



Number 37

March 2012

Summary

This newsletter describes enhancements to the National Student Loan Data System (NSLDS) and the [NSLDS Professional Access](#) Web site. These enhancements include:

- The Loan Exit Counseling Summary report has been added to the scheduled reports available to schools.
- The Loan Exit Counseling reports have transitioned from the Report List to the Web Report List under the Report Tab on the [NSLDS Professional Access](#) Web site. This move allows loan exit counseling data to be downloaded directly from the Web site in PDF or Excel format.

New Loan Exit Counseling Summary Scheduled Report

The Loan Exit Counseling Summary report is now available as a scheduled report. It provides information on students' completion of loan exit counseling sessions and is available on the School Profile page under the Org Tab.

The screenshot shows the NSLDS Professional Access web interface. At the top, there's a header with the Department of Education logo and the text 'START HERE GO FURTHER FEDERAL STUDENT AID'. Below this is the 'National Student Loan Data System (NSLDS)' title. The main navigation bar includes 'Menu', 'Aid', 'Enroll', 'Org', 'Report', and 'Tran'. The 'Report' tab is selected. Below the navigation bar, there's a search area with 'Type: SCHOOL', 'Code: 00148400', and 'Name: FAA UNIVERSITY'. The 'Retrieve' button is visible. The search results show the school profile for FAA UNIVERSITY. Below the school profile, there's a section for 'Scheduled Reporting'. It lists two reports: 'Loan Exit Counseling Detail' and 'Loan Exit Counseling Summary'. The 'Loan Exit Counseling Summary' report is highlighted with a yellow starburst graphic that says 'New Scheduled Report!'. The report details include: Reporting Type: FIXED WIDTH, Extract Format: NSLDS, Frequency: WEEKLY, School Branch ID: ALL, and SAIG Mailbox: TGS0001 - TEST ORGANIZATION. There is an 'Update' button next to the report details.

From the Update icon, the Reporting Type, Frequency, School Branch ID, and Student Aid Internet Gateway (SAIG) Mailbox may be selected. The

report may be requested as a comma delimited or fixed-width file, or as a pre-formatted report. The frequency may be designated as daily, weekly, monthly, or quarterly. There is also the option to cancel any previously requested Loan Exit Counseling Summary reports listed in the Frequency options drop-down menu. The associated School Branch ID may also be selected. The scheduled report output is sent to the SAIG Mailbox entered on this page.

National Student Loan Data System (NSLDS)

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

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile | GE Debt Measures | GE Loan Medians

FSA ID: NSL.SCTST4.FSA logged on as: SCTST4 ONLINE EXIT TESTING from [FAA UNIVERSITY / TG54560 / SCTST4](#)

Name: FAA UNIVERSITY
Code: 00148400 Type: School
Status: OPEN
Address: 100 MAIN STREET
ANYTOWN, FL 22222222

Loan Exit Counseling Summary Profile Update

Reporting Type: **FIXED WIDTH**
Frequency: **QUARTERLY**
School Branch ID: **ALL**
SAIG Mailbox: **TG50001**

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Note: The scheduled Loan Exit Counseling Summary Report will be identified as EXTCD5.

Enhancements to the Web Report List

The three loan exit counseling reports listed below are now available on the Web Report List page on the [NSLDS Professional Access](#) Web site. The Web Report List may be accessed from the Report Tab. With the move of these reports from the Report List to the Web Report List the options for how the loan exit data may be received have been expanded.

- Loan Exit Counseling Summary By Date (EXTCD1)
- Loan Exit Counseling Summary By SSN (EXTCS1)
- Loan Exit Counseling Completion (EXTC01)

National Student Loan Data System (NSLDS)

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Report List | **Web Report List**

FSA ID: NSL.SCTST4.FSA logged on as: SCTST4 ONLINE EXIT TESTING from [FAA UNIVERSITY / TG54560 / SCTST4](#)

Web Report List

Search Report ID:

	Report ID	Names	Log Page
1	EXTCD1	LOAN EXIT COUNSEL SUMMARY BY DATE	
2	EXTCS1	LOAN EXIT COUNSEL SUMMARY BY SSN	
3	EXTC01	LOAN EXIT COUNSEL COMPLETION	
4	EXTCD5	LOAN EXIT COUNSEL COMPLETION	

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The Loan Exit Counseling Summary By Date (EXTCD1) and the Loan Exit Counseling Summary By SSN (EXTCS1) report outputs may be received in three different formats: PDF, Excel spreadsheet, or delivered to the SAIG Mailbox associated with the particular user.

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National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Report List | Web Report List

FSA ID: NSL.SCTST4.FSA logged on as: SCTST4 ONLINE EXIT TESTING from FAA UNIVERSITY / TG54560 / SCTST4

Return to Web Report List

ID: EXTC1 Type: --Select--

Name: LOAN EXIT COUNSEL. SUMMARY BY DATE

Go to Report Log

Report Parameters

SCHOOL ID: 001484

SCHOOL BRANCH ID: * 99

FEDERAL LOAN SERVICER ID: * Org Search

COMPLETED IN PAST: USE BEG/END DT

BEGINNING DATE: 01/01/0001 MM/DD/CCYY

ENDING DATE: 12/31/2998 MM/DD/CCYY

EXTRACT TYPE: COMMA DELIMITED

Sort By: --Select--

Output Medium: --Select--

PDF

PDF&SAIG

SAIG

XLS

XLS&SAIG

Submit

REPORT DESCRIPTION: The Loan Exit Counseling by Date Report (EXTCD1) provides 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 name, eight-digit OPEID code of the school the student selected to be notified regarding their completion of the Loan Exit Counseling session, as well as the completion date and time of the loan exit counseling session. The user will choose an output type as Report or Extract. With the Extract option, the user will select either Standard Excel Spreadsheet or Comma

A sample of the Loan Exit Counseling Summary By Date (EXTCD1) report in the PDF format:

Privacy Act of 1974 (AS AMENDED)

Report ID: EXTC1 U.S. Department of Education Date: MM/DD/CCYY
Page # : 1 National Student Loan Data System (NSLDS) Time: HH:MM:SS
Exit Counseling Summary

Report Parameters: School CD: XXXXXX
Branch CD: All
Fed Loan Svr ID: All
Completed: nnn Days
Begin Date: MM/DD/CCYY
End Date: MM/DD/CCYY

SSN	Name	OPEID	Exit Completion Date
***-**-XXXX	Last Name, First Name	XXXXXXXXXX	MM/DD/CCYY HH:MM XX
***-**-XXXX	Last Name, First Name	XXXXXXXXXX	MM/DD/CCYY HH:MM XX
***-**-XXXX	Last Name, First Name	XXXXXXXXXX	MM/DD/CCYY HH:MM XX
***-**-XXXX	Last Name, First Name	XXXXXXXXXX	MM/DD/CCYY HH:MM XX
***-**-XXXX	Last Name, First Name	XXXXXXXXXX	MM/DD/CCYY HH:MM XX

A sample of the Loan Exit Counseling Summary By Date (EXTCD1) report in the Excel format:

A1					
	A	B	C	D	E
1		Loan Exit Counseling by Date			
2					
3		Social Security	Name	OPE ID	Exit Completion Date
4		***_**-XXXX	Last Name, First Name	XXXXXXXX	MM/DD/CCYY HH:MM
5		***_**-XXXX	Last Name, First Name	XXXXXXXX	MM/DD/CCYY HH:MM
6		***_**-XXXX	Last Name, First Name	XXXXXXXX	MM/DD/CCYY HH:MM
7		***_**-XXXX	Last Name, First Name	XXXXXXXX	MM/DD/CCYY HH:MM
8		***_**-XXXX	Last Name, First Name	XXXXXXXX	MM/DD/CCYY HH:MM
9					
10					

The Loan Exit Counseling Completion (EXTC01) report is available via Excel spreadsheet or by delivery to the SAIG Mailbox associated with the user. PDF is not an option for this output.

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FSA ID: HSL.SCTST4.FSA logged on as: SCTST4 ONLINE EXIT TESTING from FAA UNIVERSITY / TG54560 / SCTST4

ID: EXTC01 Type: --Select--

Name: LOAN EXIT COUNSEL. COMPLETION

Report Parameters

SCHOOL ID: 001484

SCHOOL BRANCH ID: 99

BEGIN DATE: 01/01/0001 MM/DD/CCYY

END DATE: 12/31/2998 MM/DD/CCYY

SSN: *

EXTRACT TYPE: STANDARD

EXTRACT FORMAT: NSLDS

Sort By: --Select--

Output Medium: --Select--

SAIG
XLS

Submit

New Report Option!

Note: In order for the Excel spreadsheet to display, the user must first properly configure his or her Internet Explorer Web browser. Under **Tools, Internet Options**, select the **Security** tab. Select the **Internet** zone's **Custom** level option located under the **Security level for this zone** box. Under **Settings**, scroll to **Downloads** and select **Enable** for **Automatic prompting for file downloads**.

The updated *NSLDS Loan Exit Counseling Extract Record Layouts for Schools* is available on the [NSLDS Record Layouts page of the Information for Financial Aid Professionals \(IFAP\) Web site](#). The record layouts themselves have not changed; the only change is to the description of the location of the reports on the [NSLDS Professional Access](#) Web site and to the reports' delivery options.

NSLDS Reminder for Schools

Please remember to keep your [NSLDS Professional Access](#) Web site ORG contacts current and always list at least a Primary Contact for your organization.

NSLDS Customer Support

The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8:00 A.M. to 9:00 P.M. (ET). You may also contact Customer Support by e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).