



Technical Update GA-2007-04

July 23, 2007

NSLDS Enhancements for Reporting Teacher Loan Forgiveness and Loan Discharge

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 inform Guaranty Agencies (GAs) of National Student Loan Data System (NSLDS) modifications that allow the reporting of Teacher Loan Forgiveness (TLF) and Loan Discharge data. These enhancements enable Federal Student Aid (FSA) to track, display, and report TLF and Loan Discharge information for students who have outstanding Federal Family Education Loan Program (FFELP) loans.

The NSLDSFAP Web site (www.nslsdfap.ed.gov) will be enhanced with new functional features to allow authorized online GA users to update loan data for students who are granted Federal TLF and Loan Discharge benefits for Title IV loans beginning on August 19, 2007. The same GA users will also have the ability to submit data using a batch upload file. All NSLDS users will be able to view the corresponding TLF and Loan Discharge information. It is important to note that this Technical Update applies only to the reporting of Federally-granted TLF and Loan Discharge benefits, not those provided by any state programs.

Online Teacher Loan Forgiveness

In March 2006, FSA asked that GAs provide the amount of TLF paid to date on an MS-Excel™ spreadsheet. This request was followed by directions from FSA to report TLF data in the same manner on a quarterly basis.

The quarterly TLF data reporting process ends as of June 30, 2007. All TLF data after July 1, 2007, will need to be reported to NSLDS via the processes outlined below. Once NSLDS gives the TLF reporting capabilities for the GA's authorized users, TLF data can be reported as they occur on an ad-hoc basis. Any TLF reporting for the quarter ending June 30, 2007, or any missed quarterly reporting should be e-mailed to Pam.Eliadis@ed.gov.

Adding TLF information to NSLDS will begin with the TLF File Submittal Web page, which offers two options for entering student data. GA Online Loan Update/TLF and Loan Discharge users will be able to

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www.FederalStudentAid.ed.gov
1-800-4-FED-AID

Alternately, the TLF File Submittal page will allow authorized GA users the ability to upload and submit an MS-Excel™ file of up to 50 existing NSLDS students and their TLF data using a batch upload spreadsheet file.

Example of Teacher Loan Forgiveness Submittal Page
(Also available in Attachment A)

The TLF Submittal spreadsheet template is displayed in Attachment B and also will be available on the U.S. Department of Education's FSA Download Web site (<http://www.fsadownload.ed.gov>). Data can be added to the template for uploading to NSLDS via the Submit button on the Teacher Loan Forgiveness File Submittal Web page. The required information includes the following 10 TLF data: SSN, First Name, DOB, TLF Type, Previously Applied, GA Code, Loan Holder Code, TLF Amount, TLF Date, and State Code from Application.

Once submitted, users will have additional Web pages to provide further detail and access to a student's TLF loan information. New and enhanced pages include:

- **TLF Add Page:** Will enable GA users to review and modify the student identifiers they entered on the TLF Submittal page. NSLDS will validate the student data and verify whether any errors were made during submittal. Once the submittal is complete, users will be returned to the File Submittal page and will see a statement indicating that their student information was successfully stored in NSLDS.
- **TLF List Page:** Accessible from the Loan History Page, this page will present a listing of all active TLF records submitted for a student, which includes those submitted by Direct Loans. From here, GAs will be able to access the TLF Add Page by clicking on the Add Teacher Loan Forgiveness button. Also, clicking on the blue number icon (i.e., **1**) to the left of the TLF record will allow users to view TLF detail information.
- **TLF Detail Page:** Accessible from the TLF List Page, this page will detail all active TLF records for a student and includes identifiers for GA, Lender, Full-Time Teacher of (Elementary, Secondary, etc.), Previously Applied, State, Amount, and Paid Date.
- **TLF Update Page:** Accessible from the TLF Detail page, this page will allow authorized users to modify the details of their submitted TLF data.
- **TLF Delete Confirmation Page:** Accessible after authorized users click the delete button, GA users must confirm the TLF data deletions before they are removed from the NSLDS database.
- **Loan History Page:** Accessible under the Aid tab after entering a student's identifiers to view his/her Loan History information, the Web page has been dynamically enhanced to display the total forgiven TLF amounts on the TLF List page. For those authorized users, this section will be static, either displaying the TLF List button with TLF totals, or a TLF Add button directing them to the TLF Add page for the student being viewed. This can be used as another method to enter a student's TLF information. A new TLF Informational icon will display at the top of the page if TLF data exists for the student being viewed.
- **Request Report List page (GATLF1):** Accessible from the Report Tab, this report will provide GA users with detailed student and TLF information as reported by their own GAs. Clicking the blue number icon to the left of the desired Report ID will enable users to display the Report Parameters.
- **Report Parameters (GATLF1):** Will allow users to specify report parameters, including Beginning Paid Date, Ending Paid Date, Full-Time Teacher, State Code, Sort By, and Output Medium. The information is available in a formatted report or extract file. The extract file layout is available at <http://www.ifap.ed.gov>.

For a detailed view of all of the new NSLDS Web pages for TLF, please see Attachment A of this Technical Update. Attachment B provides an example of the spreadsheet to be used if a GA elects to use the batch uploading process.

Online Loan Discharge Types

NSLDS will now provide for loan-level reporting of Loan Discharge data using five different Loan Discharge types. With this online reporting feature being dynamic and designed with flexibility and future needs in mind, NSLDS will create additional discharge reason codes as needed. The current discharge types include:

- BR01: Borrower Payment Returns
- CB01: Co-Borrower/Partial Discharges
- HC01: Hurricanes Rita and Katrina Loan Discharges
- ID01: Identity Theft Loan Discharges
- SC01: Loan Discharges as a result of 9-11 terrorist attacks

For more information about each of the current Loan Discharge types, please see Attachment E.

Online Loan Discharge Reporting Process



Adding Loan Discharge data will begin with the Loan Discharge File Submittal Web page. Authorized GA users will be able to enter up to 50 existing NSLDS students and their loan discharge data using an MS-Excel™ spreadsheet for batch uploading. For individual borrowers, Loan Discharges can also be added, updated, or deleted one loan at a time from the Loan Detail page. As Discharges are reported, the details will be displayed and added below the Activities for Loan section on the Loan Detail Page (see Attachment C).

The spreadsheet template for the Loan Discharge File Submittal is displayed in Attachment D and also will be available on the U.S. Department of Education's FSA Download Web site. Data can be added to the template for uploading to NSLDS via the Submit button on the Loan Discharge File Submittal Web page. The required data include the following 11 pieces of loan discharge information: SSN, First Name, DOB, Loan Type Code, Date of Guaranty, Separate Loan Indicator, Discharge Type Code, OPEID identifying the school and school branch codes, Discharge Amount, Discharge Date, and an Underlying OPEID identifying a school and school branch for a Consolidated loan discharge.

The screenshot shows the NSLDS web interface. At the top, there's a header with the NSLDS logo and navigation tabs: Menu, Aid, Enroll, Org, and Report. Below the header, a purple banner displays the user's login information: "Logged on as: GATST7 ID TLF+DISCHRG UPDATER from GA HIGHER EDUCATION SERVICES". The main content area shows a box with agency details: Name: GA HIGHER EDUCATION SERVICES, Code: 736, Status: OPEN, Address: 102 MAPLE AVENUE, ROWLEY, IA 523290000. Below this, an information icon and text prompt the user to "Enter the location and file name and submit for processing." A "Loan Discharge File Submittal" section contains a checked checkbox "I am running on Windows", a "File Name:" label, a text input field, a "Browse..." button, and a "Submit" button. The footer includes a "PRIVACY ACT OF 1974 (AS AMENDED)" link and a row of links: FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

*Example of Loan Discharge File Submittal Page
(Also available in Attachment C)*

Once submitted, users will have additional Web pages to provide further detail and access to a student's loan discharge information. New and enhanced pages include:

- **Loan Discharge Add Page:** Will allow users to review and modify the student/borrower data, loan data, and loan discharge details uploaded from the Loan Discharge MS-Excel™ file via the Loan Discharge File Submittal Page. This page also describes how to add Loan Discharge data after reviewing a single student/borrower's loan details from the Loan Detail Page.
- **Loan History Page:** Accessible under the Aid tab after entering a student's identifiers to view his/her Loan History information. The Web page has been dynamically enhanced to display a blue "D" () to the left of the Loan Period label in the Loan Summary section indicating discharge(s) exist for the loan. A new Loan Discharge Informational icon will display at the top of the page if discharge data exist for the student being viewed.
- **Loan Detail Page:** Will display historical information for a loan: loan details, loan amounts, loan activities, loan status changes, loan claim details, loan collection details, and GA/Lender/Servicer Agent History. The Activities for Loan section has been enhanced to display the total amounts reported in discharges, as well as the details by types. Only authorized users will be able to update or add discharge information from this page. It can be accessed from the student's Loan History page.
- **Loan Discharge Update Page:** Accessible from the Loan Detail Page, this page will allow authorized users to update or delete an existing loan discharge record.
- **Request Report List Page (GADSC1):** Will provide GA users with detailed student and loan discharge information as reported by their GA. Clicking the blue number icon (i.e., ) to the left of the desired Report ID will enable a user to display the Report Parameters.
- **Report Parameters (GADSC1):** Will allow users to specify report parameters before requesting a report, including OPEID, Range Type, Beginning Date Range, Ending Date Range, Discharge Type Code, Sort By, and Output Medium. The information is available in a formatted report or extract file. The extract file layout is available at <http://www.ifap.ed.gov>.

For a detailed view of all of the new NSLDS Web pages for Loan Discharge, please see Attachment C of this Technical Update. Attachment D displays the spreadsheet template to be used if a GA chooses to use the batch uploading process for Loan Discharge Submittal. Again, Attachment E provides descriptions of the current Loan Discharge Type codes.

Authorized Users

To assist agencies further with online TLF and Loan Discharge reporting, NSLDS will soon be able to grant an additional GA user with online updating capabilities. The three current GA Online Loan Update Users may also perform TLF and Loan Discharge online updates and process the batch up-loadable file submittal template spreadsheets. A future enhancement includes authority for an additional TLF/Loan Discharge user who will have the authority to make the appropriate TLF and Loan Discharge updates in either batch up-loadable submittal template spreadsheets or online entry. A notice will be sent in the future when GAs may sign up the additional user through SAIG.

Attachment A: Web Screens for Teacher Loan Forgiveness and Sample Report

Attachment B: NSLDS TLF Submittal Template File including an Instructions Worksheet for reporting TLF via MS-Excel Spreadsheet

Attachment C: Web Screens for Loan Discharge and Sample Report

Attachment D: NSLDS Loan Discharge Submittal Template File including an Instructions Worksheet for reporting Loan Discharges via MS-Excel Spreadsheet

Attachment E: Loan Discharge Reason Codes

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