

# Uncorrected Data Adjustment

This section is divided into two parts. The first part (pages 83 through 93) provides background information on the uncorrected data adjustment process, formerly referred to as a request for adjustment, and outlines the process and procedures for submitting an uncorrected data adjustment. The second part (pages 94 through 100) provides an example of a situation that would warrant the submission of an uncorrected data adjustment and sample material as it would pertain to an uncorrected data adjustment.

To understand the uncorrected data adjustment process, the U.S. Department of Education (Department) recommends that the reader review both parts of this section.

## PART I: Background, Process, and Procedures

### QUALIFYING

#### What is an uncorrected data adjustment?

An uncorrected data adjustment, **formerly referred to as a request for adjustment**, is a request submitted to the Department that ensures a school's official cohort default rate calculation reflects changes that were **correctly** agreed to as a result of a school's draft data challenge.

#### Which schools are eligible to submit an uncorrected data adjustment?

**Any** postsecondary school that receives an official cohort default rate may request that the Department adjust its official cohort default rate. This includes a school whose official cohort default rate is below 25.0 percent.

**Q.** If a school receives an official cohort default rate but has officially withdrawn from the FFEL Program and/or Direct Loan Program, should the school review the cohort default rate data?

**A.** Yes, it is important to review the accuracy of the cohort default rate data, and if eligible, challenge the inaccuracies because a school may not be given another chance to correct these errors and the school may be subject to certain consequences as a result of its official cohort default rates even if the school is no longer participating in the FFEL Program and/or Direct Loan Program.

## Why should a school submit an uncorrected data adjustment?

A school should submit an uncorrected data adjustment if:

- it timely submitted a challenge of its draft cohort default rate data;  
  
AND
- the entity reviewing the draft data challenge correctly agreed to make changes to the cohort default rate data;  
  
AND
- the agreed upon changes are not reflected in the school's official loan record detail report.

## For which cohort default rates may a school submit an uncorrected data adjustment?

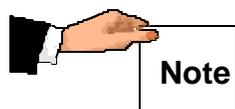
A school can only request an adjustment of the most recent (in this case FY 1998) official cohort default rate data as part of an uncorrected data adjustment. Schools that have 29 or fewer borrowers entering repayment are also limited to submitting an uncorrected data adjustment for only the current year's official data.

## Is an uncorrected data adjustment the same as a new data adjustment or an erroneous data appeal?

No, an uncorrected data adjustment is not the same as a new data adjustment or an erroneous data appeal.

- An **uncorrected data adjustment** addresses changes to data that were correctly agreed to during the draft data challenge process, but were not made. Any school, regardless of its cohort default rate, may submit an uncorrected data adjustment PROVIDED that the adjustment is timely submitted and the guaranty agency/Direct Loan servicer correctly agreed to change the data during the draft data challenge process.

- A **new data adjustment** addresses data that were correctly reported in the draft loan record detail report BUT were incorrectly reported in the official loan record detail report (i.e., new data). Any school, regardless of its cohort default rate, may submit a new data adjustment PROVIDED that the adjustment is timely submitted and the guaranty agency/Direct Loan servicer agreed to change the data after the release of the official cohort default rates.
- An **erroneous data appeal** addresses data that was challenged during the draft data challenge process but was not resolved during the draft data challenge process and/or new data that appears in the school's official cohort default rate. An erroneous data appeal may only be submitted by a school that is subject to sanctions as a result of the school's official cohort default rates. When submitting an erroneous data appeal the guaranty agency/Direct Loan servicer does not need to agree that a change to the data is warranted.



A school may be eligible to submit an uncorrected data adjustment, a new data adjustment, and/or an erroneous data appeal. If a school is submitting one or more of the adjustments/appeals, it is important to note that each appeal has different eligibility, deadline, and documentation requirements.

For more information on new data adjustments and/or erroneous data appeals, please refer to the “New Data Adjustment” section and/or “Erroneous Data Appeal” section beginning on pages 101 and 141, respectively.

## What if a school does not submit an uncorrected data adjustment?

If a school does not submit an uncorrected data adjustment after the release of the official cohort default rates, the school may not have the opportunity to challenge the data at a later time.

**Q.** What is new data?

**A.** New data occurs when the loan data reported to NSLDS is changed during the calculation of the draft and official cohort default rates. New data can be identified by comparing the draft and official loan record detail reports for the same year and determining if any loan data is newly included, excluded, or changed in any manner.

Please refer to the "New Data Adjustment" section and/or "Erroneous Data Appeal" section beginning on pages 101 and 141 respectively for information on how to challenge the accuracy of new data.

## **What role does a guaranty agency/Direct Loan servicer have in an uncorrected data adjustment?**

A guaranty agency/Direct Loan servicer is not directly involved in a school's uncorrected data adjustment. After the release of the official cohort default rates, a school's uncorrected data adjustment is submitted directly to the Department's Default Management Division. The Department adjusts the school's cohort default rate according to the correctly agreed upon changes noted by the guaranty agency/Direct Loan servicer during the draft data challenge process. The uncorrected data adjustment is NOT based on information received from a guaranty agency/Direct Loan servicer **after** the release of the official cohort default rates.

## **What role does the Department have in a school's uncorrected data adjustment?**

The Department is responsible for reviewing a school's uncorrected data adjustment submitted after the release of the official cohort default rates. In reviewing the adjustment –

- If the Department determines that a guaranty agency/Direct Loan servicer correctly agreed to make a change to a school's cohort default rate data during the draft data challenge process, but failed to make the change, the Department will recalculate the school's cohort default rate based on the correct data and notify the school of the revised cohort default rate.  
  
Please refer to page 33 of the "Cohort Default Rate Calculation" section for information on adding and subtracting loans to and from the cohort default rate calculation.
- If the school was previously notified that it was subject to sanctions due to its cohort default rates and the Department determines that the school's revised cohort default rate is below the applicable sanction threshold(s), the Department will withdraw the notice that the school is subject to the loss of eligibility to participate in any Title IV Student Financial Assistance Programs due to the school's cohort default rates.

- If the school is subject to initial or extended loss of eligibility to participate in the FFEL Program, Direct Loan Program, and/or Federal Pell Grant Program, and the Department determines that the school's revised cohort default rate(s) is NOT below 25.0 percent and the school does not have any other cohort default rate adjustments/appeals pending before the Department, the Department will notify the school of the effective date of its loss of eligibility to participate in the FFEL Program, Direct Loan Program, and/or Federal Pell Grant Program and any liabilities that the school may have incurred during the adjustment/appeal process.

**Note**

If a school is subject to initial loss of eligibility to participate in the FFEL Program and/or Direct Loan Program, and the school's adjustment/appeal of that loss is unsuccessful, the school will be liable for certain costs associated with FFEL Program loans certified and delivered and Direct Loan Program loans originated and disbursed by the school. A school's period of liability with regard to these costs begins 30 calendar days after the school receives notice that it is subject to initial loss of eligibility to participate in the FFEL Program and/or Direct Loan Program. The period of liability ends upon the earlier of the withdrawal of the school's adjustment/appeal, the resolution of the school's adjustment/appeal, or the 45<sup>th</sup> calendar day after the date the school submitted its completed adjustment/appeal to the Secretary for review.<sup>1</sup>

- If the school is subject to possible limitation, suspension, and/or termination (LS&T) due to its official cohort default rate and the school's revised cohort default rate is not below 40.1 percent, and the school does not have any other cohort default rate adjustment/appeals pending before the Department, the school will be referred to the Department's Administrative Actions and Appeals Division for possible LS&T of all Title IV Student Financial Assistance Programs.

<sup>1</sup> HEA Section 435(a)(2)(A) and 34 CFR Section 668.17(b)(6)(ii)

Please refer to page 37 of the " Cohort Default Rate Effects" section for more information on the effects of sanctions associated with official cohort default rates.

## **What if a school's uncorrected data adjustment is sent to the wrong entity or address?**

If a school submits an uncorrected data adjustment to the wrong entity or address, the uncorrected data adjustment may NOT be reviewed and the school could miss the deadline for submitting the uncorrected data adjustment.

An uncorrected data adjustment should be submitted to Department's Default Management Division at the address found on page 93.

## **How can an uncorrected data adjustment affect a school's cohort default rate?**

If, as a result of an uncorrected data adjustment, the Department determines that a school's official cohort default rate is incorrect, the Department will recalculate the official cohort default rate using the corrected data. This may **lower, raise, or not affect** any of a school's three most recent official cohort default rates.

Please refer to page 33 of the "Cohort Default Rate Calculation" section for information on adding and subtracting loans to and from the cohort default rate calculation.



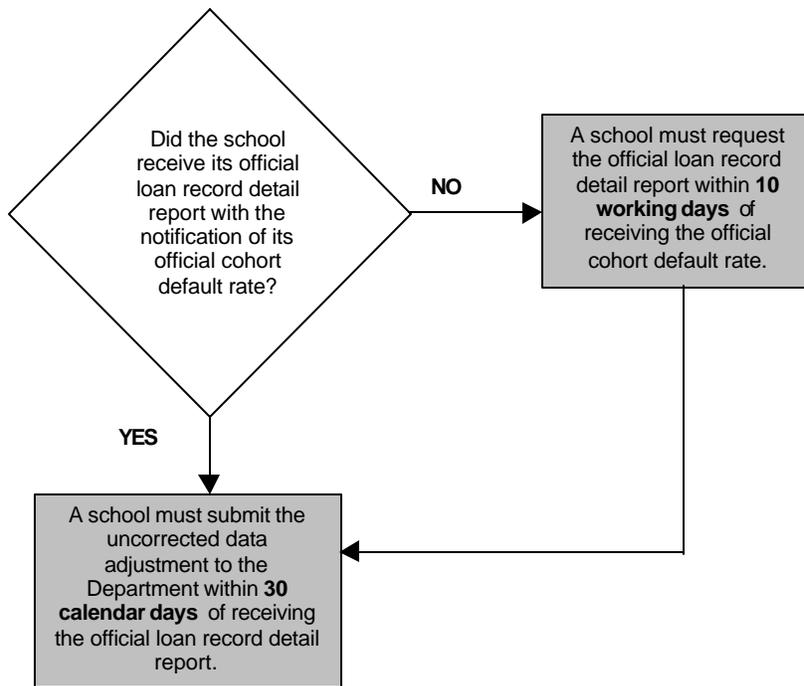
### **Note**

Even though the Department may alter a school's official cohort default rate calculation(s), subsequent copies of the school's official loan record detail report(s) will not reflect the change. Therefore, it is important to keep a copy of the Department's final determination letter as the official record of the school's cohort default rate(s).

# TIMING AND SUBMITTING

## What are the time frames and procedures for submitting an uncorrected data adjustment?

**Timing is critical** for a school when submitting an uncorrected data adjustment. An overview of the time frames associated with the uncorrected data adjustment process is shown below.



Box = Time frames for schools  
 Diamond = Question

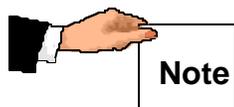
The following pages provide a step-by step description of the time frames and procedures associated with an uncorrected data adjustment.



**Time frames may overlap. Read ALL steps.**

**Step 1:** Within **10 working days** of receiving its official cohort default rate notification letter, if the school did **not** receive a copy of its official loan record detail report with its official cohort default rate notification letter and the school believes it may need to submit an uncorrected data adjustment, it must request its official loan record detail report.

Please refer to page 69 of the "Electronic Loan Record Detail Report" section for instructions on requesting a copy of the loan record detail report.

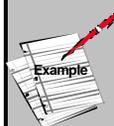


**Note** All schools with an FY 1998 official cohort default rate of 10.0 percent or greater will receive an FY 1998 official hardcopy loan record detail report with their FY 1998 official cohort default rate notification letter. If a school receives a hardcopy official loan record detail report and it subsequently requests an electronic loan record detail report, the time frames to submit the uncorrected data adjustment are based on the school's receipt of the hardcopy official loan record detail report.

**Step 2:** Within **30 calendar days** of receipt of the official loan record detail report, a school must:

- compare the response(s) it received to its draft data challenge(s) with its official loan record detail report;
- AND
- ensure that the changes correctly agreed to by the guaranty agency/Direct Loan servicer during the draft data challenge process were made.

**Step 3:** Within **the time frame described in Step 2** (i.e., within 30 calendar days of receipt of the official loan record detail report), a school must compile a list of loans that the guaranty agency/Direct Loan servicer correctly agreed to change as a result of its draft data challenge but the changes did not appear in the school's official loan record detail report.



**Please refer to page 95 for an example of a situation that would warrant the submission of an uncorrected data adjustment.**

A school should refer to the Sample Uncorrected Data Adjustment SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 99 and 98, respectively, to assist in developing the list.

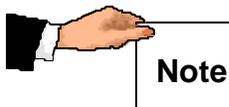
**Step 4:** Within **the time frame described in Step 2** (i.e., within 30 calendar days of receipt of the school's official loan record detail report), submit the following to the Department using the address on page 93:

- a letter requesting an adjustment;

A school should refer to the Sample Uncorrected Data Adjustment LETTER on page 100 to develop the letter;

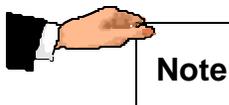
- the Sample Uncorrected Data Adjustment SPREADSHEET as described in Step 3;

- copies of the relevant guaranty agency/Direct Loan servicer DRAFT DATA CHALLENGE RESPONSES that support the school's contention that the changes were correctly agreed to during the draft data challenge process.



**Note** If a school fails to timely submit its uncorrected data adjustment to the Department's Default Management Division, the Department will not review the adjustment and will return all adjustment-related material to the school.

**Step 5:** Within **the time frame described in Step 2** (i.e., within 30 calendar days of receipt of the school's official loan record detail report), send the relevant guaranty agency/Direct Loan servicer a copy of the uncorrected data adjustment cover letter and spreadsheet submitted to the Department.



**Note** A school does NOT need to send copies of the guaranty agency/Direct Loan servicer draft data challenge responses to the guaranty agency/Direct Loan servicer.

The following page provides an overview of the MATERIAL that should be included in a school's uncorrected data adjustment.

Please refer to page 99 for a sample list.

Due date for submitting the adjustment to the Department.

Please refer to page 100 for a sample cover letter.

Please refer to page 97 for a sample guaranty agency/Direct Loan servicer draft data challenge response.

Within the time frames described in Step 2 on page 90, the following **MATERIAL**, to support an uncorrected data adjustment, should be sent to the Department's Default Management Division at the address shown on page 93.

**Q.** May a school submit its uncorrected data adjustment with its new data adjustment, erroneous data appeal and/or improper loan servicing and collection appeal?  
**A.** No. A school's uncorrected data adjustment must be submitted separately and **within 30 calendar days** of receiving its official loan record detail report.

**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 an uncorrected data adjustment;
- ◆ 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 cover letter and spreadsheet is being sent to the relevant guaranty agency and/or Direct Loan servicer.

Schools should refer to the Sample Uncorrected Data Adjustment LETTER on page 100.

**The section behind Tab 2 contains:** **Tab 2**

A SPREADSHEET listing all of the loans that qualify for an uncorrected data adjustment.

 If a borrower has multiple loans, each loan to be adjusted must be listed separately on the spreadsheet.

Schools should refer to the Sample Uncorrected Data Adjustment SPREADSHEET and SPREADSHEET INSTRUCTIONS on pages 99 and 98, respectively, to assist in developing the list.

**The section behind Tab 3 contains:** **Tab 3**

A copy of the DRAFT DATA CHALLENGE RESPONSES and applicable attachments from the relevant guaranty agency and/or Direct Loan servicer indicating that a data change was correctly agreed to as a result of a school's draft data challenge.

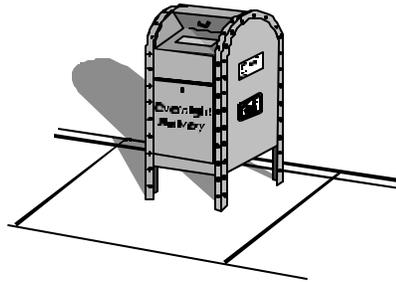
Schools should refer to page 97 for a Sample Draft Data Challenge Response.

 Schools do NOT need to submit supporting documentation or a copy of its loan record detail report as a part of its uncorrected data adjustment.

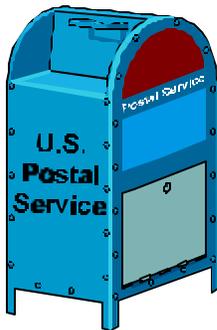
 **Note** The Department will review only the information submitted with the uncorrected data adjustment and will not consider information submitted after the applicable deadline. The Department will send the school and each involved entity written notification of its decision. **The Department's decision is final and no further administrative review is provided.**

**If sent by commercial overnight mail/courier delivery, send the school's uncorrected data adjustment to:**

U.S. Department of Education  
Default Management Division  
ATTN: Uncorrected Data Adjustment  
Portals Building, Room 6300  
1250 Maryland Avenue, SW  
Washington, DC 20024



**If sent by U.S. Postal Service, send the school's uncorrected data adjustment to:**



U.S. Department of Education  
Default Management Division  
ATTN: Uncorrected Data Adjustment  
Portals Building, Room 6300  
400 Maryland Avenue, SW  
Washington, DC 20202-5353



**Note**

The Department will not accept any appeal correspondence by facsimile (fax) or e-mail.

The Department recommends that a school submit its uncorrected data adjustment return receipt requested or via commercial overnight mail/courier delivery. This will be useful to the school if it is asked to authenticate the timeliness of its adjustment. A school should maintain the documentation, which verifies the receipt of the adjustment related material. In addition, the Department recommends that a school retain copies of all adjustment-related documents provided to the Department and other entities.

# **PART II: Examples and Sample Material**

Part II of the Uncorrected Data Adjustment section outlines a situation where a school would benefit from submitting an uncorrected data adjustment. This part also provides sample material that should be referenced by a school when compiling the material that must be submitted by a school during the uncorrected data adjustment process.

## **CONTENT REFERENCE FOR PART II**

EXAMPLE of a situation that warrants the submission of an Uncorrected Data Adjustment.....	95
Sample LOAN RECORD DETAIL REPORTS .....	96
Sample Draft Data Challenge Response.....	97
Uncorrected Data Adjustment SPREADSHEET INSTRUCTIONS.....	98
Sample Uncorrected Data Adjustment SPREADSHEET.....	99
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**EXAMPLE** of a situation that warrants the submission of an  
Uncorrected Data Adjustment

Art School received notification of its FY 1998 official cohort default rate on September 27, 2000. The school's notification included a hardcopy of its FY 1998 official cohort default rate loan record detail report.

**Within 30 calendar days** of receiving its FY 1998 official loan record detail report, the school:

- compared its FY 1998 official loan record detail report with the responses it received to its FY 1998 draft data challenges (please refer to the Sample LOAN RECORD DETAIL REPORTS on page 96 and the Sample DRAFT DATA CHALLENGE RESPONSE on page 97) and determined that one of the changes that State Guaranty Agency correctly agreed to during the draft data challenge process was not reflected in its FY 1998 official loan record detail report;

According to State Guaranty Agency's FY 1998 draft data challenge response dated April 23, 2000, State Guaranty Agency correctly agreed to remove Chris Smith from both the numerator and denominator of the FY 1998 cohort default rate. However, upon reviewing the FY 1998 official loan record detail report, Chris Smith was still counted in both the numerator and denominator of the FY 1998 cohort default rate.

- prepared a SPREADSHEET that identified Chris Smith's loan as uncorrected data (please refer to the Sample SPREADSHEET on page 99);
- prepared a COVER LETTER to the Department's Default Management Division requesting an uncorrected data adjustment (please refer the Sample LETTER on page 100);

AND

- made a copy of the FY 1998 DRAFT DATA CHALLENGE RESPONSE from State Guaranty Agency dated April 23, 2000, indicating that State Guaranty Agency agreed to remove Chris Smith from the FY 1998 cohort default rate (please refer to the Sample DRAFT DATA CHALLENGE RESPONSE on page 97).

On October 4, 2000, Art School mailed the MATERIAL associated with its uncorrected data adjustment return receipt requested to the Department's Default Management Division at the address found on page 93. In addition, Art School sent a copy of the COVER LETTER and SPREADSHEET associated with its uncorrected data adjustment to State Guaranty Agency.

### SAMPLE LOAN RECORD DETAIL REPORTS

RATE CALCULATION DATE: 12/18/1999  
PAGE NO: 1

U.S. DEPARTMENT OF EDUCATION  
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

#### 1998 DRAFT LOAN RECORD DETAIL REPORT (SCHOOL)

COHORT YEAR: CLARE STONE  
Name: ART SCHOOL  
City: LEONARDTOWN  
Country: USA

Address: 1212 WEDGEWOOD LANE  
State: WI  
Postal Code: 12345-6789  
Program Type: FFEL/DL  
Original School: Academic

Organization ID Number: 00002000

Years: 1  
Begin Date: End Date  
Level: Level

First/M.I.: D.O.B.

SSN	Last name	STUDENT	Loan - Claim Rsn/	DEFAUL	NegAm Date	Repay Date	Amount	Guarantor/	Guaranty	Enrollment Stat/	Usage
Originating	Current	Type	Stat	Code				Service	Loan/Date	Code	Date

0100-00-0000	LEE		D1	DU	IX	02/20/1999	\$ 3,000	MISSY	10/21/1951	00002000	08/25/1996	05/11/1997	2	DB
0101	555								0101	09/30/1996	G	12/15/1998	B	DB
0333-33-3333	SMITH		SF	DU	DF	09/05/1999	\$ 2,625	CHRIS	10/21/1977	00002000	08/25/1997	05/11/1998	1	FB
8000040000	8000040000								111	08/25/1997	W	01/01/2000	B	FB
0444-44-4444	MAY		SF	RP		00/00/0000	\$ 2,625	ELIZABETH	08/12/1969	00002000	02/13/1996	09/11/1997	1	FD
8000040000	8000040000								111	02/24/1996	F	12/01/1999	D	FD

RATE CALCULATION DATE: 08/12/2000  
PAGE NO: 1

U.S. DEPARTMENT OF EDUCATION  
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

#### 1998 OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)

COHORT YEAR: CLARE STONE  
Name: ART SCHOOL  
City: LEONARDTOWN  
Country: USA

Address: 1212 WEDGEWOOD LANE  
State: WI  
Postal Code: 12345-6789  
Program Type: FFEL/DL  
Original School: Academic

Organization ID Number: 00002000

Years: 1  
Begin Date: End Date  
Level: Level

First/M.I.: D.O.B.

SSN	Last name	STUDENT	Loan - Claim Rsn/	DEFAUL	NegAm Date	Repay Date	Amount	Guarantor/	Guaranty	Enrollment Stat/	Usage
Originating	Current	Type	Stat	Code				Service	Loan/Date	Code	Date

0222-22-2222	BURLESON		D1	DU	IX	09/20/1999	\$ 3,000	VICKIE	06/12/1975	00002000	08/25/1997	05/11/1998	2	DB
0101	555								0101	09/30/1997	G	12/15/1999	B	DB
0333-33-3333	SMITH		SF	DU	DF	09/05/1999	\$ 2,625	CHRIS	10/21/1977	00002000	08/25/1997	05/11/1998	1	FB
8000040000	8000040000								111	08/25/1997	W	01/01/2000	B	FB

## Sample Draft Data Challenge **RESPONSE**



### State Guaranty Agency

1234 Trueman Road  
 Lusby, North Carolina 98765-4321  
 (111) 222-3333

April 23, 2000

Claire Stone  
 President  
 Art School  
 1212 Wedgewood Lane  
 Leonardtown, Wisconsin 12345-6789

OPE ID#: 000020

**Sample Letter**

**Subject: FY 1998 Draft Data Challenge Response**

Dear Ms. Stone:

This is State Guaranty Agency's response to Art School's, **OPE ID#** 000020, FY 1998 draft data challenge received on March 1, 2000.

Please see the enclosed spreadsheet.

Sincerely,

*Bob Bowen*

Bob Bowen, Compliance Officer

Enclosure

cc: U.S. Department of Education, Default Management Division

State Guaranty Agency  
 Art School  
 OPE ID:# 000020  
 Number of allegations: 1

### FY 1998 Draft Data Challenge Response

Note: This is a sample spreadsheet. See instructions on page \_\_\_.

1. Borrower's SSN	2. Borrower's Name	3. Type and number of loans <small>(Use codes provided in instructions on page ___)</small>	4. Earlier of LTH or LDA <small>(MM/DD/CCYY)</small>	5. Date entered repayment <small>(DER) (MM/DD/CCYY)</small>	6. CPD, DD, ICRD, or N/A <small>(MM/DD/CCYY or leave blank)</small>	7. FY(s) appl.	8. Effect on CDR calc.	9. Comments
333-33-3333	Chris Smith	1 SF	11/12/1996	05/13/1997	09/05/1999	FY 1998 FY 1997	-B +D	<b>Agree.</b> Our records indicate that the school timely submitted the information on David's change in enrollment.

04/23/2000

Page 1 of 1

## Uncorrected Data Adjustment **SPREADSHEET INSTRUCTIONS**

Record all loans for which the school is requesting an adjustment using a spreadsheet software application such as Excel or Lotus 1-2-3.

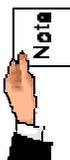
The spreadsheet should be on 8 1/2" x 11" paper in a landscape (horizontal) layout. A sample spreadsheet follows these instructions.

**Header:** Enter **FY 1998 Uncorrected Data Adjustment** in the center of the header area. In the left-hand area, enter the school's name, the school's OPE ID number and the number of borrowers and loans associated with the school's request.

**Footer:** Enter the date the adjustment was prepared in the left side of the footer area. Set up automatic pagination in the right side of the footer area so that the specific page number and the total number of pages show on each page, for example: page 1 of 10 pages.

**Sort:** The borrowers listed on the spreadsheet should be sorted by:

1. Guarantor/servicer code associated with the entity responsible for the loan;
2. Borrowers' Social Security number.



**Note**

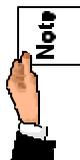
Only the allegations listed on the school's spreadsheet will be reviewed.

On Row 1, enter exactly the same column names in exactly the same order as listed on the sample spreadsheet. Ensure that column names appear at the top of each page.

On Row 2 and below, include the following data for each loan for which the school is requesting an adjustment:

**Column 1:**

Enter the borrower's Social Security number (SSN) using hyphens to separate the numbers (for example, 000-00-0000)



**Note**

If a borrower has multiple loans, each loan for which the school is requesting an adjustment must be listed on the spreadsheet.

**Column 2:**

Enter the borrower's name.

**Column 3:**

Enter the number of loans and loan type. Use the following codes to identify the type of loan.

Loan Type Codes	
Code	Description
D1	Direct Loan Subsidized Stafford Loan
D2	Direct Loan Unsubsidized Stafford Loan
SF	FFEL Subsidized Stafford Loan
SL	Supplemental Loans for Student Loan
SU	FFEL Unsubsidized Stafford Loan

**Column 4:**

Enter MM/DD/CCYY (month, day and year) to identify the date the data error was acknowledged by the guaranty agency/Direct Loan servicer. [This date must be associated with a response to the school's draft data challenge.]

**Column 5:**

Enter the guarantor/servicer code of the entity that agreed to make a change to the cohort default rate data but failed to do so. [The guarantor/servicer codes can be found in "Appendix A."]

## Sample Uncorrected Data Adjustment **SPREADSHEET**

Art School  
 OPE ID#: 000020  
 Number of borrowers: 1  
 Number of loans: 1

### FY 1998 Uncorrected Data Adjustment

Note: This is a sample spreadsheet.  
 (See instructions on page 98.)

1. Borrower's SSN	2. Borrower's Name	3. Number and type of loan(s) <small>(Use codes provided in instructions)</small>	4. Date error was acknowledged by the guaranty agency/Direct Loan servicer in its draft data challenge response	5. Code for the entity that acknowledged error  <small>(See "Appendix A" for codes)</small>
333-33-3333	Chris Smith	1 SF	04/23/2000	111

10/04/2000

Send to U.S. Department of Education's  
 Default Management Division at the address listed on page 93.

Page 1 of 1

## Sample Uncorrected Data Adjustment **LETTER**



### **Art School**

1212 Wedgewood Lane  
Leonardtown, Wisconsin 12345-6789  
(123) 456-7890

October 4, 2000

**Sample Letter**

U.S. Department of Education  
Default Management Division  
ATTN: Uncorrected Data Adjustment  
Portals Building, Room 6300  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5353

**OPE ID#: 000020**

**Subject: FY 1998 Uncorrected Data Adjustment**

Dear Default Management Division:

Art School, **OPE ID# 000020**, is submitting an FY 1998 uncorrected data adjustment.

Please see the enclosed spreadsheet and a copy of the draft data challenge response from the State Guaranty Agency agreeing that a change is warranted.

Art School also intends to submit a new data adjustment.

Thank you for your consideration.

Sincerely,

Claire Stone

Claire Stone, President

Enclosures

cc: State Guaranty Agency