

National Student Loan Data System

Loan Exit Counseling Extract Record Layouts for Schools

Completion Extract – Ad-Hoc (EXTC01)

Completion Extract – Scheduled (EXTC05)

Summary by Date Extract – Ad-Hoc (EXTCD1)

Summary by SSN Extract – Ad-Hoc (EXTCS1)

Summary Extract – Scheduled (EXTCD5)

February 21, 2017

1.0 Loan Exit Counseling Completion Extract for Schools (EXTC01 and EXTC05)

Loan Exit Counseling Completion Results Report (EXTC01 and EXTC05) provides school users with a detail report of students who have completed Loan Exit Counseling for the requesting school during a designated timeframe. Output results contain the student's demographic data including reported addresses for borrower, employer, references, and next of kin, as well as, the media type, source, and completion date and time of the Loan Exit Counseling session. This report can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site or as an automatic scheduled report from the Organization Profile link under the Org tab of the NSLDS Professional Access Web site.

Ad-Hoc Completion Report (Report ID = EXTC01):

The user is able to select an output Type of Extract or Report. With the Extract option, the user can choose between Standard (Fixed Width) or Comma Delimited in either the NSLDS or the Direct Loan format. The asterisk (*) in the School Branch ID field retrieves all Loan Exit Counseling information for students from all locations associated with the school code displayed in the School ID field who completed Loan Exit Counseling. To receive data for a single school location, enter the eight-digit OPEID in the School Branch ID field. The user may designate a date range or leave the defaulted dates to receive all cumulative records. The user may choose a sort order of SSN or Last Name/First Name. The asterisk (*) in the SSN field will retrieve all Loan Exit Counseling student records according to the other selection criteria. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message classes EXNSFFOP (NSLDS Fixed Width), EXNSCMOP (NSLDS Comma Delimited), EXITFFOP (DL Fixed Width), or EXITCMOP (DL Comma Delimited). Pre-formatted report output is sent with message class EXITFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

Scheduled Completion Report (Report ID = EXTC05):

The user is able to select a Reporting Type of Report (pre-formatted) or Extract, Extract Type of Fixed Width or Comma Delimited. With the Fixed Width and Comma Delimited options, the user can choose between the NSLDS or the Direct Loan format. The user can request all records for all School Branch IDs associated with the user's school code or request only those records associated with the user's OPEID School Branch ID. The frequency of the report (Daily, Weekly, Monthly, and Quarterly; Cancel will end a schedule) will determine the schedule when the output will be automatically generated and sent to the selected SAIG Mailbox. Output is sent with message classes EXNSFFOP (NSLDS Fixed Width), EXNSCMOP (NSLDS Comma Delimited), EXITFFOP (DL Fixed Width), or EXITCMOP (DL Comma Delimited). Pre-formatted report output is sent with message class EXITFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

The following sections contain the layout for the header, detail, and trailer records for the NSLDS format and Direct Loan format Fixed Width extract versions of the output. These extract outputs will include one header record, zero, one or many detail records, and one trailer record. These sections also include the layout of the detail record for the NSLDS format and Direct Loan format Comma Delimited extract versions of the output. There are no header and trailer records

associated with the Comma Delimited extract output either in NSLDS format or Direct Loan format. Each version of the extract requested online will include one or more detail records.

The record layout table contains the position, the data element name, description, field format, and length as they will appear on the fixed width extract file. It also contains the data element name (with related description) and field format as they will appear on the comma delimited extract file (data elements on this extract will be separated by commas).

NEW! The following updates have been made to the last version of this document dated April 14, 2014:

This report is now scheduled under the Organization Profile link on the ORG tab. There are no updates to the record layouts.

These updates have no impact to the length of the file layout.

1.1 Loan Exit Counseling Completion Extract Record Layouts for Schools

The following layouts can be found below:

- NSLDS Format – Fixed Width
- NSLDS Format – Comma Delimited
- Direct Loan Format – Fixed Width
- Direct Loan Format – Comma Delimited

1.1.1 NSLDS Format – Fixed Width

The following represents the header, detail, and trailer record layout for a fixed width extract in NSLDS format:

NSLDS Loan Exit Counseling Completion Header Record *Length = 1319*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header.	Char.	1
2	41	Header Title	Value 'EXIT COUNSELING COMPLETION'.	Char.	40
42	47	Report ID	Identifier of report. Value is 'EXTC01' for ad-hoc extracts and 'EXTC05' for scheduled extracts.	Char.	6
48	53	School ID	The first 6 digits of the OPEID* as assigned by the Office of Postsecondary Education for the school being reported.	Char.	6
54	55	School Branch ID	The last 2 digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education for the school being reported. If all school locations are selected (*), this field displays as “%%”.	Char.	2
56	63	Begin Date	Lower end of date range.	Date	8
64	71	End Date	Upper end of date range.	Date	8
72	80	SSN	Social Security Number of student being reported. If all SSNs are selected (*), this field displays as “%%%%%%%%”.	Char.	9
81	81	Submittal Extract Report Type	'C' = Comma delimited. 'E' = Standard extract data file.	Char.	1
82	89	Submittal Date	Date when the report request is submitted. Format CCYYMMDD.	Date	8
90	95	Submittal Time	Time when the report request is submitted. Format HHMMSS.	Time	6
96	1319	Filler	Attribute to complete record length.	Char.	1224

NSLDS Loan Exit Counseling Completion Detail Record

Length = 1319

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'1' – Represents Detail.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student First Name	Student First Name.	Char.	35
46	80	Student Middle Initial	Student Middle Initial.	Char.	35
81	115	Student Last Name	Student Last Name.	Char.	35
116	123	Student DOB	Student Date of Birth. Format CCYYMMDD.	Date	8
124	188	School Name	School Branch Name.	Char.	65
189	194	School ID	The first six digits of the OPEID* as assigned by the Office of Postsecondary Education.	Char.	6
195	196	School Branch ID	The last two digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education.	Char.	2
197	204	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8
205	208	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
209	209	Media Type	Code indicating how the student performed their Loan Exit Counseling session. P = Paper E = Electronic	Char.	1
210	210	Source	Code indicating the source of the Loan Exit Counseling session data. I = NSLDS E = School C = StudentLoans.gov	Char.	1
211	240	DL Number	Student's driver license number.	Char.	30
241	242	DL State	State in which the student's driver license was issued.	Char.	2
243	282	Street Address 1	Line 1 of student's current address.	Char.	40
283	322	Street Address 2	Line 2 of student's current address.	Char.	40
323	352	City	City of student's current address.	Char.	30
353	354	State	State of student's current address.	Char.	2
355	356	Country	Country of student's current address.	Char.	2

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
357	373	Zip Code	Zip or postal code of student's current address.	Char.	17
374	385	Phone Number	Telephone number of student's current address.	Char.	12
386	513	E-mail Address	E-mail address of student.	Char.	128
514	573	Name	Employer of the student.	Char.	60
574	613	Street Address 1	Address Line 1 of student's employer.	Char.	40
614	653	Street Address 2	Address Line 2 of student's employer.	Char.	40
654	683	City	City of student's employer.	Char.	30
684	685	State	State of student's employer.	Char.	2
686	687	Country	Country of student's employer	Char.	2
688	704	Zip Code	Zip code of student's employer.	Char.	17
705	716	Phone Number	Telephone number of student's employer.	Char.	12
717	751	First Name	First name of next-of-kin.	Char.	35
752	786	Last Name	Last name of next-of-kin.	Char.	35
787	826	Street Address 1	Address Line 1 of next-of-kin.	Char.	40
827	866	Street Address 2	Address Line 2 of next-of-kin.	Char.	40
867	896	City	City of next-of-kin.	Char.	30
897	898	State	State of next-of-kin.	Char.	2
899	907	Zip Code	Zip code of next-of-kin.	Char.	9
908	917	Phone Number	Telephone number of next-of-kin.	Char.	10
918	952	First Name	First name of first reference.	Char.	35
953	987	Last Name	Last name of first reference.	Char.	35
988	1027	Street Address 1	Address Line 1 of first reference.	Char.	40
1028	1067	Street Address 2	Address Line 2 of first reference.	Char.	40
1068	1097	City	City of first reference.	Char.	30
1098	1099	State	State of first reference.	Char.	2
1100	1108	Zip Code	Zip code of first reference.	Char.	9
1109	1118	Phone Number	Telephone number of first reference.	Char.	10
1119	1153	First Name	First name of second reference.	Char.	35
1154	1188	Last Name	Last name of second reference.	Char.	35
1189	1228	Street Address 1	Address Line 1 of second reference.	Char.	40
1229	1268	Street Address 2	Address Line 2 of second reference.	Char.	40
1269	1298	City	City of second reference.	Char.	30

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1299	1300	State	State of second reference.	Char.	2
1301	1309	Zip Code	Zip code of second reference.	Char.	9
1310	1319	Phone Number	Telephone number of second reference.	Char.	10

NSLDS Loan Exit Counseling Completion Trailer Record

Length = 1319

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer Record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	1319	Filler	Attribute to complete record length.	Char.	1309

1.1.2 NSLDS Format – Comma Delimited

The following represents the detail record layout for a comma delimited extract in the NSLDS format. Fields with the potential of containing commas will be bound in double quotes in the results:

NSLDS Loan Exit Counseling Completion Detail Record

Data Element	Description	Field Format
Student SSN	Student Social Security Number.	Char.
Comma	Comma	Char.
Student First Name	Student First Name.	Char.
Comma	Comma	Char.
Student Middle Initial	Student Middle Initial.	Char.
Comma	Comma	Char.
Student Last Name	Student Last Name.	Char.
Comma	Comma	Char.
Student DOB	Student Date of Birth. Format CCYYMMDD.	Date
Comma	Comma	Char.
School Name	Attending School Branch Name.	Char.
Comma	Comma	Char.
OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID).	Char.
Comma	Comma	Char.
Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date

Data Element	Description	Field Format
Comma	Comma	Char.
Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time
Comma	Comma	Char.
Media Type	Code indicating how the student performed their Loan Exit Counseling. P = Paper E = Electronic	Char.
Source	Code indicating the source of the Loan Exit Counseling session data. I = Internal E = External C = StudentLoans.gov	Char.
Comma	Comma	Char.
DL Number	Student's driver license number.	Char.
Comma	Comma	Char.
DL State	State in which the student's driver license was issued.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's current address.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's current address.	Char.
Comma	Comma	Char.
City	City of student's current address.	Char.
Comma	Comma	Char.
State	State of student's current address.	Char.
Comma	Comma	Char.
Country	Country of student's current address.	Char.
Comma	Comma	Char.
Zip Code	Zip or postal code of student's current address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's current address.	Char.
Comma	Comma	Char.
E-mail Address	E-mail Address of student.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Name	Employer of the student.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of student's employer.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of student's employer.	Char.
Comma	Comma	Char.
City	City of student's employer.	Char.
Comma	Comma	Char.
State	State of student's employer.	Char.
Comma	Comma	Char.
Country	Country of student's employer.	Char.
Comma	Comma	Char.
Zip Code	Zip code of student's employer.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's employer.	Char.
Comma	Comma	Char.
First Name	First name of next-of-kin.	Char.
Comma	Comma	Char.
Last Name	Last name of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of next-of-kin.	Char.
Comma	Comma	Char.
City	City of next-of-kin.	Char.
Comma	Comma	Char.
State	State of next-of-kin.	Char.
Comma	Comma	Char.
Zip Code	Zip code of next-of-kin.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of next-of-kin.	Char.
Comma	Comma	Char.
First Name	First name of first reference.	Char.

Data Element	Description	Field Format
Comma	Comma	Char.
Last Name	Last name of first reference.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of first reference.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of first reference.	Char.
Comma	Comma	Char.
City	City of first reference.	Char.
Comma	Comma	Char.
State	State of first reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of first reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of first reference.	Char.
Comma	Comma	Char.
First Name	First name of second reference.	Char.
Comma	Comma	Char.
Last Name	Last name of second reference.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of second reference.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of second reference.	Char.
Comma	Comma	Char.
City	City of second reference.	Char.
Comma	Comma	Char.
State	State of second reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of second reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of second reference.	Char.

1.1.3 Direct Loan Format – Fixed Width

The following represents the header, detail, and trailer record layouts for a fixed width extract in Direct Loan format:

*DL Loan Exit Counseling Completion Header Record**Length = 710*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	10	Header Record Identifier	Identifies record as a header record. Must be “DL HEADER ”. Uppercase and left-justified with one blank position after DL and one blank position after HEADER.	Char.	10
11	14	Data Record Length	Indicates length of the data record (right-justified). Must be “0710”.	Char.	4
15	22	Message Class	File name recognized by NSLDS. Must be “EXITFFOP”.	Char.	8
23	25	Filler	Blank values.	Char.	3
26	40	School ID and Report Identifier	Six-digit school code followed by “-EXIT-CSL” (e.g., 123456-EXIT-CSL).	Char.	15
41	45	Filler	Blank values.	Char.	5
46	53	Created Date	The date when the report was created. Format CCYYMMDD.	Date	8
54	59	Created Time	The time when the report was created. 000000–235959 Format HHMMSS: HH = 00–23 MM = 00–59 SS = 00–59	Time	6
60	710	Filler	Attribute to complete record length.	Char.	651

*DL Loan Exit Counseling Completion Detail Record**Length = 710*

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	9	Student SSN	Student Social Security Number.	Char.	9
10	17	Student DOB	Student Date of Birth. Format CCYYMMDD.	Date	8
18	33	Student Last Name	Student Last Name.	Char.	16
34	45	Student First Name	Student First Name.	Char.	12
46	46	Student Middle Initial	Student Middle Initial.	Char.	1
47	54	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
55	62	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMMSSNN.	Time	8
63	65	Borrower's acknowledgement of rights and responsibilities.	Yes or No.	Char.	3
66	90	Street Address 1	Line 1 of student's current address.	Char.	25
91	115	Street Address 2	Line 2 of student's current address.	Char.	25
116	131	City	City of student's current address.	Char.	16
132	133	State	State of student's current address.	Char.	2
134	142	Zip Code	Zip or postal code of student's current address.	Char.	9
143	152	Phone Number	Telephone number of student's current address.	Char.	10
153	154	DL State	State in which the student's driver license was issued.	Char.	2
155	174	DL Number	Student's driver license number.	Char.	20
175	199	Name	Employer of the student.	Char.	25
200	224	Street Address 1	Address Line 1 of student's employer.	Char.	25
225	249	Street Address 2	Address Line 2 of student's employer.	Char.	25
250	265	City	City of student's employer.	Char.	16
266	267	State	State of student's employer.	Char.	2
268	276	Zip Code	Zip code of student's employer.	Char.	9
277	286	Phone Number	Telephone number of student's employer.	Char.	10
287	311	Name	Name of first reference.	Char.	25
312	336	Street Address 1	Address Line 1 of first reference.	Char.	25
337	361	Street Address 2	Address Line 2 of first reference.	Char.	25
362	377	City	City of first reference.	Char.	16
378	379	State	State of first reference.	Char.	2
380	388	Zip Code	Zip code of first reference.	Char.	9
389	398	Phone Number	Telephone number of first reference.	Char.	10
399	423	Name	Name of second reference.	Char.	25
424	448	Street Address 1	Address Line 1 of second reference.	Char.	25
449	473	Street Address 2	Address Line 2 of second reference.	Char.	25
474	489	City	City of second reference.	Char.	16
490	491	State	State of second reference.	Char.	2

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
492	500	Zip Code	Zip code of second reference.	Char.	9
501	510	Phone Number	Telephone number of second reference.	Char.	10
511	535	Name	Name of next-of-kin.	Char.	25
536	560	Street Address 1	Address Line 1 of next-of-kin.	Char.	25
561	585	Street Address 2	Address Line 2 of next-of-kin.	Char.	25
586	601	City	City of next-of-kin.	Char.	16
602	603	State	State of next-of-kin.	Char.	2
604	612	Zip Code	Zip code of next-of-kin.	Char.	9
613	622	Phone Number	Telephone number of next-of-kin.	Char.	10
623	647	Street Address 1	Address Line 1 of student's permanent address.	Char.	25
648	672	Street Address 2	Address Line 2 of student's permanent address.	Char.	25
673	688	City	City of student's permanent address.	Char.	16
689	690	State	State of student's permanent address.	Char.	2
691	699	Zip Code	Zip or postal code of student's permanent address.	Char.	9
700	709	Phone Number	Telephone number of student's permanent address.	Char.	10
710	710	Media Type	Code indicating how the student performed their Loan Exit Counseling. P = Paper E = Electronic	Char.	1

DL Loan Exit Counseling Completion Trailer Record

Length = 710

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	10	Trailer Record Identifier	Identifies record as a trailer record. Must be "DL TRAILER". Uppercase and left-justified with one blank position after DL.	Char.	10
11	14	Data Record Length	Indicates length of the data record (right-justified). Must be "0710".	Char.	4
15	21	Record Count	Total count of records. Right-justified and prefilled with zeros.	Num.	7
22	710	Filler	Attribute to complete record length.	Char.	689

1.1.4 Direct Loan Format – Comma Delimited

The following represents the detail record layout for a comma delimited extract in the Direct Loan format. Fields with the potential of containing commas will be bound in double quotes in the results:

DL Loan Exit Counseling Completion Detail Record

Data Element	Description	Field Format
Student SSN	Student Social Security Number.	Char.
Comma	Comma	Char.
Student DOB	Student Date of Birth. Format CCYYMMDD.	Date
Comma	Comma	Char.
Student Last Name	Student Last Name.	Char.
Comma	Comma	Char.
Student First Name	Student First Name.	Char.
Comma	Comma	Char.
Student Middle Initial	Student Middle Initial.	Char.
Comma	Comma	Char.
Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date
Comma	Comma	Char.
Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMMSSNN.	Time
Comma	Comma	Char.
Borrower's acknowledgement of rights and responsibilities.	Yes or No.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of student's current address.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of student's current address.	Char.
Comma	Comma	Char.
City	City of student's current address.	Char.
Comma	Comma	Char.
State	State of student's current address.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Zip Code	Zip or postal code of student's current address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's current address.	Char.
Comma	Comma	Char.
DL State	State in which the student's driver license was issued.	Char.
Comma	Comma	Char.
DL Number	Student's driver license number.	Char.
Comma	Comma	Char.
Name	Employer of the student.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of student's employer.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of student's employer.	Char.
Comma	Comma	Char.
City	City of student's employer.	Char.
Comma	Comma	Char.
State	State of student's employer.	Char.
Comma	Comma	Char.
Zip Code	Zip code of student's employer.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's employer.	Char.
Comma	Comma	Char.
Name	Name of first reference.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of first reference.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of first reference.	Char.
Comma	Comma	Char.
City	City of first reference.	Char.
Comma	Comma	Char.
State	State of first reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of first reference.	Char.

Data Element	Description	Field Format
Comma	Comma	Char.
Phone Number	Telephone number of first reference.	Char.
Comma	Comma	Char.
Name	Name of second reference.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of second reference.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of second reference.	Char.
Comma	Comma	Char.
City	City of second reference.	Char.
Comma	Comma	Char.
State	State of second reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of second reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of second reference.	Char.
Comma	Comma	Char.
Name	Name of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 2	Address Line 2 of next-of-kin.	Char.
Comma	Comma	Char.
City	City of next-of-kin.	Char.
Comma	Comma	Char.
State	State of next-of-kin.	Char.
Comma	Comma	Char.
Zip Code	Zip code of next-of-kin.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 1	Address Line 1 of student's permanent address.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Street Address 2	Address Line 2 of student's permanent address.	Char.
Comma	Comma	Char.
City	City of student's permanent address.	Char.
Comma	Comma	Char.
State	State of student's permanent address.	Char.
Comma	Comma	Char.
Zip Code	Zip or postal code of student's permanent address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's permanent address.	Char.
Comma	Comma	Char.
Media Type	Code indicating how the student performed their Loan Exit Counseling. P = Paper E = Electronic	Char.

Note:

* The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, then the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.

2.0 Loan Exit Counseling Summary Extract for Schools (EXTCD1, EXTCD5 and EXTCS1)

Loan Exit Counseling Summary Extract (EXTCD1, EXTCD5 and EXTCS1) provides school users with a summary report of students who have completed Loan Exit Counseling for the requesting school during a designated timeframe. Output results contain the student's SSN, last name, first name, middle initial, the OPEID code of the school the student is exiting, as well as, the completion date and time of the Loan Exit Counseling session. The reports EXTCD1 and EXTCS1 can be requested ad-hoc through the Web Report List link under the Report tab of the NSLDS Professional Access Web site. EXTCD5 can be scheduled according to the needs of the school from the Organization Profile link under the Org tab of the NSLDS Professional Access Web site..

Ad-Hoc Summary Reports (Report IDs = EXTCD1 and EXTCS1):

The ad-hoc Loan Exit Counseling Summary Extract can be requested by Dates or SSNs. Although the report IDs are different, both results utilize the same layout and extract file output message class (by Extract Type, either Fixed Width [EXSMFFOP] or Comma Delimited [EXSMCMOP]). The Dates option provides the capability to request summary results by Beginning and Ending Dates or by the selection of one of the predefined “Completed in Past” ranges. The SSNs option allows up to 19 SSNs to be requested.

- **Ad-Hoc Summary Report by Dates (Report ID = EXTCD1)**

The user is able to select an output Type of Extract or Report (pre-formatted). With the Extract option, the user can choose between Standard (Fixed Width) or Comma Delimited. The asterisk (*) in the School Branch ID field retrieves all Loan Exit Counseling summary information for students from all branch campuses associated with the school code displayed in the School ID field who completed Loan Exit Counseling. To receive data for a single school location, enter the eight-digit OPEID in the School Branch ID field. To receive exit counseling session data for loans guaranteed or serviced by a specific GA or Federal Loan servicer, provide a GA or Federal Loan Servicer ID. The user may designate a Beginning Date and End Date (leaving the defaulted Beginning and End Dates will retrieve all cumulative records) or select a predefined “Completed in Past” range (i.e., completed within the past 10, 30, 60, 90 or 120 days) from the dropdown box. The user may choose a sort order of SSN or Last Name/First Name. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message classes EXSMFFOP (Fixed Width) or EXSMCMOP (Comma Delimited). Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

- **Ad-Hoc Summary Report by SSNs (Report ID = EXTCS1)**

The user is able to select an output Type of Extract or Report (pre-formatted). With the Extract option, the user can choose between Standard (Fixed Width) or Comma Delimited. The asterisk (*) in the School Branch ID field retrieves all Loan Exit Counseling summary information for students from all locations associated with the school code displayed in the School ID field who completed Loan Exit Counseling. To receive data for a single school location, enter the eight-digit OPEID in the School Branch ID field. To receive exit

counseling session data for loans guaranteed or serviced by a specific GA or Federal Loan servicer, provide a GA or Federal Loan Servicer ID. The user may enter up to 19 SSNs without hyphens; at least one SSN is required. The sort order automatically defaults to SSN order. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Output is sent with message classes EXSMFFOP (Fixed Width) or EXSMCMOP (Comma Delimited). Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

Scheduled Summary Report (Report ID = EXTCD5):

The user is able to select an output type of Fixed Width, Comma Delimited or Report (pre-formatted). The frequency of the report (Daily, Weekly, Monthly, and Quarterly; Cancel will end a schedule) will determine the schedule when the output will be automatically generated and sent to the selected SAIG Mailbox. The user can request all records for all School Branch IDs associated with the user's school code or request only those records associated with the user's main School Branch ID. For SAIG delivery with extract type, output is sent in message classes EXSMFFOP (Fixed Width) or EXSMCMOP (Comma Delimited). Pre-formatted report output is sent with message class EXSMFMOP. Additional hints for printing the report in Microsoft Word format are available on the Report List Help page.

The following sections contain the layout of the header, detail, and trailer records for the Fixed Width extract version of the output. Each extract output will include one header record, one, more or no detail records, and one trailer record. These sections also include the layout of the detail record for the Comma Delimited extract version of the output. There are no header and trailer records associated with the Comma Delimited extract output. Each version of the extract requested online will include one or more detail records.

The record layout tables contain the position, data element name, description, field format, and field length as they will appear on the fixed width extract file. It also contains the data element name (with related description), and field format as they will appear on the comma delimited extract file (data elements on this extract will be separated by commas).

2.1 Loan Exit Counseling Summary Extract Record Layouts for Schools

The following layouts can be found below:

- Fixed Width
- Comma Delimited

2.1.1 Fixed Width

The following represents the header, detail, and trailer record layouts for a fixed width extract:

Loan Exit Counseling Summary Header Record

Length = 300

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header Record.	Char.	1
2	45	Header Title	Value 'EXIT COUNSELING SUMMARY BY ' with type: 'DATE' or 'SSN'.	Char.	44
46	51	Report ID	Identifier of report. Value 'EXTCxn'; Where 'x' represents the following valid values: D = by Date, S = by SSN; and where "n" represents the following valid values: 1 = ad hoc, 5 = scheduled	Char.	6
52	57	School ID	The first 6 digits of the OPEID* as assigned by the Office of Postsecondary Education. Asterisk indicates all schools.	Char.	6
58	59	School Branch ID	The last 2 digits of the OPEID* of the school location as assigned by the Office of Postsecondary Education. If all school locations are selected (*), this field displays as "**".	Char.	2
60	67	Begin Date	Lower end of date range.	Date	8
68	75	End Date	Upper end of date range.	Date	8
76	78	Date Period	Completed in the past number of dates. Values available: 010, 030, 060, 090, 120, or 000 if "USE BEG/END DT" option was selected.	Char.	3
79	83	Filler	Attribute to complete record length.	Char.	5
84	84	Submittal Extract Report Type	'C' = Comma delimited. 'E' = Extract data file.	Char.	1
85	92	Submittal Date	Date when the report request is submitted. Format CCYYMMDD.	Date	8
93	98	Submittal Time	Time when report request is submitted. Format HHMMSS.	Time	6
99	106	User ID	NSLDS User ID code of the user making the request.	Char.	8
107	109	GA/Federal Loan Servicer ID	Code for the GA/Federal Loan Servicer being reported. If all Federal Loan Servicer IDs are selected (*), this field displays as "*".	Char.	3
110	121	Filler	Attribute to complete record length.	Char.	12
122	130	SSN 1	SSN 1 request.	Char.	9

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
131	139	SSN 2	SSN 2 request.	Char.	9
140	148	SSN 3	SSN 3 request.	Char.	9
149	157	SSN 4	SSN 4 request.	Char.	9
158	166	SSN 5	SSN 5 request.	Char.	9
167	175	SSN 6	SSN 6 request.	Char.	9
176	184	SSN 7	SSN 7 request.	Char.	9
185	193	SSN 8	SSN 8 request.	Char.	9
194	202	SSN 9	SSN 9 request.	Char.	9
203	211	SSN 10	SSN 10 request.	Char.	9
212	220	SSN 11	SSN 11 request.	Char.	9
221	229	SSN 12	SSN 12 request.	Char.	9
230	238	SSN 13	SSN 13 request.	Char.	9
239	247	SSN 14	SSN 14 request.	Char.	9
248	256	SSN 15	SSN 15 request.	Char.	9
257	265	SSN 16	SSN 16 request.	Char.	9
266	274	SSN 17	SSN 17 request.	Char.	9
275	283	SSN 18	SSN 18 request.	Char.	9
284	292	SSN 19	SSN 19 request.	Char.	9
293	300	Filler	Attribute to complete record length.	Char.	8

Loan Exit Counseling Summary Detail Record

Length = 300

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'1' – Represents Detail Record.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9
11	45	Student Last Name	Student Last Name.	Char.	35
46	80	Student First Name	Student First Name.	Char.	35
81	115	Student Middle Initial	Student Middle Initial.	Char.	35
116	123	OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) for the attending school..	Char.	8
124	131	Completion Date	Date the student completed their Loan Exit Counseling session. Format CCYYMMDD.	Date	8

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
132	135	Completion Time	Time the student completed their Loan Exit Counseling session. Format HHMM.	Time	4
136	300	Filler	Attribute to complete record length.	Char.	165

Loan Exit Counseling Summary Trailer Record

Length = 300

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer Record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	300	Filler	Attribute to complete record length.	Char.	290

2.1.2 Comma Delimited

The following represents the detail record layout for a comma delimited extract. Fields with the potential of containing commas will be bound in double quotes in the results:

Loan Exit Counseling Summary Detail Record

Data Element	Description	Field Format
Student SSN	Student Social Security Number.	Char.
Comma	Comma	Char.
Student Last, First Middle Name	Student Last Name comma space Student First Name space Student Middle Name.	Char.
Comma	Comma	Char.
OPEID*	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) for the attending school.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Completion Date, Completion Time	Date the student completed their Loan Exit Counseling session: Format CCYYMMDD space Time the student completed their Exit Counseling session: Format HHMM.	Date

Note:

* The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.