

Volume VIII , Section 8 – COD Reports

Introduction

This section provides descriptions, business rules, and record layouts for Pell Grant and/or Direct Loan reports generated by COD and by DLSS.

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Pell Grant Reports

Pell Grant Report Options

Pell Grant Reports are available to schools via data requests, automatically pushed to the school's SAIG mailbox, contacting COD School Relations, or on the COD web site.

Business Rules:

1. Pell Grant Reports for 2003-2004 are generated as a fixed length, flat file and not an XML document.
2. Pell Grant Reports for 2003-2004 are viewable on the COD web site in the following format options:
 - a. PDF (These files are downloadable into Adobe)
 - b. Comma Delimited (CSV)
3. Pell Grant Reports are sent to schools SAIG mailbox in the following format options. Format options vary by report. Not all reports are offered in all formats:
 - a. Comma Delimited (CSV)
 - b. Pipe Delimited
 - c. Preformatted Text file
 - i. Portrait
 - ii. Courier 10
 - iii. 78 characters per line
 - iv. 59 lines per page

d. Fixed Length file

4. The Pell Grant Report delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

Below is a summary of all Pell Grant Reports and available formats generated by the COD System.

	COD WEB SITE		SAIG MAILBOX			
	PDF	Comma Delimited	Comma Delimited	Pipe Delimited	Preformatted Text	Fixed Length
Multiple Reporting Report (MRR)						X
Reconciliation Report						X
Electronic Statement of Account (ESOA)						X
Year-To-Date (YTD)						X
SSN/Name/Date of Birth Change Report	X	X	X		X	
Pending Disbursement List Report	X	X	X		X	
Funded Disbursement List Report	X	X	X		X	

Pell Grant Data Requests

Data Requests are sent by schools to request information files. These files are the Multiple Reporting Record, Statement of Account, Year-to-Date, and Reconciliation File.

Business Rules:

1. Pell Data Requests are sent as fixed length, flat files and not an XML document.
2. Pell Data Requests are sent to the COD System via SAIG batch with message class PGRQ04IN or via the COD web site.
3. After the Data Request is received and processed, a Data Request Acknowledgement record is sent back to the institution for all data requests received.

Record Layout:

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	This field is required. Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	This field is required. M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic File	Cannot be blank for requests from the WEB.
9	34	26	A	Unused	Reserved for future expansion	Constant spaces	
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	This field is required for type M requests. O = Send origination information D = Send disbursement information	

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	This field is required for type M requests. A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
37	47	11	A	Student ID	The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = no last name	Must be non-blank if MRR Code 2 equals S.
48	53	6	N	MR Institution Pell-ID	The institution code for which MR listings are requested. Only required if the MR Code 2 equals I.	Blank or Valid Pell-ID	Must be non-blank if MRR Code 2 equals I.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	For Phase-In Participants: Format = 999999999XX200499999900 Where: SSN = 001010001 to 999999 999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00 For Full Participants: Blank	If Request Type is Y and the Origination ID is nonblank then the YTD will be generated for that Origination ID. If the Origination ID is not found or invalid the request will be rejected. Full Participant schools: Leave this field blank
77	85	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.
86	93	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD	This field will only be populated for student specific Data Requests.
94	109	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.

Data Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
110	121	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.
122	122	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
123	125	3	A/N	Unused	Reserved for future expansion	Constant spaces	
		125		Total Record Length			

Data Request Acknowledgement

After a data request is received and processed by COD, a Data Request Acknowledgement is sent back to the school for each data request received.

Business Rules:

1. The Data Request Acknowledgement is provided in fixed length, flat file format.
2. Pell Data Request Acknowledgments are sent from the COD System with message class PGRA04OP.

Record Layouts:

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	6	6	N	Requesting Attended Campus Pell-ID	Pell-ID campus	Valid Pell-ID	If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID
7	7	1	A	Request Type	Code for data request type.	M = Multiple Reporting R = Reconciliation S = Statement of Account Y = Year-to-Date	
8	8	1	A	Requested Output Media Type	Code for type of media to use when sending output data.	E = Send output by Electronic file	
9	34	26	A	Unused	Reserved for Future Expansion	Constant spaces	

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
35	35	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information.	O = Send Origination information D = Send Disbursement information	
36	36	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students.	A = Send list of other institutions for all students S = Send other institution for students listed in record. I = Send students for institution listed in record	
37	47	11	A	MR Student ID	The Student SSN and Name code for which a MRR is requested. Only required if MRR Code 2 equals S.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z , (period) ' (apostrophe) - (dash) Blank = no last name	
48	53	6	N	MR Institution Pell-ID	The institution code for which MRR listings are requested. Only required if the MRR Code 2 equals I.	Blank or Valid Pell-ID	There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution.
54	76	23	A	Origination ID	The Origination ID for which a Year-to-Date is Requested.	Format = 999999999XX20049999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
77	77	1	A	Action Code	Code to indicate action taken	Valid Codes: A: Accepted - all fields accepted C: Corrected - one or more fields corrected E: Rejected - record was rejected	
78	98	21	N	Edit/Comment Codes	List of up to seven 3 digit comment codes which occurred during processing of the data request.	Comment format: 000 – 199 Position 78-80: 1st comment code Position 81-83: 2nd comment code Position 96-98: 7th comment code	
99	107	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number or blank	This field will only be populated for student specific Data Requests.
108	115	8	D	Student's Date of Birth	The date of birth of the student for this transaction.	Format: CCYYMMDD or 0	This field will only be populated for student specific Data Requests. Note: This field will contain zeros on the Year-To-Date file if the student's date of birth is not returned.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
116	131	16	A/N	Student's Last Name	The last name of the student for this transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	This field will only be populated for student specific Data Requests.
132	143	12	A/N	Student's First Name	The first name of the student for this transaction.	A – Z, 0 – 9 or blank	This field will only be populated for student specific Data Requests.
144	144	1	A	Student's Middle Initial	The middle initial of the student for this transaction.	A – Z or blank	This field will only be populated for student specific Data Requests.
145	150	6	A/N	Unused	Reserved for future expansion	Constant spaces	
		150		Total Record Length			

Data Request Edit Codes

The following edit codes are returned in positions 78 – 98 on the Pell Grant Data Request Acknowledgement:

Pell Grant Data Request Edit Codes					
Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web Site Edit Codes
601 E	“Invalid Attended Pell ID”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> The Attended Pell ID is nonnumeric The Attended Pell ID does not exist on the CODdatabase The Attended Pell ID is not a branch of the Reporting or Central Funded ID (only if the attended campus is not also the Reporting Campus) The Award Year <=2001 and Attended Pell ID is all zeros <p>REJECT RECORD Set edit code 601</p>	Occurs if the Attended Pell ID is either missing or invalid.	Resubmit data request with valid Attended Campus Pell ID.	601
602 E	“Invalid Data Request Type”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> The Data Request Code is <> ‘M’ or ‘S’ or ‘R’ or ‘Y’ for Award Year 2001 – 2002 and beyond The Data Request Code is <> ‘M’ or ‘S’ or ‘Y’ for Award Year 2000 – 2001 and beyond The Data Request Code is <> ‘M’ or ‘S’ or ‘Y’ or ‘B’ for Award Year 1999 – 2000 <p>REJECT RECORD Set edit code 602</p>	Occurs if invalid or missing data request type: M-Multiple Reporting Record, S-Statement of Account, Y-Year to Date, or R (Reconciliation).	Resubmit data request with valid data request type.	602

Pell Grant Data Request Edit Codes

Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web Site Edit Codes
603 E	“Invalid Requested Output Media Type”	<p>If ANY of the following are true:</p> <ul style="list-style-type: none"> The Media Type is <> ‘E’ or blank for Award Year 2000 – 2001 and beyond The Media Type is <> ‘C’, ‘R’, ‘E’ or blank for Award Year 1999 – 2000 <p>REJECT RECORD Set edit code 603</p>	<p>Occurs if school’s Output Media type is invalid.</p> <p>Must submit BLANK or E.</p>	Resubmit data request with BLANK or E.	603
604 E	“Invalid Pell Batch Number”	<p>If ALL of the following are true:</p> <ul style="list-style-type: none"> The Request Type = ‘B’ Batch ID is Blank or Batch ID type is not #O, #D, or #S Award Year is equal to 1999 – 2000 <p>REJECT RECORD Set edit code 604</p>	Occurs if an invalid Batch ID has been requested.	Resubmit the data request with a valid Batch ID.	604
605 E	“Invalid Multiple Reporting Request Code 1, should be ‘O’ or ‘D’”	<p>If ALL of the following are true:</p> <ul style="list-style-type: none"> The first position of the Data Request Type = ‘M’ MRR Code 1 <> ‘O’ or ‘D’ <p>REJECT RECORD Set edit code 605</p>	Occurs if an invalid MRR code is entered on data request. Must submit O-Origination or D-Disbursement.	Resubmit data request with O or D.	605
606 E	“Invalid Multiple Reporting Request Code 2, should be ‘A’, ‘S’ or ‘I’”	<p>If ALL of the following are true:</p> <ul style="list-style-type: none"> The first position of the Data Request Type = ‘M’ MRR Code 2 <> ‘A’ or ‘S’ or ‘I’ <p>REJECT RECORD Set edit code 606</p>	Invalid MRR code entered on data request. Must submit A (All), S (Single), or I (Institution).	Resubmit data request with A, S, or I.	606

Pell Grant Data Request Edit Codes

Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web Site Edit Codes
607 E	“Invalid MR Student ID”	If ALL of the following are true: <ul style="list-style-type: none"> • The MRR Code 2 = ‘S’ • Positions 1 – 9 of the Student ID are nonnumeric REJECT RECORD Set edit code 607	Occurs if an invalid or incomplete Student ID is entered on a Data request for a specific student.	Resubmit data request with corrected Student ID.	607
608 E	“Invalid MR Institution ID”	If ALL of the following are true: <ul style="list-style-type: none"> • The MRR Code 2 = ‘I’ • The MR Pell ID is nonnumeric REJECT RECORD Set edit code 608	Occurs if an invalid Institution Pell ID is entered on a Data Request for MRR records.	Resubmit data request with the corrected institution Pell ID.	608
609 E	“Request ed/ Matching Data Not Found”	If no data is found for the Request REJECT RECORD Set edit code 609	Occurs if no data is found for request.	Create a different request; otherwise, no further action is necessary.	609
610 E	“Student Not Originated at Requesting Institution”	If no data is found for the transaction being sought (Only applies to MRR) REJECT RECORD Set edit code 610	Occurs if a Student ID is requested on MRR but the ID was not originated at the requesting school.	Verify the correct Student ID was entered. If correct, school must submit an Origination for student prior to requesting MRR information.	610
611 E	“Invalid Reconciliation Origination ID”	If all the following are true: <ul style="list-style-type: none"> • Request type = ‘R’ • Positions 1-9 of the Student ID are nonnumeric REJECT RECORD Set edit code 611	Occurs if the Student ID is incomplete or not valid.	Resubmit the Data Request with the correct identifier.	611

Pell Grant Data Request Edit Codes

Edit Code and Type	Message	COD Condition and Action	What It Means	How to Fix It	COD Web Site Edit Codes
612 W	Invalid reported Current SSN	<p>If any of the following are true:</p> <ul style="list-style-type: none"> The Current SSN does not match the Current SSN on the applicant table for the same transaction number. <p>If the Current SSN does not match the value on the applicant table, then set the incorrect fields to the value currently stored on the applicant table.</p> <p>Set edit code 612.</p>	The student specific Data request was received with incorrect Current SSN	Verify on the ISIR the correct Current SSN and resubmit the corrected record. If the ISIR is incorrect, a correction to the ISIR should be done.	612

Multiple Reporting Record (MRR)

The Multiple Reporting Record (MRR) provides information to a school about a school's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed. The MRR identifies two primary types of multiple reporting conditions: concurrent enrollment and potential overaward situations.

Business Rules:

1. An MRR can be COD System generated or may be requested by the school via COD School Relations, batch data request, or COD web site.
2. The MRR is provided in fixed length, flat file format.
3. The MRR is sent from the COD System using message class PGMR04OP.

Record Layout:

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	2	2	A	Record Type	Code that indicates the reason the institution is receiving the record.	RO = Originated Institution RD = Disbursed Institution RN = None found CE = Concurrent Enrollment Institution PB = Blocked Institution PR = Blocker Institution PU = Unblocked Institution BC = Blocked and Concurrent Enrollment RC = Blocker and Concurrent Enrollment	
3	8	6	N	Requesting Institution Pell-ID	Pell-ID of the requesting attended	Must be a valid Pell-ID assigned	

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
					campus of the student. Will be blank for concurrent enrollment and potential over award records.	by the Department of Education. May be BLANK.	
9	9	1	A	Multiple Reporting Request Code 1	Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records.	O = Send origination information D = Send disbursement information May be BLANK.	
10	10	1	A	Multiple Reporting Request Code 2	Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records.	A = Send list of other institutions for all students S = Send list of other institutions for students listed in record. I = Send student for institution listed in record May be blank.	
11	21	11	A	MR Student ID	The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records.	Blank or 001010001XX to 999999999XX where XX = Uppercase A to Z; . (period); ' (apostrophe); - (dash); Blank = no last name	
22	27	6	N	MR Institution Pell-ID	The institution code for which MR are requested. Will be blank for concurrent enrollment and	Valid Pell-ID. May be blank.	

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
					potential over award records.		
28	36	9	N	Student Original SSN	Student's Original SSN from the origination record.	001010001 to 999999999	
37	38	2	A	Original Name Code	Student's name code from the origination record.	Uppercase A to Z; . (period); ' (apostrophe); - (dash) Blank (no last name).	
39	44	6	N	Institution Pell-ID	Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record.	Must be a valid Pell-ID assigned by the Department of Education.	
45	114	70	A/N	Institution Name	The name of the institution.		
115	149	35	A/N	Institution Street Address - Line 1	The street or post office box address of institution.		
150	184	35	A/N	Institution Street Address - Line 2	The street or post office box address of institution.		
185	209	25	A/N	Institution City	The city in which the institution is located.		
210	211	2	A	Institution State	The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located.		
212	220	9	A/N	Zip Code	The zip code of the institution.		
221	250	30	A/N	Financial Aid Administrator (FAA) Name	The full name of the institutional administrator		

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
					officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE.		
251	260	10	N	FAA Telephone Number	The working phone number for the person indicated as FAA.	Includes area code, but not parentheses or dashes.	
261	270	10	A/N	FAA Fax Number (Optional)	The working fax number used by the person indicated as FAA.	May be BLANK. Otherwise includes area code, but not parentheses or dashes.	
271	320	50	A/N	Internet Address	Internet address of an authorized official.	May be BLANK.	
321	327	7	N	Scheduled Federal Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 0000000 to AWARD AMOUNT MAX	
328	334	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	
335	336	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
337	341	5	N	Expected Family Contribution	Amount of the student's Expected Family Contribution from the SAR used to calculate the award.	Range = 00000 to EFC MAXIMUM	
342	349	8	D	Enrollment Date	First date the student was	CCYYMMDD Range = 20030101	

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
					enrolled in an eligible program for the award year.	to 20040630	
350	357	8	D	Origination Create Date	Date the origination was created in COD database.	CCYYMMDD Range = 20030401 to 20080930	
358	364	7	N	Total of Disbursements Accepted	Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student.	Range = 0000000 to AWARD AMOUNT MAX	
365	372	8	D	Last Activity Date	Date the last payment was received from the institution.	Format = CCYYMMDD	
373	380	8	D	Next Estimated Disbursement Date	Date of the next estimated disbursement date.	Blank or CCYYMMDD Range = 20030621 to 20080930	
381	385	5	N	Eligibility Used	The percentage of the student's eligibility used by the institution.	Format = 000.00% The last two digits represent less than 1 percent. Field does not include decimal point or %.	
386	395	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 Where: Each digit signifies a different situation 1 st = Shared SAR ID 2 nd = Verification W Status 3 rd = Concurrent Enrollment 4 th = POP 5 th through 10 th = Reserved for future use .	
396	411	16	A/N	Student's Last Name	The last name of the student for this	A to Z, 0 to 9, period, apostrophe,	

Multiple Reporting Record							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
					CPS transaction number.	hyphen or blank	
412	423	12	A/N	Student's First Name	The first name of the student for this CPS transaction number.	A to Z, 0 to 9 or blank	
424	424	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction number.	A to Z or blank	
425	432	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction number.	Format = CCYYMMDD	
433	441	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing.	Valid Social Security Number or BLANK if not matched	
442	450	9	A	Unused	Reserved for future expansion	Constant spaces	
		450		Total Record Length			

Reconciliation Report

The Reconciliation Report is a one-record summary of the data that COD has for the student. This report can be used to reconcile the total disbursement amount per student with COD.

Business Rules:

1. The Reconciliation Report may be requested by the school via COD School Relations, batch data request, or COD web site.
2. The Reconciliation Report is provided in fixed length, flat file format.
3. The Reconciliation report is sent from the COD System with message class PGRC04OP.

Record Layout:

Reconciliation Report							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	16	16	A/N	Student's Last Name	The last name of the student.	A to Z, 0 to 9, period, apostrophe, hyphen or blank	
17	28	12	A/N	Student's First Name	The first name of the student.	A to Z, 0 to 9 or blank	
29	29	1	A	Student's Middle Initial	The middle initial of the student.	A to Z or blank	

Reconciliation Report

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	52	23	A	Origination ID	The Origination ID for which a Year-to-Date is requested.	For Phase-In Participants: Format = 999999999XX20049999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00 For Full Participants: BLANK	If Request Type is Y and the Origination ID is not blank and was requested by the user. If the Origination ID is not found or invalid the request will be rejected. Full Participant Schools: Leave this field BLANK
53	61	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS	Valid Social Security Number or BLANK if not matched	
62	67	6	N	Reported Campus Pell-ID	Pell-ID of the reporting campus	Valid Pell-ID	
68	69	2	N	Transaction Number	CPS-assigned Transaction number from the eligible SAR used to calculate the award.	Range = 01 to 99	
70	74	5	N	Expected Family Contribution (EFC)	The EFC supplied on the origination record.	Range 00000 to EFC MAX	
75	81	7	N	Origination Award Amount	Annual award amount supplied on the origination record.	Range = 0000000 to AWARD AMOUNT MAX	

Reconciliation Report

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
82	86	5	N	Scheduled Award Amount	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year	Range = 00000 to AWARD AMOUNT MAX	
87	93	7	N	YTD Disbursement Amount	Total of all the accepted Disbursement amounts for the student.	0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents.	If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0.
94	94	1	A	Verification Status	The verification status supplied on the origination record.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	Accept 'W' and 'V', and 'S' or else set to blank for 2003 – 2004 and after.
95	95	1	A	POP Flag	Flag set in origination record when a student is in a POP situation.	Y: student currently in POP N: student previously in POP during the award year Blank: student has not been in POP during the award year	
96	100	5	A	Unused	Reserved for future expansion	Constant spaces	
		100		Total Record Length			

Year-to-Date Record (YTD)

The Year-to-Date (YTD) Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD.

Business Rules:

1. The Year-To-Date Record may be requested by the school via COD School Relations, batch data request, or the COD web site.
2. The Year-To-Date Record is provided in fixed length, flat file format.
3. The Year-To-Date Record is sent from the COD System with message class PGYR04OP.

Record Layout(s):

Year-to-Date Record (Origination)							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement or Summary data.	Constant: "O"	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
2	24	23	A/N	Origination ID	<p>Unique number used to identify an origination for Phase-In Schools.</p> <p>Not applicable for Full Participant schools.</p>	<p>For Phase-In Participant Schools: Format = 999999999XX20049999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Pell- ID = 999999 Orig Sequence Number = 00</p> <p>For Full Participant Schools: BLANK</p>	<p>Identifier</p> <p>If Origination ID matches on Pell database, then Compare all fields. If all the fields match, then the record is returned as a duplicate; otherwise it is a change. If the Origination ID does not match then the Origination is new.</p> <p>Use Blanks in this field as filler for Full Participant Schools</p>
25	33	9	N	Original SSN	Student's SSN from original FAFSA for this school year	001010001 to 999999999	Identifier
34	35	2	A	Original Name Code	Student's name code from original FAFSA for this school year.	Uppercase A to Z; . (period); ' (apostrophe); - (dash); BLANK: no last name	Identifier
36	41	6	N	Attended Campus Pell-ID	Pell-ID of campus attended.	Valid Pell-ID	<p>Identifier</p> <p>Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.</p>

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
42	46	5	A/N	Unused	Reserved for future expansion	Constant spaces	
47	59	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school.
60	60	1	A	Action Code	Code to indicate action taken	Valid Codes: A = Accepted - all fields accepted C = Corrected - one or more fields corrected	Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch.
61	61	1	A	Unused	Reserved for future expansion.	Constant spaces	
62	68	7	N	Accepted Award amount for entire school year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-MAX AWARD AMOUNT	Cannot exceed Total Payment Ceiling for student – award validation performed.
69	76	8	N	Accepted Estimated Disbursement Date #1	Date 1st disbursement to student is estimated to be made.	Format: CCYYMMDD Range: N days prior to 20030621 – 20080930	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
77	84	8	N	Accepted Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
85	92	8	N	Accepted Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
93	100	8	N	Accepted Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
101	108	8	N	Accepted Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
109	116	8	N	Accepted Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
117	124	8	N	Accepted Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
125	132	8	N	Accepted Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
133	140	8	N	Accepted Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
141	148	8	N	Accepted Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
149	156	8	N	Accepted Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
157	164	8	N	Accepted Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
165	172	8	N	Accepted Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
173	180	8	N	Accepted Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
181	188	8	N	Accepted Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	Format = CCYYMMDD Range = [see field position 69 in this record] or BLANK	
189	196	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20030101 to 20040630	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
197	197	1	A/N	Accepted Low Tuition and Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	Valid Values: 1 = 0 2 = 1-225 3 = 226-450 4 = 451-674 or BLANK= low tuition doesn't apply	
198	198	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	Accept 'W' and 'V' and 'S' or else set to blank for 2003 – 2004 and after.
199	199	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
200	201	2	N	Accepted Transaction Number	CPS-assigned Transaction number from eligible SAR used to calculate the student's award	Must be numeric: 01 to 99	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
202	206	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR	Range = 00000 to EFC MAXIMUM	Changes to this field, after associated disbursements are made, creates a new active origination record. Disbursements for the previous origination will be set to zero.
207	207	1	N	Accepted Secondary Expected Family Contribution Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used.	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
208	208	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	<p>This field is required.</p> <p>1=Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	<p>The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations. If Academic calendar invalid or BLANK, then correct to (in the order shown):</p> <p>--Academic calendar already accepted for this student, if any;</p> <p>--Academic calendar on file for Attended Campus, if any;</p> <p>--Academic calendar on file for Reporting Campus, if any;</p> <p>--Clock hour (5) if Payment Methodology=4;</p> <p>--Semester (3)</p>

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
209	209	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. If Payment Methodology invalid or BLANK, then correct to: --1 Academic calendars 2, 3, 4; --3 Academic calendar 1; --4 Academic calendars 5, 6
210	216	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999.	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
217	217	1	A	Accepted Enrollment Status	The student's enrollment status at the time you create or update the student record.	<p>Leave BLANK only if Payment Methodology is 4.</p> <p>Leave BLANK for Full Participants</p> <p>Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.</p>	<p>Used in award amount validation. See Pell Grant Calculations Appendix.</p> <p>If Enrollment status invalid or BLANK, then correct to: --BLANK if Payment Methodology is 4 --3 (half-time) if Payment Methodology is 5 --1 (full-time) for Payment Methodologies 1, 2, 3</p>

Year-to-Date Record (Origination)

Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
218	219	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	<p>Total Number of weeks of instructional time provided by this student's Program of Study during a full academic year.</p> <p>PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms).</p> <p>PM5 (academic calendars 1, 2, 3, 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study</p> <p>PM5 (academic calendar 6) and PM4=The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.</p>	<p>Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5.</p> <p>Range for Payment Methodology 2: 00-29.</p> <p>Range for Payment Methodology 3, 4, 5: 00-78</p>	<p>School determines this value based on the time required for the majority of its full-time students to complete the program of student or the academic year for the program of study, not student by student. See Pell Grant Calculations Appendix.</p> <p>If invalid, out of range, or greater than Weeks of instructional time in program's definition of academic year, then correct (in the order shown): --Weeks of instructional time used to calculate payment previously accepted for student; --Weeks of instructional time in program's definition of academic year --BLANK if supplied and not needed for Payment Methodology.</p>

Year-to-Date Record (Origination)

Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
220	221	2	A	Accepted Weeks of inst. time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation. If invalid or BLANK, correct to (in order shown): --Weeks of instructional time in program's definition of academic year previously accepted for student, if any; --Weeks of instructional time in program's definition of academic year on file for Attended campus, if any; --Weeks of instructional time in program's definition of academic year on file for Reporting campus, if any; --30 (Payment Methodologies 2, 3, 4, 5) --BLANK if supplied and not needed for Payment Methodology.

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
222	225	4	A	Accepted Cr/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid, out of range, or greater than Credit/Clock hours in the academic year for this student's program of study, then correct to (in the order shown): --Credit/Clock hours in award year previously accepted for student; --Credit/Clock hours in the academic year for this student's program of study; --Blank if supplied and not needed for Payment Methodology.

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
226	229	4	A	Accepted Cr/Clock Hours in this student's Program of Study's Academic Year	Total number of credit or clock hours in the school's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid or BLANK, then correct to (in the order shown): --Credit/Clock hours in the academic year for this student's program of study, if any; --Credit/Clock hours in the academic year on file for Attended campus, if any; --Credit/Clock hours in the academic year on file for Reporting campus, if any; --0900 if Academic calendar=5; 0024 if Academic calendar=6; --BLANK if supplied and not needed for Payment Methodology.
230	232	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
233	251	19	A	Unused	Reserved for expansion	Constant spaces	
252	256	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to Maximum Award Amount	
257	272	16	A	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
273	284	12	A	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
285	285	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
286	294	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS.	Valid Social Security Number	
295	302	8	D	Student Date of Birth	Date of birth of the student.	Valid date of birth = CCYYMMDD	
303	303	1	A	CPS Verification Selection Code	Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported.	BLANK = Not selected by CPS for verification * = Selected by CPS for Institution verification of applicant data	
304	310	7	N	YTD Disbursement Amount	The total of disbursements processed by the Pell Processor	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	

Year-to-Date Record (Origination)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
311	336	26	A	Batch ID	Number generated by COD to uniquely identify a specific batch of records. Format for the batch ID is specified. It means that this award was processed in a batch of records that was submitted by the school under this ID. Full Participant schools do not use this identifier.	Format = XXCCYY999999C CYYMMDDHHM MSS where: XX = batch type code (alpha) CCYY = last year in cycle = '2004' 999999 = Reporting Pell ID CYYMMDD = date batch created HHMMSS = time batch created OR Leave BLANK for Full Participant Schools	
337	344	8	D	Process Date	Date this record (segment) was processed by the Federal Pell Grant program	Format = CCYYMMDD	
345	350	6	A	Unused	Reserved for future expansion	Constant spaces	
		350		Total Record Length			

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "D"	

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
2	24	23	A/N	Origination ID	Unique number used to identify the origination which the disbursement is to be applied against.	Format = 999999999XX2004 99999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid PELL ID = 999999 Orig Sequence Number = 00 For Full Participant Schools: BLANK	Identifier If Origination ID matches on Pell Database, then Compare all fields. If all the files match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new. Use Blanks in this field as filler for Full Participant Schools
25	37	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing
38	38	1	A	Action Code	Code to indicate action taken	A = Accepted - all fields accepted C = Corrected - one or more fields corrected	
39	40	2	N	Disbursement Number	Number of the disbursement per student for the Award Year	Must be numeric: 01 to 99	Identifier = 66 to 99 are Reserved for the Pell Processor system generated disbursements

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 00000 to Maximum for Award Year	
48	48	1	A	Accepted Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
49	56	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20030621 to 20080930	Process Date must be within N days prior of disbursement date.
57	57	1	A	Unused	Reserved for future expansion	Constant spaces	
58	65	8	N	Payment Period Start Date	Beginning date of Payment Period	CCYYMMDD = Range = 20030101 to 20040630 or BLANK	Field is required when an institution is ineligible.
66	103	38	A	Unused	Reserved for future expansion	Constant spaces	
104	129	26	A/N	Disbursement Batch ID	Number generated by the institution to identify the batch of disbursement records.	Format = #DCCYY999999C CYMMDDHHM MSS where: CCYY = last year in cycle = '2004' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
130	137	8	D	Disbursement Process Date	Date disbursement information was processed by the COD System.	CCYYMMDD = Range = 20030621 to 20080930	
138	145	8	N	Routing ID	Unique entity identifier assigned to each record	00000002 - 99999999	The Routing ID (RID) must be for the Attended School.
146	149	4		Financial Award Year	The last year in the two-year cycle of the Program's Award Year.	Format: CCYY = last year in cycle = '2004'	
150	155	6	N	Attended Campus Pell-ID	Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary.	Valid Pell-ID	Identifier Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary.
156	171	16	A	Student's Last Name	The last name of the student for this CPS transaction.	Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank	
172	183	12	A	Student's First Name	The first name of the student for this CPS transaction.	Valid values: A – Z, 0 – 9 or blank	
184	184	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	Valid Values: A – Z or blank	

Year-to-Date Record (Disbursement)

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
185	193	9	A/N	Student's Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing of SSN for this transaction.	Valid social security number or BLANK if not matched	
194	201	8	D	Student's Date of Birth	Student's Date of birth for this CPS transaction.	Valid date of birth: CCYYMMDD	

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
202	203	2	N	Disbursement Sequence Number	The two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number.	Valid Values: Must be incrementally sequential within the following group assignment: 01 - 65 School Assigned 66 - 90 COD Assigned Or Web based transactions	<p>If the Disbursement Release Indicator is False, the Disbursement Sequence must be 01.</p> <p>The Sequence Number of any disbursement submitted by a Phase-In School must be 01.</p> <p>All disbursements, either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database.</p> <p>For example: School submits Disb Sequence Numbers 01 and 02 for Disbursement Num 01, COD creates a system generated Disb Sequence Number 66 and then school submits Disb Sequence Number 03. The transactions should appear in the record in the order: 01, 02, 66, 03.</p>

Year-to-Date Record (Disbursement)							
Field Positions First Last		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
204	204	1	N	Disbursement Release Indicator	Value that is reported by the Full Participant school to indicate whether the disbursement is anticipated or actual. COD sets the value to true for Disbursements accepted from Phase-In Schools.	T- True (record for payment) F – False (edit only, disbursement is anticipated)	If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True.
205	206	2	N	Previous Disbursement Sequence Number	The prior sequence number is given to substantiate the order in which Disbursement records were processed.	Valid Values: Must be incrementally sequential within the following group assignment: 01 - 65 School Assigned 66 - 90 COD Assigned Or Web based transactions BLANK (when disbursement sequence number =01 and no previous disbursement sequence number exists)	Identify the last sequence number that was processed immediately before this disbursement was accepted.
207	350	144	A/N	Unused	Reserved for future Expansion	Constant Spaces	
		350		Total Record Length			

Year-to-Date Record (Summary)							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	YTD Record Indicator	Indicates if record is the YTD Origination, YTD Disbursement, or Summary data.	Constant: "S"	
2	8	7	N	Total Unduplicated Recipients	Provided by the Pell Processor. Year-to-Date number of unduplicated recipients for institution.	Range = 0000000 to 9999999	
9	15	7	N	Total Originations	Provided by the Pell Processor. Year -to-Date number of originations received for the institution.	Range = 0000000 to 9999999	
16	22	7	N	Originations Accepted	Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution.	Range = 0000000 to 9999999	
23	29	7	N	Originations Corrected	Provided by the Pell Processor. Year-to-Date number of originations received and corrected for the institution.	Range = 0000000 to 9999999	
30	36	7	N	Originations Rejected	Provided by the Pell Processor. Year-to-Date number of originations received and rejected for the institution.	Range = 0000000 to 9999999	
37	43	7	N	Total Disbursements	Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution.	Range = 0000000 to 9999999	
44	50	7	N	Disbursements Accepted	Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution.	Range = 0000000 to 9999999	

Year-to-Date Record (Summary)							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
51	57	7	N	Disbursements Corrected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution.	Range = 0000000 to 9999999	
58	64	7	N	Disbursements Rejected	Provided by the Pell Processor. Year-to-Date number of Disbursements received and rejected for the institution.	Range = 0000000 to 9999999	
65	67	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
68	74	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
75	77	3	N	Comment Code XXX	Comment code number.	Range = 000 to 999 or Blank	
78	84	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
85	87	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
88	94	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
95	97	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
98	104	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	

Year-to-Date Record (Summary)							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
105	107	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
108	114	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
115	117	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
118	124	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
125	127	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
128	134	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
135	137	3	N	Comment Code XXX Count	Comment code number	Range = 000 to 999 or Blank	
138	144	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
145	147	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	
148	154	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
155	157	3	N	Comment Code XXX	Comment code number	Range = 000 to 999 or Blank	

Year-to-Date Record (Summary)							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
158	164	7	N	Comment Code XXX Count	Provided by the Pell Processor. Year-to-Date number of times comment code was returned to the institution on an acknowledgement.	Range = 0000000 to 9999999 or Blank	
165	350	186	A	Unused	Reserved for future expansion	Constant spaces	
		350		Total Record Length			

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school.

Business Rules:

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a daily basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following formats:
 - a. Comma Delimited (message class PGNS04OP)
 - b. Preformatted Text file (message class PGSN04OP)
 - c. The default format is Preformatted Text file. Schools may contact COD School Relations to request that the default be changed.
3. The SSN/Name/Date of Birth Change Report is available via the COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The SSN/Name/Date of Birth Change Report available on the COD web site is the report most recently generated by COD.

Electronic Statement of Account (ESOA)

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL verses the net drawdown for that award year.

Business Rules:

1. An ESOA can be COD System generated or may be requested by the school via COD School Relations, batch data request, or COD web site
 - a. The ESOA sent via COD School Relations or data request is a retransmission of the most recent ESOA generated by COD.
2. The COD System generates an ESOA each time a school's CFL changes, regardless of funding method.
3. The ESOA is provided in the fixed length, flat file format.
4. The ESOA is sent from the COD System with message class PGAS04OP.

Record Layout:

Electronic Statement of Account Record – Summary							
Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "S"- Summary level account status	
2	7	6	N	Reporting Campus PELL-ID	PELL-ID of reporting campus	Valid PELL-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are Blanks.	
19	26	8	N	Entity ID	Routing ID randomly assigned to the school by COD.	99999999	
27	29	3	A	Unused	Reserved for FSA use.	Constant Spaces	

Electronic Statement of Account Record – Summary

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's Grant and Administrative Payments System (GAPS). Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id GAPS Award year Sequence Number	Valid GAPS Award number. Format = P063PCCYYXXXX Where "P" = constant for PO Indicator "063" = constant for Federal Pell Grants "P" = constant " " 3 spaces CCYY = Beginning year of school year pair; '2003' for 2003-2004. XXXX = unique value for each funded institution	
46	50	5	A	Unused	Reserved for FSA use.	Constant zeroes	
51	58	8	D	Effective Date	Effective date for the CFL change	Valid Date in CCYYMMDD format.	
59	69	11	A/N	Previous Obligation	Amount of school's obligation prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.
70	80	11	N	Obligation Adjustment	Change in the obligation amount for this Accounting cycle.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.

Electronic Statement of Account Record – Summary

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
81	91	11	N	Current Obligation Amount	Amount of school's current obligation balance.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999	Applies to schools with obligate/pay accounts as well as schools with obligate only accounts.
92	102	11	A/N	Previous Pell Grant Payments	Amount of direct payments to school prior to this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction which results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
103	113	11	A/N	Payment Adjustment	Change in the direct payments to the schools as a result of this adjustment.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction which results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
114	124	11	A/N	Current Pell Grant Payments	Amount of direct payments pushed to school's bank account by COD processing.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank (only valid for obligate only accounts)	Applies only to schools where COD initiates a transaction which results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year.
125	131	7	N	YTD Total Unduplicated Recipients	Year-to-Date number of unduplicated recipients for institution.	Range = 00000000 to 99999999 or Blank	

Electronic Statement of Account Record – Summary

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
132	142	11	N	YTD Accepted & Posted Disbursement Amount	YTD Total of disbursements accepted and posted by COD processing.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999 or Blank	
143	153	11	A	Unused	Reserved for FSA use.	Constant spaces	
154	164	11	N	YTD Administrative Cost Allowance (ACA)	YTD amount of ACA paid to the institution.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999	
165	177	13	N	GAPS Draw-down/Payment	Net drawdown/ payments as posted in GAPS, i.e.,: the sum of school initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. 000000000000 to 999999999999 or Blank	
178	185	8	D	Date of Last Activity in GAPS	The date GAPS last posted a transaction for the GAPS Award number.	Valid date in CCYYMMDD format or Blank.	
186	200	15	A	Unused	Reserved for future expansion	Constant spaces	
		200		Total Record Length			

Electronic Statement of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	1	1	A	Record Indicator	Indicates the record is summary or detail.	Constant "D" = Detailed institution activity	
2	7	6	N	Reporting Campus Pell-ID	Pell-ID of reporting campus	Valid Pell-ID	
8	18	11	A/N	Grantee DUNS Number	Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution.	Valid DUNS number. Format = 999999999BB where 999999999 is a unique number and BB are blanks.	
19	26	8	N	Entity ID	Routing ID randomly assigned to the school by COD.	99999999	
27	29	3	A	Unused	Reserved for FSA use.	Constant Spaces	

Electronic Statement of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
30	45	16	A/N	GAPS Award Number	Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's Grant and Administrative Payments System (GAPS). Comprised of the following fields = Program Office Indicator Catalog of Federal Domestic Assistance (CFDA) Number CFDA Subprogram Id GAPS Award year Sequence Number	Valid GAPS Award number. Format = P063S CCYYXXXX Where "P" = constant for PO indicator "063" = constant for Federal Pell Grants "S" CFDA subprogram constant followed by 3 spaces: 'P/J/Q' constant for CFDA Subprogram ID P = Advance funded (Obligate only accounts) J = Pushed Cash (Obligate/Pay) Q = ACA (Obligate/Pay) " " = 3 spaces CCYY = Beginning year of school year pair '2003' for 2003-2004. XXXX = unique value for each funded institution	
46	53	8	D	Transaction Date	Effective date of financial transaction created by COD for submission to GAPS.	Valid Date in CCYYMMDD format.	
54	54	1	A	Sign Indicator	Indicates whether the Adjustment Amount is an increase or a decrease	P = positive (Increase) N = negative (Decrease)	

Electronic Statement of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
55	65	11	N	Adjustment Amount	Amount of individual adjustment.	Dollars and cents. Right justify, left zero fill; do not include the \$ sign or decimal point. Range = 0000000000 to 9999999999	
66	73	8	D	Process Date	The date COD processed the adjustment.	Valid date in CCYYMMDD format.	

Electronic Statement of Account Record – Detail

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
74	103	30	A/N	Adjustment Document/Batch ID	Document/Batch ID generated by COD.	<p>Format of Document ID (full participants only) CCYY-MM-DDTHH:mm:ss.ff9999 where: CCYY-MM-DD=date document created T=constant HH:mm:ss.ff=time document created 99999999=Entity ID of reporting campus.</p> <p>Format of Batch ID (phase-in participants): CCYYXX999999CCYYMMDDHHMMSS where: XX = #D = Disbursements, #G: System generated; #A Statement of Account; #W: Disbursements from the Web. CCYY = End year of school year pair = '2004' 999999 = Reporting Pell ID CCYYMMDD = date batch created HHMMSS = time batch created</p>	For phase-in participants only, batch id is still 26 characters in length and left justified in the full 30 positions.
104	200	97	A	Unused	Reserved for future expansion	Constant spaces	
		200		Total Record Length			

Pending Disbursement List Report

Schools can use the Pending Disbursement List report to determine estimated disbursements and disbursement dates on file on the COD System.

Business Rules:

1. The Pending Disbursement List Report is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:
 - a. Comma Delimited (message class PGDP04OP)
 - b. Preformatted Text file (message class PGDP04OP)
 - c. The default format is Preformatted Text file.
2. The Pending Disbursement List Report is available via the COD web site in the following format:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The Pending Disbursement List Report available on the COD web site is the report most recently generated by COD.

Funded Disbursement List Report

The Funded Disbursement List report displays all disbursements that have been funded (Pushed Cash/Just-in-Time funding method schools only).

Business Rules:

1. The Funded Disbursement List Report is automatically sent to the school's SAIG mailbox on a daily basis in the following formats:
 - a. Comma Delimited (message class PGDFG04OP)
 - b. Preformatted Text file (message class PGFDG04OP)
 - c. The default format is Preformatted Text file.
2. The Funded Disbursement List Report is available via the COD web site in the following formats:
 - a. PDF format
 - b. Comma Delimited (CSV)
 - c. The Funded Disbursement List Report available on the COD web site is the report most recently generated by COD.

Direct Loan Reports

Direct Loan Reports Options

Direct Loan Reports are available to schools in a variety of format options. Direct Loan reports are available via the COD website, contacting the COD School Relations Center, or automatically pushed to the school's SAIG mailbox.

Business Rules:

1. Direct Loan Reports for 2003 –2004 are sent to schools as a flat file and not an XML document.
2. Direct Loan Reports for 2003-2004 and prior years are sent to schools SAIG mailbox in the following format options:
 - a. Comma Delimited (CSV)
 - b. Pipe Delimited
 - c. Preformatted Text file
 - i. Portrait
 - ii. Courier 10
 - iii. 78 characters per line
 - iv. 59 lines per page
 - d. Fixed Length file
3. Direct Loan Reports for 2003-2004 and prior years are viewable on the COD website in the following format options:
 - a. PDF (These files are downloadable into Adobe)
 - b. Comma Delimited (CSV)

4. Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

	COD WEBSITE		SAIG MAILBOX			
	PDF	Comma Delimited	Comma Delimited	Pipe Delimited	Preformatted Text	Fixed Length
School Account Statement (SAS)			X	X		X
Pending Disbursement List	X	X	X	X	X	
Funded Disbursement List	X	X	X	X	X	
30 Day Warning	X	X	X	X	X	
Inactive Loans	X	X	X	X	X	
Duplicate Student Borrower	X	X	X	X	X	
SSN/Name/Date of Birth Change	X	X	X	X	X	
Direct Loan Rebuild						X

School Account Statement (SAS)

The School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for each month. This report is designed to assist in school's monthly reconciliation.

Business Rules:

1. The COD System generates the School Account Statement (SAS) on a monthly basis and automatically sends it to the school's SAIG mailbox.
2. Once a school has completed the closeout process for a specific program year, a school will no longer receive a SAS for that year.
3. The SAS is generated on the first weekend of the month and includes all data through the last day of the previous month. For example, the October SAS report, containing all data through October 31, will be run the first weekend of November.
4. Schools have the option to customize the SAS in a number of ways on the COD Website.
 - a. The following options can be set for the SAS on the SAS Options page on the COD Website (Note: Each option is described in detail below):
 - i. Report Format
 - ii. Include Names of Borrowers
 - iii. Report Activity Type
 - iv. Sections of SAS to Receive
 - b. Schools may set or change their options at any time.
 - c. Schools new to the Direct Loan program or schools that have not changed their options on the COD website are set to the default values.
5. The Report Format option allows the school to select the format of the SAS Report that is delivered to their SAIG mailbox.
 - a. The choices for the Report Format option are:
 - i. Fixed length flat file (**default**) (message class DSDF04OP – Disbursement level and DSLF04OP – Loan level)
 - ii. Comma Delimited (message class DSDD04OP – Disbursement level and DSLD04OP – Loan Level)
 1. Schools have the option of receiving the SAS in Comma Delimited format with or without headings

- iii. Pipe Delimited (message class DSDD04OP – Disbursement level and DSLD04OP – Loan Level)
 - 1. The Pipe Delimited format of the SAS is not available with headings
 - b. The default format is Fixed Length flat file.
- 6. The Include Names of Borrowers option allows the school to choose to have borrower names included in the detail portion of the SAS.
 - a. The choices for the Include Names of Borrowers option are:
 - i. Yes
 - ii. No (default)
 - b. The default for the Include Names of Borrowers option is No.
 - c. If Yes is selected, the Student Name is also populated for PLUS loans.
 - d. Borrower and Student First Name, Last Name, and Middle Initial are provided in the Loan Detail, Loan Level Section of the Fixed Length report.
 - e. Borrower and Student First Name and Last Name (not Middle Initial) are provided in the Loan Detail, Loan Level section and the Loan Detail, Disbursement Activity Level section of the Comma Delimited and Pipe Delimited reports.
 - f. Borrower and Student First Name, Last Name, and Middle Initial are NOT provided in the Loan Detail, Disbursement Activity Level section of the Fixed Length report.
- 7. The Report Activity Type option allows the school to select which Cash Detail sections of the report it receives.
 - a. The choices for the Report Activity Type option are:
 - i. Monthly (default)
 - ii. Year-to-Date
 - iii. Both Monthly and Year-to-Date
 - b. The default for the Report Activity Type option is Monthly.
 - c. The school will receive the Monthly Cash Summary and the Year-to-Date Cash Summary regardless of their Cash Detail selection.
 - d. The school's Cash Detail selection will determine the choices available under the Selections of SAS to Receive option.
 - i. If Monthly is selected,

1. The school will receive the Monthly Cash Detail.
 2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail.
 3. The school will NOT have the choice to receive the Year-to-Date Loan Level section **or** the Year-to-Date Disbursement Transaction Detail section.
- ii. If Year-to-Date is selected,
 1. The school will receive the Year-to-Date Cash Detail.
 2. The school will have the choice to receive or not receive the Year-to-Date Loan Level section **and/or** the Year-to-Date Disbursement Transaction Detail section.
 3. The school will NOT have the option to receive the Monthly Disbursement Transaction Level Detail section.
 - iii. If Both Monthly and Year-to-Date is selected,
 1. The school will receive both the Monthly and Year-to-Date Cash Detail.
 2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail section.
 3. The school will have the choice to receive or not receive the Year-to-Date Loan Level section **and/or** the Year-to-Date Disbursement Transaction Detail section.
 - iv. In order to use Direct Loan Tools, schools **MUST** receive the Year-to-Date Loan Level section **and/or** Year-to-Date Disbursement Transaction Detail section.
8. The Sections of the SAS to Receive option allows the school to select which sections of the SAS it receives.
 - a. The school may choose whether or not to receive the Summary By Loan Type section.
 - i. If the school selects to receive the Summary By Loan Type section, it will receive both Monthly Disbursement Summary By Loan Type and the Year-to-Date Disbursement Summary By Loan Type.
 - ii. The default is to receive the Summary By Loan Type sections.

- b. Depending on the school’s selection in the Report Activity Type option, the school can choose whether or not to receive;
- i. Monthly Disbursement Transaction Detail
 - ii. Year-to-Date Disbursement Transaction Detail
 - iii. Year-to-Date Loan Level Detail
 - iv. The default is to receive the Monthly Disbursement Transaction Detail.
- c. In order to use Direct Loan Tools, the schools MUST receive the Year-to-Date Loan Level section **and/or** Year-to-Date Disbursement Transaction Detail section.

Fixed Length Record Layouts:

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	T = Cash Summary	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction	Left

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
					Codes table in Section 1 Can be blank	
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	52	2	Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total	Left
9	53	63	11	Beginning Cash Balance This is COD’s beginning balance for this report. For Cash Summary Type = “Y1,” this field is zero filled For Cash Summary Type = “T1,” this field represents last month’s ending balance. It is all booked activity up to and through the prior month’s end date	-9999999999 to 0999999999 Zeros for Cash Summary Type = Y1	Right
10	64	74	11	Cash Receipts Total receipts of cash (drawdowns) for the period For Cash Summary Type = “Y1,” this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date For Cash Summary Type = “T1,” this is the sum of all	-9999999999 to 0999999999 If no activity, zero filled	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month		
11	75	85	11	Refunds of Cash [Excess Cash] Total excess cash returned for the period For Cash Summary Type = “Y1,” this is the sum of all excess cash transactions received by COD for the program Year-To-Date and corrections to refunds of cash processed during the program Year-To-Date For Cash Summary Type = “T1,” this is the sum of all excess cash transactions received by COD for the current month and corrections to excess cash processed during the current month	-9999999999 to 09999999999 If no activity, zero filled	Right
12	86	96	11	Net Drawdowns/Payments [Total Net Cash Receipts] The difference between the total Cash Receipts (drawdowns) and total Excess Cash returned For Cash Summary Type = “Y1,” this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the program Year-To-Date For Cash Summary Type = “T1,” this is the sum of all cash receipts (drawdowns) minus all excess cash returned to COD for the current month	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
13	97	107	11	<p>Booked Disbursements [Net Booked Disbursements]</p> <p>The total net amount of all actual disbursements booked at COD</p> <p>For Cash Summary Type = “Y1,” this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date</p> <p>For Cash Summary Type = “T1,” this is the sum of all actual disbursements that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>	Right
14	108	118	11	<p>Booked Adjustments [Net Booked Adjustments]</p> <p>The total net amount of all disbursement adjustments booked at COD</p> <p>For Cash Summary Type = “Y1,” this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date</p> <p>For Cash Summary Type = “T1,” this is the sum of all actual disbursement adjustments that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p> <p>(-) indicates a downward adjustment</p> <p>(+) indicates an upward adjustment</p>	Right
15	119	129	11	<p>Total Net Booked Disbursements [Total Booked Loan Detail]</p> <p>The total of Net Booked Disbursements and Net Booked Adjustments</p> <p>For Cash Summary type = “Y1,” this is the sum of all net</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				disbursements and adjustments that were booked at COD during the program Year-To-Date For Cash Summary Type = “T1,” this is the sum of all net disbursements and adjustments that were booked at COD during the current month		
16	130	140	11	Ending Cash Balance This is COD’s ending balance for this report. For Cash Summary Type = “Y1” and “T1,” this is the ending cash balance at COD	-9999999999 to 09999999999	Right
17	141	151	11	Unbooked Disbursements [Net Unbooked Disbursements Actual] The total net amount of all the actual disbursements not booked at COD For Cash Summary Type = “Y1” and “T1,” this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled	Right
18	152	162	11	Unbooked Adjustments [Net Unbooked Adjustments] The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = “Y1” and “T1,” this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment	Right

Sections I and II (Fixed-Length)—Year-To-Date and Monthly Cash Summary (Record Type “T”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
19	163	173	11	Total Net Unbooked Disbursements [Total Unbooked Loan Detail] The difference between the Net Unbooked Disbursement Actuals and the Net Unbooked Adjustments For Cash Summary Type = “Y1” and “T1,” this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date	-9999999999 to 0999999999 If no activity, zero filled	Right
20	174	184	11	Cash>Accepted and Posted Disbursements [Adjusted Ending Cash Balance] The difference between the Ending Cash Balance and the Total Unbooked Loan Detail For Cash Summary Type = “Y1” and “T1,” this is the total Year-To-Date unbooked amount applied to the ending balance	-9999999999 to 0999999999 If no activity, zero filled	Right
21	185	214	30	Filler	For ED use only	Left
22	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999	Right
		Total Bytes	220			

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code that identifies the type of	Y = Year-To-Date Disbursement Summary	Left

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				records in the batch	M = Monthly Disbursement Summary	
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	52	2	Disbursement Summary Type	YS = Year-To-Date Disbursement Total for	Left

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
					Subsidized Loans YU = Year-To-Date Disbursement Total for Unsubsidized Loans YP = Year-To-Date Disbursement Total for PLUS Loans YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/Unsubsidized/PLUS Loans	
9	53	63	11	Booked Gross For Disbursement Summary Type = “YS,” “YU,” “YP,” and “YT,” this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date For Disbursement Summary Type = “MS,” “MU,” “MP,” and “MT,” this is the sum of the gross amount of all actual disbursements that were booked at COD during the	-9999999999 to 09999999999 If no activity, zero filled	Right

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				current month		
10	64	74	11	<p>Booked Fee</p> <p>For Disbursement Summary Type = “YS,” “YU,” “YP,” and “YT,” this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date</p> <p>For Disbursement Summary Type = “MS,” “MU,” “MP,” and “MT,” this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month</p>	-9999999999 to 0999999999 If no activity, zero filled	Right
11	75	85	11	<p>Booked Interest Rebate</p> <p>For Disbursement Summary Type = “YS,” “YU,” “YP,” and “YT,” this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program Year-To-Date</p> <p>For Disbursement Summary Type = “MS,” “MU,” “MP” and “MT,” this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month</p>	-9999999999 to 0999999999 If no activity, zero filled	Right
12	86	96	11	<p>Booked Net</p> <p>For Disbursement Summary Type = “YS,” “YU,” “YP,” and “YT,” this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date</p>	-9999999999 to 0999999999 If no activity, zero filled	Right

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				For Disbursement Summary Type = “MS,” “MU,” “MP,” and “MT,” this is the sum of the net amount of all actual disbursements that were booked at COD during the current month		
13	97	107	11	Unbooked Gross For Disbursement Summary Type = “YS,” “YU,” “YP,” “YT,” “MS,” “MU,” “MP,” and “MT,” this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period	-9999999999 to 0999999999 If no activity, zero filled	Right
14	108	118	11	Unbooked Fee For Disbursement Summary Type = “YS,” “YU,” “YP,” “YT,” “MS,” “MU,” “MP,” and “MT,” this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 0999999999 If no activity, zero filled	Right
15	119	129	11	Unbooked Interest Rebate For Disbursement Summary Type = “YS,” “YU,” “YP,” “YT,” “MS,” “MU,” “MP,” and “MT,” this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period	-9999999999 to 0999999999 If no activity, zero filled	Right
16	130	140	11	Unbooked Net For Disbursement Summary	-9999999999 to 0999999999 If no activity, zero filled	Right

Sections III and IV (Fixed-Length)—Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				Type = “YS,” “YU,” “YP,” “YT,” “MS,” “MU,” “MP,” and “MT,” this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period		
17	141	214	74	Filler	For ED use only	Left
18	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Section V (Fixed-Length)—Cash Detail (Record Type “C”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	C = Cash Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code	01-99	Right

Section V (Fixed-Length)—Cash Detail (Record Type “C”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				2-digit region code of the school		
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	51	1	Transaction Type—Cash Type of Cash Transaction	R = Cash Receipts X = Refunds of Cash [Returns of Excess Cash]	Left
9	52	59	8	Transaction Date Date that Refund of Cash [Excess Cash] is applied, or Date that Cash Receipt [Drawdown] activity occurred	Format is CCYYMMDD 20020622-20050927	Date
10	60	71	12	Check Number (if available at COD) Check Number returned by the school on a check for refunds of cash [return of excess cash]	Numeric > = 0 Can be blank	Right
11	72	82	11	Transaction Amount COD amount of the cash receipt or refunds of cash [return of excess cash] transaction	-9999999999 to 0999999999 Cannot be blank; can be zero filled	Right
12	83	95	13	GAPS Control Number Code received from GAPS for	Numeric > 0 Can be blank	Right

Section V (Fixed-Length)—Cash Detail (Record Type “C”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				cash receipts only		
13	96	214	119	Filler	For ED use only	Left
14	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Note: For Cash Receipts (drawdowns) and Refunds of Cash (excess cash), the GAPS system is accepting pennies. However, these amounts are truncated on the SAS.

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type “L”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	L = Loan Detail	Left
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03–04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code	Uppercase A–Z	Left

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type “L”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				2-letter state code of the school.	A valid two-letter postal code See the State/Country/Jurisdiction Codes table Can be blank	
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination	Student’s Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 04 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Filler		Left
11	88	92	5	Actual Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric > = 0	Right
12	93	97	5	Actual Loan Fee Amount—	Numeric > = 0	Right

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type “L”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan		
13	98	102	5	Actual Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric > = 0	Right
14	103	107	5	Actual Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric > = 0	Right
15	108	119	12	Borrower’s First Name The borrower’s first name	0–9 Uppercase A–Z . (Period) ' (Apostrophe) (Dash) Left justified with an A-Z in the first position Can be blank	Left
16	120	135	16	Borrower’s Last Name The borrower’s last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Can be blank	Left
17	136	136	1	Borrower’s Middle Initial The borrower’s middle initial	Uppercase A-Z Can be blank	Left
18	137	148	12	Students’ First Name The student’s first name (PLUS Only)	0–9 Uppercase A–Z . (Period) ' (Apostrophe)	Left

Section VI (Fixed-Length)—Loan Detail, Loan Level (Record Type “L”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
					(Dash) Left justified with an A-Z in the first position Can be blank	
19	149	164	16	Student’s Last Name The student’s last name (PLUS Only)	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Can be blank	Left
20	165	165	1	Student’s Middle Initial The student’s middle initial (PLUS Only)	Uppercase A-Z Can be blank	Left
21	166	214	49	Filler	ED use only	
22	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type “D”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Statement Record Type Code which identifies the type of records in the batch	D = Disbursement Activity Detail	Left

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type “D”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
2	2	24	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03-04) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
3	25	30	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000–X99999 where X = G or E	Left
4	31	32	2	Region Code 2-digit region code of the school	01-99	Right
5	33	34	2	State Code 2-letter state code of the school.	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
6	35	42	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101–20991231	Date
7	43	50	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101–20991231	Date

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type “D”)

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
8	51	71	21	Loan Identifier Unique Identifier created at the time of origination	Student’s Social Security Number: 001010001–999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 04 School Code: X00000–X99999 where X = G or E Loan Sequence Number: 001–999	Left
9	72	79	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD 19000101–20991231	Date
10	80	87	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD	Format is CCYYMMDD 19000101–20991231	Date
11	88	92	5	Disbursement Actual Gross Amount—COD COD calculated actual gross amount (in dollars) of the disbursement	Numeric > =0	Right
12	93	97	5	Disbursement Actual Loan Fee Amount—COD COD calculated actual loan fee amount (in dollars)	Numeric > =0	Right
13	98	102	5	Disbursement Actual Interest Rebate Amount—COD COD calculated actual interest rebate amount (in dollars)	Numeric > =0	Right

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type “D”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
14	103	107	5	Disbursement Actual Net Amount— COD COD calculated actual net amount (in dollars) of the disbursement	Numeric > =0	Right
15	108	113	6	Disbursement Actual Net Adjustment—COD COD calculated actual net adjustment amount (in dollars) of the disbursement	-99999 to 099999 Can be blank	Right
16	114	115	2	Disbursement Number The disbursement number for the current disbursement transaction	01–04 for PLUS 01–20 for Subsidized/Unsubsidized	Right
17	116	117	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	01–99	Right
18	118	118	1	Transaction Type— Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement Disbursement Activity = Q is not indicated on the SAS	Left
19	119	126	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD 20020622-20050927	Date
20	127	131	5	Total Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric > = 0	Right

Section VII (Fixed-Length)—Loan Detail, Disbursement Activity Level (Record Type “D”)						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
21	132	136	5	Total Loan Fee Amount—COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan	Numeric > = 0	Right
22	137	141	5	Total Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric > = 0	Right
23	142	146	5	Total Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric > = 0	Right
24	147	214	68	Filler	For ED use only	Left
25	215	220	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999	Right
		Total Bytes	220			

Comma Delimited Record Layout:

The comma-delimited report has optional header information and column headings prior to the detail records:

Comma Delimited Optional Header Information - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Cash Summary
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Comma Delimited Optional Column Headings - Year-to-Date and Monthly Cash Summary (Record Type "T")		
Column	Maximum Field Length	Column Heading
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Cash Summary Type

Comma Delimited Optional Column Headings - Year-to-Date and Monthly Cash Summary (Record Type "T")		
Column	Maximum Field Length	Column Heading
Comma	1	,
I	Optional	Beginning Cash Balance
Comma	1	,
J	Optional	Cash Receipts
Comma	1	,
K	Optional	Refunds of Cash [Excess Cash]
Comma	1	,
L	Optional	Net Drawdown/Payments [Total Net Cash Receipts]
Comma	1	,
M	Optional	Booked Disbursements [Net Booked Disbursements]
Comma	1	,
N	Optional	Booked Adjustments [Net Booked Adjustments]
Comma	1	,
O	Optional	Total Net Booked Disbursements [Total Booked Loan Detail]
Comma	1	,
P	Optional	Ending Cash Balance
Comma	1	,
Q	Optional	Unbooked Disbursements [Net Unbooked Disbursements Actual]
Comma	1	,
R	Optional	Unbooked Adjustments [Net Unbooked Adjustments]
Comma	1	,
S	Optional	Total Net Unbooked Disbursements [Total Unbooked Loan Detail]
Comma	1	,
T	Optional	Cash>Accepted and Posted Disbursements [Adjusted Ending Cash Balance]
Comma	1	,
U	Optional	Record Count Sequence #

Comma Delimited Optional Column Headings - Year-to-Date and Monthly Cash Summary (Record Type "T")		
Column	Maximum Field Length	Column Heading
Comma	1	,
Total Bytes	Variable	

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	1	Statement Record Type Code which identifies the type of records in the batch	T = Cash Summary
	1	Comma	,
2	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03-04) School Code = X00000-X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
3	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000-X99999 where X = G or E
	1	Comma	,
4	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
5	2	State Code 2-Letter state code of the school	Uppercase A - Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
6	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
7	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
8	2	Cash Summary Type	Y1 = Year to Date Cash Summary Total T1 = Monthly Cash Summary Total
	1	Comma	,
9	11	Beginning Cash Balance This is COD's beginning balance for this report. For Cash Summary Type = "Y1," this field is zero filled For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date	-9999999999 to 0999999999 Zeros for Cash Summary Type = Y1
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
10	11	<p>Cash Receipts</p> <p>Total receipts of cash (drawdowns) for the period</p> <p>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year To Date and corrections to drawdowns processed during the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,
11	11	<p>Refunds of Cash [Excess Cash]</p> <p>Total cash refunded for the period</p> <p>For Cash Summary Type = "Y1," this is the sum of all refunds of cash transactions received by COD for the program Year To Date and corrections to refunds of cash processed during the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all refunds of cash transactions received by COD for the current month and corrections to refunds of cash processed during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
	1	Comma	,
12	11	<p>Net Drawdowns/Payments [Total Net Cash Receipts]</p> <p>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash [Excess Cash] returned</p> <p>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,
13	11	<p>Booked Disbursements [Net Booked Disbursements]</p> <p>The total net amount of all actual disbursements booked at COD</p> <p>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
14	11	<p>Booked Adjustments [Net Booked Adjustments]</p> <p>The total net amount of all disbursement adjustments booked at COD</p> <p>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p> <p>(-) indicates a downward adjustment</p> <p>(+) indicates an upward adjustment</p>
	1	Comma	,
15	11	<p>Total Net Booked Disbursements [Total Booked Loan Detail]</p> <p>The total of Net Booked Disbursements and Net Booked Adjustments</p> <p>For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year To Date</p> <p>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
16	11	Ending Cash Balance This is COD's ending balance for this report. For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD	-9999999999 to 09999999999
	1	Comma	,
17	11	Unbooked Disbursements [Net Unbooked Disbursements Actual] The total net amount of all the actual disbursements not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year To Date	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
18	11	Unbooked Adjustments [Net Unbooked Adjustments] The total net amount of all the actual disbursement adjustments not booked at COD For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year To Date	-9999999999 to 09999999999 If no activity, zero filled (-) indicates a downward adjustment (+) indicates an upward adjustment
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Cash Summary (Record Type "T")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
19	11	Total Net Unbooked Disbursements [Total Unbooked Loan Detail] The difference between the Net Unbooked Disbursement Actuals and the Net Unbooked Adjustments For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year To Date	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
20	11	Cash>Accepted and Posted Disbursements [Adjustment Ending Cash Balance] The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements For Cash Summary Type = "Y1" and "T1," this is the total Year To Date unbooked amount applied to the ending balance	-9999999999 to 09999999999 If no activity, zero filled
	1	Comma	,
21	6	Record Count Sequence # Record counter for each Record in the SAS file	000001-999999
	1	Comma	,
Total Bytes	Variable		

Comma Delimited Optional Header Information – Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Disbursement Summary by Loan Type
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Comma Delimited Optional Column Headings - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)		
Column	Maximum Field Length	Column Heading
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Disbursement Summary Type
Comma	1	,
I	Optional	Booked Gross For Disbursement
Comma	1	,

Comma Delimited Optional Column Headings - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)		
Column	Maximum Field Length	Column Heading
J	Optional	Booked Fee
Comma	1	,
K	Optional	Booked Interest Rate
Comma	1	,
L	Optional	Booked Net
Comma	1	,
M	Optional	Unbooked Gross
Comma	1	,
N	Optional	Unbooked Fee
Comma	1	,
O	Optional	Unbooked Interest Rebate
Comma	1	,
P	Optional	Unbooked Net
Comma	1	,
Q	Optional	Record Count Sequence #
Comma	1	,
Total Bytes	Variable	

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types “Y” and “M”)			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	1	Statement Record Type Code which identifies the type of records in the batch	Y = Year to Date Disbursement Summary M = Monthly Disbursement Summary
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
2	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03-04) School Code = X00000-X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
3	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000-X99999 where X = G or E
	1	Comma	,
4	2	Region Code 2-digit region code of the school	01-99
	1	Comma	,
5	2	State Code 2-Letter state code of the school	Uppercase A - Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
6	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
7	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101-20991231

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
	1	Comma	,
8	2	Disbursement Summary Type	YS = Year To Date Disbursement Total for Subsidized Loans YU = Year To Date Disbursement Total for Unsubsidized Loans YP = Year To Date Disbursement Total for PLUS Loans YT = Year To Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans MS = Monthly Disbursement Total for Subsidized Loans MU = Monthly Disbursement Total for Unsubsidized Loans MP = Monthly Disbursement Total for PLUS Loans MT = Monthly Disbursement Total for Subsidized/Unsubsidized/PLUS Loans
	1	Comma	,
9	11	Booked Gross For Disbursement Summary Type = "YS" "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year to Date For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month	-9999999999 to 0999999999 If no activity, zero filled
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
10	11	<p>Booked Fee</p> <p>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year To Date</p> <p>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,
11	11	<p>Booked Interest Rebate</p> <p>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of the actual disbursements that were booked at COD during the program Year To Date</p> <p>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
12	11	<p>Booked Net</p> <p>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year To Date</p> <p>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,
13	11	<p>Unbooked Gross</p> <p>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year To Date at the end of current reporting period</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>
	1	Comma	,
14	11	<p>Unbooked Fee</p> <p>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year To Date at the end of the current reporting period</p>	<p>-9999999999 to 09999999999</p> <p>If no activity, zero filled</p>

Comma Delimited Detail Record - Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
	1	Comma	,
15	11	Unbooked Interest Rebate For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year To Date at the end of the current reporting period	-9999999999 to 0999999999 If no activity, zero filled
	1	Comma	,
16	11	Unbooked Net For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year To Date at the end of the current reporting period	-9999999999 to 0999999999 If no activity, zero filled
	1	Comma	,
17	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999
	1	Comma	,
Total Bytes	Variable		

Comma Delimited Optional Header Information - Cash Detail (Record Type "C")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Cash Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Comma Delimited Optional Column Headings - Cash Detail (Record Type "C")		
Column	Maximum Field Length	Column Heading
A	Optional	Statement Record Type
Comma	1	,
B	Optional	School Account Statement Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Process Date
Comma	1	,
H	Optional	Transaction Type – Cash
Comma	1	,
I	Optional	Transaction Date
Comma	1	,
J	Optional	Check Number

Comma Delimited Optional Column Headings - Cash Detail (Record Type "C")		
Column	Maximum Field Length	Column Heading
Comma	1	,
K	Optional	Transaction Amount
Comma	1	,
L	Optional	GAPS Control Number
Comma	1	,
M	Optional	Record Count Sequence #
Comma	1	,
Total Bytes	Variable	

Comma Delimited Detail Record - Cash Detail (Record Type "C")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	1	Statement Record Type Code which identifies the type of records in the batch	C = Cash Detail
	1	Comma	,
2	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 4 (for 03-04) School Code = X00000-X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
3	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000-X99999 where X = G or E
	1	Comma	,
4	2	Region Code 2-digit region code of the school	01-99

Comma Delimited Detail Record - Cash Detail (Record Type "C")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
	1	Comma	,
5	2	State Code 2-Letter state code of the school	Uppercase A – Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
	1	Comma	,
6	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
7	8	Process Date Date Processed at COD	Format is CCYYMMDD 19000101-20991231
	1	Comma	,
8	1	Transaction Type – Cash Type of Cash Transaction	R = Cash Receipts X = Refunds of Cash [Returns of Excess Cash]
	1	Comma	,
9	8	Transaction Date Date that Excess Cash is applied, or Date that Drawdown activity occurred	Format is CCYYMMDD 20020622-20050927
	1	Comma	,
10	12	Check Number (if available at COD) Check Number returned by the school on a check for refunds of cash [return of excess cash]	Numeric > = 0 Can be blank
	1	Comma	,

Comma Delimited Detail Record - Cash Detail (Record Type "C")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
11	11	Transaction Amount COD amount of the cash receipts or return of excess cash transaction	-9999999999 to 09999999999 Cannot be blank; can be zero filled
	1	Comma	,
12	13	GAPS Control Number Code received from GAPS for cash receipts only	Numeric > 0 Can be blank
	1	Comma	,
13	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999
Total Bytes	Variable		

Comma Delimited Optional Header Information - Loan Detail, Loan Level (Record Type "L")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Loan Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Comma Delimited Optional Column Headings - Loan Detail, Loan Level (Record Type "L")		
Column	Maximum Field Length	Column Heading
A	Optional	Record Type
Comma	1	,
B	Optional	SAS Batch Identifier
Comma	1	,

Comma Delimited Optional Column Headings - Loan Detail, Loan Level (Record Type "L")		
Column	Maximum Field Length	Column Heading
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Run Date
Comma	1	,
H	Optional	Award Identifier
Comma	1	,
I	Optional	Loan Booked Date at COD
Comma	1	,
J	Optional	Act Gross Amt COD
Comma	1	,
K	Optional	Act Loan Fee Amt COD
Comma	1	,
L	Optional	Act Int Rebate Amt COD
Comma	1	,
M	Optional	Act Net Amt COD
Comma	1	,
N	Optional	Borrower's First Name
Comma	1	,
O	Optional	Borrower's Last Name
Comma	1	,
P	Optional	Student's First Name
Comma	1	,
Q	Optional	Student's Last Name

Comma Delimited Optional Column Headings - Loan Detail, Loan Level (Record Type "L")		
Column	Maximum Field Length	Column Heading
Comma	1	,
R	Optional	Record Count Seq #
Comma	1	,
Total Bytes	Variable	

Comma Delimited Detail Record - Loan Detail, Loan Level (Record Type "L")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	1	Statement Record Type Code which identifies the type of records in the batch	L = Loan Level
	1	Comma	,
2	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 02-03) School Code = X00000-X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
	1	Comma	,
3	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000-X99999 where X = G or E
	1	Comma	,
4	2	Region Code 2-DIGIT REGION CODE OF THE SCHOOL	01-99
	1	Comma	,
5	2	State Code 2-letter state code of the school.	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank

Comma Delimited Detail Record - Loan Detail, Loan Level (Record Type "L")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
	1	Comma	,
6	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD
	1	Comma	,
7	8	Run Date Date Processed at COD	Format is CCYYMMDD
	1	Comma	,
8	21	Award Identifier (Loan ID) associated with this record	
	1	Comma	,
9	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD If the loan is unbooked this field will be blank.
	1	Comma	,
10	5	Actual Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
11	5	Actual Loan Fee Amount—COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,

Comma Delimited Detail Record - Loan Detail, Loan Level (Record Type "L")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
12	5	Actual Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
13	5	Actual Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric >= 0
	1	Comma	,
14	12	Borrower's First Name	
	1	Comma	,
15	35	Borrower's Last Name	
	1	Comma	,
16	12	Student's First Name	For PLUS only
	1	Comma	,
17	35	Student's Last Name	For PLUS only
	1	Comma	,
18	6	Record Count Sequence # Record counter for each record in the SAS file	000001–999999
	1	Comma	,
Total Bytes	Variable		

Comma Delimited Optional Header Information - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	Optional	U.S. Department of Education	U.S. Department of Education
2	Optional	Report Name	School Account Statement Disbursement Detail
3	Optional	School Code:	Direct Loan Code
4	Optional	School Name:	Direct Loan School Name

Comma Delimited Optional Column Headings - Loan Detail, Disbursement Activity Level (Record Type "D")		
Column	Maximum Field Length	Column Heading
A	Optional	Record Type
Comma	1	,
B	Optional	SAS Batch Identifier
Comma	1	,
C	Optional	School Code
Comma	1	,
D	Optional	Region Code
Comma	1	,
E	Optional	State Code
Comma	1	,
F	Optional	End Date
Comma	1	,
G	Optional	Run Date
Comma	1	,
H	Optional	Award Identifier
Comma	1	,
I	Optional	Loan Booked Date
Comma	1	,
J	Optional	Disb Booked Date

Comma Delimited Optional Column Headings - Loan Detail, Disbursement Activity Level (Record Type "D")		
Column	Maximum Field Length	Column Heading
Comma	1	,
K	Optional	Disb Act Gross Amt
Comma	1	,
L	Optional	Disb Act Loan Fee Amt
Comma	1	,
M	Optional	Disb Act Int Rebate Amt
Comma	1	,
N	Optional	Disb Act Net Amt
Comma	1	,
O	Optional	Disb Act Net Adj
Comma	1	,
P	Optional	Disb Number
Comma	1	,
Q	Optional	Disb Seq #
Comma	1	,
R	Optional	Trans Type
Comma	1	,
S	Optional	Trans Date
Comma	1	,
T	Optional	Total Gross Amt
Comma	1	,
U	Optional	Total Loan Fee Amt
Comma	1	,
V	Optional	Total Int Rebate Amt
Comma	1	,
W	Optional	Total Net Amt
Comma	1	,
X	Optional	Borrower's First Name
Comma	1	,

Comma Delimited Optional Column Headings - Loan Detail, Disbursement Activity Level (Record Type "D")		
Column	Maximum Field Length	Column Heading
Y	Optional	Borrower's Last Name
Comma	1	,
Z	Optional	Student's First Name
Comma	1	,
AA	Optional	Student's Last Name
Comma	1	,
BB	Optional	Rec Cnt Seq #
Comma	1	,
Total Bytes	Variable	

Comma Delimited Detail Record - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
1	1	Statement Record Type Code which identifies the type of records in the batch	D = Disbursement Activity Detail
1		Comma	,
2	23	School Account Statement Batch Identifier The batch identifier for this file	Batch Type = AS Cycle Indicator = 3 (for 02-03) School Code = X00000-X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS
1		Comma	,
3	6	School Code Direct Loan School Code Also, identifies school originating loan record	X00000-X99999 where X = G or E
1		Comma	,

Comma Delimited Detail Record - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
4	2	Region Code 2-digit region code of the school	01-99
1		Comma	,
5	2	State Code 2-letter state code of the school.	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank
1		Comma	,
6	8	End Date The date representing the end of the current statement period This account statement represents activity up to and through this date only	Format is CCYYMMDD
	1	Comma	,
7	8	Run Date Date Processed at COD	Format is CCYYMMDD
	1	Comma	,
8	21	Award Identifier (Loan ID) associated with this record	
	1	Comma	,
9	8	Loan Booked Date at COD Date the loan booked at COD	Format is CCYYMMDD This field will be blank for unbooked loans
	1	Comma	,

Comma Delimited Detail Record - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
10	8	Disbursement Booked Date at COD Date the individual disbursement activity booked at COD	Format is CCYYMMDD This field will be blank for unbooked loans
	1	Comma	,
11	5	Disbursement Actual Gross Amount—COD COD calculated actual gross amount (in dollars) of the disbursement	Numeric >= 0
	1	Comma	,
12	5	Disbursement Actual Loan Fee Amount—COD COD calculated actual loan fee amount (in dollars)	Numeric >= 0
	1	Comma	,
13	5	Disbursement Actual Interest Rebate Amount—COD COD calculated actual interest rebate amount (in dollars)	Numeric >= 0
	1	Comma	,
14	5	Disbursement Actual Net Amount— COD COD calculated actual net amount (in dollars) of the disbursement	Numeric >= 0
	1	Comma	,
15	6	Disbursement Actual Net Adjustment—COD COD calculated actual net adjustment amount (in dollars) of the disbursement	-99999 to 099999 Can be blank
	1	Comma	,

Comma Delimited Detail Record - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
16	2	Disbursement Number The disbursement number for the current disbursement transaction	01–04 for PLUS 01–20 for Subsidized/Unsubsidized
	1	Comma	,
17	2	Disbursement Sequence Number The sequence number that determines the order in which the disbursement activity is processed	01–99
	1	Comma	,
18	1	Transaction Type—Disbursement Disbursement Activity recorded at COD	A = Adjusted Disbursement Amount D = Disbursement Disbursement Activity = Q is not indicated on the SAS
	1	Comma	,
19	8	Transaction Date Date disbursement activity occurred at the school	Format is CCYYMMDD
	1	Comma	,
20	5	Total Gross Amount—COD The sum of COD calculated actual gross amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
21	5	Total Loan Fee Amount—COD The sum of COD calculated actual loan fee amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,

Comma Delimited Detail Record - Loan Detail, Disbursement Activity Level (Record Type "D")			
Line #	Maximum Field Length	Field Name and Description	Valid Field Content
22	5	Total Interest Rebate Amount—COD The sum of COD calculated actual interest rebate amounts (in dollars) for the loan	Numeric >= 0
	1	Comma	,
23	5	Total Net Amount— COD The sum of COD calculated actual net amount (in dollars) for the loan	Numeric >= 0
	1	Comma	,
24	12	Borrower's First Name	
	1	Comma	,
25	35	Borrower's Last Name	
	1	Comma	,
26	12	Student's First Name	For PLUS only
27	35	Student's Last Name	For PLUS only
	1	Comma	,
28	6	Record Count Sequence # Record counter for each record in the SAS file	000001-999999
	1	Comma	,
Total Bytes	Variable		

Pending Disbursement List Report

Schools can use the Pending Disbursement List report (formerly the Anticipated Disbursement Listing) to determine estimated disbursements and disbursement dates on file on the COD System. .

Note: Disbursements on this report have Disbursement Release Indicators = “false.”

Business Rules:

1. The Pending Disbursement List Report is automatically sent to the school’s SAIG mailbox on a weekly basis.
2. The Pending Disbursement List Report is available via SAIG mailbox in the following formats:
 - a. Comma Delimited (message class DALC04OP)
 - b. Pipe Delimited (message class DALC04OP)
 - c. Preformatted Text file (message class DIAA04OP)
 - d. The default format is Preformatted Text file. Schools may change their default options via the COD web site.
3. The Pending Disbursement List Report is available via COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The Pending Disbursement List available on the COD web site is the report most recently generated by COD.

Example:

RUN DATE: 06/26/2004
RUN TIME: 09:07AM

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
PENDING DISBURSEMENT LISTING REPORT
AWARD YEAR: 2003-2004
REPORTING PERIOD: 2/23/04

PAGE 1

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001
ADDRESS: 11661 Cusack Avenue
San Diego, CA 92131

STUDENT NAME	DISB NO	SOC SEC NO	LOAN TYPE	LOAN ID	NET AMT
DISB DATE		GROSS AMT	ORIG FEE	REBATE AMT	
Aaron K Spells		123456789	S	123456789S04G01000101	
1/13/04	2	2750.00	82.00	41.00	2709.00
TOTAL NET AMOUNT:					2709.00
			U	123456789U04G01000101	
1/13/04	2	885.00	26.00	13.00	872.00
TOTAL NET AMOUNT:					872.00
Allison J Brown		111222333	S	111222333S04G01000101	
9/23/03	2	2500.00	75.00	38.00	2463.00
TOTAL NET AMOUNT:					2463.00
Carrie L Kent		999888777	P	999888777P04G01000101	
1/09/04	2	3251.00	130.00	49.00	3170.00
TOTAL NET AMOUNT:					3170.00
			U	999888777U04G01000101	
1/09/04	2	2750.00	82.00	41.00	2709.00
TOTAL NET AMOUNT:					2709.00
Marcus N Harvey		123123123	P	123123123P04G01000101	
8/16/03	1	2264.00	90.00	34.00	2208.00
1/13/04	2	2263.00	90.00	34.00	2207.00
TOTAL NET AMOUNT:					4415.00
SCHOOL TOTAL NET AMOUNT:					16338.00

Funded Disbursement List Report

The Funded Disbursement List report (formerly the Actual Disbursement Roster) displays all disbursements that have been funded.

Business Rules:

1. The Funded Disbursement List Report is automatically sent to the school's SAIG mailbox on a daily basis. The Funded Disbursement List Report is available via SAIG to Pushed Cash schools only.
2. The Funded Disbursement List Report is available via SAIG mailbox in the following formats:
 - a. Comma Delimited (message class DARC04OP)
 - b. Pipe Delimited (message class DARC04OP)
 - c. Preformatted Text file (message class DIAO04OP)
 - d. The default format is Preformatted Text file. Schools may change their default options on the COD web site.
3. The Funded Disbursement List Report is available via COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The Funded Disbursement List Report available on the COD web site is the report most recently generated by COD

Example:

Report ID:
Run Date: 01/27/2004

U.S. Department of Education
Federal Direct Loan Program
Funded Disbursement Listing Report
For Loans To Be Funded By 12/16/2003
For Academic Year: 2003-2004

Page 1 of 1
Run Time: 11:19 EST

* THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT *

School Name: SOUTH COLLEGE
Address: 1400 MAPLE AVENUE
ASHLAND, WI 54806-3999

School Code: G00101

First Name	Loan Type	Disb	Disb	Gross	Fee	Rebate	Net
Last Name	SSN	Num	Seq	Amt	Amt	Amt	Amt
Loan ID	Disb Date		No.				

PREVIOUS DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED:

JACOB	U	01	1	500.00	(15.00)	8.00	493.00
SMITH	220010046						
220010046U04G00101001	2003-12-16						

JACOB	U	02	1	500.00	(15.00)	8.00	493.00
SMITH	220010046						
220010046U04G00101001	2003-12-16						

TOTAL NET AMOUNT: 986.00

KERRY	S	01	1	1,697.00	(50.00)	25.00	1,672.00
WILLIAMS	220010047						
220010047S04G00101001	2003-12-16						

KERRY	S	02	1	1,696.00	(50.00)	25.00	1,671.00
WILLIAMS	220010047						
220010047S04G00101001	2003-12-16						

TOTAL NET AMOUNT: 3,343.00

SCHOOL TOTAL DAILY NET AMOUNT: 4,329.00

PAYMENT: 4,329.00

TOTAL PAYMENTS PROCESSED: 4,329.00

DOWNWARD DISBURSEMENT ADJUSTMENTS NOT YET APPLIED: (00.00)

Negatives appear in parenthesis. For the Downward Disbursement Adjustments, the adjusted amount appears on report instead of the new disbursement amount. Downward Disbursement Adjustments that haven't netted against positive disbursements or refunds will carry forward.

30 Day Warning Report

The 30 Day Warning Report lists unbooked loans for which the COD System has not received the required elements for “booking” a loan within 120 calendar days prior to the disbursement date or 30 calendar days after the disbursement date.

Business Rules:

1. The 30 Day Warning report displays the missing components that are necessary for the loan to book. The necessary items for a loan to be booked are:
 - a. Accepted award/origination record
 - b. Accepted MPN
 - c. Accepted first disbursement record
 - d. Accepted credit decision (for PLUS only)
2. The 30 Day Warning Report is automatically sent to the school’s SAIG mailbox on a monthly basis.
3. The 30 Day Warning Report is available via SAIG mailbox in the following formats:
 - a. Comma Delimited (message class DIWC04OP)
 - b. Pipe Delimited (message class DIWC04OP)
 - c. Preformatted Text file (message class DIWR04OP)
 - d. The default format is Preformatted Text file. Schools may change their default options on the COD website.
4. The 30 Day Warning Report is available via the COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited
 - c. The 30 Day Warning Report available on the COD web site is the report most recently generated by COD.
5. Loans with Award Amounts = \$0 do not display on this report.

6. Loans that display on this report without a promissory note accepted and an actual disbursement are removed from the report after 90-days.
7. For 2003-2004 and forward, the Batch ID under the section entitled “Pnotes Without Origination Records” is removed from the preformatted 30-Day Warning Report (DIWR04OP).
8. For 2003-2004 and forward, the Batch ID is replaced with filler in the delimited versions of the 30-day Warning Report (DIWC04OP).
9. For 2003-2004 and forward, the Loan ID header is replaced with the MPN ID.

Example:

REPORT ID: U.S. DEPARTMENT OF EDUCATION PAGE 1 OF 1
RUN DATE: 03/21/2004 FEDERAL DIRECT LOAN PROGRAM RUN TIME: 01:05PM
30 DAY WARNING REPORT
AWARD YEAR: 2003-2004
FOR THE PERIOD ENDING 02/28/2004

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE UNIVERSITY SCHOOL CODE: G01999
ADDRESS: 5 COLLEGE AVE
NEW YORK, NY 10038-2206

Loans Pending Booking Section:

LOAN TYPE	LOAN ID	BORR NAME	DATE RCV'D	DATA NEEDED		
				LOAN	PROM	DISB
P	111234222P04G01999001	NOONAN, DANNY	02/02/2004	Y	Y	
P	222345333P04G01999001	SASSAFRAS, HENRY	02/26/2004	Y	Y	
P	345432111P04G01999001	BELL, BOBBY G	02/08/2004	Y	Y	
P	465433333P04G01999001	SIMON, JOHN S	02/08/2004	Y	Y	
P	733433593P04G01999001	MARK, KELLY D	02/08/2004	Y	Y	
P	743433582P04G01999001	MILLBERN, DAN M	02/08/2004	Y	Y	
P	877433583P04G01999001	SUITER, GARY B	02/08/2004	Y	Y	
P	888433366P04G01999001	FLOOD, MEGHAN	01/30/2004	Y	Y	
P	999433330P04G01999001	BECHARA, MARK	02/07/2004	Y	Y	
TOTAL NUMBER PLUS		9				
S	314111634S04G01999001	LEE, KIM G	02/25/2004	OK	Y	Y
S	765555463S04G01999001	KIBBEE, LOIS	02/25/2004	OK	Y	Y
TOTAL NUMBER SUBSIDIZED		2				
U	654321674U04G31933001	BUCHANAN, JAMES	02/07/2004	OK	Y	Y
TOTAL NUMBER UNSUBSIDIZED		1				
GRAND TOTAL		12				

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID	DATE RECEIVED	NOTE AMOUNT
123404117M04G01999001	12/02/03	\$5,000
200104117P04G01999001	12/02/03	\$4,000
200156765N04G01999001	12/04/03	\$2,000

Inactive Loans Report

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (adjusted to \$0) by the school for the reporting period.

Business Rules:

1. The Inactive Loans Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Inactive Loans Report is available via the SAIG mailbox in the following formats:
 - a. Comma Delimited (message class INACCDOP)
 - b. Pipe Delimited (message class INACCDOP)
 - c. Preformatted Text file (message class INACPFOP)
 - d. The default format is Preformatted Text file. Schools may change their default options on the COD website.
3. The Inactive Loans Report is available via the COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The Inactive Loans Report available on the COD web site is the report most recently generated by COD.

Example:

RUN DATE: 08/20/2003
RUN TIME: 04:34PM

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
INACTIVE LOANS REPORT
AWARD YEAR: 2003-2004
REPORTING PERIOD: 2003-07-01 - 2003-07-31

PAGE 1

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: SAMPLE COMMUNITY COLLEGE
ADDRESS: 100 NORTH 40TH STREET
PHOENIX, AZ 85034-1795

SCHOOL CODE: G08303

LOAN TYPE	LOAN ID	BORROWER NAME	INACTIVE DATE
--			
S	100017013S04G08303001	CREWS, JOHN M	07/31/2003
S	100013828S04G08303001	JOHNSON, THOMAS P	07/31/2003

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD: 2

--			
U	100019365U04G08303001	MILLER, JOEL J	07/31/2003
U	100014333U04G08303001	RUMSFELD, MICHAEL F	07/31/2003
U	100018722U04G08303001	WALKER, PETER I	07/31/2003

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD: 3

--			
P	100111365P04G08303001	FORD, KRISTEN J	07/31/2003
P	100111333P04G08303001	KENDRICK, LORI F	07/31/2003

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2

GRAND TOTAL: 7

Duplicate Student Borrower Report

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with the same or overlapping academic years.

Business Rules:

1. The Duplicate Student Borrower Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Duplicate Student Borrower Report is available via SAIG mailbox in the following formats:
 - a. Comma Delimited (message class DUPLCDOP)
 - b. Pipe Delimited (message class DUPLCDOP)
 - c. Preformatted Text file (message class DUPLPFOP)
 - d. The default format is Preformatted Text file. Schools may change their default options on the COD website.
3. The Duplicate Student Borrower Report is available via the COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The Duplicate Student Borrower Report available on the COD web site is the report most recently generated by COD.

Example:

RUN DATE: 07/02/2003
RUN TIME: 03:13PM

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
DUPLICATE STUDENT BORROWER REPORT
AWARD YEAR: 2003-2004

Page 1

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

REPORTING PERIOD: 2003-11-01 - 2003-11-30

SCHOOL NAME: SAMPLE UNIVERSITY

SCHOOL CODE: G010001

ADDRESS: ONE ARMORY SQUARE, SPRINGFIELD, MA 01101-9000

Borrower SSN	Borrower Name				
Loan Id	Loan Amt Approved	Total Actual Gross Dis Amount	G R A D E	Loan Period	School Code
School Name	City	State	Zipcode	Telephone #	
Borrower Academic Year	Dependency	Additional UnSub. Eligibility: Dependent Student HEAL			
765433004	MAGGIE SMITH				
765433004S04G01006001	3000	\$1500	5	2003-07-02-2004-07-01	G01006
FAULKNER UNIVERSITY	MONTGOMERY	AL	36109-3398	(334) 555-7211	
2003-07-02-2004-07-01	I	N			
765433030	JOHN SMAILS				
765433030P04G01020001	2000	\$1500	5	2003-07-03-2004-07-02	G01020
TECHNICAL STATE	MONTGOMERY	AL	36265-1602	(205) 782-5006	
2003-07-03-2004-07-02	D	Y			
765433031	HARRIS NELSON				
765433031S04G02183001	3000	\$1500	5	2003-07-02-2004-07-01	G02000
MASSACHUSETTS STATE	NATICK	MA	02325-2511	(508) 697-1341	
2003-07-02-2004-07-01	I	N			

The Duplicate Student Borrower Report lists student borrowers for which COD has accepted multiple Direct Subsidized and/or Unsubsidized common records. The list indicates other schools that have submitted a common record for the same borrower who may be attending your school. This report assists in identifying subsequent loan origination records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity (including FFEL) for a student through the Financial Aid Transcript and NSLDS processes.

SSN/Name/Date of Birth Change Report

The SSN/Name/Date of Birth Change Report shows SSN, Name and Date of Birth changes that are initiated by any school and SSN changes that are initiated by Direct Loan Servicing.

Business Rules:

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a daily basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following formats:
 - a. Comma Delimited (message class SNDCCDOP)
 - b. Pipe Delimited (message class SNDCCDOP)
 - c. Preformatted Text file (message class SNDCPFOP)
 - d. The default format is Preformatted Text file. Schools may change their default options on the COD web site.
3. The SSN/Name/Date of Birth Change Report is available via the COD web site in the following formats:
 - a. PDF
 - b. Comma Delimited (CSV)
 - c. The SSN/Name/Date of Birth Change Report available on the COD web site is the report most recently generated by COD.

Direct Loan Rebuild Process

A Rebuild File can be requested to rebuild a school's lost or corrupted Direct Loan Database or to recreate specific student records.

Business Rules:

1. The Direct Loan Rebuild File is provided in a fixed length file format (message class CODRBFOP)
2. The Rebuild File for award years 2002-2003 and forward can be requested via the COD website.
3. A Rebuild File can be requested by a school for a specific:
 - a. Award Year (e.g. 2003-2004) – provides all the loan/disbursement information for the entire award year
 - b. Borrower/Student - provides loan(s)/disbursement(s) information for one particular borrower/student by Social Security Number
 - c. Award ID (Loan ID) - provides loan/disbursement information for a specific Award ID
 - d. Date Range – provides loan(s)/disbursement(s) information within a range of dates for a particular award year.

Note: The date range option selects accepted loan awards within the date range and provides all disbursement transactions, including disbursement adjustments, related to these loans.

Record Layout:

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Record Type The type of record included in the file	O = Rebuild Origination Detail Record	Left
2	2	22	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001-999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 04 (for 03-04) 03 (for 02-03) 02 (for 01-02) 01 (for 00-01) School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	Left
3	23	31	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001-999999998	Right
4	32	43	12	Borrower's First Name The borrower's first name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) (Dash) Left justified with an A-Z in the first position	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
5	44	59	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash)	Left
6	60	60	1	Borrower's Middle Initial	Uppercase A-Z Can be blank	Left
7	61	95	35	Borrower's Permanent Address The first line of the borrower's permanent address	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left
8	96	111	16	Borrower's Permanent Address City The city where the borrower permanently resides	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s)	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
9	112	113	2	Borrower's Permanent Address State The state where the borrower permanently resides	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
10	114	122	9	Borrower's Permanent Zip Code The borrower's address Zip Code	0–9 Space(s) Last 4 digits can be blank	Left
11	123	132	10	Borrower's Telephone Number The borrower's home telephone number	0–9 Can be blank	Right
12	133	152	20	Borrower's Driver's License Number The borrower's driver's license number	0–9 Uppercase A–Z Space(s) - (Dash) * (Asterisk) Can be blank	Left
13	153	154	2	Borrower's Driver's License State The borrower's driver's license state	Uppercase A–Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 Can be blank	Left
14	155	162	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
15	163	163	1	Borrower's Citizenship The borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen (Valid only on Subsidized/Unsubsidized Full Loan Origination or Loan Origination Change Records) Can be blank for Subsidized/Unsubsidized	Right
16	164	172	9	Borrower's Alien Registration Number The borrower's alien registration number, if eligible non-citizen	0-9 Can be blank	Right
17	173	173	1	Borrower's Loan Default/Grant Overpayment The borrower is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
18	174	175	2	Student's College Grade Level Indicates the student's current college grade level in the program or college	Values for Program Year = 01 01 = 1st year undergraduate, never attended college 02 = 1st year undergraduate, attended college before 03 = 2nd year undergraduate/sophomore 04 = 3rd year undergraduate/junior 05 = 4th year undergraduate/senior 06 = 5th year/other undergraduate 07 = Continuing graduate/professional or beyond Values for Program Year = 02, 03, and 04 00 = 1st year undergraduate, never attended college 01 = 1st year undergraduate, attended college before 02 = 2nd year undergraduate/sophomore 03 = 3rd year undergraduate/junior 04 = 4th year undergraduate/senior 05 = 5th year/other undergraduate 06 = 1st year graduate/professional 07 = Continuing graduate/professional or beyond	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
19	176	180	5	Loan Amount Approved The total maximum amount for which the borrower is eligible	Numeric > = 0	Right
20	181	188	8	Loan Period Start Date The date when classes begin for the specific period covered by the loan	Format is CCYYMMDD	Date
21	189	196	8	Loan Period End Date The date when classes end for the specific period covered by the loan	Format is CCYYMMDD	Date
22	197	204	8	1st Disbursement Anticipated Date The anticipated disbursement date for the 1st disbursement	Format is CCYYMMDD	Date
23	205	209	5	1st Disbursement Anticipated Gross Amount The anticipated gross amount for the 1st disbursement	Numeric > = 0	Right
24	210	214	5	1st Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 1st disbursement	Numeric > = 0	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
25	215	219	5	1st Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 1st disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
26	220	224	5	1st Disbursement Anticipated Net Amount The anticipated net amount for the 1st disbursement	Numeric > = 0	Right
27	225	232	8	2nd Disbursement Anticipated Date The anticipated disbursement date for the 2nd disbursement	Format is CCYYMMDD Can be blank	Date
28	233	237	5	2nd Disbursement Anticipated Gross Amount The anticipated gross amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
29	238	242	5	2nd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
30	243	247	5	2nd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 2nd disbursement	Numeric > = 0 Will be blank for 2000-2001	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
31	248	252	5	2nd Disbursement Anticipated Net Amount The anticipated net amount for the 2nd disbursement	Numeric > = 0 Can be blank	Right
32	253	260	8	3rd Disbursement Anticipated Date The anticipated disbursement date for the 3rd disbursement	Format is CCYYMMDD Can be blank	Date
33	261	265	5	3rd Disbursement Anticipated Gross Amount The anticipated gross amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right
34	266	270	5	3rd Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right
35	271	275	5	3rd Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 3rd disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
36	276	280	5	3rd Disbursement Anticipated Net Amount The anticipated net amount for the 3rd disbursement	Numeric > = 0 Can be blank	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
37	281	288	8	4th Disbursement Anticipated Date The anticipated disbursement date for the 4th disbursement	Format is CCYYMMDD Can be blank	Date
38	289	293	5	4th Disbursement Anticipated Gross Amount The anticipated gross amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
39	294	298	5	4th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
40	299	303	5	4th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 4th disbursement	Numeric > = 0 Will be blank for 2000-2001	Right
41	304	308	5	4th Disbursement Anticipated Net Amount The anticipated net amount for the 4th disbursement	Numeric > = 0 Can be blank	Right
42	309	316	8	5th Disbursement Anticipated Date The anticipated disbursement date for the 5th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
43	317	321	5	5th Disbursement Anticipated Gross Amount The anticipated gross amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
44	322	326	5	5th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
45	327	331	5	5th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 5th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
46	332	336	5	5th Disbursement Anticipated Net Amount The anticipated net amount for the 5th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
47	337	344	8	6th Disbursement Anticipated Date The anticipated disbursement date for the 6th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
48	345	349	5	6th Disbursement Anticipated Gross Amount The anticipated gross amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
49	350	354	5	6th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
50	355	359	5	6th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 6th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
51	360	364	5	6th Disbursement Anticipated Net Amount The anticipated net amount for the 6th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
52	365	372	8	7th Disbursement Anticipated Date The anticipated disbursement date for the 7th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
53	373	377	5	7th Disbursement Anticipated Gross Amount The anticipated gross amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
54	378	382	5	7th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
55	383	387	5	7th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 7th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
56	388	392	5	7th Disbursement Anticipated Net Amount The anticipated net amount for the 7th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
57	393	400	8	8th Disbursement Anticipated Date The anticipated disbursement date for the 8th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
58	401	405	5	8th Disbursement Anticipated Gross Amount The anticipated gross amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
59	406	410	5	8th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
60	411	415	5	8th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 8th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
61	416	420	5	8th Disbursement Anticipated Net Amount The anticipated net amount for the 8th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
62	421	428	8	9th Disbursement Anticipated Date The anticipated disbursement date for the 9th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
63	429	433	5	9th Disbursement Anticipated Gross Amount The anticipated gross amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
64	434	438	5	9th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
65	439	443	5	9th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 9th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
66	444	448	5	9th Disbursement Anticipated Net Amount The anticipated net amount for the 9th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
67	449	456	8	10th Disbursement Anticipated Date The anticipated disbursement date for the 10th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
68	457	461	5	10th Disbursement Anticipated Gross Amount The anticipated gross amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
69	462	466	5	10th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
70	467	471	5	10th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 10th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
71	472	476	5	10th Disbursement Anticipated Net Amount The anticipated net amount for the 10th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
72	477	484	8	11th Disbursement Anticipated Date The anticipated disbursement date for the 11th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
73	485	489	5	11th Disbursement Anticipated Gross Amount The anticipated gross amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
74	490	494	5	11th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
75	495	499	5	11th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 11th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
76	500	504	5	11th Disbursement Anticipated Net Amount The anticipated net amount for the 11th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
77	505	512	8	12th Disbursement Anticipated Date The anticipated disbursement date for the 12th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
78	513	517	5	12th Disbursement Anticipated Gross Amount The anticipated gross amount for the 12th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
79	518	522	5	12th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 12th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
80	523	527	5	12th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 12th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
81	528	532	5	12th Disbursement Anticipated Net Amount The anticipated net amount for the 12th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
82	533	540	8	13th Disbursement Anticipated Date The anticipated disbursement date for the 13th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
83	541	545	5	13th Disbursement Anticipated Gross Amount The anticipated gross amount for the 13th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
84	546	550	5	13th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 13th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
85	551	555	5	13th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 13th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
86	556	560	5	13th Disbursement Anticipated Net Amount The anticipated net amount for the 13th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
87	561	568	8	14th Disbursement Anticipated Date The anticipated disbursement date for the 14th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
88	569	573	5	14th Disbursement Anticipated Gross Amount The anticipated gross amount for the 14th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
89	574	578	5	14th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 14th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
90	579	583	5	14th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 14th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
91	584	588	5	14th Disbursement Anticipated Net Amount The anticipated net amount for the 14th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
92	589	596	8	15th Disbursement Anticipated Date The anticipated disbursement date for the 15th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
93	597	601	5	15th Disbursement Anticipated Gross Amount The anticipated gross amount for the 15th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
94	602	606	5	15th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 15th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
95	607	611	5	15th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 15th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
96	612	616	5	15th Disbursement Anticipated Net Amount The anticipated net amount for the 15th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
97	617	624	8	16th Disbursement Anticipated Date The anticipated disbursement date for the 16th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
98	625	629	5	16th Disbursement Anticipated Gross Amount The anticipated gross amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
99	630	634	5	16th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
100	635	639	5	16th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 16th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
101	640	644	5	16th Disbursement Anticipated Net Amount The anticipated net amount for the 16th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
102	645	652	8	17th Disbursement Anticipated Date The anticipated disbursement date for the 17th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
103	653	657	5	17th Disbursement Anticipated Gross Amount The anticipated gross amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
104	658	662	5	17th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
105	663	667	5	17th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 17th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
106	668	672	5	17th Disbursement Anticipated Net Amount The anticipated net amount for the 17th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
107	673	680	8	18th Disbursement Anticipated Date The anticipated disbursement date for the 18th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
108	681	685	5	18th Disbursement Anticipated Gross Amount The anticipated gross amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
109	686	690	5	18th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
110	691	695	5	18th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 18th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
111	696	700	5	18th Disbursement Anticipated Net Amount The anticipated net amount for the 18th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
112	701	708	8	19th Disbursement Anticipated Date The anticipated disbursement date for the 19th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
113	709	713	5	19th Disbursement Anticipated Gross Amount The anticipated gross amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
114	714	718	5	19th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
115	719	723	5	19th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 19th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right
116	724	728	5	19th Disbursement Anticipated Net Amount The anticipated net amount for the 19th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
117	729	736	8	20th Disbursement Anticipated Date The anticipated disbursement date for the 20th disbursement	Format is CCYYMMDD Can be blank Blank for PLUS	Date
118	737	741	5	20th Disbursement Anticipated Gross Amount The anticipated gross amount for the 20th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
119	742	746	5	20th Disbursement Anticipated Loan Fee Amount The anticipated loan fee amount for the 20th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
120	747	751	5	20th Disbursement Anticipated Interest Rebate Amount The anticipated interest rebate amount for the 20th disbursement	Numeric > = 0 Will be blank for 2000-2001 Blank for PLUS	Right

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
121	752	756	5	20th Disbursement Anticipated Net Amount The anticipated net amount for the 20th disbursement	Numeric > = 0 Can be blank Blank for PLUS	Right
122	757	779	23	Loan Origination Batch Identifier The batch number generated by COD This matches the batch ID in the Header Record	Batch Type = RB Cycle Indicator = 4 (for 03-04) = 3 (for 02-03) = 2 (for 01-02) = 1 (for 00-01) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left
123	780	780	1	Promissory Note Print Indicator The Promissory Note print option used for this loan	S = COD Prints (Send to Borrower) R = COD Prints (Return to School) O = On-site (EDEXpress) F = On-site (Custom System) Z = COD Reprints and sends to borrower. V = COD Reprints and sends to school	Left
124	781	781	1	Additional Unsubsidized Eligibility for Dependent Student This dependent student is eligible for an additional unsubsidized loan amount	Y = Yes Can be blank Applicable to Unsubsidized loans only	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
125	782	786	5	Origination Fee Percentage The origination fee percentage used for this loan	Numeric > 0 03000 for 3 percent 04000 for 4 percent There is an implied decimal between the 2nd and 3rd positions from the left	Left
126	787	795	9	Student's Social Security Number (PLUS) Social Security Number of the student	001010001-999999998 Blank for Subsidized/Unsubsidized	Right
127	796	807	12	Student's First Name (PLUS) The student's first name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized	Left
128	808	823	16	Student's Last Name (PLUS) The student's last name	0-9 Uppercase A-Z ' (Apostrophe) - (Dash) Left justified with alpha character in the first position Blank for Subsidized/Unsubsidized	Left
129	824	824	1	Student's Middle Initial (PLUS) The student's middle initial	Uppercase A-Z Blank for Subsidized/Unsubsidized	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
130	825	825	1	Student's Citizenship (PLUS) The student's citizenship status	1 = U.S. Citizen 2 = Eligible Non-Citizen 3 = Ineligible Non-Citizen (Valid only on Subsidized/Unsubsidized Loan Origination Records or Subsidized/Unsubsidized change records) Blank for Subsidized/Unsubsidized	Left
131	826	834	9	Student's Alien Registration Number (PLUS) The student's alien registration number, if eligible non-citizen	000000001-999999999 Blank for Subsidized/Unsubsidized	Right
132	835	842	8	Student's Date of Birth (PLUS) The student's date of birth	Format is CCYYMMDD Blank for Subsidized/Unsubsidized	Date
133	843	843	1	Student's Loan Default/Grant Overpayment (PLUS) The student is in default on a Title IV loan or owes a refund on a Title IV grant	N = No Z = Overridden by School Blank for Subsidized/Unsubsidized	Left
134	844	849	6	School Code Direct Loan School Code	X00000–X99999 where X = G or E	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
135	850	854	5	Loan Amount Requested (PLUS) The total amount requested for the loan Endorser Amount (PLUS) for PLUS program year 04 and forward	Numeric > = 0 for PLUS loans for program years 03 and prior Blank for PLUS loans processed program year 04 and forward. Numeric >= 0, can be blank; Blank for sub/unsub.	Right
136	855	889	35	Student's Local Address The first line of the student's local address Student's local address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
137	890	905	16	Student's Local Address City The student's local address city Student's local address is not required	0-9 Uppercase A-Z , (Comma) . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Left
138	906	907	2	Student's Local Address State The student's local address state	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in this section Can be Blank	Left
139	908	916	9	Student's Local Zip Code The student's local address Zip Code	0-9 Space(s) Last 4 digits can be blank Can be blank	Left
140	917	917	1	Dependency Status The dependency status of the student	I = Independent D = Dependent	Left
141	918	918	1	Master Promissory Note Type Indicates whether the MPN is electronic or paper	E = Electronic MPN Blank = Paper MPN Can be blank Blank for PLUS loans Program Year 03 and prior.	Left
142	919	958	40	Filler	For ED Use Only	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
143	959	966	8	Loan Origination Date The date the loan record was originated by the school	Format is CCYYMMDD	Date
144	967	974	8	Academic Year Start Date The date the student's academic year starts at the school	Format is CCYYMMDD	Date
145	975	982	8	Academic Year End Date The date the student's academic year ends at the school	Format is CCYYMMDD	Date
146	983	983	1	Additional Unsubsidized Eligibility up to Health Profession Programs Amount This was formerly a HEAL loan	Y = Yes Can be blank Unsubsidized only	Left
147	984	984	1	Disclosure Statement Print Indicator Indicates whether the school or COD will print the Disclosure Statement The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure	Y = COD prints Blank = School prints Blank for PLUS loans Program Year 03 and prior	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
148	985	1034	50	Student's E-mail Address The student's e-mail address	Alphanumeric Upper and Lower Cases ' (Apostrophe) - (Dash) _ (Underscore) # (Number) @ (At) % (Percent or in care of) & (Ampersand) / (Slash) , (Comma) Space(s) Can be blank	Left
149	1035	1035	1	Credit Decision Indicator (PLUS) The credit decision at COD for this loan	A = Accepted D = Denied P = Pending Blank for Subsidized/Unsubsidized	Left
150	1036	1036	1	Promissory Note Status (PLUS) The status of the PLUS Promissory Note at COD	A = Accepted R = Rejected X = Pending Blank for Subsidized/Unsubsidized Blank for PLUS loans Program Year 04 and forward.	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System

Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
151	1037	1037	1	<p>Master Promissory Note Status</p> <p>The current status of the Master Promissory Note on file at COD. This status may not be the status at the time the loan was linked by COD.</p>	<p>A = Accepted Master Promissory Note at COD</p> <p>P = Master Promissory Note NOT on file at COD</p> <p>I = Inactive</p> <p>C = Closed</p> <p>Q = Rejected</p> <p>X = Pending Master Promissory Note at COD</p> <p>For Sub/Unsub loans</p> <p>For PLUS Loans Program Year 04 and forward.</p>	Left
152	1038	1038	1	<p>Master Promissory Note Indicator</p> <p>The Master Promissory Note indicator is used to indicate whether or not the LOR has been linked to an MPN at COD</p>	<p>Y = LOR has been linked to an MPN at COD</p> <p>N = LOR is not linked to an MPN on file at COD</p> <p>For Sub/Unsub loans</p> <p>For PLUS loans Program Year 04 and forward</p>	Left

Rebuild Origination Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
153	1039	1059	21	Master Promissory Note Identification The Master Promissory Note (MPN) Identifier printed on the Master Promissory Note. This MPN ID is used by COD to link Subsidized/ Unsubsidized and PLUS loans to this Master Promissory Note.	Student's Social Security Number: 001010001-999999998 MPN Indicator: M, S, U or N(PLUS) Program Year: 00-05 School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999 Can be blank For 2002-2003 PLUS Loans will be blank	
		Total Bytes	1059			

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	1	1	Record Type The type of record included in the file	D = Rebuild Disbursement Detail Record	Left
2	2	22	21	Loan Identifier Unique Identifier created at the time of origination	Student's Social Security Number: 001010001-999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS Program Year: 04 (for 03-04) 03 (for 02-03) 02 (for 01-02) 01 (for 00-01) School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999	Left
3	23	24	2	Disbursement Number The disbursement number for the current disbursement transaction	01-04 for PLUS 01-20 for Subsidized/Unsubsidized	Right
4	25	25	1	Disbursement Activity Type of disbursement activity transaction	D = Actual Disbursement A = Adjusted Disbursement Amount Q = Adjusted Disbursement Date	Left
5	26	33	8	Transaction Date Date disbursement activity occurred at the school For a "Q" activity this is the new date	Format is CCYYMMDD	Date
6	34	35	2	Disbursement Sequence Number The sequence number that determines the order in which this disbursement activity transaction is processed for a specific	01-99 Disbursement sequence numbers are sequential and follow in order	Right

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
				disbursement		
7	36	40	5	Disbursement Actual Gross Amount The actual gross amount (in dollars) of the disbursement	Numeric > 0 or = 0 Disbursement Activity Q = Blank or all zeros	Right
8	41	45	5	Disbursement Actual Loan Fee Amount The actual loan fee (in dollars) associated with the disbursement	Numeric > 0 or = 0 Disbursement Activity Q = Blank or all zeros	Right
9	46	50	5	Disbursement Actual Interest Rebate Amount The actual interest rebate amount for the disbursement	Numeric > 0 or = 0 Disbursement Activity Q = Blank or all zeros Can be blank	Right
10	51	55	5	Disbursement Actual Net Amount The actual net amount (in dollars) of the disbursement	Numeric > 0 or = 0 Disbursement Activity Q = Blank or all zeros	Right
11	56	61	6	Disbursement Actual Net Adjustment Amount The actual net adjustment amount for the disbursement	-99999 to 099999 Disbursement Activity Q = Blank	Right
12	62	84	23	Disbursement Batch Number The Batch Number of the Disbursement Batch	Batch Type = RB Cycle Indicator = 4 (for 03-04) = 3 (for 02-03) = 2 (for 01-02) = 1 (for 00-01) School Code = X00000–X99999 where X = G or E Date Batch Created = CCYYMMDD Time Batch Created = HHMMSS	Left

Rebuild Disbursement Detail Record—Import from Common Origination and Disbursement System						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
13	85	90	6	School Code Direct Loan School Code Also identifies school originating loan record	X00000–X99999 where X = G or E	Left
14	91	91	1	First Disbursement Flag This flag identifies which disbursement (01–20) for Sub/Unsub and (01–04) for PLUS has the earliest transaction date at COD	F = First Disbursement Disbursement Activity A and Q = Blank Can be blank Populated only for Program Year = 02 and forward loans	Left
15	92	96	5	COD's Total Net Booked Loan Amount for the First Disbursement Total net disbursement amount of the first disbursement accepted and booked by COD for this loan	Numeric > = 0 Disbursement Activity Q = Blank Unbooked Loans = All zeros	Right
16	97	104	8	COD's Booked Date This is the date the individual disbursement activity booked at COD	Format is CCYYMMDD Disbursement Activity Q = Blank Can be blank. Unbooked loans = Blank.	Date
17	105	112	8	The original disbursement date of an Adjusted Disbursement Date (Q) Activity	Format is CCYYMMDD Disbursement Activity D and A = Blank	Date
18	113	1059	947	Filler	For ED use only	Left
		Total Bytes	1059			

Entrance Counseling File/Report

2003-2004 Modification: Schools may request an Entrance Counseling File or Report to identify students who have completed entrance counseling. Starting in 2003-2004, this request is made on the Direct Loan Servicing web site.

Business Rules:

1. Borrower's Entrance Counseling results from the Direct Loan Servicing web site are available in an electronic file format.
2. Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.
3. Schools can choose from the following file formats:
 - a. Comma delimited (message class DECC04OP)
 - b. Fixed length with Header and Trailer (message class DECF04OP)
 - c. Pre-formatted report (message class DECP04OP)
4. The default file format is fixed length file.

Record Layout:

Entrance Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	9	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001-99999998	Right
2	10	17	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date
3	18	33	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe)	Left

Entrance Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
					- (Dash) Left justified with an A-Z in the first position	
4	34	45	12	Borrower's First Name The borrower's first name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
5	46	46	1	Borrower's Middle Initial	Uppercase A-Z Can be blank	Left
6	47	54	8	Completion Date Date that Entrance Counseling was completed.	Format is CCYYMMDD	Date
7	55	60	6	Completion Time Time that Entrance Counseling was completed.	000000-235959 Format is HHMMSS HH = 00-23 MM = 00-59 SS = 00-59	Right
8	61	61	1	Rights and Responsibilities Acknowledgement Indicator for whether rights and responsibilities have been acknowledged by the borrower.	Y = Yes N = No	Left
9	62	80	19	Filler	For ED Use Only	Left
		Total Bytes	80			

Exit Counseling File/Report

Schools may request an Exit Counseling File or Report to identify students who have completed exit counseling on the Direct Loan Servicing web site.

Business Rules:

1. Borrower's Exit Counseling results from the Direct Loan Servicing web site are available in an electronic file or downloadable format.
2. Schools can choose to receive this optional report daily, weekly, or monthly. The default frequency option is monthly.
3. Schools can choose from the following file formats:
 - a. ASCII-delimited (message class DLCM04OP)
 - b. Fixed length with Header and Trailer (message class DLFF04OP)
 - c. Pre-formatted report (message class DLFM04OP)

Record Layout:

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
1	1	9	9	Borrower's Social Security Number The borrower's current Social Security Number	001010001-999999998	Right
2	10	17	8	Borrower's Date of Birth The borrower's date of birth	Format is CCYYMMDD	Date
3	18	33	16	Borrower's Last Name The borrower's last name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
4	34	45	12	Borrower's First Name The borrower's first name	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
5	46	46	1	Borrower's Middle Initial	Uppercase A-Z Can be blank	Left
6	47	54	8	Exit Counseling Completion Date	Format is CCYYMMDD	Date
7	55	62	8	Exit Counseling Completion Time	Format is HHMMSSNN HH = 00-23 MM = 00-59 SS = 00-59 NN = 00-99	Time
8	63	65	3	Borrower's Acknowledgement of Rights and Responsibilities Indicator for whether rights and responsibilities have been acknowledged by the borrower.	Yes or No	Left
9	66	90	25	Borrower's Current Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
10	91	115	25	Borrower's Current Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
11	116	131	16	Borrower's Current Address City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
12	132	133	2	Borrower's Current Address State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
13	134	142	9	Borrower's Current Address Zip Code	0-9 Spaces Last 4 digits may be blank	Left
14	143	152	10	Borrower's Current Home Telephone Number	0-9 May be blank	Left
15	153	154	2	Borrower's Driver License State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1 May also be blank	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
16	155	174	20	Borrower's Driver's License Number	0-9 Uppercase A-Z -(Dash) *(Asterisk) May be blank	Left
17	175	199	25	Employer's Name	0-9 Uppercase A-Z .(Period) -(Dash) *(Asterisk) May be blank	Left
18	200	224	25	Employer's Street Address Line 1	0-9 Uppercase A-Z .(Period) ' (Apostrophe) - (Dash) #(Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
19	225	249	25	Employer's Street Address Line 2	0-9 Uppercase A-Z .(Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
20	250	265	16	Employer's City	0-9 Uppercase A-Z .(Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
21	266	267	2	Employer's State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
22	268	276	9	Employer's Zip Code	0-9 Spaces Last 4 digits may be blank	Left
23	277	286	10	Employer's Telephone Number	0-9 May be blank	Left
24	287	311	25	Reference Name-1	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
25	312	336	25	Reference 1 - Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
26	337	361	25	Reference 1- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
27	362	377	16	Reference 1- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
28	378	379	2	Reference 1-State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
29	380	388	9	Reference 1- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
30	389	398	10	Reference 1- Telephone Number	0-9 May be blank	Left
31	399	423	25	Reference Name-2	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left
32	424	448	25	Reference 2- Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
33	449	473	25	Reference 2- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
34	474	489	16	Reference 2- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
35	490	491	2	Reference 2-State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
36	492	500	9	Reference 2- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
37	501	510	10	Reference 2- Telephone Number	0-9 May be blank	Left
38	511	535	25	Next of Kin- Name	Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) Left justified with an A-Z in the first position	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
39	536	560	25	Next Of Kin- Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
40	561	585	25	Next Of Kin- Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
41	586	601	16	Next of Kin- City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
42	602	603	2	Next of Kin- State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
43	604	612	9	Next of Kin- Zip Code	0-9 Spaces Last 4 digits may be blank	Left
44	613	622	10	Next of Kin- Telephone Number	0-9 May be blank	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
45	623	647	25	Borrower's Permanent Street Address Line 1	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
46	648	672	25	Borrower's Permanent Street Address Line 2	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
47	673	688	16	Borrower's Permanent Address City	0-9 Uppercase A-Z . (Period) ' (Apostrophe) - (Dash) # Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Spaces	Left
48	689	690	2	Borrower's Permanent Address State Code	Uppercase A-Z A valid two-letter postal code See the State/Country/Jurisdiction Codes table in Section 1	Left
49	691	699	9	Borrower's Permanent Zip Code	0-9 Spaces Last 4 digits may be blank	Left
50	700	709	10	Borrower's Permanent Telephone Number	0-9 May be blank	Left

Exit Counseling Results Report (Fixed-Length)—Import from Direct Loan Servicing Center						
Field #	Start Position	End Position	Field Length	Field Name and Description	Valid Field Content	Justify
51	710	710	1	Borrower's Rights and Responsibilities Media Type	P Paper E Electronic	Left
	Total Bytes	710				

Delinquent Borrower Report

The Delinquent Borrower Report indicates delinquent borrowers who are at least 31 days delinquent in making their loan payments.

Business Rules:

1. The Delinquent Borrower Report is available in the following file formats:
 - a. Data format (message class DQBD04OP)
 - b. Pre-formatted report (message class ED0404OP)
2. The report is printed in portrait and lists four borrowers on a page.

Record Layout:

Delinquent Borrower Detail Record (Data Format)						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	DETL=Detail
3	11	18	8	As of Date	N	MMDDCCYY
4	19	27	9	Borrower SSN	N	
5	28	35	8	Borrower Date of Birth	N	MMDDCCYY
6	36	65	30	Borrowers Last Name	A/N	
7	66	95	30	Borrowers First Name	A/N	
8	96	96	1	Borrowers Middle Initial	A/N	
9	97	107	11	Past Due Amount	N	Includes Pennies
10	108	111	4	Days Delinquent	N	
11	112	119	8	Delinquent Date	N	MMDDCCYY
12	120	130	11	Loan Amount	N	Includes Pennies
13	131	141	11	Monthly Payment Amount	N	Includes Pennies
14	142	149	8	Academic Completion Date	N	MMDDCCYY
15	150	179	30	Address Line 1	A/N	
16	180	209	30	Address Line 2	A/N	
17	210	234	25	City	A/N	
18	235	236	2	State Abbreviation	A	
19	237	250	14	Zip Code	A/N	

Delinquent Borrower Detail Record (Data Format)						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
20	251	275	25	Country	A/N	
21	276	276	1	Address Condition	A	G=Good R=Returned B=Bad
22	277	286	10	Borrower's Residence Phone	A/N	
23	287	296	10	Borrower's Business Phone	A/N	
24	297	304	8	Grace End Date	N	MMDDCCYY
25	305	314	10	Borrower Status	A	Delinquent Defaulted
26	315	316	2	Repayment Option	A	FF = Fixed Payment FE = Fixed Payment Extended Term GR = Graduated Payment IC = Income Contingent NR = Not in Repayment SP = Special Plan SF = Alternate Plan Fixed Payment SG = Alternate Plan Graduated SN = Alternate Plan Fixed Term ST = Alternate Plan, Negative Amortization
27	317	320	4	Location Code	N	0101
28	321	350	30	Location Name	A/N	DLSC – Utica
29	351	360	10	Location Phone Number	N	8008480979
30	361	486	126	Filler	A/N	
		Total Bytes	486			

Privacy Act Warning Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	PRVC = Privacy Act
3	11	18	8	As of Date	N	MMDDCCYY

Privacy Act Warning Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
4	19	108	90	Privacy Act Warning	A/N	The information included in these transactions is protected under the Privacy Act of 1974
5	109	486	378	Filler	A/N	
		Total Bytes	486			

Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	PRVC = Privacy Act
3	11	18	8	As of Date	N	MMDDCCYY
4	19	22	4	Non Reporting Location ID	N	0101
5	23	52	30	Non Reporting Location Name	A/N	DLSC - Utica
6	53	62	10	Borrower Services Phone Number	A/N	8008480979
7	63	486	424	Filler	A/N	
		Total Bytes	486			

Stafford Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	STTL = School School Total
3	11	18	8	As of Date	N	MMDDCCYY
4	19	27	9	Stafford Borrowers count 31-60 days delinquent	N	
5	28	40	13	Stafford Amount Past Due 31-60 days delinquent	N	Includes Pennies
6	41	54	14	Stafford Original Loan Amount 31-60 days delinquent	N	Includes Pennies
7	55	63	9	Stafford Borrowers count 61-90 days delinquent	N	
8	64	76	13	Stafford Amount Past Due 61-90 days delinquent	N	Includes Pennies

Stafford Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
9	77	90	14	Stafford Original Loan Amount 61-90 days delinquent	N	Includes Pennies
10	91	99	9	Stafford Borrowers count 91-120 days delinquent	N	
11	100	112	13	Stafford Amount Past Due 91-120 days delinquent	N	Includes Pennies
12	113	126	14	Stafford Original Loan Amount 91-120 days delinquent	N	Includes Pennies
13	127	135	9	Stafford Borrowers count 121-150 days delinquent	N	
14	136	148	13	Stafford Amount Past Due 121-150 days delinquent	N	Includes Pennies
15	149	162	14	Stafford Original Loan Amount 121-150 days delinquent	N	Includes Pennies
16	163	171	9	Stafford Borrowers Count 151-180 days delinquent	N	
17	172	184	13	Stafford Amount Past Due 151-180 days delinquent	N	Includes Pennies
18	185	198	14	Stafford Original Loan Amount 151-180 delinquent	N	Includes Pennies
19	199	207	9	Stafford Borrowers count 181-210 days delinquent	N	
20	208	220	13	Stafford Amount Past Due 181-210 days delinquent	N	Includes Pennies
21	221	234	14	Stafford Original Loan Amount 181-210 days delinquent	N	Includes Pennies
22	235	243	9	Stafford Borrowers Count 211-240 days delinquent	N	
23	244	256	13	Stafford Amount Past Due 211-240 days delinquent	N	Includes Pennies
24	257	270	14	Stafford Original Loan Amount 211-240 days delinquent	N	Includes Pennies
25	271	279	9	Stafford Borrowers Count 241-270 days delinquent	N	
26	280	292	13	Stafford Amount Past Due 241-270 days delinquent	N	Includes Pennies
27	293	306	14	Stafford Original Loan Amount 241-270 days delinquent	N	Includes Pennies
28	307	315	9	Stafford borrowers Count 271-360 days delinquent	N	

Stafford Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
29	316	328	13	Stafford Amount Past Due 271-360 days delinquent	N	Includes Pennies
30	329	342	14	Stafford Original Loan Amount 271-360 days delinquent	N	Includes Pennies
31	343	351	9	Stafford Borrowers Count Monthly Total	N	
32	352	364	13	Stafford Borrowers Past Due Amount Monthly Total	N	Includes Pennies
33	365	378	14	Stafford Borrowers Original Loan Amount Monthly Total	N	Includes Pennies
34	379	387	9	Stafford Borrowers Count Defaulted this month	N	
35	388	400	13	Zeroes	N	
36	401	414	14	Zeroes	N	
37	415	423	9	Stafford Borrowers Count Defaulted Calendar YTD		
38	424	436	13	Zeroes	N	
39	437	450	14	Zeroes	N	
40	451	486	36	Filler	N	
		Total Bytes	486			

In-School Consolidation Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	CTTL = School In-School Total
3	11	18	8	As of Date	N	MMDDCCYY
4	19	27	9	In-School Borrowers count 31-60 days delinquent	N	
5	28	40	13	In-School Amount Past Due 31-60 days delinquent	N	Includes Pennies
6	41	54	14	In-School Original Loan Amount 31-60 days delinquent	N	Includes Pennies
7	55	63	9	In-School Borrowers count 61-90 days delinquent	N	
8	64	76	13	In-School Amount Past Due 61-90 days delinquent	N	Includes Pennies
9	77	90	14	In-School Original Loan	N	Includes Pennies

In-School Consolidation Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
				Amount 61-90 days delinquent		
10	91	99	9	In-School Borrowers count 91-120 days delinquent	N	
11	100	112	13	In-School Amount Past Due 91-120 days delinquent	N	Includes Pennies
12	113	126	14	In-School Original Loan Amount 91-120 days delinquent	N	Includes Pennies
13	127	135	9	In-School Borrowers count 121-150 days delinquent	N	
14	136	148	13	In-School Amount Past Due 121-150 days delinquent	N	Includes Pennies
15	149	162	14	In-School Original Loan Amount 121-150 days delinquent	N	Includes Pennies
16	163	171	9	In-School Borrowers Count 151-180 days delinquent	N	
17	172	184	13	In-School Amount Past Due 151-180 days delinquent	N	Includes Pennies
18	185	198	14	In-School Original Loan Amount 151-180 delinquent	N	Includes Pennies
19	199	207	9	In-School Borrowers count 181-210 days delinquent	N	
20	208	220	13	In-School Amount Past Due 181-210 days delinquent	N	Includes Pennies
21	221	234	14	In-School Original Loan Amount 181-210 days delinquent	N	Includes Pennies
22	235	243	9	In-School Borrowers Count 211-240 days delinquent	N	
23	244	256	13	In-School Amount Past Due 211-240 days delinquent	N	Includes Pennies
24	257	270	14	In-School Original Loan Amount 211-240 days delinquent	N	Includes Pennies
25	271	279	9	In-School Borrowers Count 241-270 days delinquent	N	
26	280	292	13	In-School Amount Past Due 241-270 days delinquent	N	Includes Pennies
27	293	306	14	In-School Original Loan Amount 241-270 days delinquent	N	Includes Pennies
28	307	315	9	In-School borrowers Count 271-360 days delinquent	N	

In-School Consolidation Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
29	316	328	13	In-School Amount Past Due 271-360 days delinquent	N	Includes Pennies
30	329	342	14	In-School Original Loan Amount 271-360 days delinquent	N	Includes Pennies
31	343	351	9	In-School Borrowers Count Monthly Total	N	
32	352	364	13	In-School Borrowers Past Due Amount Monthly Total	N	Includes Pennies
33	365	378	14	In-School Borrowers Original Loan Amount Monthly Total	N	Includes Pennies
34	379	387	9	In-School Borrowers Count Defaulted this month	N	
35	388	400	13	Zeroes	N	
36	401	414	14	Zeroes	N	
37	415	423	9	In-School Borrowers Count Defaulted Calendar YTD		
38	424	436	13	Zeroes	N	
39	437	450	14	Zeroes	N	
40	451	486	36	Filler	N	
		Total Bytes	486			

All Borrowers Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
1	1	6	6	Direct Loan School Code	A/N	Gnnnnn or Ennnnn
2	7	10	4	Record Type	A/N	ATTL=School All Borrowers Total
3	11	18	8	As of Date	N	MMDDCCYY
4	19	27	9	All Borrowers count 31-60 days delinquent	N	
5	28	40	13	All Borrowers Amount Past Due 31-60 days delinquent	N	Includes Pennies
6	41	54	14	All Borrowers Original Loan Amount 31-60 days delinquent	N	Includes Pennies
7	55	63	9	All Borrowers count 61-90 days delinquent	N	
8	64	76	13	All Borrowers Amount Past Due 61-90 days delinquent	N	Includes Pennies
9	77	90	14	All Borrowers Original Loan Amount 61-90 days delinquent	N	Includes Pennies

All Borrowers Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
10	91	99	9	All Borrowers count 91-120 days delinquent	N	
11	100	112	13	All Borrowers Amount Past Due 91-120 days delinquent	N	Includes Pennies
12	113	126	14	All Borrowers Original Loan Amount 91-120 days delinquent	N	Includes Pennies
13	127	135	9	All Borrowers count 121-150 days delinquent	N	
14	136	148	13	All Borrowers Amount Past Due 121-150 days delinquent	N	Includes Pennies
15	149	162	14	All Borrowers Original Loan Amount 121-150 days delinquent	N	Includes Pennies
16	163	171	9	All Borrowers Count 151-180 days delinquent	N	
17	172	184	13	All Borrowers Amount Past Due 151-180 days delinquent	N	Includes Pennies
18	185	198	14	All Borrowers Original Loan Amount 151-180 delinquent	N	Includes Pennies
19	199	207	9	All Borrowers count 181-210 days delinquent	N	
20	208	220	13	All Borrowers Amount Past Due 181-210 days delinquent	N	Includes Pennies
21	221	234	14	All Borrowers Original Loan Amount 181-210 days delinquent	N	Includes Pennies
22	235	243	9	All Borrowers Count 211-240 days delinquent	N	
23	244	256	13	All Borrowers Amount Past Due 211-240 days delinquent	N	Includes Pennies
24	257	270	14	All Borrowers Original Loan Amount 211-240 days delinquent	N	Includes Pennies
25	271	279	9	All Borrowers Count 241-270 days delinquent	N	
26	280	292	13	All Borrowers Amount Past Due 241-270 days delinquent	N	Includes Pennies
27	293	306	14	All Borrowers Original	N	Includes Pennies

All Borrowers Summary Record						
Field #	Start Position	End Position	Length	Field Name	Field Type	Valid Field Content
				Loan Amount 241-270 days delinquent		
28	307	315	9	All Borrowers Count 271-360 days delinquent	N	
29	316	328	13	All Borrowers Amount Past Due 271-360 days delinquent	N	Includes Pennies
30	329	342	14	All Borrowers Original Loan Amount 271-360 days delinquent	N	Includes Pennies
31	343	351	9	All Borrowers Count Monthly Total	N	
32	352	364	13	All Borrowers Past Due Amount Monthly Total	N	Includes Pennies
33	365	378	14	All Borrowers Original Loan Amount Monthly Total	N	Includes Pennies
34	379	387	9	All Borrowers Count Defaulted this month	N	
35	388	400	13	Zeroes	N	
36	401	414	14	Zeroes	N	
37	415	423	9	All Borrowers Count Defaulted Calendar YTD		
38	424	436	13	Zeroes	N	
39	437	450	14	Zeroes	N	
40	451	486	36	Filler	N	
		Total Bytes	486			