electronic notification process. Once foreign schools begin reporting enrollment information to NSLDS, the GAs should no longer send the paper SSCR containing personal student information. The foreign schools will have fulfilled the requirement to report electronically as required in the data control language (DCL) Gen 97-9.

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