

Enclosure E

Helpful Hints for Type 2 Requests via the Title IV WAN

During the 1999-2000 RAD request process, EDE schools submitting Type 2 RAD requests made some common errors in submitting their requests. Here are the most common errors and how you can resolve them:

| CPS rejected RAD Request because the request file contained... | Review your request file to ensure... |
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| Lower case information | All alphabetical information in the file is in ALL CAPITAL LETTERS. |
| Incorrect order of the layout | The order of records in the file is: <ul style="list-style-type: none">- O*N05 (Title IV WAN network header),- CPS HEADER,- ADDRESS 1 (optional),- ADDRESS 2 (optional),- Type 2 Request Individual RAD records (student IDs),- CPS TRAILER, and- O*N95 (Title IV WAN network trailer). <p>NOTE: Schools transmitting their data with the EDconnect software do not need to add the Title IV WAN header and trailer records.</p> |
| Unnecessary data provided in CPS Header/Trailer | Positions 57 to109 in the Type 2 RAD Request Header and Trailer records are blank. |
| Lower case address information in Address 1 and 2 | All alphabetical information in the ADDRESS 1 and ADDRESS 2 records are ALL CAPITAL LETTERS. |
| Lower case student name IDs | All student name IDs are in CAPITAL LETTERS. |
| Blank lines between data lines | There are no blank lines between data records in the file. |
| Quotes around CPS HEADER | There are no quotes around CPS HEADER, which is located in positions 1 to12 in the Type 2 RAD Request Header record. |

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| CPS rejected RAD Request because the request file contained... | Review your request file to ensure... |
| CPSHEADER instead of CPS HEADER (one word instead of two words) | The phrase, CPS HEADER, is two words -- CPS followed by a space followed by HEADER -- in positions 1 to 12 in the Type 2 RAD Request Header Record. |
| CPS HEADER omitted | CPS HEADER is included in positions 1 to 12 of the Type 2 RAD Request Header record. |
| An incorrect value for the "Data Record Length" field | Positions 13 to 16 of the Type 2 RAD Request Header and Trailer records contains "0109", the correct record length of the data records. (The appropriate record length for 2000-2001 Received message trailer record is 109 bytes). |
| An incorrect value for the "Type of Data Transmitted" | The value "7" is in position 17 on the Type 2 RAD Request Header/Trailer records. The value for "Type of Data Transmitted" is "7" (for RAD request), not "R" (for Renewal FAFSAs). |
| An incorrect value for the "Award Year" field | Positions 53 to 56 of the CPS HEADER and CPS TRAILER records contain "0001". |
| ADDRESS1 instead of ADDRESS 1 (one word instead of two words) | The phrase, ADDRESS 1, is two words -- ADDRESS followed by a space followed by 1 -- in positions 1 to 12 in the Address 1 Record. |
| ADDRESS2 instead of ADDRESS 2 (one word instead of two words) | The phrase, ADDRESS 2, is two words -- ADDRESS followed by a space followed by 2 -- in positions 1 to 12 in the Address 2 Record. |
| ADDRESS 1 and ADDRESS 2 were incorrectly positioned | Both address records are positioned prior to the Type 2 RAD Request detail records. |
| ADDRESS 2 Omitted | The ADDRESS 2 record is included if an ADDRESS 1 record is in the Type 2 RAD Request file. |
| Quotes around CPS TRAILER | There are no quotation marks (") around CPS TRAILER, which is located in positions 1 to 12 in the Type 2 RAD Request Trailer record. |

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| CPSTRAILER instead of CPS TRAILER | <p>The phrase, CPS TRAILER, is two words -- CPS followed by a space followed by TRAILER – in positions 1 to 12 in the Type 2 RAD Request Header Record.</p> <p>Note: Put blank in position 12, as the phrase “CPS TRAILER” is only 11 characters.</p> |
| CPS TRAILER omitted | CPS TRAILER is included in positions 1 to12 of the Type 2 RAD Request Trailer record. |
| Missing network header/trailer – ONLY Schools using the mainframe version of EDconnect | The network header and trailer records (O*N05 and O*N95, respectively) are in the file in addition to the Type 2 RAD Request Header/Trailer records. |
| TG ID in network header doesn't match CPS HEADER | The TG identifier in the network header matches the TG identifier provided in positions 18 to 24 of the Type 2 RAD Request Header record. |
| Application or Correction data | You are not sending Electronic Application, Electronic Renewal Application, or Electronic Correction data in the RADD01IN message class. |
| Duplicate student identifiers | Each SSN and name ID provided in each student ID block of the detail line must be unique. Do not send the same student identifiers in all 5 student blocks in the record. |
| No detail RAD Type 2 records | Individual student RAD data requests are included within the Type 2 RAD Request file. Do not send an empty file. |
| Detail RAD Type 2 records were incorrectly positioned | The detail Type 2 records start in position 1 with the Destination ID. Do not start a Type 2 detail record with a blank. |
| Federal School Code was incorrectly positioned | Your Federal School Code is in positions 71 to 76 of the Type 2 RAD Request detail lines. |

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| Student identifier was incorrectly positioned | The student identifiers (SSN and first two letters of last name) are positioned correctly within the Type 2 RAD Request detail lines. All five student ID blocks per line do not need to be populated, but at least one student identifier per line must be provided. |
| Invalid Print Indicator | The Print Indicators for RAD Request files is set to either 'Y' (Yes, CPS print bulk Renewal FAFSAs) or blank (No, CPS won't print bulk Renewal FAFSAs) in position 79 of the Type 2 RAD Request detail lines. |
| Resubmission of RAD Error File sent by CPS to the school | The EREP file (the RAD Request Error file sent to your school by CPS) is not returned to CPS for the second RAD request file. |

New for 2000-2001

In the Type 2 RAD Request Detail record layout:

- Position 79 (Print Indicator) and position 80 (PIN Mailer Indicator) can not both equal "Y". You can request one of these options, but not both, for the students requested in the detail lines of the file. You should submit two separate RAD request files if you want to receive paper Renewal FAFSAs for some students and want PIN mailers sent to other students.
- After October 29, 1999, position 78 (Electronic File Indicator) must equal "Y" and both position 79 (Print Indicator) and position 80 (PIN Mailer Indicator) must equal blank. Receiving an electronic RAD file is the only valid option after this date.