

**The section behind Tab 1 contains:**

**Tab 1**

A **letter** on the school's letterhead with—

- ◆ the school's OPE ID number;
- ◆ a statement indicating that the school is submitting new data allegations;
- ◆ a reference to the applicable cohort default rate (in this case FY 1998);
- ◆ the signature of the school's President/CEO/Owner, followed by a signature block providing the signer's name and job title;

AND

- ◆ a notation that a copy of the letter and spreadsheet will be sent to the Department's Default Management Division at the address shown on page 128.



Schools only need to send a copy of the letter and spreadsheet to the Department's Default Management Division. It is not necessary to send copies of the loan record detail report or supporting documentation to the Department's Default Management Division at this time.

Schools should refer to the sample New Data Allegations LETTER, on page 134.

**The section behind Tab 2 contains:**

**Tab 2**

A **spreadsheet** of all of the school's new data allegations.

Schools should refer to the sample New Data Allegations SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 133 and 132, respectively, to assist in creating the list.

**The section behind Tab 3 contains:**

**Tab 3**

Copies of the relevant pages of the draft and official **loan record detail reports**.

Schools should refer to page 119 for information on which pages are considered the relevant pages of the draft and official loan record detail report(s) and the sample LOAN RECORD DETAIL REPORT on page 131.

**The section behind Tab 4 contains:**

**Tab 4**

Copies of the **supporting documentation** to support the school's list of new data allegations.

Schools should refer to pages 119 and 120 for information on what is considered relevant supporting documentation and the sample SUPPORTING DOCUMENTATION on page 135.