

SSCR Record Layouts

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SSCR Record Layouts

This chapter defines the layout for each record within the SSCR files and defines 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: the Code for Enrollment Status and the error codes returned in the SSCR Error Notification File. The chapter ends with a table showing the error checking, or edits, that NSLDS performs on the SSCR Submittal File. You can use this table to develop software that updates the Submittal File before returning it to NSLDS, which reduces the error correction portion of the SSCR cycle.

4.1 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 SSCR Roster File and the SSCR Submittal File have the same record layout. The SSCR Error Notification File and the SSCR Error Correction File have the same record layout.

Each field definition includes the following:

- **Name**—This is a brief, descriptive title.
- **Description**—This is a short narrative definition.
- **Type**—This is an 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, eight digits, and appear in the format CCYYMMDD, where:
 - CC = two-digit century
 - YY = two-digit year

- MM = two-digit month designation (01–12)
- DD = two-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 = two-digit hour designation
- MM = two-digit minute designation
- SS = two-digit second designation
- NNNNNN = six-digit nano-second designation

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

- **Size**—This is the number of bytes the field occupies.
- **Comments**—This is additional information about the field.
- **Edit(s)**—This is a 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. For some fields of this type, the record includes a corresponding “New” field in which you may propose a change to the information.
 - *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, if the Date of Student's Birth is incorrect, you must provide the correct date in the New Date of Student's Birth field.
 - *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.

4.1.1 SSCR Roster File or Submittal File Header Record

The following section provides the specifications of the Header Record at the beginning of the SSCR 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 you must fill in before returning the file to NSLDS.

Roster Header Records

Roster Header Record SSCR Sequence Number			
History Kept:	Type:	Size:	Position:
N/A	Numeric	7	1-7
Description:		A 7-digit number used to verify the proper location of the Header Record in the SSCR Roster File or Submittal File.	
Comments:		None	
Edits:		Must equal 0000000.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
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 as SSCR user.	School or servicer not enrolled as SSCR user.	None	File not processed.
WAN mailbox same as sent to WAN mailbox.	Received WAN mailbox different than sent to WAN 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 WAN or tape.	Submission not from WAN or tape.	None	File not processed.

Roster Header Record SSCR Sequence Number	
Date Revised:	3/3/1999

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

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

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

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

SSCR Create Date/Timestamp			
Must be valid date.	Invalid date.	None	File not processed.
Date must match SSCR Roster File date.	Date does not match date of Roster File.	None	File not processed.
Date Revised: 3/3/1999			

Certification Date			
History Kept: No	Type: Date	Size: 8	Position: 57-64
Description:	Date the school processes the SSCR Roster File. At this time, it becomes the SSCR Submittal File.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the effective certification date for the SSCR Submittal File. 		
Edits:	<ul style="list-style-type: none"> • Certification date must be greater than the CCYYMMDD portion of the SSCR Create Date/Timestamp. • Certification date must be less than current date. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be greater than SSCR Create Date/Timestamp.	Less than or equal to SSCR Create Date/Timestamp.	None	File not processed.
Must be less than or equal to current date.	Greater than current date.	None	File not processed.
Date Revised: 3/3/1999			

SSCR File Type			
History Kept:	Type:	Size:	Position:
N/A	Character	1	65-65
Description:		Indicates that this is the SSCR Roster File/Submittal File or the Error Acknowledgement File.	
Comments:		None	
Edits:		<ul style="list-style-type: none"> • 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. • Must be E, if Error Acknowledgement File. 	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
Must be R, A, or E.	Invalid character.	None	File not processed.
Date Revised:		3/3/1999	

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

4.1.2 SSCR Roster File or Submittal File Detail Record

The following section provides specifications of the Detail Record that is part of the SSCR Roster File and Submittal File. NSLDS provides data in some fields that you must not change. However, you may propose changes to these fields in separate corresponding fields. NSLDS provides data for other fields that you may change directly. Still other fields contain no data, and you may add data that may be useful in administering the loan.

Detail Records

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

Student's Social Security Number			
History Kept: Yes	Type: Character	Size: 9	Position: 8-16
Description:		Social Security Number of a Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> Valid or pseudo-SSN reported to NSLDS by the data provider. If a school believes the NSLDS data is incorrect, enter the correction in the New Social Security Number for Student field. If you add a student to the SSCR Roster File, you must fill in this field with the student's actual SSN. If the actual number is not available, enter the pseudo-SSN assigned by the data provider. Values in Student's SSN, Student's First Name, and Student's Last Name must match values in SSCR record produced by NSLDS, except for school-added records. 	
Edits:		For NSLDS-provided records, the value must match SSN in Roster File. For school-initiated records, the value must match an SSN in the NSLDS database.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> For NSLDS-provided records: Do not change. For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
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.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the database.
Date Revised:		3/3/1999	

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

Student's Last Name			
History Kept: Yes	Type: Character	Size: 35	Position: 18-52
Description:		Current last name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains NLN. • If you believe the NSLDS data is incorrect, enter the correction in the New Student's Last Name field. • If you add a student to the SSCR Roster File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35. 	
Edits:		For NSLDS-provided records: Must match Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
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.
Date Revised:		3/3/1999	

Student's First Name			
History Kept:	Type:	Size:	Position:
Yes	Character	12	53-64
Description:		First name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains NFN (no first name). • If you believe NSLDS data is incorrect, enter the correction in the New Student's First Name field. • If you add a student to the SSCR Roster File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with NFN. • If the first name exceeds 12 characters, drop any characters in excess of 12. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records. 	
Edits:		For NSLDS-provided records: Must match Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
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.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the NSLDS database.
Date Revised:		3/3/1999	

Student's Middle Initial			
History Kept: Yes	Type: Character	Size: 1	Position: 65
Description:		Middle initial of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Middle initial (MI) reported to NSLDS by the data provider. • If you believe NSLDS data is incorrect, enter the correction in the New Student's Middle Initial field. Correct MI only if there is a correction to Student's First Name or Student's Last Name. • If you add a student to the SSCR Roster File and the student has no middle initial, leave this field blank. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Conditional, Mandatory if MI is known. 	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Date of Student's Birth			
History Kept:	Type:	Size:	Position:
No	Date	8	66-73
Description:		Date (year, month, and day) on which the Title IV aid recipient was born.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student's Birth as reported to NSLDS by the data provider. • If a student's birth date is unknown, this field contains 19000101. • If you believe NSLDS data is incorrect, enter the correction in the New Date of Student's Birth field. • If you add a student to the SSCR Roster File, you must fill in this field. • If the Date of Student's Birth is unknown, fill in the field with 19000101. 	
Edits:		<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01-12; DD must be a value from 01-31, depending on the month and year. 	
Default Value/Use:		Use 19000101 for school-initiated records, if Date of Student's Birth is unknown	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Invalid Date of Student's Birth.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the NSLDS database.
Date Revised:		3/3/1999	

New Student's Social Security Number			
History Kept:	Type:	Size:	Position:
Yes	Character	9	74-82
Description:		Proposed change to the Social Security Number of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's SSN. • NSLDS uses the student's SSN as a record identifier. • NSLDS changes identifiers only when the data provider agrees to the change. • If the SSN change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Social Security Number field, and the New Student's Social Security Number field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if NSLDS SSN data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

NOTE: Schools and loan holders are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has recently made available organizational contact screens to help facilitate this process. An automated solution would likely involve changing the SSCR file layout, which would have a significant impact on schools and their servicers. The input process from loan holders to NSLDS would also need to be modified. Thus, any changes would need to be made long term to enable all parties to modify their systems accordingly.

New Student's Last Name			
History Kept:	Type:	Size:	Position:
Yes	Character	35	83-117
Description:		Proposed change to the last name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's First Name or New Student's Middle Initial, these fields will be populated with current data. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35. • NSLDS changes a student's last name only when the data provider agrees to the change. • If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Last Name field and the New Student's Last Name field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Student's First Name			
History Kept:	Type:	Size:	Position:
Yes	Character	12	118-129
Description:		Proposed change to the first name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's Last Name or New Student's Middle Initial, these fields will be populated with current data. • If a student does not have a first name, you must fill in this field with NFN. • If the first name exceeds 12 characters, drop any characters in excess of 12. • NSLDS uses the Student's First Name field as a record identifier. • NSLDS changes a student's first name only when the data provider agrees to the change. • If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's First Name field and the New Student's First Name field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Student's Middle Initial			
History Kept: Yes	Type: Character	Size: 1	Position: 130
Description:		Proposed change to the middle initial of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's Last Name or New Student's First Name, change to middle initial will be ignored. • If the student does not have a middle initial, this field must contain a space. NSLDS changes a student's middle initial only when the data provider agrees to the change. • If a middle initial change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Middle Initial field and the New Student's Middle Initial field contains a space. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with a space to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain a space. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Date of Student's Birth			
History Kept:	Type:	Size:	Position:
No	Date	8	131-138
Description:		Proposed change to the date (year, month, and day) on which the Title IV aid recipient was born.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • Fill in this field only if you propose a change to the student's birth date. • NSLDS uses the Date of Student's Birth field as a record identifier. • NSLDS changes a student's birth date only when the data provider agrees to the change. • If a birth date change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Date of Student's Birth field and the New Date of Student's Birth field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with zeros to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • If the field contains a value other than spaces, MM must be a value from 01-12; DD must be a value from 01-31, depending on the month and year. • Date reported requires student to be at least 12 years old and less than 90 years old from current processing date. (NOTE: This is a batch edit and does not apply to online updates.) 	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	28	New Date of Student's Birth is invalid date.

New Date of Student's Birth			
Date reported has the student between 12 and 90 years of age.	Student is less than 12 and greater than 90 years old.	29	New Date of Student's Birth makes student less than 12 years of age or greater than 90 years of age.
Date Revised: 3/3/1999			

Date of Anticipated Completion			
History Kept:	Type:	Size:	Position:
No	Date	8	139-146
Description:		Date (year, month, and day) when a student is scheduled to complete course requirements.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • 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 data provider. • This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. • This field must be reviewed each SSCR cycle and updated as appropriate, especially when an enrollment status change occurs. • If the date seems reasonable, given the student's academic progress, do not modify. • If you add a student to the SSCR Roster File, this field must contain the school's most current estimate. • The date received from a school will be modified if the date is six years more than the Certification Date. The date will be modified to a date six years from the Certification Date. • ACD is not required for an enrollment status of "W". 	

Date of Anticipated Completion			
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • 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. • If the Enrollment Status Code equals A, F, H, or L, this date must be greater than the Certification Date and the Enrollment Status Effective Date (see Figure 4–1, Enrollment Status Codes). • If the Enrollment Status Code equals G, this field must equal the Enrollment Status Effective Date. 	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if Enrollment Status Code equals G, A, F, H, or L.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals G, A, F, H, or L.	Invalid date.	15	Invalid date of Anticipated Completion.
Must equal ESED when Enrollment Status Code equals G.	Does not equal ESED.	25	Anticipated completion date must equal Date Enrollment Status Effective when Enrollment Status Code equals G.
Must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.
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.
Date Revised:		3/3/1999	

Filler			
History Kept:	Type:	Size:	Position:
No	Character	143	147–289
Description:		Blank fields	
Comments:		Formerly used for address fields. Effective March 1, 1999, address was not required; therefore, these fields will not be populated. Data in these fields will not be used.	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Not required	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Code for Enrollment Status			
History Kept:	Type:	Size:	Position:
Yes	Character	1	290
Description:		Code reflecting student's current (as of the Certification Date in the Header Record) enrollment status.	
Comments:		<ul style="list-style-type: none"> This field in the SSCR 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 SSCR process. Together these fields determine the exact beginning of the student's grace and subsequent repayment period. If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Figure 4–1, Enrollment Status Codes). 	
Edits:		Must be a valid code from Figure 4–1, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.	
Default Value/Use:		None	
Reporting:		Mandatory	

Code for Enrollment Status			
Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.
Date Revised: 3/3/1999			

NOTE: If a school determines that a student has transferred from another school from which he or she received a Federal loan, the school is encouraged to update NSLDS on the web, showing that the student is now attending their institution, or add the student to the SSCR Roster. The new enrollment information will be passed onto loan holders so that the student is not inadvertently placed in repayment.

Date Enrollment Status Effective			
History Kept:	Type:	Size:	Position:
Yes	Date	8	291–298
Description:		Effective date (year, month, and day) a borrower entered current enrollment status.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Figure 4–1, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • 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). 	

Date Enrollment Status Effective			
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the roster generation date. • Cannot be before the student's Date of Birth plus 12 years. (NOTE: Use New Date of Student's Birth for edit. If New Date of Student's Birth is blank, use Date of Student's Birth.) 	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
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 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.
Must be less than or equal to ACD.	Greater than ACD.	33	Date Enrollment Status Effective must be less than or equal to Anticipated Completion Date.
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.
Date Revised:		3/3/1999	

School Identification Designator (ID)			
History Kept:	Type:	Size:	Position:
No	Character	20	299–318
Description:		School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • 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. • If supplied, NSLDS will return the school ID in each SSCR Roster File, which will ease the task of subsequently matching NSLDS records to school data. • This data is not forwarded to the data provider. 	
Edits:		None, although left-justification is recommended.	
Default Value/Use:		None	
Reporting:		Optional	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

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

4.1.3 SSCR Roster File or Submittal File Trailer Record

The following section provides specifications of the Trailer Record that is part of the SSCR 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.

Roster Trailer Records

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

SSCR Trailer Title			
History Kept:	Type:	Size:	Position:
No	Character	19	8-26
Description:		Contains SSCR Roster Trailer to indicate that this is the SSCR Roster File or Submittal File.	
Comments:		NSLDS supplies the data in this field.	
Edits:		None	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:

SSCR Trailer Title			
N/A	N/A	N/A	N/A
Date Revised: 3/3/1999			

Number of Detail Records			
History Kept: Yes	Type: Numeric	Size: 8	Position: 27–34
Description:		Number of Detail Records in the file.	
Comments:		<ul style="list-style-type: none"> • This field confirms that you have returned all records in the SSCR Roster File. • This field contains the number of records in the Roster File. • If you add Detail Records to the file for students not included in the Roster File, you must update this field to reflect those additional records. • If you subtract Detail Records from the Roster File, you must update this field to reflect those records. 	
Edits:		Must be equal to the number of Detail Records in the SSCR Submittal File.	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
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.
Date Revised: 3/3/1999			

Filler			
History Kept: N/A	Type: Character	Size: 296	Position: 35–330
Description:		Blank field to complete full record length.	

Filler			
Comments:		Not applicable	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

4.2 Enrollment Status Codes

The valid Enrollment Status Codes are presented in Figure 4-1.

NOTE: If the student does not return to school as scheduled, you must change the status within 60 days to "Withdrawn," with an effective date of the last date of attendance, per 34 CFR 668.22 (j)(1).

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(j)(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 ¹ 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 ¹ enrollment on a half-time or more, but less than full-time, basis.

Code	Status	Definition	Date Used as Effective Date
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 ¹ 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 SSCR Submittal File Header Record.
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 SSCR Submittal File Header Record.
<p>¹ 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 60 days of that determination, or within 60 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.</p>			

Figure 4–1, Enrollment Status Codes

4.3 Error Codes

The error codes and messages are presented in Figure 4–2.

Error Code	Error Message
11	No Detail Record matches the record identifiers (Student's Social Security Number and First Name) sent on roster and the record was not ad hoc.

Error Code	Error Message
13	Invalid Date of Student's Birth.
14	No longer used.
15	Invalid Date of Anticipated Completion.
16	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
17	No longer used.
18	No longer used.
19	Missing Code for Enrollment Status.
20	Invalid Code for Enrollment Status.
21	Invalid Date Enrollment Status Effective.
22	Enrollment Status of "X" or "Z" cannot be reported if enrollment history at the school exists.
23	Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
24	Record was on Roster File and not updated by school or servicer.
25	Anticipated completion date must equal Date Enrollment Status Effective when Enrollment Status Code equals G.
26	Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.
28	New Student Date of Birth is invalid date.
29	New Student Date of Birth must be before date of roster creation.
30	Certification Date must be greater than or equal to date enrollment status effective date.
31	Attempted to add an ad hoc student but the student was not found in the database.
32	Student status could not be applied as current due to a reporting/history violation.
33	Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective.
34	Enrollment Status Effective Date cannot equal Certification Date if the Enrollment Status has not changed for "F", "H", or "A".
35	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of "A"

Figure 4-2, Error Codes and Messages

4.4 Error Checking

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

4.4.1 Header Record

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 000000 .	Accept only if the sequence number of the first record is 000000 .
SSCR Create Date/Timestamp	Valid date. Must match the date/timestamp in the SSCR Roster File sent to the school.	Reject if the date/timestamp in the SSCR Submittal File that you prepared does not match the date/timestamp in the SSCR Roster File that you received from NSLDS.
Certification Date	Valid date. Must be later than the SSCR Create Date/Timestamp.	Accept when both criteria are met.
SSCR File Type	For the SSCR Submittal File, must be R . For the SSCR Error Correction File, must be E . For the ad hoc file, must be A .	Reject if neither R , E , nor A .

4.4.2 Detail Record

Data Element	Validation Criteria	Action
Record Sequence Number	Every field's contents must match the original field contents in the SSCR Roster File sent to the school.	Reject if any field contents have changed compared to the SSCR Roster File transmitted to the school.
Student's SSN		
Student's Last Name		
Student's First Name		
Date of Student's Birth		

Data Element	Validation Criteria	Action
New Student's Last Name	None	Must not be spaces if NAME-FIRST is not spaces.
New Student's First Name	None	Must not be spaces if NAME-LAST is not spaces.
New Date of Student's Birth	Valid date. Must be older than the SSCR Create Date/Timestamp in the Header Record.	Accept when both criteria are met.
Date of Anticipated Completion	Valid date. If the Enrollment Status Code equals "G", this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code equals "A", "F", "H", or "L", this date must be greater than the Certification Date.	Accept when both 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	Valid date. 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.

4.4.3 Trailer Record

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 9999999 .	Accept only if the sequence number of the last record is 9999999 .
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.