

5.1.1 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 you must not change them. The sole exception is the Certification Date, which you must fill in before returning the file to NSLDS.

SSCR Roster File or Submittal File Header Record	
NAME:	SSCR Sequence Number
DESCRIPTION:	A 7-digit number used to verify the proper location of the Header Record in the SSCR Roster or Submittal File
TYPE:	Numeric
SIZE:	7
COMMENTS:	None
EDIT(S):	Must equal 0000000 .
REPORTING:	Mandatory, do not change.
POSITION:	1–7
NAME:	SSCR Header Title
DESCRIPTION:	Contains SSCR ROSTER HEADER to indicate that this is the SSCR Roster File or the SSCR Submittal File.
TYPE:	Character
SIZE:	18
COMMENTS:	NSLDS supplies the data in this field.
EDIT(S):	None
REPORTING:	Mandatory, do not change.
POSITION:	8–25
NAME:	Filler
DESCRIPTION:	Blank field reserved for future use.
TYPE:	Numeric
SIZE:	3
COMMENTS:	This field is blank when sent to the school.
EDIT(S):	Not Applicable
REPORTING:	Mandatory, do not change.
POSITION:	26–28

SSCR Roster File or Submittal File Header Record	
NAME:	Code for School
DESCRIPTION:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NSLDS supplies the code in this field. If a school has questions about its OPE code, it should call the Institutional Participation Division at 202-708-4906.
EDIT(s):	Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.
REPORTING:	Mandatory, do not change.
POSITION:	29-36
NAME:	SSCR Create Date/Timestamp
DESCRIPTION:	Date and time the SSCR Roster File was produced by NSLDS.
TYPE:	Date/Timestamp
SIZE:	20
COMMENTS:	CCYYMMDDHHMMSSNNNNNN format. This is the date and time affixed to the SSCR Roster File when it is generated for the school by NSLDS.
EDIT(S):	Must be a valid date. Date must match the date in the original SSCR Roster File sent to the school.
REPORTING:	Mandatory, do not change.
POSITION:	37-56
NAME:	Certification Date
DESCRIPTION:	Date the school processes the SSCR Roster File. At this time, it becomes the SSCR Submittal File.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. You must fill in this field with the effective certification date for the SSCR Submittal File.
EDIT(S):	Certification date must be greater than the CCYYMMDD portion of the SSCR Create Date/Timestamp.
REPORTING:	Mandatory
POSITION:	57-64

SSCR Roster File or Submittal File Header Record

NAME: SSCR File Type
DESCRIPTION: Indicates that this is the SSCR Roster File or Submittal File.
TYPE: Character
SIZE: 1
COMMENTS: None
EDIT(S): 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.
REPORTING: Mandatory, do not change.
POSITION: 65-65

NAME: Filler
DESCRIPTION: Blank field to complete full record length.
TYPE: Character
SIZE: 265
COMMENTS: Fill with spaces.
EDIT(S): Not Applicable
REPORTING: Mandatory, do not change.
POSITION: 66-330