



Technical Update GA-2011-06

November 21, 2011

New GA Loan Exit Counseling Summary Report

This information is intended for the person in your organization who is responsible for working with the National Student Loan Data System (NSLDS). Please ensure the appropriate person receives this update.


Introduction

On March 28, 2010, we enhanced the [NSLDS Student Access](#) Web site to offer a new exit counseling tool for federal student loan borrowers in both the William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) programs. This new tool provides a single exit counseling session for Direct Loan borrowers, for FFEL-only borrowers, and for borrowers who have received a combination of loans from both programs. In addition, we enhanced the [NSLDS Professional Access](#) Web site to offer Guaranty Agencies (GAs) a new Loan Exit Counseling Completion report to identify borrowers who have completed the Loan Exit Counseling session. This technical update provides information on a new Loan Exit Counseling Summary Report for GAs.

Exit Counseling Summary Report

GAs have access to a new summary-level report of student borrowers whose loans they guaranty or service. This report provides data to determine students' completion of a loan exit counseling session, but not the contact information details provided during the session. To request the report, log on to [NSLDS Professional Access](#) Web site. The report is available from the Report List page accessed from the Report Tab. Similar to the Loan Exit Counseling Completion Results report, it can be obtained on request (ad-hoc). The report can be requested either by Date or SSN, depending on the need of the GA.

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FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report

Report List | Web Report List

Logged on as: GATST4 from DEPT OF ED/GREAT LAKES

Report List

Search Report ID:

	Report ID	Names	Log Page
1	DMCDX1	DX LOAN STATUS REPORT	
2	DMCEP1	EXTENDED PERIOD LOANS REPORT	
3	DMCPK1	OPEN PERKINS LOANS REPORT	
4	DRC040	GA COHORT DEFAULT RATE HISTORY RPT	
5	EDSVR1	ED SERVICER REPORTS	
6	EXTCD3	LOAN EXIT COUNSEL. SUMMARY BY DATE	
7	EXTCS3	LOAN EXIT COUNSEL. SUMMARY BY SSN	
8	EXTC03	EXIT COUNSELING COMPLETION RESULTS	
9	GADSC1	DISCHARGE REPORT	
10	SCHCP1	NSLDS OVERSIGHT SERVICE REPORT	
20	SCH01C	EXIT COUNSELING BY SCHOOL	

PRIVACY ACT OF 1974 (AS AMENDED)

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Both summary reports (By Date or By SSN) are available in either standard fixed width or pre-formatted report. The extract or pre-formatted report is sent to the Student Aid Internet Gateway (SAIG) mailbox associated with the User ID requesting this report. The message class used is based on request parameters.

- EXSMFFOP – Summary extract with ‘Extract’ as the report Type
 - Report ID*: EXTC3 (by Date), EXTC3 (by SSN)
- EXSMFMOP – Summary pre-formatted report with ‘Report’ as the report Type
 - Report ID*: EXTC3 (by Date), EXTC3 (by SSN)

***Note:** Report IDs are identified as part of the header record of all ‘Standard’ (Fixed Width) extracts and on the upper left-hand side of pre-formatted reports.

Loan Exit Counseling Summary By Date

The Date option provides the requested Loan Exit Counseling summary results by date range, either by selecting a "Beginning Date" and an "Ending Date" or by selecting a set number of days in the past, for the “Completed in Past” option.

As shown below, complete the parameters for the output Type of Extract or Report. The user can specify a particular school OPEID and branch ID, leave the asterisks (*) for all schools and school branches, or enter a six-digit school OPEID and leave the asterisk (*) in the School Branch ID field to receive loan exit counseling summary records at the six-digit OPEID level. The user can also specify a particular Lender ID and/or Lender Servicer ID, or leave the asterisk

(*) for all lenders and/or all lender servicers associated with the GA code. The user can also designate a date range or leave the default dates to receive all cumulative records, or select a Completed In Past (10, 30, 60, 90 and 120 days) option. The user may also choose a sort order of SSN or Last Name/First Name.

A sample of the pre-formatted Summary report sent through the SAIG is outlined below:

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PRIVACY ACT OF 1974 (AS AMENDED)

REPORT ID: EXTCD3
PAGE # : 1

U.S. DEPARTMENT OF EDUCATION
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
LOAN EXIT COUNSELING SUMMARY

DATE: MM/DD/CCYY
TIME: HH:MM:SS

REPORT PARAMETERS: SCHOOL CD : *
                   BRANCH CD : *
                   FED LOAN SVR ID: 581
                   LENDER ID : *
                   LENDER SVR ID : *
                   COMPLETED : XX DAYS
                   BEGIN DATE : MM/DD/CCYY
                   END DATE : MM/DD/CCYY

SSN      NAME      OPEID      EXIT COMPLETION DATE
-----
999-99-9999 XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXXX XXXXXXXX MM/DD/CCYY HH:MM:SS PM
999-99-9999 XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXXX XXXXXXXX MM/DD/CCYY HH:MM:SS AM
999-99-9999 XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXXX XXXXXXXX MM/DD/CCYY HH:MM:SS PM
999-99-9999 XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXXX XXXXXXXX MM/DD/CCYY HH:MM:SS AM
999-99-9999 XXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXX XXXXXX XXXXXXXX MM/DD/CCYY HH:MM:SS PM

I

PRIVACY ACT OF 1974 (AS AMENDED)

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Loan Exit Counseling Summary By SSN

The SSN option provides the requested Loan Exit Counseling summary results by borrower SSN. Up to 19 separate SSNs can be requested at a time.

As shown below, complete the parameters for the output Type of Extract or Report. The user can specify a particular school OPEID and branch ID, leave the asterisks (*) for all schools and school branches, or enter a six-digit school OPEID and leave the asterisk (*) in the School Branch ID field to receive loan exit counseling summary records at the six-digit OPEID level. The user can also specify a particular Lender ID and/or Lender Servicer ID, or leave the asterisk (*) for all lenders and/or all lender servicers associated with the GA code. The user can enter up to 19 student SSNs. At least one SSN must be entered.

The screenshot shows the NSLDS web interface. At the top, there's a header with the NSLDS logo, the text 'START HERE GO FURTHER FEDERAL STUDENT AID', and the title 'National Student Loan Data System (NSLDS)'. Below this is a navigation bar with buttons for 'Menu', 'Aid', 'Enroll', 'Org', and 'Report'. The 'Report' button is highlighted. Below the navigation bar, there's a status bar showing 'Report List | Web Report List' and 'Logged on as: GATST4 from DEPT OF ED/GREAT LAKES'. The main content area is titled 'Report Parameters' and contains a form for specifying report criteria. The form includes fields for 'SCHOOL ID' (with an asterisk), 'SCHOOL BRANCH ID' (with an asterisk and '99'), 'FEDERAL LOAN SERVICER ID' (with '581'), 'LENDER ID' (with an asterisk), 'LENDER SERVICER ID' (with an asterisk), and three 'SSN' fields (SSN 01, SSN 02, SSN 03). There are also 'Org Search' buttons next to the 'SCHOOL ID', 'LENDER ID', and 'LENDER SERVICER ID' fields. At the bottom of the form, there are fields for 'Sort By' (set to '1 SSN') and 'Output Medium' (set to 'SAIG'). A 'Submit' button is located at the bottom right of the form area.

START HERE
GO FURTHER
FEDERAL STUDENT AID

NSLDS

Menu Aid Enroll Org Report

Report List | Web Report List

Logged on as: GATST4 from DEPT OF ED/GREAT LAKES

ID: EXTCS3 Type: --Select--

Name: LOAN EXIT COUNSEL. SUMMARY BY SSN

Return to Report List

Go to Report Log

Report Parameters

SCHOOL ID: * Org Search

SCHOOL BRANCH ID: * 99

FEDERAL LOAN SERVICER ID: 581

LENDER ID: * Org Search

LENDER SERVICER ID: * Org Search

SSN 01:

SSN 02: ?

SSN 03: ?

SSN 16: ?

SSN 17: ?

SSN 18: ?

SSN 19: ?

Sort By: 1 SSN

Output Medium: SAIG

Submit

A sample of the pre-formatted Summary report sent through the SAIG is outlined below:

PRIVACY ACT OF 1974 (AS AMENDED)			
REPORT ID: EXTCS3	U.S. DEPARTMENT OF EDUCATION	DATE: MM/DD/CCYY	
PAGE # : 1	NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)	TIME: HH:MM:SS	
	LOAN EXIT COUNSELING SUMMARY		
REPORT PARAMETERS: SCHOOL CD : *			
BRANCH CD : *			
FED LOAN SVR ID: 581			
LENDER ID : *			
LENDER SVR ID : *			
SSN : 999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999,			
999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999,			
999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999,			
999-99-9999, 999-99-9999, 999-99-9999, 999-99-9999			
SSN	NAME	EXIT COMPLETION DATE	
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXX	XXXXXXXXXX MM/DD/CCYY HH:MM:SS PM	
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXX	XXXXXXXXXX MM/DD/CCYY HH:MM:SS PM	
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXX	XXXXXXXXXX MM/DD/CCYY HH:MM:SS PM	
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXX	XXXXXXXXXX MM/DD/CCYY HH:MM:SS PM	
999-99-9999	XXXXXXXXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXX	XXXXXXXXXX MM/DD/CCYY HH:MM:SS PM	
PRIVACY ACT OF 1974 (AS AMENDED)			

Both Summary reports (By Date and By SSN) generate the same layout for the results.

The extract record layout is available on the [NSLDS Record Layouts page of the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Reminder: GAs receiving reports via the SAIG that contain students' personally identifiable information (PII) must take all necessary precautions to ensure the sensitive data is not inappropriately exposed or shared.

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