



Technical Update GA-2007-03

June 18, 2007

Enrollment Data Management for Closed, Merged, and Ineligible Schools

This information is intended for the person in your organization who is responsible for working with NSLDS. If that person is not you, please forward this update to the appropriate person.

Introduction:

This Technical Update provides information on changes regarding participation in the enrollment reporting process for schools that close, merge or become ineligible to participate in Title IV aid.

Enrollment Data Management for Closed, Merged, and Ineligible Schools

NSLDS has enhanced the system to manage the enrollment information at schools that have been reported through the PEPS system as closed, merged or ineligible to participate in Title IV programs. Within the Enrollment Reporting Process, schools that close or merge must report a final Enrollment Reporting Roster to NSLDS. No student should remain in an active enrollment status. However, there are numerous records on NSLDS that have not been updated and no party remains at the school with the capability to do so. NSLDS has developed and implemented an automated process that will report a withdrawal status for students at schools that are no longer participating in the enrollment reporting process.

Using an ED-approved time frame following the receipt of a change from PEPS, NSLDS will run an update process weekly. For students still on a school's roster, the enrollment status will be updated to an enrollment status of "W" (withdrawn). The process will be run based on when the school closed, merged (change of affiliation), or became ineligible:

- For a closed school, the update process will occur 30 days after the close date or the report date from PEPS, whichever is later. The enrollment record will use the date the school closed (as reported by PEPS) as the enrollment status effective date.
- For a merged school, the update process will occur 15 weeks after the change of affiliation date or the report date from PEPS, whichever is later. The enrollment record

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will use the merged date (as reported by PEPS) as the enrollment status effective date. NSLDS will add the students to the new school roster with the last reported enrollment status, effective date, and anticipated completion date from the old school. The new school can then begin reporting on those students

- For an ineligible school’s main campus, the update process will occur 15 weeks after the Action Date or the report date from PEPS, whichever is later. The enrollment status effective date will be the NSLDS processing date, not the ineligibility date reported by PEPS. NSLDS will not evaluate ineligibility for a school location. NSLDS repeats the action taken on the main campus and applies that action to each school location.
- For an ineligible foreign school, the Foreign School Team makes arrangements with the school. NSLDS will withdraw all students from an ineligible foreign school’s roster 24 months from the Action Date or the report date from PEPS, whichever is later.

Guaranty Agencies will receive these enrollment updates in their regular weekly enrollment notification file. The format will be the same as all other records in the file and not distinguishable as having occurred from this process.

The certification method will display on the web Enrollment Summary page as “ED Authorized.” See figure below.

Menu Aid Enroll Org Reports Tran

Enrollment Summary Enrollment Aid Enrollment History Enrollment Reporting Schedule

SSN: [] First Name: [] DOB: [] (MM/DD/YYYY) Retrieve

Logged on as: TOM BURT from ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY

EN DON R LOYA
 SSN: 181 88 1029 DOB: 06/26/1976

Enrollment Summary

Enrollment Detail Enrollment Timeline Enrollment Maintenance

School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
ALABAMA AGRICULTURAL & MECHANICAL UNIVERSITY	00100200	Withdrawn	11/15/2001	11/15/2001	02/13/2005	ED Authorized

PRIVACY NOTICE: BVA (AS AMENDED)

If you have any questions, please contact the NSLDS Customer Service Center at (800) 999-8219 or e-mail NSLDS@pearson.com.