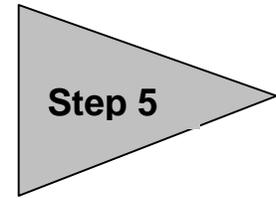


Step 5: The NSLDS Load Process



After you transmit your Submittal file, NSLDS performs the Load Process. A key part of this process is the additional edits NSLDS performs on the Submittal file—checking the file, the integrity of the data, and the compatibility of the added and updated records with the data currently on NSLDS.

First, NSLDS determines whether there are errors in the Submittal file that prevent processing the file (such as an incorrect format, late file, the wrong file sent, or corrupted data). If so, an Error Submittal Summary Notification file explaining the problem will be distributed within 1 or 2 days via the Title IV WAN (through the message class SHSNTFOP).

After checking the readability of the file, NSLDS checks that the submittal time and date are within the scheduled time frame established for the school. If not, NSLDS will reject the Submittal file and will inform you of this status in the Error Submittal Summary Notification file.

Next, NSLDS checks the contents of each record (record-level edits) to determine whether the data contained in each record is acceptable to NSLDS. Record-level edits include identification of duplicates, Y2K edits, and tests of reasonability.

Following a successful pass through record-level edits, the record is compared with data already on the NSLDS database. During this process—load-level edits—loan identifiers are checked against existing loans on the database, student identifiers are checked against existing students in the database, and data fields on updated records are checked for compatibility (such as sequence errors). Records passing the load-level edits then update NSLDS.

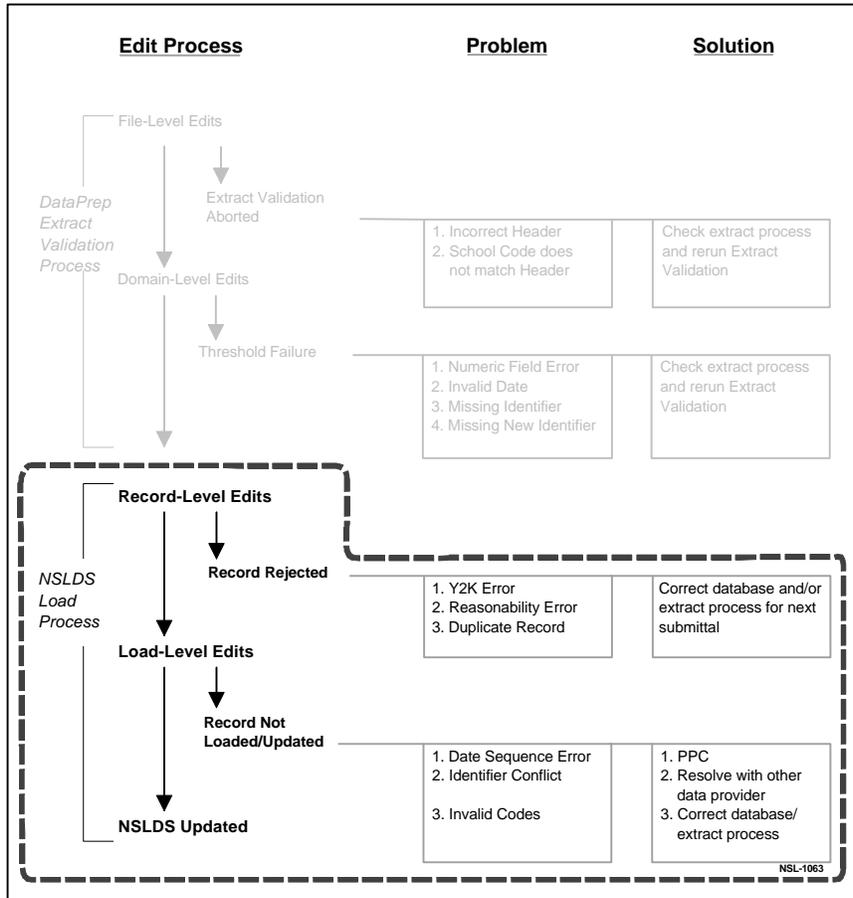


Figure 1, NSLDS Load Process

Error Submittal Summary Notification File

If you submit a file that cannot be processed, NSLDS will distribute, via the Title IV WAN, message class SHSNTFOP, notification that your Submittal file was not processed. You must make the necessary corrections and resubmit as soon as possible. If the time frame within which you are to submit your data has passed, the submittal will be considered missed for the month. You will need to include the corrections and appropriate updates with your next scheduled transmission.

Reasons that will prompt an Error Submittal Summary Notification file are:

- An incorrect file was sent instead of a validated Submittal file (this might be your Extract file. The Submittal file will be labeled submit.ff, while the Extract file will be called extract.ff.) A file was sent with an invalid format (for example, there is no valid header, no 300-byte records, or no trailer record).
- The file got corrupted either during the Title IV WAN submittal processes or cartridge/tape production process.
- Your Submittal file is not received during the time frame in which NSLDS can load the data.

If processing cannot occur, the Error Submittal Summary Notification file will be made available one or two days after you transmit your Submittal file. The file will consist of a header record, one or more detail records containing an error message (schools or servicers providing data for more than one institution or branch will receive a detail record for each school they sent to NSLDS), and a trailer record. See Appendix F for the complete layout description.

The detail record(s) will indicate why the Submittal file was rejected and will give you a brief description of the problem through a message code that can be found in Appendix F. Appendix F also lists the actions you must take to correct the error(s).



Check Your Mailbox Early
It's important that you check your Title IV WAN mailbox a day or two after transmitting your Submittal File. If there is a problem in reading the file or some other error that prevents an NSLDS update, you will be notified through the message class SHSNTFOP that you need to correct and retransmit the Submittal file.

Record-Level Edits

Duplicate Stripping

NSLDS sorts the records on the Submittal file and compares sequential rows. Rows are compared to determine if the first 47 bytes of the record—the loan identifiers—match. If any two loan detail records have the same identifiers, both loan records will be rejected as duplicate records. If you have populated the Data Provider Unique Loan ID field for each record, you will be able to determine which record should be reported under those identifiers for the next submission. No record will pass this duplicate edit process if another record on the same submission has the same identifiers. *Records rejected in this edit will not be checked for any other errors.* And neither duplicate record will update the database since NSLDS has no way of knowing which loan record is correct.

Data Field Edits

NSLDS performs edits to ensure that data is contained in proper fields under specific edit criteria. Records are rejected if they fail data field edits. An example of a data field edit is not filling in a required field such as the Date Entered Repayment field or a Cancellation Amount on a loan that has a Cancellation type. *Records that fail on data field edits will not be checked for additional errors.*

Y2K/Reasonability Edits

NSLDS will now check for Y2K and Reasonability edits. NSLDS reviews all date and amount fields on each record to ensure that ED standards for Y2K compliance are adhered to. In addition, NSLDS edits date and amount fields for reasonability of data based on Title IV rules. For example, if a loan is reported as a PU loan (Perkins Loan) with a Date of First Disbursement of 1982-01-15, it will be rejected since Perkins loans did not exist in 1982.

Load-Level Edits

Invalid Codes

NSLDS reviews original and current school codes against the most current ED data. If the OPEID code does not exist in the PEPS, the record will reject. Rejected records will not update the database.

Identifier Conflicts

NSLDS reviews the identifiers against those of loan records on the database. If the student SSN does not match an SSN on NSLDS, either current or in history, the student is considered a new student. If the record then passes all the remaining edits, a new student is created with a loan assigned to the SSN.



Duplicate Records Rejected

If two loan detail records have the same identifiers, both records will be rejected since NSLDS has no way of determining which record is correct. You will have to resubmit the record in a later submission. Duplicate loan records will have an Error Code of 1423 (Identifiers must be unique on each detail record) on Field Code 225 (Date of First Disbursement).



Correcting Invalid Codes

Submitted records with invalid codes will be rejected. To correct these code errors, you must correct either your database or the extract process.

If the student SSN on the Submittal file matches an SSN on the NSLDS database, the Identifier Match Criteria will attempt to match the submitted record with one that currently exists on the system. If another Perkins loan record matches on four criteria: student SSN, Original School, Loan Type, and Date of First Disbursement, the record will be considered an attempted update. If all other edits are successful, the record will update the NSLDS database.

If a record does *not* match on the loan identifiers (Original School, Loan Type, and Date of First Disbursement), but *did* match NSLDS on the student SSN, student identifiers are run through the match criteria. The load-level edit process will utilize the Identifier Match Criteria algorithm to match to an existing student. If a match is made and successive edits are passed, the loan record will be added for the student.

If a match cannot be made based on the Identifier Match Criteria, the record will be rejected. If that occurs, you will need to resolve the identifier conflict with the data provider(s) whose data conflicts with yours.

On the Load Process Error Report, discussed in detail in the next step, the student's SSN and first name you input will be listed, along with the student's SSN and first name, and the name of the other data provider (guarantee agency or school) currently on the system. This information will assist you in resolving the conflict with the other data provider.

Date Sequence Errors

NSLDS reviews the data on a submitted record with current data on the system for the same loan record to ensure that it conforms to certain sequence logic (e.g., a deferment stop date that is before a deferment start date). Records with sequence error edits will not update the date sequence of the current data on NSLDS. To update the date sequence of a record you must submit a Past Period Change.



Correcting Identifier Conflicts

Submitted records that match on SSN but not on the other student identifiers (student DOB and first name) will cause an identifier conflict. To correct this error, you must resolve the conflict with the data provider whose data conflicts with yours.



Correcting Date Sequence Errors

Submitted records that do not conform to certain date sequence logic (e.g., deferment stop date prior to a deferment start date) will not update NSLDS. To correct these errors, you must submit a PPC.

