

## Appendix H: Glossary of Terms

### **C:\NSLDS-V2\uta0.exe**

The software that DataPrep uses to view reports. You may choose this viewer, or any viewer you want, by selecting the Options menu, clicking Viewers, and moving the viewer of choice to the top of the list.

### **Customer Service Center**

The contact for data providers to answer all questions about NSLDS and the DataPrep software. The Customer Service Center (CSC) is open between 8 am and 8 pm (Eastern time) on weekdays, except federal holidays. Their phone number is 1-800-999-8219.

### **Data Field Edits**

An edit performed by NSLDS to ensure that data is contained in proper fields under specific edit criteria. Records are rejected if they fail Data Field Edits.

### **Unique Data Provider Loan ID**

An optional data field at the end of each record that allows data providers to track a loan through the NSLDS process. The unique loan ID will be carried through the process and returned on the error records in the error file.

### **Database Extract File (extract.ff)**

The formatted extract file created by data providers from their loan database. The Database Extract File is also the input to the Extract Validation process.

### **Detail Records**

Data elements about each loan the school has in its database. Detail records are located after the header record.

### **Domain Error Threshold Levels**

The allowable percentage of domain-level errors accepted by ED before a Submittal file can be created. For combined date and numeric field domain errors, the threshold is 10 percent; for both missing identifier and missing new identifier domain errors the threshold is 5 percent.

### **Domain-Level Edits**

The DataPrep editing of data for non-numeric characters in a numeric field, invalid dates, missing identifiers, and missing new identifiers. These edits are performed after file-level edits have been accepted. If the percentage of domain-level errors is below the threshold set by ED, a submittal file will be generated.

**EDConnect**

A U.S. Department of Education software package used by data providers to connect to the Title IV WAN. Data providers are assigned a mailbox, which is used both to request and retrieve data from NSLDS. The WAN ID account number serves as the mailbox identifier.

**Error Code Number**

A number associated with a message used to inform the user about the conditions that may require special consideration.

**Error Rate**

The percentage of errors in a submittal file. The rate is calculated by dividing the number of loan records with errors by the total number of records extracted.

**Error Submittal Summary Notification File**

A file that NSLDS distributes to data providers notifying them that the Submittal file was not processed because there were problems in the file. The Error Submittal Summary Notification File is made available within 48 hours after the Submittal file was transmitted.

**Events**

Data elements that are treated as if they were linked because they give each other meaning (e.g., Date of Loan Status must have an accompanying code for Loan Status). An event may be classified a current event, prior event, or history.

**Extract Error File (extrerr.ff)**

The output file from the Extract Validation process that contains the records with domain errors, the fields in which the errors occurred, and the values and descriptions of the error.

**Extract Error Reports**

Reports that are generated by DataPrep to report both summary and detail information about the Extract Error Data File. The information is used to make all necessary file-level and domain-level changes to your database.

**Extract Validation Log**

A summary report of the transactions processed during Extract Validation. The Validation Log also shows the percentage of domain errors and loan totals.

**Extract Validation Process**

The process in which DataPrep checks the data provider's Database Extract file for file-level and domain-level errors. If successful, the output of the Extract Validation process is the Submittal file that the data provider must transmit to NSLDS.

**Field Code Numbers**

A three-digit code number used to find the corresponding data elements [e.g., Date of First Disbursement (225)]. Generally, data elements are listed chronologically by field code number.

**File Information Dialog Box**

A tool that DataPrep for Windows users can use to display information about a file. The File Information Dialog Box shows the name of the file, the date and time the file was last modified, and the number of bytes in the file.

**File-Level Edits**

The part of the Validation Extract process in which DataPrep checks the Database Extract file for incorrect headers and school code that matches the header record. If there are file-level errors, the Extract Validation process is aborted.

**Header Record**

Data elements located at the beginning of a record used to identify the data provider and track the submittal. The header record contains the school code; submittal, initial load, and submittal receive dates; software version and release number; and the record type.

**Identifier Conflicts**

An error in the Submittal file that occurs when a new loan is submitted for a student social security number already on the NSLDS database, but the match criteria cannot match the name and/or date of student's birth. Identifier conflicts must be resolved before any data can be updated in NSLDS.

**Load Process Error File (loaderr.ff)**

A file created by NSLDS identifying the records that require correction or conflict resolution. The file will contain all record-level and load-level errors detected during the Load Validation process. Data providers must retrieve the load process error file with which they can use DataPrep to generate a report. Data providers must use the report to make corrections to their database.

**Load Validation Process**

The process in which NSLDS loads the Submittal file, performs record-level edits to check for duplicates and Y2K and reasonability errors, and performs load-level edits to check for sequence errors, identifier conflicts, and invalid codes.

**Load-Level Edits**

The NSLDS editing of the Submittal file during which date sequence errors, identifier conflicts, and invalid codes are detected. Load-level edits are reported back to data providers for them to make corrections for the next submittal.

**Loan Detail File**

A file that contains a data provider's complete set of data that is on NSLDS. This file can be obtained by special arrangement and can be imported into DataPrep using the "Loan Detail" function.

**Loan Detail Report**

A report that DataPrep generates from the Loan Detail File that can be obtained from NSLDS by special arrangement. The report is generated using DataPrep's "Loan Detail Report" menu option.

**Loan Identifier Fields**

The values contained in positions 1-47 of a record that uniquely identifies a loan. They include Code for Original School, Student's Social Security Number, Date of Student's Birth, Student's First Name, Type of Loan, and Date of First Disbursement.

**Orphaned Loan**

A duplicate loan on the NSLDS database that is created when a data provider makes an incorrect student identifier change. The old loan is orphaned because the identifiers no longer match the identifiers on the Submittal file.

**Past Period Changes (PPCs)**

Records on the Submittal file that correct reporting errors that cannot be handled by changing the school's original loan records and then re-extracting. PPCs are included in the Submittal file.

**Record-Level Edits**

Y2K errors, reasonability errors, and duplicate records discovered by NSLDS during the Load Validation Process.

**Student Identifiers**

The values contained in positions 1-47 of a record that identifies a student. The Student's Social Security Number, First Name, and Date of Student's Birth are all student identifiers.

**Submittal File (submit.ff)**

A validated, mirror image of a data provider's Database Extract file that is transmitted to and updates the NSLDS database. This file is created by DataPrep software if all file-level errors are eliminated and the number of domain-level errors in the Database Extract file is below the acceptable threshold set by the U.S. Department of Education.

**Submittal Schedule**

An assigned day and time when a data provider must transmit updates to NSLDS.

**Threshold, Error Code, and Field Code File (TEF file) (tef.ff)**

A utility file used by DataPrep that translates error codes and field codes into error messages.

**Trailer Record**

The last record in a Submittal file that marks the end of the file and contains basic information about the number of records processed and number of records in error at each level of validation.

**Unload JCL**

The Job Control Language used by mainframe users to unload the DataPrep installation program. Mainframe users must then run the Unload Tape JCL to install DataPrep.

**Y2K/Reasonability Edits**

An edit performed by NSLDS to review all date and amount fields on each record to ensure that U.S. Department of Education standards for Year 2000 compliance are adhered to.