

**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 a new data adjustment;
- ◆ a reference to the applicable cohort default rate (in this case FY 1998);
- ◆ a list of the other adjustments/appeals the school intends to submit to the Department;
- ◆ 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 relevant guaranty agency/Direct Loan servicer.



Schools only need to send a copy of the letter and spreadsheet of the new data adjustment to the **relevant** guaranty agency/Direct Loan servicer.

Schools should refer to the Sample New Data Adjustment LETTER on page 140.

**The section behind Tab 2 contains:**

**Tab 2**

A SPREADSHEET of ALL of the school's new data allegations for which the guaranty agency(ies)/Direct Loan servicer indicated a change is warranted.

Schools should refer to the Sample New Data Adjustment SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 139 and 138, respectively, to assist in creating the list.

**The section behind Tab 3 contains:**

**Tab 3**

Copies of the guaranty agency/Direct Loan servicer's New Data Adjustment RESPONSES confirming that a change is warranted to the new data.

Schools should refer to pages 137 for a Sample New Data Allegation RESPONSE.