

# **National Student Loan Data System**

## **Enrollment Reporting Guide**

**February 2008**  
**Final Copy, July 8, 2008**

## **Executive Summary**

The National Student Loan Data System (NSLDS) Enrollment Reporting Guide includes a table of contents, three chapters, and an appendix. Each of the chapters and the appendix are described below. This guide assumes reader familiarity with basic computer terminology and concepts.

- **Chapter 1: Compliance, Guidelines, and Administrative Functions**—Presents an overview of Enrollment Reporting: compliance rules, reporting guidelines, and administrative functions and responsibilities.
  - **Chapter 2: NSLDS Enrollment Reporting Processing**—Describes the batch reporting process: receiving Enrollment Reporting roster files, matching/updating/returning student records, and completing error files.
  - **Chapter 3: Enrollment Reporting Online: The NSLDS Web Site**—Provides step-by-step instructions for using the Web site, including how to log on, navigate the site, report and update student enrollment, and create and modify reporting schedules.
  - **Appendix A: Enrollment Reporting Roster File Record Layouts**—Provides the record layouts for Enrollment Reporting roster files and error files, as well as error codes and explanations.
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## Chapter 1: Compliance, Guidelines, and Administrative Functions

### 1.1 Basic Concept of Enrollment Reporting

Since the passage of the Higher Education Act of 1965, as amended, schools have been required to confirm and report the enrollment status of students who receive Federal student loans—Federal Family Education Loans (FFELs) and Federal Direct Loans. This process is called Enrollment Reporting [formerly the Student Status Confirmation Report (SSCR)].

- Schools report the enrollment status of students who received Title IV loans to the NSLDS.
- This enrollment information is updated in the NSLDS database and reported to guarantors, lenders, and servicers of student loans.

A student's enrollment status determines eligibility for in-school status, deferment, grace periods, and repayments, as well as the Government's payment of interest subsidies. Enrollment Reporting is critical for effective administration of the Title IV student loan programs.

In 1996, the U.S. Department of Education (ED) began using NSLDS to track the enrollment of all student loan borrowers. ED has incorporated Enrollment Reporting into NSLDS to centralize and automate fully the enrollment verification system. The Enrollment Reporting process benefits the entire student loan community: students, schools, Guaranty Agencies (GAs), the Direct Loan Servicer, loan holders, and ED.

Students reported to NSLDS as having Title IV loans are added to the roster of the school that has certified the loans. Students who also have Federal grants, and concurrently have an open loan, will also be added to the roster of the school with grants.

### 1.2 Compliance

Federal regulations governing Title IV student aid programs require institutions, lenders, GAs, and the Direct Loan Servicer to monitor and update the enrollment status of students who receive Federal student loans. Completion of Enrollment Reporting satisfies the regulatory requirements for schools. According to Federal Regulation 34 CFR 682.610 (c) *Student status confirmation reports*:

“A school shall—

- (1) Upon receipt of a student status confirmation report form from the Secretary . . . complete and return that report within 30 days of receipt to the Secretary . . . ; and
- (2) Unless it expects to submit its next student status confirmation report . . . within the next 60 days, notify the guaranty agency or lender within 30 days—
  - (i) If it discovers that a Stafford, SLS, or PLUS loan has been made to or on behalf of a student who enrolled at that school, but who has ceased to be enrolled on at least a half-time basis;

- (ii) If it discovers that a Stafford, SLS, or PLUS loan has been made to or on behalf of a student who has been accepted for enrollment at that school, but who failed to enroll on at least a half-time basis for the period for which the loan was intended;
- (iii) If it discovers that a Stafford, SLS, or PLUS loan has been made to or on behalf of a full-time student who has ceased to be enrolled on a full-time basis; . . . .”

Or, according to Federal Regulation 34 CFR 685.309 – Administrative and fiscal control and fund accounting requirements for schools participating in the Direct Loan Program (b)

*Student status confirmation reports:*

“A school shall—

- (1) Upon receipt of a student status confirmation report from the Secretary, complete and return that report to the Secretary within 30 days of receipt; and
- (2) Unless it expects to submit its next student status confirmation report to the Secretary within the next 60 days, notify the Secretary within 30 days if it discovers that a Direct Subsidized, Direct Unsubsidized, or Direct PLUS Loan has been made to or on behalf of a student who—
  - (i) Enrolled at that school but has ceased to be enrolled on at least a half-time basis;
  - (ii) Has been accepted for enrollment at that school but failed to enroll on at least a half-time basis for the period for which the loan was intended; or
  - (iii) Has changed his or her permanent address.”

The accuracy of Title IV student loan records depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, effective dates of the enrollment status, and the anticipated completion dates that appear on the Enrollment Reporting roster file or on the Enrollment Maintenance page of the NSLDSFAP Web site. Schools must correct any returned errors that are identified by NSLDS within 10 business days.

### 1.3 Reporting Requirements

The following business rules apply for your school to be in compliance:

- The Enrollment Reporting roster file is placed in schools’ (or enrollment reporting servicers’) designated Student Aid Internet Gateway (SAIG) mailboxes on the *business day* of the month designated by the Enrollment Reporting Schedule. Schools may set up their schedule using the Enrollment Reporting Schedule Web page under the Enroll Tab on the NSLDS Web site. A school is advised that if an enrollment reporting servicer is being used and a change is made to the normal reporting schedule, the servicer should be notified.

- Responses to the Enrollment Reporting roster file are due within *30 days* of creation of the file. Schools can set up or modify their Enrollment Reporting schedule via the NSLDS Web site.
- NSLDS processes the file and returns an Acknowledgment/Error File that contains a count of accepted records and any error records. If the Acknowledgment/ Error File does not indicate any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes.
- If the Acknowledgement/Error file indicates any errors, error records must be corrected by updating the student online or submitting an Error Correction file within 10 business days of the date it was received.
- Students are placed on a roster based on the school's Office of Postsecondary Education Identifier (OPEID) (8 digits) that is used to certify the loan. Schools that report grants at a main campus, but that report loans at a branch campus, may find the student on both rosters. Main campus and branch campus enrollments for a single student should be reported only if the student is attending both campuses.
- Correct reporting of a 'G' for "graduated" status rather than a 'W' for "withdrawn" additionally assists the Government in identifying individual student completion of programs of study. Further, an accurate anticipated completion date aids in correct servicing of a student's loans, avoiding unnecessary early conversion to repayment or too late conversion, causing technical defaults.
- Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as: "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.
- It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan is on the database. If a data provider has not reported a loan to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the submittal file or Error Correction File.

### **1.3.1 Additional School Enrollment Reporting Responsibilities**

#### **1.3.1.1 Using an Enrollment Reporting Servicer**

As with any school/servicer arrangement for the administration of Title IV programs, the school remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining proper documentation in accordance with Federal Regulation 34 CFR 682.610(c).

Schools should understand that their reporting of data to their servicers may differ from when the servicer responds to rosters on behalf of the school. You can see the NSLDS expectations on the NSLDS Enrollment Reporting Schedule page of the Web site. NSLDS will send the roster to the servicer designated; however, if the response is not received in a timely matter, NSLDS will notify the school rather than the servicer. Refer to Section 1.8 for more information on the Late Enrollment Reporting Roster Notification process.

Schools may designate an enrollment reporting servicer to handle the Enrollment Reporting process. This may be done when you sign up for SAIG or at any time thereafter, through the FSAWebenroll site. The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting roster file to the servicer.
2. The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.
3. The servicer returns the updated Enrollment Reporting roster file (now the submittal file) to NSLDS.
4. NSLDS processes the file and returns the Acknowledgment/Error File to the servicer.
5. The servicer corrects any errors and returns the Error Correction File to NSLDS. The servicer may need to contact the school to correct errors.

Even though a school may use an enrollment reporting servicer, it is important that a member of the institution has an online NSLDS User ID with enrollment update capabilities. This allows the school to make immediate enrollment updates to NSLDS to ensure timely:

- Conversion to repayment without loss of the grace period.
- Documentation of enrollment for the granting of in-school deferments.
- Reporting of enrollment should the servicer relationship change.

#### **1.3.1.2 Listing an Enrollment Reporting Contact**

Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the NSLDSFAP Web site for important communications from the NSLDS. To update the Enrollment Reporting Contact and the Primary Contact of an organization, a school should log onto the NSLDSFAP Web site and access the ORG tab. The ORG Contact List will display with

an “Add New Contact” selection option. To change a contact listed, click on the number beside the function to view the contact detail and update the information.

### **1.3.1.3 Student Identifiers and Data Conflicts**

You must be certain that you have a legitimate match of identifiers when reporting enrollment on a student. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data are correct based on the reliable source of your data or documentation on file, you must contact the data provider (GA or lender, lender/servicer, DLSS, and DCS for each loan) and work with the provider to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Service Center (CSC) at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes. The student identifiers are:

- Student’s Social Security number (SSN) (record identifier)
- Student’s Last Name
- Student’s First Name (record identifier)
- Student’s Middle Initial
- Date of Student’s Birth (record identifier)

Schools that do not use the student SSN to identify student registration records may provide NSLDS with their Student Designator. NSLDS will not remove or change the Student Designator, which can be provided via file or online, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

## **1.4 Administrative Functions**

A school is responsible to report the enrollment status, the effective date of the status, and the anticipated completion date of all borrowers attending its school. The enrollment status categories are:

- ‘F’ (full-time)
- ‘H’ (half-time)
- ‘L’ (less than half-time)
- ‘A’ (leave of absence)
- ‘G’ (graduated)
- ‘W’ (withdrawn)
- ‘D’ (deceased)
- ‘X’ (never attended)
- ‘Z’ (record not found)

If a student has a reported enrollment status of ‘G’ or ‘W’ with an outstanding balance on any FFEL or Direct Loan, he or she will remain on the Enrollment Reporting roster for 180 days after the enrollment status effective date in case the student returns to the school. A student reported with a status of ‘D’ (deceased), ‘X’ (never attended), or ‘Z’ (no record found) will not appear on the next Enrollment Reporting roster.

Enrollment Reporting must be completed in a timely and accurate manner to meet regulatory requirements. Enrollment information must be reported within 30 days whenever attendance changes for students, unless a roster will be submitted within 60 days. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence. It is the school’s responsibility, as a participant in the Title IV aid programs, to monitor and report these changes to the NSLDS.

NSLDS is responsible for forwarding reported enrollment data it receives to the appropriate GA and/or Direct Loan Servicer. These notifications include newly reported enrollment data received from schools through the batch process and online updates. The updates are sent weekly to the GAs and Direct Loan Servicer. GAs are then responsible for sending enrollment updates to the appropriate lender or lender servicer.

To increase the ease of meeting this requirement, the NSLDS Enrollment Reporting process can be managed electronically. Managing enrollment reporting requires both batch and online function access. The electronic exchange of information through the Enrollment Reporting process is done using SAIG. The enrollment reporting can also be done on the NSLDS Web site, [www.nslsdfap.ed.gov](http://www.nslsdfap.ed.gov). The organization must have both online and batch access. Refer to Section 1.5 for more information on applying.

### **1.4.1 Software Options**

ED makes Enrollment Reporting Roster processing software available. The SSCR–Release 3.0 Software can be downloaded from [fsadownload.ed.gov](http://fsadownload.ed.gov). SSCR for Windows, Release 3.0 is a multi-year software application designed to help schools electronically certify borrowers’ enrollment. The software and help files can be obtained at <http://fsadownload.ed.gov/softsscr.htm>.

The use of SSCR software is optional. Your school may elect to process its student enrollment data using commercial or in-house software. Schools may also use a servicer but should become familiar with the online process.

### **1.4.2 NSLDS Online**

In addition, NSLDS Web pages enable schools to create or modify their reporting schedule and add ad hoc reports, giving each school control over when NSLDS will create its Enrollment Reporting roster files. The NSLDS Web site displays the school’s Enrollment Reporting roster of students, allowing easy enrollment certification for one or all of the school’s Title IV aid

recipients. Students can be added to the school's Enrollment Reporting roster by simply entering key identifier data [the student's SSN, first name, and date of birth (DOB)]. As long as the student exists in the NSLDS, the system retrieves the student record for update. The NSLDS stores the full history of reported enrollment information, beginning with the student's status on the NSLDS at the end of 2001. This allows schools to return any Enrollment Reporting roster—not just the last one created—and provides more complete information to the loan community.

## 1.5 How to Sign Up

To increase the ease of meeting this requirement, the NSLDS Enrollment Reporting process can be managed electronically. Managing enrollment reporting requires both batch and online functions access. The batch process allows schools to transmit enrollment information electronically usually by responding to a file from NSLDS. The school may also update enrollment information online by retrieving the entire roster or individual students. The organization must have both online and batch access.

The electronic exchange of information through the Enrollment Reporting process is done using SAIG. To apply for batch and online enrollment reporting access, go to [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and to request online access. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement(s). Your President/Chief Executive Officer (CEO)/Chancellor/Equivalent Person/Designee must approve each designated individual that applies for NSLDS online access.

### Web Notes

You can enroll for access to the NSLDS Web site at [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).

See Section 1.5 for details.

After you have applied through [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov), NSLDS will assign a personal User ID to you for online access. This will be e-mailed to the PDPA of your organization. When a User ID is assigned to an individual, the NSLDS Rules of Behavior are included in the e-mail sent to the PDPA, which contains the User ID. It is the PDPA's responsibility to forward the e-mail to you. The Rules of Behavior, along with the SAIG User Statement signed through the enrollment process, outline the appropriate uses of all Federal Student Aid Systems including NSLDS online and the consequences of inappropriate actions. On receipt of the e-mail, you will then contact NSLDS Customer Service for your initial password.

## 1.6 Enrollment Reporting Process Flow

Enrollment Reporting through NSLDS streamlines the entire enrollment confirmation process. Proper scheduling provides consistent submission of enrollment data. This is illustrated in Figure 1–1, NSLDS Batch and Online Enrollment Reporting Process Flow.

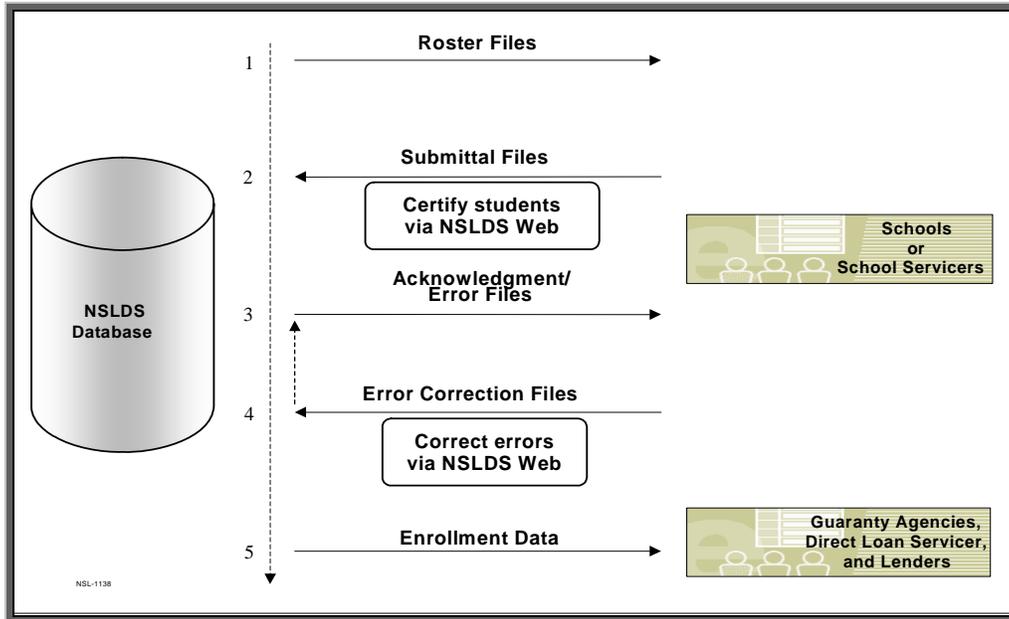


Figure 1–1, NSLDS Batch and Online Enrollment Reporting Process Flow

The Enrollment Reporting process for batch and online is described in detail, designating the responsible party for each step:

1. NSLDS:
  - A. Adds students with loans, or students with grants who also have loans, to the roster of the school that certified the loan or awarded the grant.
  - B. Generates the Enrollment Reporting roster file for the school based on the Enrollment Reporting schedule.
  - C. Forwards the Enrollment Reporting roster file to the school or its servicer through the SAIG mailbox.
2. School (or servicer):
  - A. Receives the Enrollment Reporting roster file.
  - B. Matches the Enrollment Reporting roster file with registration files.
  - C. Updates the Enrollment Reporting roster file with any changes to each student's enrollment status, status effective date, or anticipated completion date fields.
  - D. Adds a Detail record for each new student.
  - E. Reviews the updated file for valid data to eliminate errors.
  - F. Returns the updated Enrollment Reporting roster file, now the submittal file, with a certification date to NSLDS within 30 days of the creation date,

**OR**

goes online at [www.nslidsfap.ed.gov](http://www.nslidsfap.ed.gov) to certify enrollment for its students.

3. NSLDS:
  - A. Receives the submittal file.
  - B. Edits (error-checks) the submittal file contents. If enrollment is updated online, edits occur as entries are made.
  - C. Updates the NSLDS database with enrollment data.
  - D. Returns the Acknowledgment/Error File (contains any rejected records).
  - E. Forwards new and/or changed data to each affected data provider (GAs and the Direct Loan Servicer).
  
4. School (or servicer):
  - A. Receives and saves the Acknowledgment/Error File, and reviews any error records. Cycle is complete if all records are accepted by NSLDS.
  - B. Returns the corrected records to NSLDS as an Error Correction File within 10 days of the date it is sent to the school (or servicer).

**OR**

Goes online at [www.nslidsfap.ed.gov](http://www.nslidsfap.ed.gov) to certify students whose record had an error. Certifying online will correct the errors, and no roster file will need to be returned.

5. NSLDS:
  - A. Receives the returned Error Correction File and repeats step 3.
  - B. Forwards new and/or changed data to each affected data provider, GA, and Direct Loan Servicer.

**Note:** *When error corrections are not completed, the enrollment record is not updated on the NSLDS database or distributed to GAs or Direct Loan Servicers.*

### **1.7 Scheduling: Building Enrollment Reporting Schedules**

Default schedules for rosters are every 2 months for schools and weekly for all other organizations. ED recommends that all schools report enrollment data using the Enrollment Reporting process at least five times a year. Scheduling five regular Enrollment Reporting roster files per year can reduce or eliminate the need for ad hoc submissions. Building your schedule can be completed on the Enrollment Reporting Schedule page of the NSLDSFAP Web site.

Schools should review their academic schedules when preparing their Enrollment Reporting schedule. NSLDS provides schools great flexibility in scheduling their Enrollment Reports, including setting specific dates for creation of an Enrollment Reporting roster file. Schools may wish to coordinate the schedule for Enrollment Reporting rosters to coincide with activities in their academic calendar, such as after the end of a drop/add period at the beginning of a semester or following the date of graduation.

The Enrollment Reporting Schedule page allows a school to select a start date, which can be any valid date greater than or equal to the current date, and less than or equal to the current date plus

1 year. Files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. Schools may also select a frequency such as:

- Every week
- Every 2 weeks
- Every month
- Every 2 months (default frequency for schools)
- Every 3 months
- Every 4 months
- Every 6 months

This will develop an initial schedule, which the school can modify for more specific time periods. Every 6 months is only recommended for schools that have little enrollment change, such as medical schools. Schools that select frequencies greater than bimonthly must keep in mind that they will have to complete ad hoc reports or update online if a student enrollment status changes within 30 days of the enrollment status change.

### **1.8 School Late Enrollment Reporting Roster Notification**

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school, that school has 30 days from the date the Enrollment Reporting Roster file was created to return a submittal file to NSLDS or complete the updates online. Any school that fails to return a submittal file or make updates online within the 30-day period is considered to be late in responding. NSLDS will produce an e-mail notification to remind schools of their responsibility to “complete and return that report within 30 days of receipt to the Secretary” [34 CFR 682.610(c)].

The Late Enrollment Reporting notification will be sent if no updates are received by batch or online by the 37th day after the creation date of the roster from NSLDS. The notification is sent to the school’s Enrollment Reporting Contact and Primary Contact as designated by the school on the Organization Tab (ORG Tab). The President or CEO, as listed with the Postsecondary Education Participation System (PEPS), is also copied on the e-mail notification.

This notification is the only warning the school will receive regarding its non-compliance in replying to the Secretary of the Department of Education’s request for enrollment status information.

*The school is ultimately responsible for timely and accurate reporting, even when it uses an enrollment reporting servicer to submit the Enrollment Reporting files. Therefore, Late Enrollment Reporting e-mail notifications are sent to the school and not to the servicer. Schools that do not comply may have their eligibility for Title IV student aid revoked or they may have fines imposed.*

## 1.9 School Enrollment Reporting Audit

Schools may wish to perform internal oversight or may receive a request for an audit history of Enrollment Reporting. Requests are made by internal auditors, ED, GAs, and other agencies to verify compliance with Federal regulations. The Enrollment Reporting Summary Report (SCHER1) has been provided on the NSLDS Web site to assist schools by creating a report showing the dates Enrollment Reporting roster files were sent and returned; the number of errors, date, and number of online updates; and the number of late enrollment reporting notifications that have been sent for overdue Enrollment Reporting rosters. Enter the requested information,

8-digit OPEID, dates of the requested report, and output medium. The report will be deposited in the designated SAIG mailbox. This report is a good tool for schools using an enrollment reporting servicer to review the Enrollment Reporting History done on behalf of the school.

For answers to questions regarding the audit report, call the NSLDS CSC at 1-800-999-8219, or submit your question to [nslds@ed.gov](mailto:nslds@ed.gov).

### 1.9.1 Waiver Process

A school may apply for a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances that prevent the submission of a roster within the required 30-day period. A waiver has a start and an end date; the end date signifies when the roster cycle will resume. If a waiver is granted, a late notification will **not** be sent, and while in effect, the school is **not** considered to be out of compliance if the roster is not returned within the 37 days.

Each waiver request is reviewed by ED and approved or denied on a case-by-case basis. To request a waiver, please call the NSLDS CSC at 1-800-999-8219, or e-mail [nslds@ed.gov](mailto:nslds@ed.gov). Include with your request an explanation of the events that will cause you to miss the Enrollment Reporting deadline. The waiver request must include the start date and expected end date. A waiver can be requested before the late e-mail notification, but not after the distribution of the Late Enrollment Reporting e-mail has been sent.

A waiver request for a deadline that has passed will not be processed once the late e-mail notification has been sent for the missed cycle.

### 1.9.2 Change in School Eligibility

NSLDS receives school participation eligibility from PEPS. If a school's eligibility to participate in Title IV aid changes, it is the school's responsibility to update properly all students on its Enrollment Reporting roster before discontinuing participation in the Enrollment Reporting process. Furthermore, a school can be non-eligible to disburse Title IV aid, yet still be eligible to participate in loan deferments. If a school is eligible for loan deferments only, it must continue to report enrollment for its students through the Enrollment Reporting process. Final updates can be

made via batch processing or online.

### **1.9.2.1 For Schools That Are Closing**

Steps to complete the final enrollment reporting roster if your school is closing:

1. The school (or school's servicer) must update roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G,' 'W,' 'X,' or 'Z.' If the status is based on the date the school closed, the enrollment status effective date will be the date the school closed.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's closure.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online access including access for the Enrollment Reporting Process.

### **1.9.2.2 For Schools That Are Ineligible**

Steps to complete the final enrollment reporting roster if your school is ineligible or has become ineligible to participate in Title IV aid, and/or is ineligible to participate in loan deferments only:

1. The school (or school's servicer) must update roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G,' 'W,' 'X,' or 'Z.' If the status is based on the date the school became ineligible to participate, the enrollment status effective date will be the date the school lost eligibility or stopped participating.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date the school became ineligible.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online access including access for the Enrollment Reporting Process.

### 1.9.2.3 For Schools That Are Merging

Steps to complete the final enrollment reporting roster if your school has merged (old school) with another school (new school):

1. The school (or school's servicer) must update the roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G,' 'W,' 'X,' or 'Z,' with an enrollment status effective date that is the date of the school's merger.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's merger.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. The old school must contact the new school. Any students who will continue to be enrolled at the new school must be added to the new school roster with the appropriate enrollment status and the effective date of the merger.
3. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online access including access for the Enrollment Reporting process for the old school's OPEID.

### 1.9.2.4 For Schools That Become a New Stand-Alone Entity

Steps to complete regarding enrollment reporting if your school has separated from another school to become a new stand-alone entity:

1. The school (or school's servicer) must update the roster one final time. All currently enrolled students need to be updated to the appropriate non-active enrollment status, such as 'G,' 'W,' 'X,' or 'Z,' with an enrollment status effective date that is the date of the school's separation to stand alone.
  - A) 'G' (graduated): Provide the status effective date of the student's graduation.
  - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of that school's separation to stand alone.
  - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
  - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. The new stand-alone school needs to sign up using the new OPEID to participate in the NSLDS Enrollment Reporting through [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).

3. Students who are currently enrolled and will continue to be enrolled at the new stand-alone school must be withdrawn from the current school OPEID and added to the new school's Enrollment Reporting roster with the appropriate enrollment status and effective date.

If you have any questions regarding your responsibilities for enrollment reporting, please call the NSLDS CSC at 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m. ET.

## Chapter 2: NSLDS Enrollment Reporting Processing

The complete Enrollment Reporting process is discussed, including processes for setting up Enrollment Reporting Schedules to minimize ad hoc reporting requirements, submission of submittal files, and technical aspects of the process.

<b>Web Notes</b>	<p>You can make the batch Enrollment Reporting process simpler and more timely by using the NSLDS Web site.</p> <p>Web Notes throughout this chapter will provide hints and tips for using the Web site in conjunction with the batch reporting process.</p> <p>Refer to Chapter 3 for complete information on Web Enrollment Reporting.</p>
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Once a school receives notification that a batch roster file is available, the school can complete the process online rather than downloading the file, responding, and resubmitting. The chart below demonstrates various steps in the reporting process and how each step can be completed at different points using either the batch or the Web process.

<b>NSLDS Enrollment Reporting Process</b>		
	<b>Batch</b>	<b>Web</b>
<b>Receive Enrollment Reporting Roster File</b>	<ul style="list-style-type: none"> <li>• Check SAIG mailbox.</li> <li>• Download Enrollment Reporting roster file.</li> </ul>	<ul style="list-style-type: none"> <li>• Log on to NSLDSFAP and select Enrollment Update.</li> <li>• Retrieve school's Enrollment Reporting roster (or selected records).</li> </ul>
<b>Update Roster File</b>	<ul style="list-style-type: none"> <li>• Match Enrollment Reporting roster file with in-house database.</li> <li>• Edit Enrollment Reporting roster file using SSCR-3.0 software, mainframe program, or other software.</li> </ul>	<ul style="list-style-type: none"> <li>• Edit and certify enrollment records on Enrollment Maintenance page.</li> <li>• Submit.</li> <li>• Errors displayed on Enrollment Maintenance page.</li> </ul>
<b>Return Submittal File</b>	<ul style="list-style-type: none"> <li>• Send submittal file to SAIG mailbox.</li> </ul>	<ul style="list-style-type: none"> <li>• Correct errors displayed and certify changes.</li> <li>• Submit and confirm.</li> </ul>

NSLDS Enrollment Reporting Process (continued)		
	Batch	Web
<b>Receive Acknowledgment/Error File</b>	<ul style="list-style-type: none"> <li>• Check SAIG mailbox for Acknowledgment/Error File.</li> <li>• Download Acknowledgment/Error file.</li> </ul>	<ul style="list-style-type: none"> <li>• Log on to NSLDSFAP and use either Enrollment Add or Enrollment Update.</li> <li>• For Enrollment Add –</li> </ul>
<b>Correct Error File</b>	<ul style="list-style-type: none"> <li>• Match Acknowledgment/Error file to in-house database.</li> <li>• Edit Acknowledgment/Error file using SSCR-3.0 software, mainframe program, or other software.</li> <li>• Save as Error Correction file.</li> </ul>	<ul style="list-style-type: none"> <li>– Enter list of SSNs that need to be corrected from Acknowledgment/Error file.</li> <li>– Retrieve list and update records (see 3.6.3).</li> <li>– Submit and confirm.</li> </ul>
<b>Return Error Correction File</b>	<ul style="list-style-type: none"> <li>• Send Error Correction file to SAIG mailbox.</li> </ul>	<ul style="list-style-type: none"> <li>• For Enrollment Update</li> <li>– Use Advance Search Option “Certification Date End.”</li> <li>– Enter the day before your batch certification date to retrieve all records that were not updated by the last batch file.</li> <li>– Retrieve list and update records (see 3.6.3).</li> <li>– Submit and confirm.</li> </ul>

## 2.1 Batch Enrollment Data Transmission: The Basics

The batch Enrollment Reporting process involves transmitting files electronically. Schools find batch processing to be an efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school’s (or servicer’s) computing environment, and then transmitted back to NSLDS—again as a single file (the submittal file). This is the most efficient method for processing large quantities of data.

ED’s SAIG is used to send and receive batch enrollment data electronically. You can log on to SAIG from a mainframe computer or personal computer (PC) to send and receive data through the SAIG facility for batch file processing. You must have the EDconnect software or other mainframe process to retrieve the file from the SAIG mailbox.

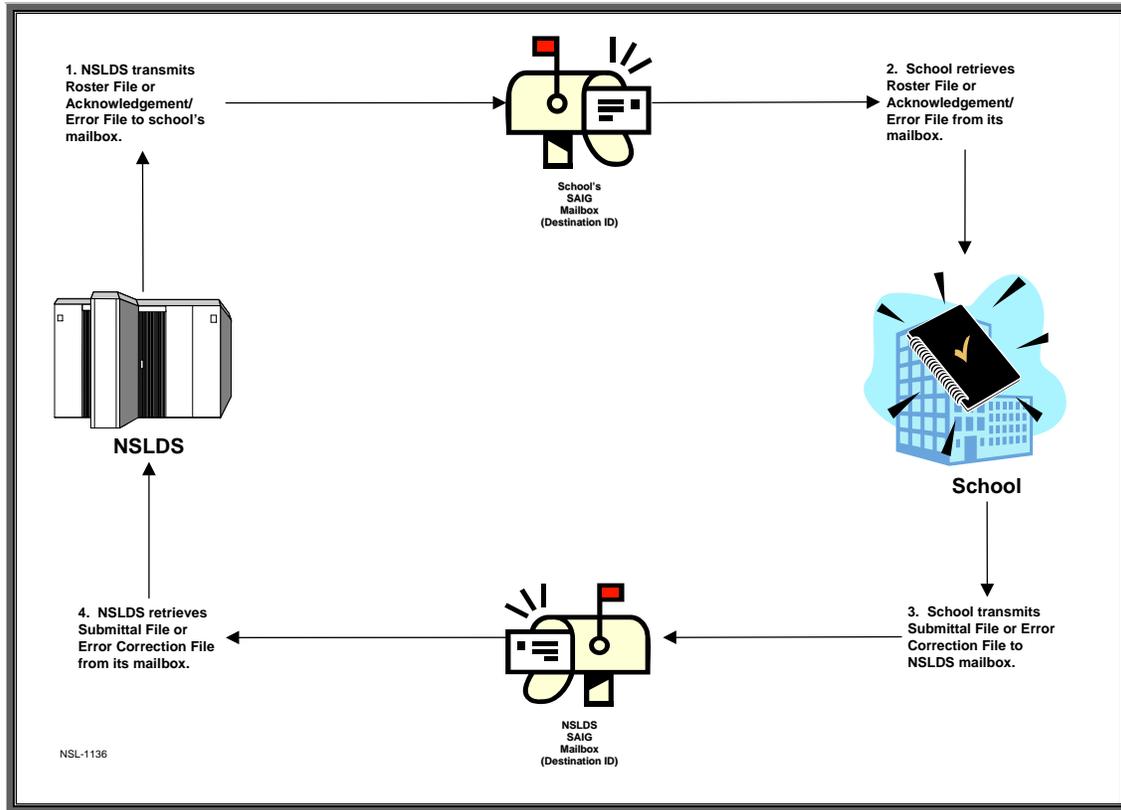


Figure 2-1, Process Flow

If you have questions or problems downloading the file from the SAIG, please call CPS/SAIG Technical Support at 1-800-330-5947.

**Web** You can enroll for access to the NSLDS Web site at [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov).  
**Notes** See Section 1.5 for details.

### 2.1.1 Identifying Your Data: Message Classes

NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your institution. You can then retrieve the Enrollment Reporting Roster file from your mailbox using either mainframe or PC communications software.

The following message classes are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **SSCRXXOP**—Enrollment Reporting roster file (Appendix A.1.2) sent to your school by NSLDS on the schedule created by your institution

- **SSCRXXIN**—Completed submittal file (Appendix A.1.2) or Error Correction File (Appendix A.1.4) that is returned to NSLDS
- **SSCEXXOP**—Acknowledgment/Error File (Appendix A.1.4).sent to your school by NSLDS
- **SSCMXXIN**—Files generated by the school as an ad hoc report following the format of the completed submittal files (Appendix A.1.2)

*Note: ‘XX’ appears literally in each message class name. It represents date information that is no longer included in the class name.*

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting Roster file contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file’s preparation/creation date, as well as the certification date. The Detail records, one for each student, contain current information on file with NSLDS in the mandatory fields. The Trailer record shows the number of Detail records contained in the file.
- **Format Data**—Any Detail records added or data added, updated, or changed must be formatted according to the record layout and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the submittal file to NSLDS.
- **Record Sequence Numbers**—Each Detail record begins with a Record Sequence Number, which NSLDS uses to ensure security and audit-ability. Sequence Numbers are sorted by NSLDS in ascending order. Do *not* change the Record Sequence Number.
- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school submittal file. The student identifiers uniquely identify the Detail record.

The student identifiers are:

- Student’s SSN (record identifier)
  - Student’s Last Name
  - Student’s First Name (record identifier)
  - Student’s Middle Initial
  - Date of Student’s Birth (record identifier)
- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting roster file includes three enrollment-related fields: Anticipated Completion Date (ACD), Code for Enrollment Status (ES), and Enrollment Status Effective Date (ESED). These fields must be reviewed for each record on the Enrollment Reporting roster file and updated with any change. The list of valid Enrollment Status Codes is in Appendix A.

### 2.1.2 Adding Students to the Roster

If you are aware of students who should be on the Enrollment Reporting Roster file but who are not, add a Detail record for each student to the submittal file. This occurs most frequently when a transfer student has a loan that needs to be deferred. To add students to the Enrollment Reporting roster file, the Record Sequence Number for added students must be **9999998**, and all mandatory fields must be completed (see Appendix A). If you use an Enrollment Reporting servicer, you will need to work with it to have students added to your roster who should be there.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. Usually a pseudo-SSN is indicated by a **P** in the Student's Social Security Number Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster for 180 days past the Enrollment Status Effective Date (time equivalent to the grace period). A graduated student will continue on the Enrollment Reporting Roster for 180 days only if there is a Title IV loan with an outstanding balance. Students remain on the Enrollment Reporting Roster to enable you to report easily a change back to an active status should they return to school.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan is on the database. If a data provider has not reported a loan to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the submittal file or Error Correction File.

Web  
Notes

**You can add students to your school's Enrollment Reporting roster using the NSLDS Web site.**

Enrollment data for students you add online are instantly available.

If you are unable to retrieve a record on the NSLDS Web site, it means that the student has no record on the database, and you must contact the lender, GA, or Direct Loan Servicer before updating the student's enrollment information. If you discover an identifier conflict for a student, make copies of verifying documents and contact the data provider. If you cannot resolve the issue with the data provider, contact the NSLDS Customer Service Center at 1-800-999-8219, Option 3.

See Section 3.7 for details.

Figure 2–2, Sample Enrollment Data Changes During the Enrollment Reporting Process illustrates sample enrollment data as first provided by NSLDS in the Enrollment Reporting Roster file, then as returned by the school in the submittal file, and then as processed by NSLDS and returned to the school as the next scheduled Enrollment Reporting Roster file. In this example, the school has added a student designator and has updated several other fields. Also, the GA or Direct Loan Servicer has submitted two name changes between reporting cycles.

Field Name	Reporting Requirement (Mandatory, Do Not Change, Conditional, or Optional)	As Provided by NSLDS in Enrollment Reporting Roster File	As Returned by School in Submittal File	As Returned by NSLDS in the Next Enrollment Reporting Roster File
Student's SSN	Mandatory, Do Not Change	123456789	123456789	123456789
Student's SSN Indicator	Mandatory, Do Not Change	R	R	R
Student's Last Name	Mandatory, Do Not Change	Jones	Jones	Janes
Student's First Name	Mandatory, Do Not Change	Helen	Helen	Helene
Student's Middle Initial	Mandatory, Do Not Change	R	R	R
Date of Student's Birth	Mandatory, Do Not Change	19781223	19781223	19781223
Date of Anticipated Completion	Mandatory, Conditional	20030528	20041215	20041215
Code for Enrollment Status	Mandatory	F	H	H
Date Enrollment Status Effective	Mandatory	19990523	20010425	20010425
School Identification Designator	Optional	Spaces	98Z654321	98Z654321

Figure 2–2, Sample Enrollment Data Changes During the Enrollment Reporting Process

## 2.2 Processing Enrollment Rosters

This section explains the following in detail:

- How to receive your Enrollment Reporting Roster file from NSLDS
- How to build a complete submittal file from the Enrollment Reporting Roster file
- What to expect in the Acknowledgment/Error File you receive back from NSLDS
- How to build an Error Correction File in response to the Acknowledgment/Error File

This section also explains how the enrollment data are processed by NSLDS.

If your school uses an enrollment reporting servicer, you must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the Enrollment Reporting roster file. You should correct any errors in reporting that were identified by NSLDS. If the student has existing enrollment in NSLDS and there is an error, the enrollment will not be updated; and if there is no existing enrollment information, no new enrollment information will be added.

Your Enrollment Reporting Roster will include borrowers with enrollment statuses of 'F' (full-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), or 'W' (withdrawn).

- A student with an enrollment status of 'W' remains on the Enrollment Reporting Roster for 180 days after the enrollment status effective date and is then dropped from the Enrollment Reporting Roster if the status remains the same.
- A student with an enrollment status of 'G' remains on the Enrollment Reporting Roster for 180 days after the enrollment status effective date and is then dropped from the Enrollment Reporting Roster if the status remains the same.
- Any student who is certified by the school as 'D' (deceased), 'X' (never attended), or 'Z' (no record found) will not appear on the next Enrollment Reporting Roster.

### 2.2.1 Receiving the Enrollment Reporting Roster File

Based on the Enrollment Reporting Schedule set up by the school, NSLDS prepares an Enrollment Reporting roster file for your school. This Enrollment Reporting roster contains students with outstanding loans, newly reported loans, and students who may not have loans at the institution, but have open loans and are receiving grants and borrowers reported as attending

your school, recently graduated, or withdrawn.

Enrollment Reporting Rosters are received as follows:

- **Telecommunications**—Users log on to SAIG to receive the Enrollment Reporting Roster file in an electronic mailbox.
- **Enrollment Reporting Servicers**—Schools using a servicer will not receive the Enrollment Reporting Roster file. The Enrollment Reporting Roster file is sent directly to the servicer.

For data transmission details, see Section 2.1.

## Web Notes

**You can use the NSLDS Web site to view your school's current Enrollment Reporting roster.**

On the Enrollment Update page, simply click **Retrieve** without entering any display options. Your school's entire Enrollment Reporting roster will then be displayed on the Enrollment Maintenance page.

See Section 3.6.2 for details.

### 2.2.2 Preparing the Received Roster

This Enrollment Reporting Roster contains students with outstanding loans, newly reported loans; students who may not have loans at the institution but who have open loans and are receiving grants; and borrowers reported as attending your school, recently graduated, or withdrawn. You can compare a printed copy of the Enrollment Reporting Roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting Roster file into a printable format. Another option is to use SSCR–3.0 software to obtain a printed copy of the records in your Enrollment Reporting Roster file. The most efficient method for comparing records is to use an automated matching process or use the batch. Your information technology (IT) department or enrollment reporting servicer has or can develop software to match the records, and then you need to review manually only unmatched records.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan is on the database. If a data provider has not reported a loan to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the submittal file or Error Correction File.

### 2.2.3 Matching Student Records

After receiving the Enrollment Reporting Roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records.

If you are sure your data are correct (based on the reliable source of your data or documentation on file) you must contact the data provider (GA or Lender servicer for each loan) and work with it to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS CSC at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes.

Enrollment Reporting Roster files received by electronic transmission through SAIG can be processed on a PC. The SSCR-3.0 software provided by ED can display the Enrollment Reporting Roster file records one at a time, and let you update them individually or as part of a batch process. SSCR-3.0 software also builds the submittal file for transmission through SAIG.

### 2.2.4 Updating Student Information

For each matching record, you must either confirm that the current enrollment provided by NSLDS in the enrollment roster is still valid, or update the enrollment status to the correct value according to the codes in Appendix A. When updating the enrollment status, the ESED must also be updated to correspond. If the status is correct but the ESED is not, you may correct the ESED without a change of status. The ESED is critical to maintain student loan records and repayment schedules properly, and therefore, must be reported accurately.

#### Web

You can use the NSLDS Web site to update your school's current roster.

#### Notes

See Section 3.6 for details.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. Usually a pseudo SSN is indicated by a **P** in the Student's Social Security Number Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting roster for 180 days past the Enrollment Status Effective

Date (time equivalent to the grace period). A graduated student will continue on the Enrollment Reporting Roster for 180 days only if there is a Title IV loan with an outstanding balance. Students remain on the Enrollment Reporting Roster to enable you to report easily a change back to an active status should they return to school.

### 2.2.5 Returning the Enrollment Reporting Roster File as the Submittal File

After all enrollment records are validated as correct or updated appropriately, the submittal file is returned to NSLDS via SAIG through message class **SSCRXXIN**.

A blue rectangular box with white text. On the left side, the words "Web" and "Notes" are stacked vertically in a large, bold, sans-serif font. To the right of this, there are three lines of smaller white text.

**Web  
Notes**

Using the NSLDS Web site eliminates the need to return an Enrollment Reporting roster file.

All changes you make online are immediately applied to the NSLDS database.

See Section 3.6 for details.

### 2.2.6 Submittal File Processing

After receiving the submittal file, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps. Detail records that pass all edits are accepted and updates are applied to NSLDS.

You have up to 10 business days to correct the errors. This may be done online or by returning the file as the Error Correction File. Records that have been returned to the school in an Acknowledgment/ Error File are not added to the NSLDS database unless the error is corrected and the record returned to NSLDS.

**Note:** *If you have not received an Acknowledgment/Error File within 48 hours of transmitting your submittal file, you should contact the NSLDS CSC at 1-800-999-8219. NSLDS does not send notification if the full submittal file fails.*

### 2.2.7 Error Notification and Correction

Detail records that fail with one or more edits are returned in the Acknowledgment/Error file (SSCEXXOP). Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Acknowledgment/Error File has the same format as the Enrollment Reporting Roster file, but it only contains those records that have an error.

The following table shows the Error Codes and Error Messages (see also Appendix A.3):

<b>Error Code</b>	<b>Field Name</b>	<b>Error Message</b>
11	Student's Social Security number	The student identifiers (Student's Social Security number, first name, and date of birth) submitted by a school do not match those for any student in the database.
	Student's First Name	
	Date of Student's Birth	
13	Date of Student's Birth	Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format.
15	Anticipated Completion Date	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A,' 'F,' or 'H.'
16	Anticipated Completion Date	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
19	Enrollment Status Code	Missing Enrollment Status.
20	Enrollment Status Code	Invalid Enrollment Status Code. Valid codes are 'F,' 'H,' 'L,' 'A,' 'W,' 'G,' 'D,' 'X,' and 'Z.'
21	Enrollment Status Effective Date	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student's Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z.'
22	Enrollment Status Code	A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F,' 'H,' 'A,' or 'L') already exists for student at that school.
23	Enrollment Status Effective Date	Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D,' 'X,' or 'Z.'
26	Anticipated Completion Date	Anticipated Completion Date must be greater than Certification Date when school reports Enrollment Status Code of 'A,' 'F,' or 'H.' NSLDS will substitute the ACD on its database when no ACD is returned on the submittal file, but that ACD will still be subject to this edit.
30	Enrollment Status Effective Date	Enrollment Status Effective Date must be less than Certification Date.
32	Enrollment Status Effective Date	Student status could not be applied as current.  Formerly, this was due to a school reporting an Enrollment Status Effective Date prior or equal to two or more previous Enrollment Status Effective Dates.  Beginning January 2, 2002, this is due to a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.

Error Code	Field Name	Error Message
33	Anticipated Completion Date	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'F,' 'H,' and 'A.'
	Enrollment Status Effective Date	
34	Certification Date	If the Enrollment Status Code is 'F,' 'H,' or 'A,' and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date.
	Enrollment Status Effective Date	
35	Enrollment Status Code	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of 'A.'
36	Enrollment Status Effective Date	If a school has 10 or more students on its previous Enrollment Reporting Roster file and more than 10 percent of the records on a submittal file have an Enrollment Status Code of 'D,' Roster Receipt will reject all the detail records that contain that status.
37/11 Web/header	Certification Date is Invalid	Invalid Date of Certification. Must be a valid date in CCYYMMDD format.
38/13 Web/header	Certification Date is too Old	The certification date has preceded the earliest allowable date for certification of data. This date is controlled by a validation parameter and is calculated by subtracting the number of parameter days from the current date.
39/21 Web/header	Certification Date is in the future	The certification date is in the future. Future certification of data is not allowed.

After NSLDS receives and processes the file, you will receive one of the following:

- An Acknowledgment/Error File that contains no error records—It is an acknowledgment that the Detail records in the submittal file contained no errors and were added to the database.
- An Acknowledgment/Error File with error records—It will contain the Detail records that could not be processed and the applicable error codes.

*Note: The Trailer record of the Acknowledgment/Error File contains the total number of Detail records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.*

This file serves as the acknowledgment that NSLDS has received and processed the submittal file. You should retain a copy of the Acknowledgment/Error File for audit purposes.

If you received an Acknowledgment/Error File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File within 10 days. You should build and return the Error Correction File the same way you built and returned the submittal file.

Refer to the Error File record layout specifications in Appendix A for formatting differences. The error codes occupy an additional 30 bytes at the end of each Detail record.

## Web Notes

You can use the NSLDS Web site to correct the records of student errors contained in the Acknowledgment/Error file. Sort by certification date to retrieve those records that were not updated.

If you correct errors using the Web, you do not need to return the Error Correction File through SAIG.

See Section 3.6.7 for details.

If you have not received an Acknowledgment/Error File within 48 hours of transmitting a submittal or correction file, you should call the NSLDS CSC at 1-800-999-8219.

### 2.3 Ad Hoc Reporting

Because Enrollment changes must be reported within 30 days, or on an Enrollment Reporting Roster if it is to be received by NSLDS within 60 days of the enrollment change, there is a chance that not all scheduled rosters will fulfill this requirement. You can fulfill this requirement by Ad Hoc reporting. Ad Hoc reporting may be done by requesting a file from NSLDS or by creating your own submittal file.

- You can request a previously unscheduled roster file by requesting an Ad Hoc report using the Enrollment Reporting Schedule function on the NSLDS Web site under the ENROLL tab. The request can be for a file to be produced the same day or a future day and will be sent via SAIG. It may be updated and returned as a submittal file through the SAIG.
- You can also submit an unscheduled submittal file (Ad Hoc) containing detail for enrollment status changes (created on a PC or mainframe). The file is created using the file layout for a submittal file as in Appendix A.1. The file is submitted via SAIG using message class **SSCMXXIN**.

You can also fulfill the requirement of notifying NSLDS of the enrollment change by going online and updating the individual students who have had a change.

## Web Notes

Use the NSLDS Web site to create or update your school's Enrollment Reporting Schedule.

See Section 3.8.1.2 for details.

## **Chapter 3: Enrollment Reporting Online: The NSLDS Web Site**

This chapter tells how to access and use the Enrollment Reporting pages available to school users on the NSLDS Web site at [www.nslsdfap.ed.gov](http://www.nslsdfap.ed.gov).

### **3.1 Your Web Browser**

To use the NSLDS Web site, you need Microsoft Internet Explorer (version 5.0 or higher). If you do not have Internet Explorer, you can download from [www.microsoft.com/ie/](http://www.microsoft.com/ie/). (As of February 2008, ED no longer provides technical support for Netscape.)

For security, you must be capable of encrypting transmissions between your computer and NSLDS. To do this, the browser uses a form of encryption called secure socket layer (SSL). Current browsers support 40-bit, 56-bit, and 128-bit encryption (128-bit is the most secure). NSLDS can operate with any of these encryption levels, but to increase the security of your financial aid data, we recommend that you use 128-bit encryption.

### **3.2 Enrollment Reporting Online: How the NSLDS Web Site Can Help You**

- **Enrollment Update**—Select a student or a range of students, and make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, 30 at a time/per page.
- **Enrollment Add**—Add students to your Enrollment Reporting roster. Once a student has been added, you can immediately certify the enrollment status and anticipated completion date for that student. As of January 1, 2002, NSLDS began retaining all enrollment data you report, providing a full history for all enrollment data received for each student. This history includes data already in NSLDS as of January 1, 2002.
- **Enrollment Reporting Schedule**—View or modify your current enrollment schedule, create a new schedule, or request that additional ad hoc Enrollment Reporting Roster files be sent to your school.
- **Enrollment Detail**—View a detailed history of a student’s enrollment status.
- **Enrollment Timeline**—View a chronology of a student’s enrollment status as reported to NSLDS.
- **Enrollment Reporting Contact Under the ORG Tab**

The Late Enrollment Reporting Notification e-mail will be sent to the Enrollment Reporting Contact designated by the school on the Organization Tab (ORG Tab) Contacts page of the NSLDSFAP Web site. It is important to keep contacts updated and e-mail contact roles current.

- **Help!**—Each Enrollment Reporting page has its own printable Help page, which can be viewed by clicking the question mark icon. If you wish to download all or part of the Help pages, click Download Help on the Menu page.



### 3.3 Logging on to NSLDS

Once you have a valid user ID and password, you can reach the Web site from your PC using Microsoft Internet Explorer.

1. Type [www.nslsdfap.ed.gov](http://www.nslsdfap.ed.gov) in your Web browser's address box and press Enter. The NSLDS Logon page now appears (Figure 3–1).



Figure 3–1, NSLDS Logon

2. Type your NSLDS user ID in the User ID box. Press Tab on your keyboard or use your mouse to move the cursor to the Password box.
3. Type your NSLDS password in the Password box. Your password does not display as you type.
  - If the message “Unable to recognize this User ID. Please refer to Help” appears, make sure the user ID and password you type in are correct and try again. You can also click the Help icon for more information.

- After three unsuccessful logon attempts, NSLDS activates a lockout but continues to display the error message. If this happens, you must contact the NSLDS CSC at 1-800-999-8219 and ask it to reset your user ID and password. The NSLDS CSC will tell you how to log on after the reset.
4. Click Logon to continue. The Privacy Act appears (Figure 3–2).

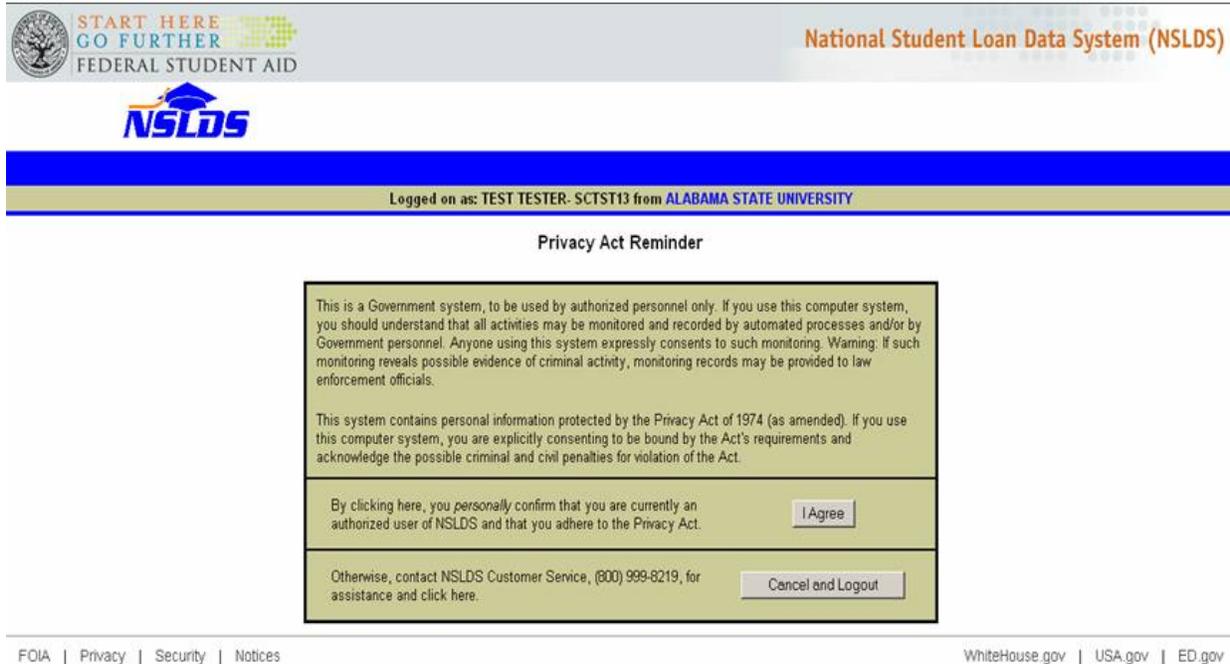


Figure 3–2, Privacy Act

- All information in NSLDS is protected by the Privacy Act of 1974 (as amended). *It is your responsibility under Federal law to obey Privacy Act regulations that protect the information in this database.*
5. Click “I Agree” to continue. The User Access Verification page appears (Figure 3–3).

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Logged on as: TEST TESTER- SCTST13 from [ALABAMA STATE UNIVERSITY](#)

### User Access Verification

Enter the letters and numbers you see in this image. There are no ones, zeros, i's, t's or x's.  
If you have difficulty viewing the current image, click the refresh button on your internet browser for a new image to display.

This helps NSLDS detect and prevent automated users.

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices

WhiteHouse.gov | USA.gov | ED.gov

Figure 3–3, User Access Verification

6. Enter the text shown in the image displayed on the screen. The text may include both alphabetical and numerical characters. Click ‘Submit Response.’ The NSLDS Menu page appears (Figure 3-4).
  - If the text is entered correctly, the Main Menu will display. If the text is entered incorrectly, a new image will appear. Enter the text displayed in that image and submit it again. After three unsuccessful attempts, the user access is revoked. If this happens, you must contact the NSLDS CSC immediately at 1-800-999-8219 to request assistance.

The screenshot shows the NSLDS website interface. At the top left is the logo for the Federal Student Aid program with the slogan "START HERE GO FURTHER". To the right is the text "National Student Loan Data System (NSLDS)". Below the logo is the NSLDS logo. A navigation bar contains buttons for "Menu", "Aid", "Enroll", "Org", "Report", and "Tran". Below this is a secondary navigation bar with links for "Menu", "Change Password", "System Requirements", "Contact Us", "FAQ", and "Download Help". A status bar indicates the user is logged on as "TEST TESTER. SCTST13 from ALABAMA STATE UNIVERSITY". The main content area is divided into four columns: "Messages" (with a list of recent messages), "Financial Aid" (with links for Loan History, Overpayment List, Grants, and Student Access Interface), "Enrollment" (with links for Enrollment Summary and Enrollment Reporting Schedule), and "Transfer Monitoring" (with links for Transfer Monitoring List, Monitoring Alert Review, and School Transfer Profile). In the center of the main area is a login form with fields for SSN, First Name, and DOB, and a button to "Enter details and click on a Financial Aid link or Enrollment Summary above." Below the login form is a notice about a system outage on February 09, 2008. At the bottom of the page is a blue bar with the text "PRIVACY ACT OF 1974 (AS AMENDED)" and a footer with links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 3–4, NSLDS Menu

**Congratulations!**  
**You have successfully logged on to NSLDS.**



Note: For security reasons, NSLDS will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDS automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

### 3.4 Navigating: Where Do You Want to Go?

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your institution's name appear below the links. There are also icons and symbols to help you. Below is a list of what you might see.

#### Legend of Icons and Symbols

Icon/Symbol	Description
	Contact icon links you to the NSLDS contact information page for help by phone or e-mail.
	Help icon links you to the specific Help page.
	Exit icon logs you off and returns you to the Logon page.
	Colored tab with white text indicates that you are in the active subject area.
	Blue tab with white text indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
<a href="#">LINK</a>	Underlined blue text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold <b>RED</b> .
	Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest.
	Lock icon indicates the loan is locked and cannot be updated.

Icon/Symbol	Description
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more detail. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.
	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

### 3.5 Viewing Enrollment Data for a Student

Three enrollment pages allow NSLDS users to view the enrollment records that NSLDS has for a student. The display options are:

1. Enrollment Summary—Provides an overview of a student’s most recent status at every school where enrollment has been reported for that student.
2. Enrollment Detail—Gives the full details of a student’s enrollment information at each school attended.
3. Enrollment Timeline—Displays a chronology of a student’s enrollment status and allows users to check a student’s status at a particular point in time.

The following sections explain how to use these three options.

#### 3.5.1 Enrollment Summary: Selecting a Student to View

To view a student’s enrollment records, you must first search for the student in the NSLDS database.

1. On the NSLDS Menu page, look for the Enrollment tab and click **Enrollment Summary**. The Enrollment Summary—No Student Selected page appears (Figure 3–5).

OR

You can also reach the Enrollment Summary page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear.

The screenshot shows the NSLDS (National Student Loan Data System) website interface. At the top left, there is a logo for 'START HERE GO FURTHER FEDERAL STUDENT AID'. To the right, it says 'National Student Loan Data System (NSLDS)'. Below the logo is the NSLDS logo itself. A navigation menu contains buttons for 'Menu', 'Aid', 'Enroll', 'Org', 'Report', and 'Tran'. The 'Enroll' button is highlighted. Below the menu is a teal banner with the text 'Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule'. Underneath is a search form with three input fields: 'SSN:', 'First Name:', and 'DOB: (MMDDCCYY)'. A 'Retrieve' button is to the right of the DOB field. Below the form, it says 'Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA U'. A large box in the center contains the text 'No student currently selected.' At the bottom, there is a teal footer with a privacy icon and the text 'PRIVACY ACT OF 1974 (AS AMENDED)'. Below the footer are links for 'FOIA | Privacy | Security | Notices' and 'WhiteHouse.gov | USA.gov | ED.gov'.

Figure 3–5, Enrollment Summary—No Student Selected

2. Type in the student’s identifying information in the corresponding boxes at the top of the page:
  - **SSN**
  - **First Name**
  - **DOB**

You can retrieve using only the student’s SSN, but you must make sure the correct student is displayed.

3. Click **Retrieve**. The Enrollment Summary for A Student page redisplay with the latest enrollment information provided to NSLDS by schools and loan holders for the student you selected (Figure 3– 6).

If the student has attended more than one school, each school’s enrollment summary information is displayed on a separate line. If the student has attended or is attending a school that has not certified enrollment, the school will be displayed with the enrollment information provided by the GA or Direct Loan Servicer.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA.U

SARA D POPAC  
SSN: 966-54-2001 DOB: 01/29/1984

### Enrollment Summary

Enrollment Detail | Enrollment Timeline | Enrollment Maintenance

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	EASTERN ROGERS UNIVERSITY	00196300	Full Time	01/13/2003	06/01/2009	08/22/2007	NSLDS Web
2	MARTIN SCHOOL OF DRAMATIC ARTS	00198900	Withdrawn	12/20/2002	N/A	06/18/2003	School Batch

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices

WhiteHouse.gov | USA.gov | ED.gov

Figure 3–6, Enrollment Summary for a Student

The page also displays the following buttons:

- **Enrollment Detail**—Displays the Enrollment Detail page, where you can view the full details of a student’s enrollment information at each school attended. Enrollment Detail is explained in Section **Error! Reference source not found.**
- **Enrollment Timeline**—Displays the Enrollment Timeline page, which shows a chronology of a student’s enrollment status and allows you to check a student’s status at a particular point in time. Enrollment Timeline is explained in Section 3.5.3.
- **Enrollment Maintenance**—This button is visible **ONLY** to school users who have signed up for Enrollment Update capabilities. It takes you to the Enrollment Maintenance page, where you can make changes to the student’s enrollment information as described in Section 3.6.4.

### 3.5.1.1 Enrollment Summary: A Closer Look

Enrollment Summary provides a quick overview of a student’s most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by GAs or the Direct Loan Servicer when they have reported on a particular student but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—The name of the school at which enrollment was reported for the student. Click the school name to link to the school’s Organization Contact List page. If the student’s enrollment was not reported by the school, a small warning icon appears after the school’s name.
- **OPEID**—The 8-digit OPEID number of the school that reported enrollment.
- **Most Recent Status**—The status most recently reported for the student at that school. Users wanting to view the full history of a student’s status at one or more schools should navigate to the Enrollment Detail page.
- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:
  - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status ‘X’ (Never Attended) or ‘Z’ (No Record Found) when it is not reported by the school.
  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of ‘D’ (Deceased).
- **ACD**—The Anticipated Completion Date is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
  - Anticipated Completion Date is not required for Enrollment Status ‘X’ (Never Attended), ‘Z’ (No Record Found), ‘W’ (Withdrawn), and ‘L’ (Less Than Half Time).
  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
  - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).
- **Cert. Date**—The Certification Date is the date a school certified the enrollment information.
- **Cert. Method**—The Certification Method shows the method the school used to certify the enrollment information. The following methods are used:
  - *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process. This includes files submitted by a Servicer on behalf of a school.
  - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.
  - *ED Authorized*—NSLDS certified enrollment information when students are affected by a school’s closure, merger, or loss of eligibility.
  - *N/A*—The enrollment information has not been certified by the school.

**Sources other than schools do not certify enrollment data.** If an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display ‘N/A’ (Not Applicable).

### 3.5.2 Enrollment Detail: Getting the Full Picture

The Enrollment Detail page allows schools and loan holders to view the full record of student enrollment reported to NSLDS. There are two ways to view Enrollment Detail on the Enrollment Summary page:

1. If the student has one or more schools listed, click the **blue number** next to school whose records you wish to see (Figure 3-6).
2. To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (Figure 3–7). The detail information you selected is shown in the table at the bottom of the page.

**Enrollment Detail**

**Advanced Display Options**

Enrollment At: All Schools  
 Show Records: Active Only, Changes Only, Latest Certified  
 Reported By: Schools  
 Sort Schools By: OPEID  
 Sort Records By: Reported By, Certification Date  
 Begin Effective Date:  
 End Effective Date:

Apply

EASTERN ROGERS UNIVERSITY 00196300								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00196300	Full Time	01/13/2003	Yes	06/01/2009	08/22/2007	NSLDS Web	10/22/2007

MARTIN SCHOOL OF DRAMATIC ARTS 00198900								
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received
School	00198900	Withdrawn	12/20/2002	Yes	N/A	06/18/2003	School Batch	07/28/2003
School	00198900	Full Time	08/28/2002	Yes	05/09/2007	12/09/2002	School Batch	01/29/2003

Figure 3–7, Enrollment Detail

- To return to the Enrollment Summary page, click the **blue arrow** at the upper left corner of the Enrollment Detail page.

### 3.5.2.1 Using Advanced Display Options for Enrollment Detail

**Advanced Display Options**, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This is useful when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range. You can also choose how the enrollment data are sorted. For example, you can sort by Effective Date, 8-digit OPEID, or Anticipated Completion Date, depending on your needs.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.
2. Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

- **Enrollment At**—Allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and 8-digit OPEID.
- **Show Records**—Allows you to select which records to view:
  - *All Active and Inactive*—Allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records (which contain current information about a student’s enrollment history), and inactive records (which contain enrollment information previously reported to NSLDS and that is no longer current).
  - *Active Only*—Active records collectively constitute NSLDS’ current understanding of a student’s enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but was corrected at a later date.) Showing all active records allows you to view a complete record of a student’s enrollment history in the NSLDS database.
  - *Active Only, Changes Only, Earliest Certified*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
  - *Active Only, Changes Only, Latest Certified (Default Setting)*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
- **Reported By**—Allows you to display only the enrollment information reported by specific types of organizations.

- *All*—Allows you to view information reported by both schools and non-school organizations.
- *Schools (Default Setting)*—Allows you to view only information reported by schools.
- *Non-Schools*—Allows you to view only information reported by GAs and Direct Loan Servicers.
- **Sort Schools By**—Allows you to select the order in which the schools the student attended are displayed on the page.
  - *OPEID (Default Setting)*—Presents the schools in numerical order by their 8-digit OPEID number.
  - *Name*—Presents the schools in alphabetical order by the school name.
  - *Merge Schools*—Combines enrollment information from all the schools the student attended in a single table.
- **Sort Records By**—Allows you to select the order in which records for a student’s enrollment at a given school are displayed.
  - *Reported By, Certification Date (Default Setting)*—Performs a primary sort on Reported By and a secondary sort on Certification Date.
  - *Reported By, Effective Date*—Performs a primary sort on Reported By and a secondary sort on Effective Date.
  - *Reported By, Anticipated Completion Date*—Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
  - *Date Received*—Performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by GAs and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.

*Note: NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion have actual Dates Received.*

- **Begin Effective Date**—Allows you to display only records with an Effective Date later than or equal to the date you enter.
- **End Effective Date**—Allows you to display only records with an Effective Date earlier than or equal to the date you enter.

### 3.5.2.2 Enrollment Detail: A Closer Look

The Enrollment Detail table (located at the bottom of the Enrollment Detail page) displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID**—The name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' 8-digit OPEIDs display in a single column at the left side of the Enrollment Detail table.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Contains the organizational code, such as the OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
  - Includes students with enrollment statuses of 'F' (full-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'D' (deceased), 'X' (never attended), or 'Z' (no record found). **Eff. Date**—The Effective Date, which is the date when the reported status change took effect. The following special rules apply:
    - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
    - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).
- **Active**—An identifier that indicates whether a record reflects a valid enrollment status in the NSLDS database.
  - *Yes*—Indicates that the record is active.
  - *No*—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission. For example, a student was reported with a full-time status beginning September 30, but the school subsequently reported that the full-time status was effective July 30. The September 30 record will be coded with 'N.'
- **ACD**—The Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
  - Anticipated Completion Date is not valid for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
  - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).

- **Cert. Date**—The Certification Date is the date as of which the school certified the enrollment information to be accurate.
- **Cert. Method**—NSLDS will display the Certification Method used by the school to certify the enrollment information as one of the following methods:
  - *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process.
  - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.
  - *ED Authorized*—NSLDS certified enrollment information when students are affected by a schools closure, merger, or loss of eligibility. This process was first run on 06/20/2007, for all schools in NSLDS with open enrollment at closed, merged, and ineligible schools.
  - *N/A*—The enrollment information has not been certified by the school.
- **Date Received**—Indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely manner, you can use Date Received to determine when information was reported to NSLDS and in what order.

*Note: In December 2001, NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records existing on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion have actual Dates Received.*

**Sources other than schools do not certify enrollment information.** If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display ‘N/A’ (Not Applicable).

### 3.5.3 Enrollment Timeline: The Whole Story

The Enrollment Timeline page displays the student’s enrollment history chronologically. This format is useful when you need an ‘audit trail’ showing how each school or data provider reported the student’s enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. NSLDS adds a new box to the top of the timeline each time the student’s enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and data provider that has reported enrollment data for the student. Thus, each box provides a ‘snapshot’ view of the student’s complete enrollment status since the previous status change.

To view the student’s enrollment timeline, start at the Enrollment Summary page:

1. Click **Enrollment Timeline**. The Enrollment Timeline page appears (Figure 3–8).

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

NSLDS

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

SSN: [ ] First Name: [ ] DOB: [ ] (MMDDCCYY) Retrieve

Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTAU

Return To Enrollment Summary

SARA D POPAC  
SSN: 966-54-2001 DOB: 01/29/1984

**Enrollment Timeline**

Advanced Display Options

Reported By: Schools  
Date: [ ]

Apply

Statuses in Effect 01/13/2003 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00196300	School	00196300	Full Time	01/13/2003	06/01/2009
00198900	School	00198900	Withdrawn	12/20/2002	N/A

Statuses in Effect 12/20/2002 - 01/12/2003					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00198900	School	00198900	Withdrawn	12/20/2002	N/A

Statuses in Effect 08/28/2002 - 12/19/2002					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00198900	School	00198900	Full Time	08/28/2002	05/09/2007

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Figure 3–8, Enrollment Timeline

- Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

### 3.5.3.1 Using Advanced Display Options

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and NSLDS will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—Allows you to display only enrollment information reported by a specific type of organization.
  - *All*—Allows you to view information reported by both schools and non-school organizations, such as GAs and Direct Loan Servicer.
  - *Schools (Default Setting)*—Allows you to view only information reported by schools.

- *Non-Schools*—Allows you to view only information reported by organizations other than schools, including GAs and Direct Loan Servicer.
- **Date**—Causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: The date range refers to the Effective Date of the current and previous enrollment status changes.

To use **Advanced Display Options**:

1. In the **Reported By** list, click a selection.
2. Type a date in the **Date** box.
3. Click **Apply**.

### 3.5.3.2 Enrollment Timeline: A Closer Look

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—The time period in which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.
- **School OPEID**—The 8-digit OPEID number of the school for which enrollment was reported.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Contains the organizational code, such as OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:
  - NSLDS sets the Effective Date equal to Certification Date for Enrollment Status 'Z' (No Record Found).
  - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).
- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply when there is no reported date by school:

- NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status ‘Z’ (No Record Found), ‘W’ (Withdrawn), and ‘L’ (Less Than Half Time) in the batch file and displays blank online.
- NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
- NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).

### 3.6 Updating Student Enrollment Data

The Enrollment Update pages allow you to change student enrollment data for your school’s Title IV aid recipients. If you are using the batch Enrollment Reporting process (see Chapter 2), you can use these pages to display your school’s Enrollment Reporting roster and correct errors shown in the Acknowledgment/Error file. Updating student enrollment data involves three activities:

1. Retrieving the student records you want to update using the Enrollment Update page
2. Changing and certifying the enrollment data in those records using the Maintenance page
3. Confirming the new enrollment data using the Enrollment Maintenance Confirm page

This section explains how to perform these activities.

#### 3.6.1 Getting Started: The Enrollment Update Page

1. On the NSLDS Menu page, look for the Enrollment tab and click **Enrollment Update**. The Enrollment Update page appears (Figure 3–9).

**OR**

You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Update**.

Figure 3–9, Enrollment Update

### 3.6.2 Retrieving All Your School’s Enrollment Records

The quickest way to retrieve enrollment records to update is simply to display them all. This is the equivalent of viewing an Enrollment Reporting roster file in the batch process. Retrieving the roster online provides the most current information NSLDS has and may not match a previously generated roster file. If loans have loaded with students at your school since the roster file was generated they will appear online, although they may not have been in your roster file.

If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1. On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will appear (Figure 3–10), showing ALL enrollment records for your school, 30 at a time. If your Enrollment Reporting roster contains more than 30 records, you can use the blue arrows to scroll through the records.
2. Follow the instructions in Section 3.6.1 to update and certify your records.

National Student Loan Data System (NSLDS)

[Menu](#) | [Aid](#) | [Enroll](#) | [Org](#) | [Report](#) | [Train](#)

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Legend as of: ORHHS SCHOOL ID FOR TRAINING from WASSAMATTA U

Name: WASSAMATTA U  
 Code: 0010000      Type: School

**Enrollment Maintenance**

Retrieve/Sort by: Student Designator      Begin Value:      Exact Match Only      Pathway

Currently Retrieved/Sorted by: SSN  
 Enrollment Order: A, B, F, G, H, L, W, S, Z

Recertification Date	Check All	SSN	Enroll Code	Name	Enroll Date	Acad	DOB	Designator
01/30/2008	<input checked="" type="checkbox"/>	SSN: 966 54 0002	F	NAME: JAMES T FTYWRRAT	08/218/2005	ACD	10/05/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0120	F	NAME: CHRISTOPHER M DAFAT CAS	01/709/2006	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0226	F	NAME: HEATHER L TECC	08/282/2005	ACD	08/18/2012	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0445	F	NAME: ORTEGA R HTHBRAT	08/211/2004	ACD	05/01/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0492	F	NAME: JEREMY R SAUFES	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0693	F	NAME: JONATHAN R BTEOS	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 0759	F	NAME: ASHLEY S FRELYC	08/211/2004	ACD	05/01/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1123	F	NAME: KIMBERLY H SWASE	01/712/2004	ACD	05/12/2012	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1262	F	NAME: CHRISTOPHER R KOHKBHATWAY	11/218/2004	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1289	F	NAME: MATTHEW T OTOWRE	08/232/2004	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1412	F	NAME: ARTHUR L BARMATLES	01/709/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1431	F	NAME: MAHARDA H BPAU	08/211/2006	ACD	08/01/2012	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1445	F	NAME: MEREDITH L NYFAT	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1851	F	NAME: JORDAN A LYSSAP	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 1869	F	NAME: RACHEL D BARYPPEC	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 2397	F	NAME: BRIAN R WEEMLYS	01/231/2004	ACD		Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 2583	F	NAME: WILLIAM J NYTAAAT	09/232/2005	ACD	10/02/2009	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 2761	F	NAME: CHARLES A OYPHAT	08/218/2005	ACD	10/02/2009	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 2817	F	NAME: CRYSTAL D BITTES	05/04/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 2962	F	NAME: ERIC R BHPAU	11/214/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3014	F	NAME: KIMBERLY D NYCA	01/707/2002	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3097	F	NAME: NICHOLAS J BYCKRAYT	01/709/2006	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3183	F	NAME: HOLLY D WETA	01/707/2005	ACD		Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3195	F	NAME: MICHELLE L LAMPAU	08/211/2006	ACD	08/12/2012	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3263	F	NAME: DEBER H VYVWATC	05/04/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3478	F	NAME: KIMBERLY A BYASHR	08/232/2004	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3594	F	NAME: SARA L GADEKAP	08/232/2005	ACD	10/02/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3596	F	NAME: JAY E COOSMFA BORMLOFF	08/218/2004	ACD	05/08/2011	Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 3923	F	NAME: JOHR A FTYDD	01/218/2006	ACD		Student Designator
	<input checked="" type="checkbox"/>	SSN: 966 54 4027	F	NAME: DENJAMH A NYFAT	11/214/2005	ACD	10/02/2011	Student Designator

Only Checked Students       Filter

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Figure 3–10, Enrollment Maintenance—Entire Enrollment Reporting Roster

### 3.6.3 Retrieving Student Records to Update

Before you can make changes to students' enrollment records, you must retrieve the records you wish to update. The Enrollment Update page gives you three options for retrieving records:

1. Retrieve ALL enrollment records for your school by simply clicking **Retrieve**. This is equivalent to getting your school's most recent roster.
2. Retrieve and sort a set of records by student's SSN, last name, or Student Designator using the Primary Search Options.
3. Retrieve a smaller and more specific set of records using Advanced Search Options.

The following sections describe how to use each of these options.

#### 3.6.3.1 Narrowing the Search: The Primary Search Options

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1. In the Primary Search Options box, click the Retrieve/Sort by list to display the three retrieve/sort options. These are:
  - **SSN (Default)**—Displays student records in ascending numeric order by student SSN.
  - **Last Name**—Displays student records in ascending alphabetic order by student last name.
  - **Student Designator**—Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
2. Click the Retrieve/Sort by option you wish to use.
3. In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.
  - You can type an entire name, SSN, or student identifier as a beginning value for the roster you will retrieve. For example, if you choose NAME as your Retrieve/Sort By option and type the first few letters of a name, such as 'Rep' and it will retrieve all the student records beginning with those letters and the records that follow (see Figure 3-11).
4. Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

  - When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.

- When it is used with last name, **Exact Match Only** returns records for all students with that last name.
5. Click Retrieve. When the Enrollment Maintenance page appears (Figure 3–11), follow the instructions in Section 3.6.1 to update and certify your records.

National Student Loan Data System (NSLDS)

[Menu](#) | [Aid](#) | [Enroll](#) | [Drp](#) | [Report](#) | [Tran](#)

[Enrollment Summary](#) | [Enrollment Add](#) | [Enrollment Update](#) | [Enrollment Reporting Schedule](#)

Logged on as: **ORLE SCHOE ID FOR TRAINING from WASSAMATTA U**

Name: WASSAMATTA U      Code: 0019999      Type: School

**Enrollment Maintenance**

Retrieve/Sort by:       Begin Value:       Exact Match Only:       [Refresh](#)

Currently Retrieved/Sorted by: Last Name  
 Last Name Begin: top End:

Recertification Date: 01/23/2009      [Check All](#)

SSN	Enroll Code	Enroll Date	Enroll Code	Enroll Date	ACB	Enroll Date	DOB	Designator
1	SSN: 966-54-2962	10/22/2007	F	10/22/2007	ACB	10/22/2007	10-29-1985	Student
2	SSN: 966-55-8920	10/22/2007	F	10/22/2007	ACB	10/22/2007	08-07-1984	Student
3	SSN: 966-54-2817	10/22/2007	F	10/22/2007	ACB	10/22/2007	03-28-1985	Student
4	SSN: 966-55-4300	10/22/2007	F	10/22/2007	ACB	10/22/2007	05-13-1974	Student
5	SSN: 966-55-9495	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-08-1987	Student
6	SSN: 966-55-8587	10/22/2007	F	10/22/2007	ACB	10/22/2007	08-08-1987	Student
7	SSN: 966-54-0693	10/22/2007	F	10/22/2007	ACB	10/22/2007	03-02-1987	Student
8	SSN: 966-55-8381	10/22/2007	F	10/22/2007	ACB	10/22/2007	01-01-1977	Student
9	SSN: 966-54-1404	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-11-1979	Student
10	SSN: 966-55-9434	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-28-1973	Student
11	SSN: 966-55-2513	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-12-1982	Student
12	SSN: 966-54-3057	10/22/2007	F	10/22/2007	ACB	10/22/2007	02-28-1981	Student
13	SSN: 966-55-8880	10/22/2007	F	10/22/2007	ACB	10/22/2007	11-06-1986	Student
14	SSN: 966-55-7231	10/22/2007	F	10/22/2007	ACB	10/22/2007	02-26-1981	Student
15	SSN: 966-54-8182	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-15-1986	Student
16	SSN: 966-54-1323	10/22/2007	F	10/22/2007	ACB	10/22/2007	02-14-1985	Student
17	SSN: 966-55-1881	10/22/2007	F	10/22/2007	ACB	10/22/2007	08-21-1987	Student
18	SSN: 966-54-5211	10/22/2007	F	10/22/2007	ACB	10/22/2007	01-30-1985	Student
19	SSN: 966-55-0065	10/22/2007	F	10/22/2007	ACB	10/22/2007	05-15-1986	Student
20	SSN: 966-54-8226	10/22/2007	F	10/22/2007	ACB	10/22/2007	12-26-1985	Student
21	SSN: 966-55-2874	10/22/2007	F	10/22/2007	ACB	10/22/2007	01-05-1987	Student
22	SSN: 966-55-4372	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-20-1979	Student
23	SSN: 966-55-0035	10/22/2007	F	10/22/2007	ACB	10/22/2007	07-29-1982	Student
24	SSN: 966-55-3972	10/22/2007	F	10/22/2007	ACB	10/22/2007	08-05-1986	Student
25	SSN: 966-54-6351	10/22/2007	F	10/22/2007	ACB	10/22/2007	10-22-1984	Student
26	SSN: 966-54-8781	10/22/2007	F	10/22/2007	ACB	10/22/2007	03-11-1986	Student
27	SSN: 966-51-8489	10/22/2007	F	10/22/2007	ACB	10/22/2007	10-29-1985	Student
28	SSN: 966-55-1897	10/22/2007	F	10/22/2007	ACB	10/22/2007	12-23-1982	Student
29	SSN: 966-55-5149	10/22/2007	F	10/22/2007	ACB	10/22/2007	01-05-1981	Student
30	SSN: 966-55-9029	10/22/2007	F	10/22/2007	ACB	10/22/2007	05-18-1987	Student

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Figure 3–11, Enrollment Maintenance—Primary Search Options (Name)

### 3.6.3.2 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, however, you may need to narrow your search using other criteria. The **Advanced Search Options** give you additional flexibility in choosing enrollment records to update.

The Advanced Search Options include the following:

- **Last Name Begin/End**—Allows you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as ‘B’) will not retrieve names that begin with that letter (such as ‘Bush’) since the names come after the letter alphabetically. Type the next letter after the initial letter of the names(s) you seek, or do not specify an End value. To search for last names that begin with ‘Z,’ leave the End value blank or type ‘ZZZZZZZ’.
- **SSN Begin/End**—Allows you to retrieve records for students whose SSNs fall within a numeric range. Be careful when typing the End value. An End value containing fewer than 9 digits (such as ‘99’) will not retrieve SSNs that begin with that number but contain more digits (such as ‘990-00-0000’), since the longer number comes after the shorter one numerically.
- **Student Designator Begin/End**—Allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- **Certification Date Begin/End**—Allows you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.
- **Anticipated Completion Date Begin/End**—Allows you to retrieve records for students whose ACD falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Enrollment Codes**—Allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

To retrieve a student using the **Advanced Search Options**:

1. Select the **Primary Search Options** you want (see Section 3.6.3, Steps 2–5), or skip this step to use the default option: SSN.
2. Enter the **Advanced Search Options** you want. In Figure 3–12, for example, partial student SSNs have been entered in the **SSN Begin:** and **End:** boxes.

The screenshot displays the NSLDS Enrollment Update interface. At the top, it shows the NSLDS logo and navigation tabs for Menu, Aid, Enroll, Org, Report, and Tran. Below the navigation, there's a header with 'Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule'. The user is logged in as 'ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA U'. A box shows the organization name 'WASSAMATTA U', code '00199900', and type 'School'. An information icon indicates that clicking 'Retrieve' will return the entire portfolio in SSN order. The 'Enrollment Update' section has 'Primary Search Options' with a dropdown set to 'SSN (Default)' and an 'Exact Match Only' checkbox. Below this are 'Advanced Search Options' with input fields for 'Last Name Begin', 'End', 'SSN Begin' (9665594), 'End' (9665599), 'Student Designator Begin', 'End', 'Certification Date Begin', 'End' (MMDDCCYY), and 'Anticipated Completion Date Begin', 'End' (MMDDCCYY). There are also checkboxes for 'Enrollment Codes (Check all that apply)' including A, D, F, G, H, L, W, X, and Z. A 'Retrieve' button is at the bottom of the search options. The footer includes 'PRIVACY ACT OF 1974 (AS AMENDED)' and links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 3–12, Enrollment Update—Advanced Search Options (SSN Begin/End)

3. Click **Retrieve**. The Enrollment Maintenance—Advanced Search Options Result page appears (Figure 3–13). In this example, the page displays enrollment records for students whose SSNs begin with values between 9665594 and 9665599 inclusive. Follow the instructions in Section 3.6.13.6.4 to update and certify your records.

START HERE GO FURTHER FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA U

Name: WASSAMATTA U  
Code: 00199900 Type: School

**Enrollment Maintenance**

Retrieve/Sort by: SSN (Default) Begin Value: Exact Match Only Retrieve

Currently Retrieved/Sorted by: SSN  
SSN Begin: 9665594 End: 9665599  
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date: 12/31/2007 Check All

<input checked="" type="checkbox"/>	1	SSN: 966-55-9406	NAME: STEPHANIE A KAOFX	DOB: 12/27/1980
		Cert. Date: 08/22/2007	Enroll. Code: H	Eff. Date: 01/09/2006 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/>	2	SSN: 966-55-9407	NAME: JAMES M YTYTU	DOB: 06/24/1977
		Cert. Date: 08/22/2007	Enroll. Code: F	Eff. Date: 08/21/2006 ACD: 05/01/2012 Student Designator:
<input checked="" type="checkbox"/>	3	SSN: 966-55-9434	NAME: NICOLE C RTEYMAS BOSPAU	DOB: 07/28/1973
		Cert. Date: 08/22/2007	Enroll. Code: H	Eff. Date: 08/22/2005 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/>	4	SSN: 966-55-9495	NAME: JENNIFER L RITTACC	DOB: 02/10/1987
		Cert. Date: 08/22/2007	Enroll. Code: F	Eff. Date: 08/21/2006 ACD: 05/12/2012 Student Designator:
<input checked="" type="checkbox"/>	5	SSN: 966-55-9520	NAME: ROBERT T BETFOASWPAT	DOB: 03/28/1983
		Cert. Date: 08/22/2007	Enroll. Code: F	Eff. Date: 05/06/2002 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/>	6	SSN: 966-55-9567	NAME: BYRAN J FTAANA	DOB: 10/18/1979
		Cert. Date: 08/22/2007	Enroll. Code: F	Eff. Date: 07/01/2004 ACD: 11/30/2011 Student Designator:
<input checked="" type="checkbox"/>	7	SSN: 966-55-9809	NAME: ABIGAIL H KEEZAT	DOB: 11/21/1986
		Cert. Date: 08/22/2007	Enroll. Code: F	Eff. Date: 08/22/2005 ACD: 10/02/2011 Student Designator:

Certify Checked Students Reset

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Figure 3–13, Enrollment Maintenance—Advanced Search Options Result

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, 30 at a time.
- Advanced Search options are evaluated *together* with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.

For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not find any records. This occurs even though the NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.

- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options

you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.

### 3.6.4 Updating Selected Enrollment Records

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1–3 of the previous section. To update the selected student enrollment records:

1. On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in Step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
  - Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
  - Select all the records displayed on the page by clicking **Check All** at the top of the form.
3. Update as necessary the information in the following boxes:
  - **Cert. Date** (Certification Date)—The Certification Date is the date a school certified the enrollment information.
  - **Enroll Code** (Enrollment Code)—Allows you to search for records with specific Enrollment Codes.
  - **Eff. Date** (Effective Date)—The Effective Date is the date when the most recently reported status took effect.
  - **ACD** (Anticipated Completion Date)—The Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies.
  - **Student Designator**—Is an identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
4. Click **Certify Checked Students** to submit the enrollment data changes.

If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information it displayed when you last retrieved your students' records.
5. If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears (Figure 3–14).

If your information contains errors, NSLDS will display an appropriate message. See Section 3.6.7 for more information on handling errors.



Note: For security reasons, NSLDS will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDS automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

1	SSN: 966-55-9406	NAME: STEPHANIE A KAOFX	DOB: 12/27/1980
Cert. Date:	12/31/2007	Enroll. Code: H	Eff. Date: 01/09/2006
			ACD: 10/02/2011
			Student Designator:
2	SSN: 966-55-9407	NAME: JAMES MYTMYTU	DOB: 06/24/1977
Cert. Date:	12/31/2007	Enroll. Code: F	Eff. Date: 08/21/2006
			ACD: 05/01/2012
			Student Designator:
3	SSN: 966-55-9434	NAME: NICOLE C RTEYMAS BOSPAU	DOB: 07/28/1973
Cert. Date:	12/31/2007	Enroll. Code: H	Eff. Date: 08/22/2005
			ACD: 10/02/2011
			Student Designator:
4	SSN: 966-55-9495	NAME: JENNIFER L RITTACC	DOB: 02/10/1987
Cert. Date:	12/31/2007	Enroll. Code: F	Eff. Date: 08/21/2006
			ACD: 05/12/2012
			Student Designator:
5	SSN: 966-55-9520	NAME: ROBERT T BETFOASWPAT	DOB: 03/28/1983
Cert. Date:	12/31/2007	Enroll. Code: F	Eff. Date: 05/06/2002
			ACD: 10/02/2011
			Student Designator:
6	SSN: 966-55-9567	NAME: BYRAN J FTAANA	DOB: 10/18/1979
Cert. Date:	12/31/2007	Enroll. Code: F	Eff. Date: 07/01/2004
			ACD: 11/30/2011
			Student Designator:
7	SSN: 966-55-9809	NAME: ABIGAIL H KEEZAT	DOB: 11/21/1986
Cert. Date:	12/31/2007	Enroll. Code: F	Eff. Date: 08/22/2005
			ACD: 10/02/2011
			Student Designator:

Figure 3–14, Enrollment Maintenance Confirm

### 3.6.5 Confirming Enrollment Information

To confirm your changes:

1. On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.
2. Click Confirm to apply your changes to the database. The Enrollment Maintenance page redispays with the updated enrollment information (Figure 3–15).

You can also click Cancel to return to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.

**START HERE GO FURTHER FEDERAL STUDENT AID** National Student Loan Data System (NSLDS)

Menu | Aid | **Enroll** | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA U

Name: WASSAMATTA U  
Code: 00199000 Type: School

Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller "Info" icons below.

**Enrollment Maintenance**

Retrieve/Sort by: SSN (Default) Begin Value:   Exact Match Only

Currently Retrieved/Sorted by: SSN  
SSN Begin: 9665504 End: 9665599  
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date:	12/31/2007	Check All
<input checked="" type="checkbox"/> 1	SSN: 966-55-9406	NAME: STEPHANIE A KAOFX DOB: 12/27/1980
	Cert. Date: 12/31/2007 Enroll. Code: H	ER. Date: 01/09/2006 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/> 2	SSN: 966-55-9407	NAME: JAMES M YTMYTU DOB: 06/24/1977
	Cert. Date: 12/31/2007 Enroll. Code: F	ER. Date: 08/21/2006 ACD: 05/01/2012 Student Designator:
<input checked="" type="checkbox"/> 3	SSN: 966-55-9434	NAME: NICOLE C RTEYMAS BOSPAU DOB: 07/28/1973
	Cert. Date: 12/31/2007 Enroll. Code: H	ER. Date: 08/22/2005 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/> 4	SSN: 966-55-9495	NAME: JENNIFER L RITTACC DOB: 02/10/1987
	Cert. Date: 12/31/2007 Enroll. Code: F	ER. Date: 08/21/2006 ACD: 05/12/2012 Student Designator:
<input checked="" type="checkbox"/> 5	SSN: 966-55-9520	NAME: ROBERT T BETFOASWPAT DOB: 03/28/1983
	Cert. Date: 12/31/2007 Enroll. Code: F	ER. Date: 05/06/2002 ACD: 10/02/2011 Student Designator:
<input checked="" type="checkbox"/> 6	SSN: 966-55-9567	NAME: BYRAN J FTAANA DOB: 10/18/1979
	Cert. Date: 12/31/2007 Enroll. Code: F	ER. Date: 07/01/2004 ACD: 11/30/2011 Student Designator:
<input checked="" type="checkbox"/> 7	SSN: 966-55-9809	NAME: ABIGAIL H KEEZAT DOB: 11/21/1986
	Cert. Date: 12/31/2007 Enroll. Code: F	ER. Date: 08/22/2005 ACD: 10/02/2011 Student Designator:

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Figure 3–15, Enrollment Maintenance—After Confirmation

**Congratulations!**

**You have successfully updated and certified your school's enrollment records.**

### 3.6.6 Enrollment Update: What Happens If...

When updating student enrollment records, these situations come up:

*You change your mind?*

- If you check records but then decide that you do not want to certify them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the Cert. Date reverts to the date it was set to before you selected the record, but any other changes you made to enrollment information remain.

*You click the Reset button?*

- If you click **Reset**, Enrollment Maintenance will redisplay the information it displayed when you last retrieved your students' records. This creates two possibilities:  
If you have not clicked Certify Checked Students, Enrollment Maintenance will redisplay with the information it displayed when you first navigated to it.
  - If you have clicked Certify Checked Students one or more times, Enrollment Maintenance will redisplay with the information it displayed after you last clicked Submit.

*Your student disappears?*

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:
  - There is no longer any lending institution with an interest in tracking the enrollment status of the student. The NSLDS only tracks enrollment information for students with an open FFEL or Direct Loan. When you update a student's enrollment status, the NSLDS also verifies that the student still holds an open loan, and so is of interest to some lending institution. If the student no longer holds an open loan, the NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.

You update a student's enrollment status to Withdrawn ('W'), Graduated ('G'), or Deceased ('D') with an Effective Date more than 180 days in the past.

- You update a student's enrollment status to Never Attended ('X') or No Record Found ('Z').

*You want to retrieve specific students?*

- You can use the Enrollment Add page to search for up to 30 specific students at a time. For instance: Tom Jones, Jasmine Singh, Joe Black, Bob White, Martha Schultz, Pedro Perez, Kim Nguyen, and Tamika Morrison.

See Section 3.7.1 for detailed instructions.

### 3.6.7 Handling Update and Certify Errors

If the information you submitted contains errors, the Enrollment Maintenance Error Message page redisplay (Figure 3–16). A small error icon appears to the left of each row that contains an error. In the example below, record number 1 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.

**Enrollment Maintenance**

Refresh/Sort by: [Dropdown] [X]    Begin Value: [Text]    Exact Match Only    Database

Currently Data Maintained by: [Text]  
Enrollment Office: A, D, F, O, H, L, W, S, Z

Record Number	Last Date	Enrollment Code	Name	FR Date	Designator
1	12/31/2007	F 2	JAMES T TYWODAT	08/21/2009	ACD
2	12/31/2007	F 2	CHRISTOPHER M BAFATAS	01/09/2004	ACD
3	12/31/2007	F 2	HEATHER L TECC	08/22/2005	ACD
4	12/31/2007	F 2	ORFEOA R HEBBAY	08/21/2008	ACD
5	12/31/2007	F 2	JEREMY R SAOFES	08/22/2005	ACD
6	12/31/2007	F 2	JOHATHAN R RTEGOS	08/22/2003	ACD
7	12/31/2007	F 2	ASHLEY S FREELY	08/21/2004	ACD
8	12/31/2007	F 2	EMERILY H SWAPF	01/12/2004	ACD
9	12/31/2007	F 2	CHRISTOPHER K ADRASHATWAY	12/16/2004	ACD
10	12/31/2007	F 2	MATTHEW T OTTOVER	08/23/2004	ACD
11	12/31/2007	F 2	ANTHONY L KASMATYK	01/09/2004	ACD
12	12/31/2007	F 2	MARANDA H EPAU	08/21/2008	ACD
13	12/31/2007	F 2	HEIDI L HYFAT	08/22/2003	ACD
14	12/31/2007	F 2	JORDAN A LYSAP	08/23/2005	ACD
15	12/31/2007	F 2	HACHEL D HADYPEC	08/21/2005	ACD
16	12/31/2007	F 2	BRIAN B WELMYS	08/23/2008	ACD
17	12/31/2007	F 2	WILLIAM J HYTAAT	08/23/2005	ACD
18	12/31/2007	F 2	CHARLES A OYPHAY	08/18/2005	ACD
19	12/31/2007	F 2	CRYSTAL D BITTES	08/04/2005	ACD
20	12/31/2007	F 2	ERIC R BEPAU	11/14/2005	ACD
21	12/31/2007	F 2	EMERILY D BYCA	01/07/2002	ACD
22	12/31/2007	F 2	NICHOLAS J RTYKRAYI	01/09/2004	ACD
23	12/31/2007	F 2	HILLY D WETA	01/09/2008	ACD
24	12/31/2007	F 2	MICHELLE L LAMPAU	08/21/2004	ACD
25	12/31/2007	F 2	DEER R VYVWATC	05/04/2009	ACD
26	12/31/2007	F 2	EMERILY A BYANK	08/21/2004	ACD
27	12/31/2007	F 2	SARA S BADEKAP	08/23/2008	ACD
28	12/31/2007	F 2	JAY E COLUMBA ROMLOPP	08/21/2004	ACD
29	12/31/2007	F 2	JOHN R FYDD	01/28/2008	ACD
30	12/31/2007	F 2	DEJANNA A HYFAT	11/14/2005	ACD

Refresh/Sort by: [Dropdown] [X]    Begin Value: [Text]    Exact Match Only    Database

Currently Data Maintained by: [Text]  
Enrollment Office: A, D, F, O, H, L, W, S, Z

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Figure 3–16, Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.  
For example, in Figure 3–16, James T. Ftyiwkrat’s record has an error: ensure Enrollment Effective Date is less than or equal to certification date. Correct this error and resubmit as instructed.
- If you are unable to correct an individual record so that NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.
- If the records you want to certify contain too many errors or failed edits, you may have to perform the Update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school’s student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

Common Errors	Error Message
Anticipated Completion Date	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of ‘A,’ ‘F,’ or ‘H.’)
Anticipated Completion Date	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
Enrollment Status Effective Date	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student’s Birth plus 12 years. This edit is not applied to Enrollment Status ‘D’ with default, ‘X’ or ‘Z.’)
Enrollment Status Code	A school cannot report an Enrollment Status of ‘X’ or ‘Z’ if an enrollment history (Enrollment Status Code of ‘F,’ ‘H,’ ‘A,’ or ‘L’) already exists for student at that school.
Anticipated Completion Date	Anticipated Completion Date must be greater than Certification Date when school reports Enrollment Status Code of ‘A,’ ‘F,’ or ‘H.’ NSLDS will substitute the ACD on its database when no ACD is returned on the submittal file, but that ACD will still be subject to this edit.
Enrollment Status Effective Date	Enrollment Status Effective Date must be less than Certification Date.
Anticipated Completion Date	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of ‘F,’ ‘H,’ and ‘A.’
Enrollment Status Code	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of ‘A.’



Note: For security reasons, NSLDS will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDS automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

### 3.7 Adding Students to a School's Enrollment Reporting Roster

Enrollment Add allows you to inform NSLDS that a current or former Title IV aid recipient, who does not appear on your roster, is attending your school. Adding the student with updated enrollment allows NSLDS to inform the GA and Direct Loan Servicers of the attendance, which allows lenders to put the student in an automatic In-School Deferment. Additionally, the student will be added to your roster for continued monitoring should the enrollment status change.

Adding Title IV aid recipients to your school's Enrollment Reporting roster involves three activities:

1. Retrieving NSLDS student records for specific existing Title IV aid recipients to add to your school's Enrollment Reporting roster
2. Changing and certifying the enrollment data in those records using the Maintenance page
3. Confirming the new enrollment records using the Enrollment Maintenance Confirm page

This section explains how to perform these activities.

#### 3.7.1 Retrieving Student Records to Add

To add student enrollment records to your school's Enrollment Reporting roster, you must first determine whether NSLDS contains loan records for those students. If you already have access to student identifier information (SSN, first name, DOB), you can use Enrollment Add to search for existing students in the NSLDS database.

1. On the NSLDS Menu page, look for the Enrollment tab and click **Enrollment Add**. The Enrollment Add page appears (Figure 3-17).

**OR**

You can also reach the Enrollment Add page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Add**.



2. Type the identifiers (SSN, First Name, and DOB) for the students you want to add in the boxes (Figure 3–18).

You can either type information in all three boxes (SSN, First Name, and DOB) or only type information in the SSN box.

- If you type the SSN only, and that SSN is shared by two or more students, an icon will ask that you ensure the correct student has been retrieved. Compare the first name, last name, and DOB of what is displayed to the student you are trying to update. If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.



3. Click **Retrieve** at the bottom of the page. The Enrollment Maintenance page appears (Figure 3–18), displaying enrollment information for the students you specified in Step 2.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Logged on as: ONLINE SCHOOL ID FOR TRAINING from WASSAMATTA U

Return to Enrollment Add

Name: WASSAMATTA U  
Code: 00199900 Type: School

Please confirm identifiers (SSN, First Name, DOB) for rows marked with small "info" icons.

**Enrollment Maintenance**

✓	Recertification Date:	12/31/2007	Check All	
<input type="checkbox"/>	SSN:	966-55-9378	NAME:	NICOLE L LEETA
	DOB:	11/28/1982		
	Cert. Date:	12/31/2007	Enroll. Code:	H
	Eff. Date:	11/30/2007	ACD:	12/31/2009
	Student Designator:			

Certify Checked Students Reset

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Figure 3–19, Enrollment Maintenance

- The student does not have to have a loan with your school to be added to your roster. Any student with open Title IV loans (even if not from your school) must have enrollment reported.
- If a student you specified does not appear on the Enrollment Maintenance page, it means that no Title IV loan record for that student exists in the NSLDS database. If this happens, check with the loan provider to determine why the student has not been added to NSLDS.

### 3.7.2 Updating New Enrollment Data

The procedure for updating new enrollment data using the Enrollment Maintenance page is identical to the one described in Section 3.6.4, Updating Selected Enrollment Records.

### 3.7.3 Confirming Enrollment Information

The procedure for confirming new enrollment data is identical to the one described in Section 3.6.5, Confirming Enrollment Information.

### 3.8 Enrollment Reporting Schedule

This area of the Web site allows a school, GA, or Direct Loan Servicer to display its enrollment-reporting schedule, and it allows authorized users to change that schedule online. This area also contains complete information and rules for setting and maintaining Enrollment Reporting Schedules.

When a school signs up for Enrollment Reporting, unless the school selects a reporting schedule, the default schedule determined by the Department will be assigned. The default schedule is set at every 2 months or every 60 days. You may wish to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data.

The following Enrollment Reporting Schedule functions are available on the NSLDS Web site:

- Enrollment Reporting Schedule—Displays your enrollment reporting schedule. Start at this page to use the Create and Modify features.
- Create Enrollment Schedule—Allows you to delete your existing reporting schedule and create a new one.
- Modify Enrollment Schedule—Allows you to make changes to your existing reporting schedule. This function is also used to schedule ad hoc reports.

The following sections explain how to use these options.

#### 3.8.1 The Enrollment Reporting Schedule Page

To begin working with your school's Enrollment Reporting schedule, you must start at the Enrollment Reporting Schedule page.

1. On the NSLDS Menu page, look for the Enrollment tab and click **Enrollment Reporting Schedule**. The Enrollment Reporting Schedule page appears (Figure 3–20).

Figure 3–20, Enrollment Reporting Schedule

The page contains the **Create Schedule** and **Modify Schedule** buttons, a **User Profile** box, and a table showing your school’s current reporting schedule. The **Current Schedule** extends 1 year into the future.

### 3.8.1.1 User Profile

The User Profile displays different user options depending on the type of organization and the particular values the organization has selected. The user profile contains three pre-populated fields:

- **Distribution Medium**—Beginning January 1, 2007, all enrollment information is sent to the organization via SAIG. (Reports on tape have been eliminated for security of data.)
- **Distribution SAIG User ID**—The organization’s TG number. For organizations that receive enrollment information by the SAIG, this is the TG number to which that information is sent.
- **Sort Order (Schools Only)**—The order in which enrollment records are sorted on the enrollment report. Options are:

- **Student SSN (Default)**—Sort student records in ascending numeric order by student SSN.
- **Last Name**—Sort student records in ascending alphabetic order by student last name.
- **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
- **Split File Indicator (Schools Only)**—For schools that use a third-party servicer, a “Yes” or “No” option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series for separate files (Yes).

*Note: A school is only able to modify the **Sort Order** option of the User Profile, which is explained in Section 3.8.3, Modifying an Enrollment Reporting Schedule.*

### 3.8.1.2 Current Schedule

The Current Schedule displays the following information:

- **Date**—The date when NSLDS will send an organization an Enrollment Reporting roster file if the organization is a school, or a Notification file if the organization is a GA or the Direct Loan Servicer. Dates are displayed up to 1 year into the future or past.
- **Type**—The type of file that NSLDS will send the organization. Valid values are:
  - *Regular*—A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for 1 year in the future.
  - *Ad hoc*—A file generated that is not part of the organization’s regular schedule. When NSLDS sends an organization an ad hoc file, it will not automatically schedule another ad hoc file.
- **Created By (Date)**—Who created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date the change was made. Valid values are:
  - *Original Schedule*—Schedule items created when the organization originally signed-up with NSLDS.
  - *User Name*—Schedule items created by an online user using the Enrollment Reporting Create page or the Enrollment Reporting Modify page.

### 3.8.2 Creating an Enrollment Reporting Schedule

This selection allows you to delete your school’s existing report schedule and create a new one. Submitting a Start Date, a Frequency, and a Default Sort Order will create a sample schedule based on those parameters.

To create a new schedule:

1. On the Enrollment Reporting Schedule page, click Create Schedule. The Enrollment Reporting Schedule Create page appears (Figure 3–21).

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Type:  Code:  Name:  Retrieve

Logged on as: FIRST LASTNAME from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY  
Code: 00100500 Type: School

Enrollment Reporting Schedule Create

Start Date: 02/15/2008 (MMDDCCYY)  
Frequency: Every Two Months  
Default Sort Order: Student SSN

Submit

Current Schedule

Date	Type	Created By
02/10/2008	Regular	JEFF FITTER (2/1/2008)
04/10/2008	Regular	JEFF FITTER (2/1/2008)
06/10/2008	Regular	JEFF FITTER (2/1/2008)
08/10/2008	Regular	JEFF FITTER (2/1/2008)
10/10/2008	Regular	JEFF FITTER (2/1/2008)
12/10/2008	Regular	JEFF FITTER (2/1/2008)

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Figure 3–21, Enrollment Reporting Schedule Create—New Schedule Options

2. In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus 1 year.
3. In the Frequency box, click a selection. Valid frequencies for schools are:
  - Every Week
  - Every Two Weeks
  - Every Month
  - Every Two Months
  - Every Three Months
  - Every Four Months
  - Every Six Months

Valid frequencies for GAs and Direct Loan Servicer are:

- Every Day
- Every Week

The default frequency is Every Two Months for schools and Every Week for all other organizations.

4. In the **Default Sort Order** box (Schools only), click a selection. Valid sort orders are:
  - **Student SSN** (Default)—Sort student records in ascending numeric order by student SSN.
  - **Last Name**—Sort student records in ascending alphabetic order by student last name.
  - **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
5. Click Submit. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 3–22).

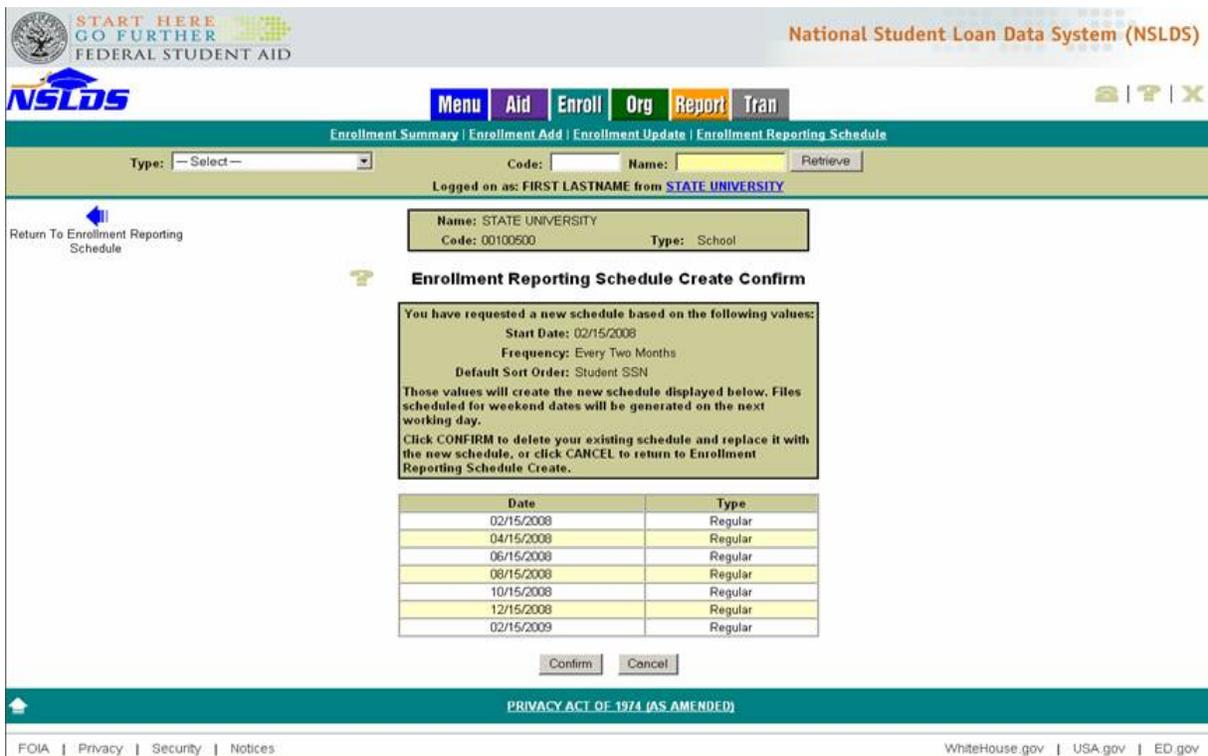


Figure 3–22, Enrollment Reporting Schedule Create Confirm

- Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule page appears again, displaying your new schedule (Figure 3–23).

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

The screenshot shows the NSLDS Enrollment Reporting Schedule page. At the top, there is a navigation menu with options: Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, there are fields for Type (a dropdown menu), Code, and Name, with a Retrieve button. The user is logged in as 'FIRST LASTNAME' from 'STATE UNIVERSITY'. A message box displays 'Schedule successfully created.' Below this, there are buttons for 'Create Schedule' and 'Modify Schedule'. The 'User Profile' section shows 'Distribution Medium: Student Aid Internet Gateway', 'Distribution SAIG User ID: TG60006', and 'Default Sort Order: Student SSN'. The 'Current Schedule' section contains a table with columns for Date, Type, and Created By. The 'Past Schedule' section also contains a table with the same columns. At the bottom, there is a footer with 'PRIVACY ACT OF 1974 (AS AMENDED)' and links for FOIA, Privacy, Security, and Notices.

Date	Type	Created By
02/15/2008	Regular	FIRST LASTNAME (02/01/2008)
04/15/2008	Regular	FIRST LASTNAME (02/01/2008)
06/15/2008	Regular	FIRST LASTNAME (02/01/2008)
08/15/2008	Regular	FIRST LASTNAME (02/01/2008)
10/15/2008	Regular	FIRST LASTNAME (02/01/2008)
12/15/2008	Regular	FIRST LASTNAME (02/01/2008)

Date	Type	Created By
06/08/2007	Regular	TOM456789012 BURT5678901234567890 (08/08/2006)
08/08/2007	Regular	TOM456789012 BURT5678901234567890 (08/08/2006)

Figure 3–23, Enrollment Reporting Schedule—New Schedule

### 3.8.2.1 Creating an Enrollment Reporting Schedule: Things to Remember

- If you entered an invalid start date or frequency, the Enrollment Reporting Schedule Create page will redisplay with the appropriate error message.
- The start date can be any valid date greater than, equal to, and up to 1 year in the future from the current date. Files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. However, NSLDS will not generate more than one file for the same organization at the same time. This means that if an organization has files scheduled for generation on

Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Default frequencies are every 2 months for schools and weekly for all other organizations. The following variations are possible:
  - If a school does not enter a start date and selects a default frequency, Enrollment Reporting rosters are scheduled for the first day of every other month, and the months are odd or even depending on the school type.
  - If a school enters a start date and selects a default frequency, Enrollment Reporting rosters are scheduled every other month starting on the date selected by the school.
  - If a non-school organization does not enter a start date and selects a default frequency, Notification files are scheduled for Monday every week.
  - If a non-school organization enters a start date and selects a default frequency, Enrollment Reporting rosters are scheduled weekly starting on the date selected by the non-school organization.

**Note:** *The flexibility of Enrollment Reporting allows schools to schedule Enrollment Reporting rosters to coincide with important academic dates, such as add-drop date, mid-term, or graduations.*

### 3.8.3 Modifying an Enrollment Reporting Schedule

The Enrollment Reporting Schedule Modify page allows you to make changes to your school's current Enrollment Reporting Schedule, the SSCR roster can be sent as often as once a week or as seldom as twice a year. Specifically, you can change the following report settings:

- **Default Sort Order**—Allows schools to change how the records on your enrollment reports are sorted.
- **Add blank line**—Allows you to add a new scheduled or ad hoc report to your school's current reporting schedule.
- **Date**—You can change the specific date on which to receive an Enrollment Reporting roster from NSLDS. This is useful if a regularly scheduled report is to arrive on an inconvenient date. This field also allows you to specify the date on which to receive an ad hoc Enrollment Reporting roster.
- **Type**—Allows you to specify whether a report is part of your school's normal reporting schedule or an ad hoc (off-schedule) report.
- **Cancel**—Allows you to remove an individual report from your school's current reporting schedule.

To modify the existing schedule:

1. On the Enrollment Reporting Schedule page, click Modify Schedule. The Enrollment Reporting Schedule Modify page appears (Figure 3–24). You may change one or any of the available fields.

START HERE GO FURTHER FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Type: -- Select -- Code: Name: Retrieve

Logged on as: FIRST LASTNAME from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY  
Code: 00100500 Type: School

**Enrollment Reporting Schedule Modify**  
User Profile

Distribution Medium: Student Aid Internet Gateway  
Distribution SAIG User ID: TG50006  
Default Sort Order: Student SSN

**Modify Schedule**  
Add blank line

Most recently generated scheduled file: 08.08.2007

Date	Type	Cancel
02/15/2008	Regular	<input type="checkbox"/>
04/15/2008	Regular	<input type="checkbox"/>
06/15/2008	Regular	<input type="checkbox"/>
08/15/2008	Regular	<input type="checkbox"/>
10/15/2008	Regular	<input type="checkbox"/>
12/15/2008	Regular	<input type="checkbox"/>

Submit Reset

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Figure 3–24, Enrollment Reporting Schedule Modify

2. In the **Default Sort Order** list, click a selection. Valid sort orders are:
  - **Student SSN (Default)**—Sort student records in ascending numeric order by student SSN.
  - **Last Name**—Sort student records in ascending alphabetic order by student last name.
  - **Student Designator**—Sort student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
3. To add a new report date to your school’s reporting schedule, click **Add blank line**. The Enrollment Reporting Schedule Modify—New Report page displays again, this time with a blank row in the Current Reporting Schedule (Figure 3–25). Update the information for the new report as described in Steps 4 and 5.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Type:  Code:  Name:  Retrieve

Logged on as: FIRST LASTNAME from STATE UNIVERSITY

Name: STATE UNIVERSITY  
Code: 00100500 Type: School

**Enrollment Reporting Schedule Modify**  
User Profile

Distribution Medium: Student Aid Internet Gateway  
Distribution SAIG User ID: TG50006  
Default Sort Order:

Modify Schedule

Add blank line

Most recently generated scheduled file: 08/08/2007

Date	Type	Cancel
<input type="text"/>	<input type="text" value="Regular"/>	<input type="checkbox"/>
02/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>
04/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>
06/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>
08/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>
10/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>
12/15/2008	<input type="text" value="Regular"/>	<input type="checkbox"/>

Submit Reset

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Figure 3–25, Enrollment Reporting Schedule Modify—New Report

4. In the **Date** field for an individual report, type over any date you wish to change for receiving the report from NSLDS. The date must be greater than or equal to the current date and less than or equal to the current date plus 1 year.
5. In the Type list, click the type of individual report you wish to retrieve. Reports types are:
  - *Regular*—A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for 1 year in the future.
  - *Ad hoc*—A file generated for some special reason and not as part of the organization’s regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another ad hoc file for 1 year in the future.
6. If you want to remove a report date from your school’s schedule, click the appropriate box under the **Cancel** column.
7. When you have finished changing your school’s reporting schedule, click Submit. The Enrollment Reporting Schedule Modify Confirm page appears (Figure 3–26).

You can also discard your schedule changes and return to the Enrollment Reporting Schedule page by clicking **Reset**.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Schedule

Type: --Select-- Code: Name: Retrieve

Logged on as: FIRST LASTNAME from STATE UNIVERSITY

Return To Enrollment Reporting Schedule

Name: STATE UNIVERSITY  
Code: 00100500 Type: School

**Enrollment Reporting Schedule Modify Confirm**

The updates you submitted will create the new schedule displayed below. Click CONFIRM to accept the new schedule, or click CANCEL to return to Enrollment Reporting Schedule Modify.  
Default Sort Order: Student Last Name

Date	Type
02/01/2008	Regular
04/15/2008	Regular
06/30/2008	Regular
09/01/2008	Regular
10/15/2008	Regular
12/15/2008	Regular

Confirm Cancel

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Figure 3–26, Enrollment Reporting Schedule Modify Confirm

- To save your schedule changes to the NSLDS database, click **Confirm**. The Enrollment Reporting Schedule page appears again, showing the newly modified reporting schedule (Figure 3–27).

You can also return to the Enrollment Reporting Schedule Modify page without saving changes by clicking **Cancel**. This allows you to continue modifying your schedule.

**START HERE GO FURTHER FEDERAL STUDENT AID** National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule**

Type: -- Select -- Code: Name: Retrieve

Logged on as: FIRST LASTNAME from STATE UNIVERSITY

Name: STATE UNIVERSITY  
Code: 00100500 Type: School

**i** Schedule successfully modified.

**Enrollment Reporting Schedule**

Create Schedule Modify Schedule

**User Profile**

Distribution Medium: Student Aid Internet Gateway  
Distribution SAIG User ID: TG50006  
Default Sort Order: Student SSN

**Current Schedule**

Date	Type	Created By
02/01/2008	Regular	FIRST LASTNAME (02/01/2008)
04/15/2008	Regular	FIRST LASTNAME (02/01/2008)
06/30/2008	Regular	FIRST LASTNAME (02/01/2008)
09/01/2008	Regular	FIRST LASTNAME (02/01/2008)
10/15/2008	Regular	FIRST LASTNAME (02/01/2008)
12/15/2008	Regular	FIRST LASTNAME (02/01/2008)

**Past Schedule**

Date	Type	Created By
06/08/2007	Regular	TOM456789012 BURT5678901234567890 (08/08/2006)
08/08/2007	Regular	TOM456789012 BURT5678901234567890 (08/08/2006)

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Figure 3–27, Enrollment Reporting Schedule Modify—After Confirm

## Appendix A: Enrollment Reporting Roster File Record Layouts

This appendix defines the layout for each record within the Enrollment Reporting roster files and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files. In addition to the record layouts and field definitions, this chapter lists the codes for two fields: Enrollment Status Codes and error codes returned in the Acknowledgment/Error File. The appendix ends with a table showing the error checking, or edits, that NSLDS performs on the submittal file. You can use this table to develop software that updates the submittal file before returning it to NSLDS and reduce the error correction portion of the Enrollment Update cycle.

Remember these files are transmitted via SAIG:

- **SSCRXXOP**—The Enrollment Reporting roster file sent to your school by NSLDS on the schedule created by your institution.
- **SSCRXXIN**—The completed submittal files or Error Correction File that is returned to NSLDS.
- **SSCEXXOP**—The Acknowledgment/Error File sent to your school by NSLDS.
- **SSCMXXIN**—The files generated as a result of ad hoc reporting.

### A.1 Record Layout Specifications

This section describes the record and file formats that NSLDS uses to collect enrollment verification from schools. The record layout specification is provided, including field definitions and formatting instructions.

The Enrollment Reporting roster file and the submittal file have the same record layout. The Acknowledgment/Error File and the Error Correction File have the same record layout.

Each field definition includes the following:

- **Name**—Brief, descriptive title
- **Description**—Short narrative definition
- **Type**—Indicator of the kind of value that must be in the field, as follows:
  - *Character* denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported must be filled with spaces. If a field is said to require a value ‘greater than spaces,’ the field must contain at least one letter or number.
  - *Numeric* denotes a field that must contain only numbers—for example, 1234567 as a Loan Sequence Number. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491\_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeros.

- *Date* fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:

- ⇒ CC = 2-digit century
- ⇒ YY = 2-digit year
- ⇒ MM = 2-digit month designation (01–12)
- ⇒ DD = 2-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **19950430** would be accepted, but **043095** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.

- *Date/Timestamp* fields add a timestamp immediately after the date and appear in the format HHMMSSNNNNNN, where:

- ⇒ HH = 2-digit hour designation
- ⇒ MM = 2-digit minute designation
- ⇒ SS = 2-digit second designation
- ⇒ NNNNNN = 6-digit nanosecond designation

The field's full format is CCYYMMDDHHMMSSNNNNNN. NSLDS supplies the data for all date/timestamp fields.

- **Size**—Number of bytes the field occupies
- **Comments**—Additional information about the field
- **Edit(s)**—Description of the error checking that NSLDS applies to the file that you return
- **Reporting**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
  - *Mandatory, do not change*—NSLDS provides the data in the field and you must not change it.
  - *Mandatory*—You must fill in this field for every Detail record.
  - *Mandatory, conditional*—You must fill in this field if the condition described applies to the student. For example, ACD (anticipated completion date) must be completed for 'F' enrollment status, but not for 'W' or 'L' enrollment status.
  - *Optional*—You may fill in this field if desired.
- **Position**—The position refers to the beginning and ending location (byte number) of the field within the record.

### A.1.1 Header Record

The following section provides the specifications of the Header record at the beginning of the Enrollment Reporting roster file and submittal file. NSLDS provides most of the data in this record's fields, and it must not be changed. The sole exception is the Certification Date, which must be filled in before the file is returned to NSLDS.

#### Enrollment Reporting Roster Header Records

<b>Enrollment Reporting Roster Header Record</b>			
<b>Roster Sequence Number</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
N/A	Numeric	7	1-7
<b>Description:</b>		A 7-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or submittal file.	
<b>Comments:</b>		None	
<b>Edits:</b>		Must equal 0000000.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must equal 0000000.	Does not equal 000000.	None	File not processed.
Cannot be blank.	Is blank.	None	File not processed.
Trailer record required for each header in file.	Trailer record is missing.	None	File not processed.
School or servicer must be enrolled with the NSLDS as a participant.	School or servicer not enrolled with the NSLDS as a participant.	None	File not processed.
SAIG mailbox same as sent to SAIG mailbox.	Received SAIG mailbox different than sent to SAIG mailbox.	None	File not processed.
Servicer submitted batch for school using a servicer.	School cannot submit batch if signed on with a servicer.	None	File not processed.
School not set up with servicer submits own data.	School not submitting own data.	None	File not processed.
Submission is from SAIG	Submission not from SAIG.	None	File not processed.
<b>Date Revised:</b>		2/10/2008	

<b>Enrollment Reporting Roster Header Title</b>			
<b>History Kept:</b> N/A	<b>Type:</b> Character	<b>Size:</b> 18	<b>Position:</b> 8-25
<b>Description:</b>		Contains <b>SSCR ROSTER HEADER</b> to indicate that this is the Enrollment Reporting roster file or the submittal file. Or contains <b>SSCR ERROR HEADER</b> to indicate Acknowledgment/Error File.	
<b>Comments:</b>		NSLDS supplies the data in this field.	
<b>Edits:</b>		None	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

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<b>Filler</b>			
<b>History Kept:</b> N/A	<b>Type:</b> Numeric	<b>Size:</b> 3	<b>Position:</b> 26-28
<b>Description:</b>		Blank field reserved for future use.	
<b>Comments:</b>		This field is blank when sent to the school.	
<b>Edits:</b>		Not applicable	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

<b>Code for School</b>			
<b>History Kept:</b> N/A	<b>Type:</b> Numeric	<b>Size:</b> 8	<b>Position:</b> 29–36
<b>Description:</b>		An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• NSLDS supplies the code in this field.</li> <li>• If a school has questions about its OPE code, it should call the NSLDS Customer Service Center at 1–800–999–8219.</li> </ul>	
<b>Edits:</b>		Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be numeric.	Not numeric.	None	File not processed.
Must be valid OPE ID.	Not valid OPE ID.	None	File not processed.
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

Enrollment Reporting Roster Create Date/Timestamp			
<b>History Kept:</b> Yes	<b>Type:</b> Date/Timestamp	<b>Size:</b> 20	<b>Position:</b> 37-56
<b>Description:</b>		Date and time the Enrollment Reporting roster file was produced by NSLDS.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• CCYYMMDDHHMMSSNNNNNNN format.</li> <li>• This is the date and time affixed to an Enrollment Reporting roster file when it is generated for the school by NSLDS.</li> <li>• Should equal spaces for Ad Hoc File (File type A).</li> </ul>	
<b>Edits:</b>		Must be a valid date. Date must match a date in an original Enrollment Reporting roster file sent to the school.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be valid date.	Invalid date.	None	File not processed.
Date must match an Enrollment Reporting roster file date.	Date does not match date of an Enrollment Reporting roster file.	None	File not processed.
<b>Date Revised:</b>	1/2/2002		

*Continued from previous page*

<b>Certification Date</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Date	<b>Size:</b> 8	<b>Position:</b> 57-64
<b>Description:</b>		Date the school certifies the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the submittal file.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• CCYYMMDD format.</li> <li>• You must fill in this field with the certification date for the submittal file.</li> </ul>	
<b>Edits:</b>		<ul style="list-style-type: none"> <li>• Certification date must be greater than the CCYYMMDD portion of the Create Date/Timestamp.</li> <li>• Certification date must be less than process date.</li> <li>• Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old.</li> </ul>	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be valid date.	Invalid or no date.	None	File not processed.
<b>Date Revised:</b>		12/4/2006	

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File Type			
<b>History Kept:</b> N/A	<b>Type:</b> Character	<b>Size:</b> 1	<b>Position:</b> 65-65
<b>Description:</b>		Indicates that this is the Enrollment Reporting roster file/submittal file or the Acknowledgment/Error File.	
<b>Comments:</b>		None	
<b>Edits:</b>		<ul style="list-style-type: none"> <li>• Must be R; however, if all records in the file are being added and sequence numbers are 9999998, then this field should be A for ad hoc reporting.</li> <li>• Must be E, if Acknowledgment/Error File.</li> </ul>	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be R, A, or E.	Invalid character.	None	File not processed.
<b>Date Revised:</b>		3/3/1999	

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<b>Filler</b>			
<b>History Kept:</b> N/A	<b>Type:</b> Character	<b>Size:</b> 265	<b>Position:</b> 66-330
<b>Description:</b>		Blank field to complete full record length.	
<b>Comments:</b>		Fill with spaces.	
<b>Edits:</b>		Not applicable.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

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### A.1.2 Enrollment Reporting Roster File or Submittal File Detail Record

The following section provides specifications of the Detail record that are part of the Enrollment Reporting roster file and submittal file. NSLDS provides data in some fields that you must not change. Fields that may be changed are enrollment status fields. A school may also add the Student Designator that the school uses to identify students when the SSN is not used.

#### Detail Records

Record Sequence Number			
History Kept:	Type:	Size:	Position:
Yes	Numeric	7	1-7
<b>Description:</b>	A 7-digit number that identifies the position of the student record in the Enrollment Reporting roster file.		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• The sequence number for the first Detail record is 0000001.</li> <li>• Subsequent records are incremented sequentially by one.</li> <li>• For NSLDS-provided records, this data element is filled when the Enrollment Reporting roster file is produced.</li> <li>• If you are adding one or more students, the sequence number for all added records must be 9999998.</li> <li>• Values in Student's SSN, Student's First Name, and Student's Last Name must match values in the Enrollment record produced by NSLDS.</li> </ul>		
<b>Edits:</b>	None		
<b>Default Value/Use:</b>	None		
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Must contain 9999998.</li> </ul>		
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>	3/3/1999		

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Student's Social Security Number</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Character	<b>Size:</b> 9	<b>Position:</b> 8-16
<b>Description:</b>		Social Security Number of a Title IV aid recipient.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• Valid or pseudo-SSN reported to NSLDS by the data provider.</li> <li>• If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Service Center and provide verifying documents.</li> <li>• If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN.</li> <li>• If the actual number is not available, enter the pseudo-SSN assigned by the data provider.</li> <li>• Values in Student's SSN, Student's First Name, and Student's Last Name must match values in the enrollment record produced by NSLDS, except for school-added records.</li> </ul>	
<b>Edits:</b>		For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Mandatory.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
<b>Date Revised:</b>		12/4/2006	

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Put message classes(s) at top of table and then place file name at the top of each table.

<b>Student's Social Security Number Indicator</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
No	Character	1	17
<b>Description:</b>		A single-character indicator showing whether the Student's Social Security number is real or pseudo.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo").</li> <li>• If you add a student to the submittal file, you must use the correct SSN and fill in this field with R (for "real").</li> </ul>	
<b>Edits:</b>		Must be R (for "real") or P (for "pseudo").	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Mandatory.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Student's Last Name</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Character	<b>Size:</b> 35	<b>Position:</b> 18-52
<b>Description:</b>		Current last name of the Title IV aid recipient.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• Last name reported to NSLDS by the data provider.</li> <li>• If the student has no last name, this field contains NLN.</li> <li>• If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents.</li> <li>• If you add a student to the submittal file, you must fill in this field with the last name.</li> <li>• If the student does not have a last name, you must fill in this field with NLN.</li> <li>• If the last name exceeds 35 characters, drop any characters in excess of 35.</li> </ul>	
<b>Edits:</b>		For NSLDS-provided records: Must match Enrollment Reporting roster file.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Mandatory.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Student's First Name</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
Yes	Character	12	53-64
<b>Description:</b>		First name of the Title IV aid recipient.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• First name reported to NSLDS by the data provider.</li> <li>• If the student has no first name, this field contains NFN (no first name).</li> <li>• If you believe NSLDS data are incorrect. Contact the data provider and provide verifying documents.</li> <li>• If you add a student to the submittal file, you must fill in this field with the first name.</li> <li>• If the student does not have a first name, you must fill in this field with NFN.</li> <li>• If the first name exceeds 12 characters, drop any characters in excess of 12.</li> <li>• Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records.</li> </ul>	
<b>Edits:</b>		For NSLDS-provided records: Must match Enrollment Reporting roster file.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Mandatory.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
<b>Date Revised:</b>		1/2/2002	

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Put message classes(s) at top of table and then place file name at the top of each table.

<b>Student's Middle Initial</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
Yes	Character	1	65
<b>Description:</b>		Middle initial of the Title IV aid recipient.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• Middle initial (MI) reported to NSLDS by the data provider.</li> <li>• If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents.</li> <li>• If you add a student to the submittal file and the student has no middle initial, leave this field blank.</li> </ul>	
<b>Edits:</b>		None	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Conditional, Mandatory if MI is known.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Date of Student's Birth</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
No	Date	8	66-73
<b>Description:</b>		Date (year, month, and day) on which the Title IV aid recipient was born.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• CCYYMMDD format.</li> <li>• Date of Student's Birth as reported to NSLDS by the data provider.</li> <li>• If a student's birth date is unknown, this field contains 19000101.</li> <li>• If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents.</li> <li>• If you add a student to the submittal file, you must fill in this field.</li> <li>• If the Date of Student's Birth is unknown, fill in the field with 19000101.</li> </ul>	
<b>Edits:</b>		<ul style="list-style-type: none"> <li>• Must all be numeric.</li> <li>• MM must be a value from 01-12; DD must be a value from 01-31, depending on the month and year.</li> </ul>	
<b>Default Value/Use:</b>		Use 19000101 for school-initiated records, if Date of Student's Birth is unknown.	
<b>Reporting:</b>		<ul style="list-style-type: none"> <li>• For NSLDS-provided records: Do not change.</li> <li>• For school-initiated records: Mandatory.</li> </ul>	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be valid date.	Invalid date.	13	Invalid Date of Student's Birth.
<b>Date Revised:</b>		1/2/2002	

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Filler</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
Yes	Character	65	74-138
<b>Description:</b>		Blank to full length.	
<b>Comments:</b>		Blank when sent to the school. This area was formerly used to send identifier changes to NSLDS. Schools should contact the data provider of the loan information for the student to arrange correction to SSN, first and last name, middle initial, or SSN.*	
<b>Edits:</b>		Not applicable.	
<b>Default Value/Use:</b>		None.	
<b>Reporting:</b>		Mandatory do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

**\*Note:** Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its Web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the NSLDS Customer Service Center at 1-800-999-8219, Option 3.

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Date of Anticipated Completion</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Date	<b>Size:</b> 8	<b>Position:</b> 139–146
<b>Description:</b>		Date (year, month, and day) when a student is scheduled to complete course requirements.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• CCYYMMDD format.</li> <li>• For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used.</li> <li>• This is a key element in monitoring the student’s projected entry into the grace period and subsequent repayment period.</li> <li>• This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs.</li> <li>• If the date seems reasonable given the student’s academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd).</li> <li>• If you add a student to the submittal file, this field must contain the school’s most current estimate.</li> <li>• The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date.</li> <li>• ACD is not required for an enrollment status of ‘D,’ ‘L,’ ‘W,’ ‘X,’ or ‘Z.’</li> </ul>	
<b>Edits:</b>		<ul style="list-style-type: none"> <li>• Must be all numeric.</li> <li>• MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20.</li> <li>• If the Enrollment Status Code equals ‘A,’ ‘F,’ or ‘H,’ this date must be greater than the Certification Date and the Enrollment Status Effective Date (see Figure A–1, Enrollment Status Codes).</li> <li>• If the Enrollment Status Code equals ‘G,’ this field must equal the Enrollment Status Effective Date.</li> </ul>	
<b>Default Value/Use:</b>		None.	
<b>Reporting:</b>		Mandatory if Enrollment Status Code equals ‘G,’ ‘A,’ ‘F,’ or ‘H.’	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be numeric when Enrollment Status Code equals ‘G,’ ‘A,’ ‘F,’ or ‘H.’	Invalid date.	15	Invalid date of Anticipated Completion.

*Appendix A: Enrollment Reporting Roster File Record Layouts*

<b>Date of Anticipated Completion</b>			
Must be greater than Certification Date when Enrollment Status Code equals 'A,' 'F,' or 'H.'	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A,' 'F,' or 'H.'
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated completion date must be greater than or equal to Date Enrollment Status Effective.
<b>Date Revised:</b>		12/4/2006	

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Put message classes(s) at top of table and then place file name at the top of each table.

<b>Filler</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
No	Character	143	147-289
<b>Description:</b>		Blank to length of the field	
<b>Comments:</b>		Blank when sent to the schools	
<b>Edits:</b>		Not applicable	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Code for Enrollment Status</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
Yes	Character	1	290
<b>Description:</b>		Code reflecting student's current enrollment status (as of the Certification Date in the Header record). See Appendix A.2.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process.</li> <li>• Together these fields determine the exact beginning of the student's grace and subsequent repayment period.</li> <li>• If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix A.2, Enrollment Status Codes).</li> </ul>	
<b>Edits:</b>		Must be a valid code from Appendix A.2, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.
<b>Date Revised:</b>		12/4/2006	

*Continued from previous page*

**Note:** If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the Web, showing that the student is now attending its institution, or add the student to its submittal file. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

Put message classes(s) at top of table and then place file name at the top of each table.

<b>Date Enrollment Status Effective</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
Yes	Date	8	291–298
<b>Description:</b>		Effective date (year, month, and day) a borrower entered current enrollment status.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• CCYYMMDD format.</li> <li>• Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Section A.2, Enrollment Status Codes.</li> <li>• If the enrollment status has not changed, do not change this field.</li> <li>• This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date).</li> </ul>	
<b>Edits:</b>		<ul style="list-style-type: none"> <li>• Must be all numeric.</li> <li>• MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.</li> <li>• There must be a corresponding value in the Code for Enrollment Status field.</li> <li>• Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date.</li> <li>• Cannot be before the student’s date of birth plus 12 years.</li> </ul>	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must be numeric.	Invalid date.	21	Invalid Date Enrollment Status Effective.
Field is completed.	Field not completed.	23	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to ‘D’ for Deceased.
Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Invalid Date Enrollment Status Effective.
Must be greater than Student’s Date of Birth plus 12.	Less than Student’s Date of Birth plus 12.	21	Invalid Date Enrollment Status Effective.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Certification Date must be greater than or equal to Date Enrollment Status Effective.

<b>Date Enrollment Status Effective</b>			
Must be less than or equal to ACD.	Greater than ACD.	33	Date Enrollment Status Effective must be less than or equal to ACD.
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
<b>Date Revised:</b> 3/3/1999			

*Continued from previous page*

Put message classes(s) at top of table and then place file name at the top of each table.

<b>School Identification Designator (ID)</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Character	<b>Size:</b> 20	<b>Position:</b> 299–318
<b>Description:</b>		School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose.</li> <li>• If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data.</li> <li>• The data are not forwarded to the data provider.</li> </ul>	
<b>Edits:</b>		None, although left-justification is recommended.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Optional	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		1/2/2002	

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Put message classes(s) at top of table and then place file name at the top of each table.

<b>Filler</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
N/A	Character	12	319-330
<b>Description:</b>		Blank field to complete full record length.	
<b>Comments:</b>		Not applicable	
<b>Edits:</b>		Not applicable	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

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### A.1.3 Enrollment Reporting Roster File or Submittal File Trailer Record

The following section provides specifications of the Trailer record that are part of the Enrollment Reporting roster file and submittal file. NSLDS provides the data in this record's fields and you must not change them (except the Number of Detail records field). This must be updated to reflect additional records before returning the file to NSLDS.

#### *Enrollment Reporting Roster Trailer Records*

<b>Enrollment Reporting Roster Sequence Number</b>			
<b>History Kept:</b>	<b>Type:</b>	<b>Size:</b>	<b>Position:</b>
N/A	Numeric	7	1-7
<b>Description:</b>	A 7-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file.		
<b>Comments:</b>	None		
<b>Edits:</b>	Must equal 9999999.		
<b>Default Value/Use:</b>	None		
<b>Reporting:</b>	Mandatory, do not change.		
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must equal 9999999.	Does not equal 9999999.	None	File not processed.
<b>Date Revised:</b>	3/3/1999		

<b>Enrollment Reporting Roster Trailer Title</b>			
<b>History Kept:</b> No	<b>Type:</b> Character	<b>Size:</b> 19	<b>Position:</b> 8-26
<b>Description:</b>		Contains <b>SSCR Roster Trailer</b> to indicate that this is the Enrollment Reporting roster file or submittal file. Contains <b>SSCR Error Trailer</b> for the Acknowledgment/Error File.	
<b>Comments:</b>		NSLDS supplies the data in this field.	
<b>Edits:</b>		None	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory, do not change.	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

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Number of Detail Records			
<b>History Kept:</b> Yes	<b>Type:</b> Numeric	<b>Size:</b> 8	<b>Position:</b> 27–34
<b>Description:</b>		Number of Detail records in the file.	
<b>Comments:</b>		<ul style="list-style-type: none"> <li>• This field confirms that you have returned all records in the Enrollment Reporting roster file.</li> <li>• This field contains the number of records in the Enrollment Reporting roster file.</li> <li>• If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records.</li> <li>• If you remove Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records.</li> </ul>	
<b>Edits:</b>		Must be equal to the number of Detail records in the submittal file.	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
Must equal total number of Detail records in the submittal file.	Does not equal total number of Detail records in submittal file.	None	File not processed.
<b>Date Revised:</b>		12/4/2006	

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<b>Filler</b>			
<b>History Kept:</b> N/A	<b>Type:</b> Character	<b>Size:</b> 296	<b>Position:</b> 35-330
<b>Description:</b>		Blank field to complete full record length.	
<b>Comments:</b>		Not applicable	
<b>Edits:</b>		Not applicable	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		3/3/1999	

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#### **A.1.4 Acknowledgment/Error File**

The Acknowledgment/Error File (SSCEXXOP) contains the same file layout as listed above with one exception. The Enrollment Reporting roster file and submittal file use fields 331–360 as filler in the Detail record. In the Acknowledgment/Error File, any Detail records returned to the school contain error codes in this position. The error code indicates the reason the data were not accepted by NSLDS and must be corrected and returned within 10 days.

### **Web Notes**

**You can use the NSLDS Web site to correct the records of student errors contained in the Acknowledgment/Error file. Sort by certification date to retrieve those records that were not updated.**

**If you correct errors using the Web, you do not need to return the Error Correction File through SAIG.**

See Section 3.6.7 for details.

<b>Error Codes in Detail Record</b>			
<b>History Kept:</b> Yes	<b>Type:</b> Character	<b>Size:</b> 30	<b>Position:</b> 331–360
<b>Description:</b>		Contains 2-digit Error Code—one or more codes may be attached to a record. See Figure A.2	
<b>Comments:</b>		Error Code(s) indicating the reason the record was not able to update data on NSLDS.	
<b>Edits:</b>		Not applicable	
<b>Default Value/Use:</b>		None	
<b>Reporting:</b>		Mandatory	
<b>Verifies:</b>	<b>Error:</b>	<b>Error No.:</b>	<b>Error Message:</b>
N/A	N/A	N/A	N/A
<b>Date Revised:</b>		1/2/2002	

Schools may submit an Error Correction File in the format of the submittal file with the records from the Acknowledgment/Error file corrected. Schools may also correct the rejected records by providing certification information for the student on the NSLDS Web site.

## A.2 Enrollment Status Codes

Figure A-1 displays the valid Enrollment Status Codes to be used in a submittal file or for Enrollment Update on the NSLDS Web site.

Code	Status	Definition	Date Used as Effective Date
A	Approved leave of absence	Student is currently enrolled at this institution, but has a leave of absence approved in accordance with [34 CFR 668.22(d)(2)].	Date the student began an approved leave of absence.
D	Deceased	Student is deceased.	Date of death, if known; otherwise, the date the institution was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the institution's definition, in accordance with [34 CFR 668.2] or [34 CFR 682.200].	Date on which the student most recently began uninterrupted <sup>1</sup> enrollment on a full-time basis.
G	Graduated	Student has completed the course of study and is not currently admitted to, nor enrolled in, a different course of study at this institution.	Date the student completed the course requirements (not presentation date of the diploma or certificate).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this institution's definition, in accordance with [34 CFR 682.200].	Date student dropped below full-time, or if half time is the original status, the date on which the student most recently began uninterrupted <sup>1</sup> enrollment on a half time or more, but less than full-time basis.
L	Less than half-time	Student is enrolled less than half-time, according to this institution's definition, in accordance with [34 CFR 682.200].	Date student dropped below half time, or if less than half time is the original status, the date on which the student most recently began uninterrupted <sup>1</sup> enrollment on a less than half-time basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this institution, stopped attending all classes at this institution but did not officially withdraw, or for any reason did not re-enroll at this institution for the next regular (non-summer) term without completing the course of study.	Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this institution. (Institution <i>does</i> have a record of the individual.)	Report certification date, as recorded in the submittal file Header record.

Code	Status	Definition	Date Used as Effective Date
Z	No record found	Individual for whom a thorough search of the institution's records reveals no information. (Institution <i>does not</i> have a record of the individual.)	Report certification date, as recorded in the submittal file Header record.
<p><sup>1</sup> Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.</p>			

Figure A-1, Enrollment Status Codes

### A.3 Error Codes

Figure A-2 summarizes the record-level edits returned in the Acknowledgment/Error File or displayed on the NSLDS Web site when adding or updating student enrollment data.

Error Code	Field Name	Position	Error Message
11	Student's Social Security number	8-16	The student identifiers (Student's Social Security number, first name, and date of birth) submitted by a school do not match those for any student in the database.
	Student's First Name	53-64	
	Date of Student's Birth	6-73	
13	Date of Student's Birth	66-73	Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format.
15	Anticipated Completion Date	139-146	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A,' 'F,' or 'H.' (See Notes 1-3 below.)
16	Anticipated Completion Date	139-146	Anticipated Completion Date cannot be greater than 10 years after the Certification Date. (See Notes 1-3 below.)
19	Enrollment Status Code	290-290	Missing Enrollment Status.
20	Enrollment Status Code	290-290	Invalid Enrollment Status Code. Valid codes are 'F,' 'H,' 'L,' 'A,' 'W,' 'G,' 'D,' 'X,' and 'Z.'
21	Enrollment Status Effective Date	291-298	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student's Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z'. (See Note 4 below.)
22	Enrollment Status Code	290-290	A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F,' 'H,' 'A,' or 'L') already exists for student at that school.
23	Enrollment Status Effective Date	291-298	Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D,' 'X,' or 'Z.' (See notes 4-5 below.)
26	Anticipated Completion Date	139-146	Anticipated Completion Date must be greater than Certification Date when school reports Enrollment Status Code of 'A,' 'F,' or 'H.' NSLDS will substitute the ACD on its database when no ACD is returned on the submittal file, but that ACD will still be subject to this edit. (See Notes 1-3 below.)

*Appendix A: Enrollment Reporting Roster File Record Layouts*

<b>Error Code</b>	<b>Field Name</b>	<b>Position</b>	<b>Error Message</b>
30	Enrollment Status Effective Date	291-298	Enrollment Status Effective Date must be less than Certification Date.
32	Enrollment Status Effective Date	291-298	<p>Student status could not be applied as current.</p> <p>Formerly, this was due to a school reporting an Enrollment Status Effective Date prior or equal to two or more previous Dates Enrollment Status Effective.</p> <p>Beginning January 2, 2002, this is due to a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.</p>
33	Anticipated Completion Date	139-146	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'F,' 'H,' and 'A.' (See Notes 1-3 below.)
	Enrollment Status Effective Date	291-298	
34	Certification Date	From Header 57-64	If the Enrollment Status Code is 'F,' 'H,' or 'A,' and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date.
	Enrollment Status Effective Date	291-298	
35	Enrollment Status Code	290-290	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of 'A.'
36	Enrollment Status Effective Date	291-298	If a school has 10 or more students on its previous Enrollment Reporting roster file and more than 10 percent of the records on a submittal file have an Enrollment Status Code of 'D,' Roster Receipt will reject all the detail records that contain that status.
37/11 Web/ header	Certification Date is Invalid	From Header 57-64	Invalid Date of Certification. Must be a valid date in CCYYMMDD format.
38/13 Web/ header	Certification Date is too Old	From Header 57-64	The certification date has preceded the earliest allowable date for certification of data. This date is controlled by a validation parameter and is calculated by subtracting the number of parameter days from the current date.
39/21 Web/ header	Certification Date is in the future	From Header 57-64	The certification date is in the future. Future certification of data is not allowed.

Error Code	Field Name	Position	Error Message
<p>Notes:</p> <ol style="list-style-type: none"> <li>1. Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment status 'X,' 'Z,' 'W,' and 'L.'</li> <li>2. Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status of 'D.'</li> <li>3. Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G.'</li> <li>4. Enrollment Status Effective Date is adjusted by NSLDS to Certification Date for Enrollment Status 'X' and 'Z' when a valid date is not supplied.</li> <li>5. Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not reported by the school and Enrollment Status is 'D.'</li> </ol>			

Figure A-2, Error Codes and Messages

## A.4 Error Checking

Check your data for errors before submitting the completed submittal file or Error Correction File to NSLDS. The following tables list common reasons that files and records are rejected.

### A.4.1 Header Record

Data Element	Validation Criteria	Action
Sequence Number	Must be <b>0000000</b> .	Accept only if the sequence number of the first record is <b>0000000</b> .
Create Date/Timestamp	Must be a valid date in CCYYMMDD format. Must match the date/timestamp in the Enrollment Reporting roster file sent to the school.	Reject if the date/timestamp in the submittal file does not match the date/timestamp in the Enrollment Reporting roster file received from NSLDS.
Certification Date	Must be a valid date in CCYYMMDD format. Must be greater than or equal the Enrollment Status Effective Date.	Accept when both criteria are met.
File Type	For the submittal file, must be 'R.' For the Error Correction File, must be 'E.' For the ad hoc file, must be 'A.'	Reject if neither 'R,' 'E,' nor 'A.'

### A.4.2 Detail Record

Data Element	Validation Criteria	Action
Student's SSN Student's Last Name Student's First Name Date of Student's Birth	Every field's contents must match the original field contents in the Enrollment Reporting roster file sent to the school.	Reject if any field contents have changed compared to the Enrollment Reporting roster file transmitted to the school.
Date of Anticipated Completion	Must be a valid date in CCYYMMDD format.  If the Enrollment Status Code equals 'G,' this field must equal the Enrollment Status Effective Date.  If the Enrollment Status Code equals 'A,' 'F,' or 'L,' this date must be greater than the Certification Date.	Accept when all criteria are met.
Code for Enrollment Status	Must be one of the values in the Enrollment Status Codes table.	Accept if in the Enrollment Status Codes table; reject otherwise.
Date Enrollment Status Effective	Must be a valid date in CCYYMMDD format.  If the Code for Enrollment Status is 'D,' this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.
Student Branch Designator	None	Optional field used by schools to identify students within their own systems.

### A.4.3 Trailer Record

Data Element	Validation Criteria	Action
Enrollment Update Sequence Number	Must be <b>9999999</b> .	Accept only if the sequence number of the last record is <b>9999999</b> .
Number of Detail records	Must equal total number of Detail records.	Accept only if the count is equal to the number of Detail records.
Note: Before returning the file, update positions 27–34 in the Trailer record. This number must match the total number of error records being returned.		