

Volume VIII , Section 1 - Glossary

Glossary of Terms

Academic Year

A period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 30 weeks (except as provided in 34 CFR 668.3) of instructional time during which, for an undergraduate educational program, a full-time student is expected to complete at least:

- Twenty-four semester or trimester hours or 36 quarter hours in an educational program whose length is measured in credit hours; or
- Nine hundred clock hours in an educational program whose length is measured in clock hours.

See 34 CFR 668.2 for additional information. Academic years may be scheduled or borrower based. The annual loan limits for a Direct Loan apply to an academic year.

Account

When a record is submitted to COD, the data is organized by student and/or borrower on the COD database. This data is organized into logical groupings called Accounts.

Actual Disbursement Record

A disbursement record submitted to the COD System in order to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award (loan or grant). They either release funds available to a school via draw down or via pushed cash or they substantiate cash already made available to the school. Direct Loan Phase-In Participants submit actual

disbursements on a #H disbursement record layout. Pell Grant Phase-In Participants submit actual disbursements on a #D disbursement record layout. Full Participants submit actual disbursement records on the Common Record Layout with a Disbursement Release Indicator =True.

Administrative Cost Allowance (ACA)

The Department of Education reimburses institutions participating in the Federal Pell Grant Program \$5 for each student at the school who receives a Pell Grant. This is money paid to schools to offset some of the cost of delivering financial aid to students. This amount is based on the number of Pell recipients reported by the school, including students who withdrew from the school or were transferred, even if all Federal Pell Grant funds were recovered.

Administrative Relief Request

The Federal Pell Grant Program provides grant relief during extenuating circumstances. An institution may request administrative relief when it is unable to meet the September 30th deadline for submitting records, due to either an event, such as a natural disaster, or a processing error.

Aging of Drawdown

The process of tracking the time elapsed from the date funds were drawn down to the date a school fully substantiates the drawdown by submitting actual disbursement records.

Anticipated Disbursement Record

Disbursement information submitted on either an Edit Only record or an Origination Record that is not intended to request or substantiate funding. An anticipated disbursement does not post to a student/borrower's award (loan or grant). Full Participants submit anticipated disbursement information on the Common Record with a Disbursement Release Indicator omitted or set to False.

Attended School

The school or campus where the student attends class for which Federal Financial Aid funds are being used.

Available Balance

The difference between an obligation and net drawdowns for Pell Grants. Available balance does not include obligations supported by accepted actual disbursements.

Award

An Award refers to the amount of money a student and/or borrower is eligible to receive for a period of time. Awards are designated by program (e.g., Direct Loan or Pell Grant), by institution, and by award year.

Award Year

For Pell Grant, the twelve-month period beginning on July 1st and ending June 30th of the following year. This also applies to what has previously been called the Direct Loan Program Year, which is the period of time (approximately 2 1/2 years in length) in which schools could potentially process a Direct Loan for a particular Award Year.

Batch

A group of records submitted together. Batches can consist of one or more records. Users can submit data for students in a file called a batch. For Phase-In Participants, a batch includes a header record, student-level records and a trailer record. For Full Participants, the batch contains a network header record, the Common Record with one or more students / awards / disbursements and the network trailer record. Periodic sweeps of a school's SAIG mailbox are performed to pick up these batches and send them to the COD System for processing.

Booked Loan

A Direct Loan award that has been linked to a promissory note and an accepted actual disbursement, and has had the disbursement transmitted to servicing.

Call for Cash

Action taken by FSA to request a return of cash received by a school.

Campus-Based Programs

The term applied to three federal Title IV student aid programs administered on campus by eligible institutions of postsecondary education:

- Federal Perkins Loan Program
- Federal Work-Study (FWS) Program
- Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Cash at School

Cash that a school has received, either through self-initiated drawdown or pushed to the school's bank account, minus returned cash.

Central Processing System (CPS)

This is the Department of Education system that processes information from the Free Application for Federal Student Aid (FAFSA), calculates the Expected Family Contribution (EFC) for each applicant, prints the Student Aid Report (SAR), and transmits Institutional Student Information Record (ISIR) data electronically. Data from the CPS system is used by the COD System to verify eligible students.

Common Origination and Disbursement (COD) Process

The COD Process is a common process integrated with a system designed to support origination, disbursement, and reporting of the Pell Grant and Direct Loan programs. The COD Process will be expanded to include optional reporting of campus-based programs.

Common Origination and Disbursement (COD) System

The COD System is a technical solution designed to accommodate the COD Process for the Pell Grant and Direct Loan programs. The COD System will be expanded to support the optional reporting of campus-based programs.

Common Record

The Common Record is a data transport mechanism exchanged by trading partners participating in Federal Student Aid. The Common Record is a document formatted in Extensible Markup Language. Schools that use the Common Record to transmit data to the Department of Education COD System are referred to as Full Participants.

Common School Identifier (CSID)

See Routing Identifier

Complex Element

An XML Element that contains other elements. It may also contain text, but it isn't required. Elements contain other elements in order to provide for logical groupings of data. For example, an applicant's name information can be represented by the following XML:

```
<Name>
  <FirstName>Heidi</FirstName>
  <LastName>Smith</LastName>
</Name>
```

Through the nesting of first name and last name information in the Name complex element, the information is logically grouped and the meaning of the group is clear. Complex elements can contain other complex elements so many levels of nesting and organization are possible.

Correction Edit Codes

Applies to Full Participants in the Pell Grant program only. For schools that have selected to have their Pell Grant data corrected rather than rejected, the COD system automatically corrects the data and sends a response to the school that submitted the record indicating that a correction took place, the element corrected, the original value, and the corrected value. Edits that can be corrected, rather than rejected, are indicated with a C/R in the Volume II, Section 4 - Full Participant Edit Codes in the 2003-2004 COD Technical Reference.

Cost of Attendance (COA)

Tuition and fees, room and board expenses while attending school, allowances for books and supplies, transportation, loan fees (if applicable) dependent child care costs, costs related to a disability, study-abroad costs, and other miscellaneous expenses, as outlined in Section 472 of the Higher Education Act.

CPS Transaction Number

A transaction number from eligible ISIR used to calculate the award.

Credit Check

A review of a borrowers credit history and a credit check are initiated against the borrower for a PLUS Loan when the COD system receives a PLUS Loan Award. Parents may request an abbreviated credit check to verify eligibility. Authorized users initiate an abbreviated credit check via the web. A current credit check is one that has been performed within the last 90 days.

Current Funding Level (CFL)

Total amount of cash available for a school to draw down at any point in time, and is a subset of the school ceiling amount (SCA). A school's current funding level may be adjusted based on the amount of substantiated cash. A change in CFL will directly impact the SCA.

Current Social Security Number

This is the Social Security Number (SSN) that is in the Current Social Security Number field on the greatest CPS Transaction Number used to establish an award for this student on the COD System. Current SSN is a component of the student identifier in the COD System.

Enrollment Date

The first date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 award year funds, report the actual start date of the student's classes for that payment period.

Direct Loan Origination System (DLOS)

The Direct Loan Origination System is the system that processes Direct Loan data through the 2001-2002 processing cycle. The Common Origination and Disbursement (COD) system replaced the Direct Loan Origination System beginning with the 2002-2003 award year processing cycle.

Direct Loan Program

A Federal program where the government provides four types of education loans available to students, parents and endorsers:

- Federal Direct Subsidized Loan (for students)

- Federal Direct Unsubsidized Loan (for students)
- Federal Direct PLUS Loan (for parents and/or endorsers)
- Federal Direct Consolidation Loan (for students and parents)

These loans, which are referred to collectively as Direct Loans, are guaranteed by the U.S. Department of Education.

Disbursement

Title IV program funds are disbursed when a school credits a student's account with funds or pays a student or parent directly with either:

- Title IV funds received from ED
- Federal Family Education Loan (FFEL) Program funds received from a lender or,
- Institution funds used before receiving Title IV program funds.

Disbursement Acknowledgement

Applies to Phase-In Participants only. Term used for the COD response, which is sent to the schools when a disbursement record is sent to COD.

Disbursement Release Indicator

Applies to COD Full Participants only. The Disbursement Release Indicator is a tag on the Common Record that designates a record as an Actual Disbursement Record. It signals the COD System to post the amount of disbursement to an award (loan/grant). Formerly referred to as the Payment Trigger Flag.

Document

In the context of XML, a document is a message or data transmission and is a combination of markup and content. Markup is a type of language contained within start and end tags. Content is the data that falls between the tags. A Common Record message or transmission is considered to be an XML document. A Common Record document can be thought of as a batch.

Drawdown

A drawdown occurs when a school or COD, on behalf of a school, initiates a request for money through GAPS, and the funds are transmitted from the US Treasury to the school's bank account.

Edit/Comment Codes

These are a series of numeric codes that explain processing results, including data corrections, duplicates, and record rejects, for specific processed records for all award years.

Edit Only Record

In the COD Process, a record sent with anticipated disbursement information for editing purposes only. Edit Only Records may originate an award, but are not intended to request or report funds. Full Participants schools using the Common Record submit a record with the Disbursement

Release Indicator set to False. Phase-In Participants submit an origination record containing anticipated disbursement information.

Element

XML documents consist of elements that are preceded and terminated with tags. An example of an element is <LastName> Smith </LastName>, where LastName is an element.

Eligible Applicant

An eligible applicant is a student who has submitted a Free Application for Federal Student Aid (FAFSA) and meets the eligibility requirements Title IV financial aid. The student must be currently enrolled or be a prospective student at a postsecondary school which is eligible to participate in Student Financial Aid programs.

Eligible Program

An educational program that meets regulatory requirements for participating in Title IV programs.

Eligibility Used

The Eligibility Used percentage is calculated by summing all of the accepted actual disbursement records for this student at the attended institution and dividing that amount by the Scheduled Federal Pell Grant Award at the attended institution.

Endorser

A person who signs a PLUS loan on behalf of the parent because the parent's credit check was declined. The endorser accepts full financial responsibility to pay back the PLUS loan if the parent does not do so.

Enrollment Date

The first date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 funds, report the actual start date of the student's classes for that payment period.

Enterprise Application Integration Bus (EAI Bus)

This system acts as a bridge between schools, related systems and the COD System. It transmits information from schools' SAIG mailbox to COD and vice versa. Also, referred to as Middleware. Currently, the EAI BUS translates XML Response documents generated by COD into fixed-length Acknowledgment records for Phase-In Participants.

Enterprise Wide

FSA is seeking solutions, which support all of the FSA enterprise, not just a departmental solution.

Expected Family Contribution (EFC)

The figure that indicates how much of family's financial resources should be available to help pay a student's postsecondary education expenses. This figure, which is determined according to a statutorily defined method known as the federal Need Analysis Methodology, is used for all students in determining eligibility for Title IV student financial aid.

Extended Processing

The Direct Loan Program provides award relief during extenuating circumstances. An institution may request extended processing if it is unable meet the processing deadline (also known as Closeout Deadline). The Department of Education grants extended processing due to either an event, such as a natural disaster, or a processing error.

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Federal Pell Grant Payment Schedule

The Schedule of Federal Pell Grant Awards. The Schedule is based on the EFC, the enrollment status, and the school COA. The schedule is usually posted in January on the IFAP Web site for the upcoming award year.

Federal Pell Grant Program

A type of federal financial aid awarded to eligible, qualified applicants. A Federal Pell Grant, unlike a loan, does not need to be repaid. Generally, Pell Grants are awarded only to undergraduate students that have not earned a bachelor's or professional degree.

Federal Supplemental Education Opportunity Grant (FSEOG)

A campus-based aid program that provides grant assistance to students with financial need who are in undergraduate programs and have not earned a bachelor's degree or first professional degree. Priority in awarding FSEOG funds is given to students who have exceptional financial need and are Federal Pell Grant recipients.

Financial Aid Management System (FMS)

This system is the general ledger for FSA. FMS works with GAPS to communicate financial information and to pay out disbursements to schools.

FISAP

Fiscal Operations Report and Application to Participate in Campus-Based Programs. A report showing how a school spent allocated funds during the prior award year and an application to participate in the upcoming award year that must be submitted annually by schools that participate in any of the Campus-Based Programs.

Free Application for Federal Student Aid (FAFSA)

This is the application that must be filed by an applicant to apply for any student financial aid distributed by the federal government.

Freeze Cash

Action FSA takes to eliminate a school's ability to draw additional funds. A Freeze Cash is usually preceded by a Call for Cash.

FSA

The Office of Federal Student Aid within the U.S. Department of Education.

Full Participant

A school that submits the Common Record in XML format to COD over the Student Application Internet Gateway (SAIG) for origination and disbursement of the Pell Grant and/or Direct Loan processes instead of the multiple layouts in fixed file formats. For the 2003-2004 award year, schools may choose to be a COD Full Participant for both programs (Pell Grant and Direct Loan) or for one program and not the other program (e.g. Full Participant in the Direct Loan program and a Phase-In Participant in the Pell Grant program or vice versa). Full Participants should refer to Volume II of the 2003-2204 COD Technical Reference for information on record layouts, edit codes, message classes, and business processing rules.

Full Response

Applies to COD Full Participants only. A Common Record response document that contains all of the original tags and data sent by the school and the processing results, edit codes, and rejected data elements.

Grants Administration & Payment System (GAPS)

GAPS is the system used by the U.S. Department of Education's Office of Chief Financial Officer to process school-specific obligations and to make payments (drawdowns) against those obligations. GAPS communicates with the COD system through FMS. GAPS is part of EDCAPS and interfaces directly with U.S. Treasury's Federal Reserve System.

Information for Financial Aid Professionals (IFAP)

This FSA web site (www.ifap.ed.gov) provides information to financial aid professionals in the areas of Title IV federal programs, publications, regulations, and correspondence regarding administration of Title IV federal programs. This Web site also maintains Action Letters, Dear Partner Letters, Direct Loan Bulletins, Electronic Announcements (P-Messages), Federal Registers, and FSA Handbooks issued by the US Department of Education.

Institutional Student Information Record (ISIR)

This is the electronic version of the Student Aid Report (SAR) that indicates eligibility for the Federal Pell Grant Program. The ISIR contains the family's financial and other information reported on the Free Application for Federal Student Aid (FAFSA), as well as key processing results and National Student Loan Data System (NSLDS) Financial Aid History information. It is transmitted electronically to postsecondary schools and state educational agencies.

Loan Origination Center (LOC)

The Loan Origination Center located in Montgomery, Alabama provides origination servicing to Direct Loans for the 2001-2002 and prior award years. The LOC continues to receive paper MPNs for 2002-2003 and forward.

Master Promissory Note (MPN)

The approved promissory note that is used for all Direct subsidized and unsubsidized loans and PLUS loans.

Middleware

See Enterprise Application Integration Bus.

MPN Acknowledgement

Term used for the COD response, which is sent to Phase-In Participant schools upon receipt of an MPN once edits have been performed and the linking attempted by COD.

MPN ID

The unique identifier printed on the MPN. It is made up of a student's SSN, 'M' – for subsidized or unsubsidized or 'N' – for PLUS, the last two digits of the award year, a school's Direct Loan code, and a three-digit sequence number. (Example: 123456789M04G12345001).

Multiple Reporting Record (MRR)

For the Pell Grant program, the Multiple Report Record (MRR) identifies originations and/or disbursements being reported by more than one institution for the same student. The multiple report records are designed to provide institutions with information to identify and resolve potential overaward payments and concurrent enrollments before they occur. Institutions may request records identifying the institutions which have originated or disbursed for specific

recipients, specific institutions, or for all students originated at their school. This request can be done electronically through the COD web site or by phone to COD School Relations Center (1-800-4-PGRANT).

Multi-Year (MY) Feature

A feature of the Master Promissory Note, which allows multiple Direct Loans for the same student/borrower to link to the same MPN. Beginning in 2003-2004 award year, all Direct Loan schools are eligible to use the Multi-Year Feature of the MPN. Once an MPN has been accepted and remains open, schools that choose to use this feature do not have to obtain a new promissory note each academic year.

National Student Loan Data System (NSLDS)

As a Title IV automated system, the National Student Loan Data System, or NSLDS, is a national database of information about loans and other financial aid awarded to students under Title IV of the Higher Education Act of 1965. This system prescreens applications for Title IV aid, supports program administrative research functions, and improves Title IV aid delivery through automation and standardization.

Option

Parameter or criterion used to process information by the COD System. Schools have the ability to set some processing options by accessing the COD web site (www.cod.ed.gov) or contacting the COD School Relations Center and requesting that an option be updated by FSA. See Volume VIII, Section 2 – COD Web Site in the 2003-2004 COD Technical Reference for more information.

Origination Acknowledgement

Applies to Phase-In Participants only. Term used for the COD response, which is sent to the schools when an origination record is sent to COD.

Payment to Servicer Amount

Amount of payment sent to the Servicer by the borrower within 120 days of the disbursement date. COD receives this information from the Direct Loan Servicing System and generates a Payment to Servicer Response/Acknowledgement to the school.

Payment Trigger Flag

See Disbursement Release Indicator.

Performance Based Organization (PBO)

Performance Based Organization is an organization based on the principle that it is held accountable for producing measurable results that customers value. In return, the organization is given unusual flexibility in how it can pursue those results.

Phase-in Participant

A school that submits “legacy” records in fixed-length, flat file formats to COD over the Student Application Internet Gateway (SAIG) instead of using the Common Record in XML format. For the 2003-2004 award year, schools may choose to be a Phase-In Participant for both programs (Pell Grant and Direct Loan) or for one program and not the other program (e.g. Full Participant in the Direct Loan program and a Phase-In Participant in the Pell Grant program or vice versa). Pell Grant Phase-In Participants should refer to Volume III of the 2003-2204 COD Technical Reference for information on record layouts, edit codes, message classes, and business processing rules. Direct Loan Phase-In Participants should refer to Volume IV of the 2003-2204 COD Technical Reference for information on record layouts, edit codes, message classes, and business processing rules.

Parent Loans for Undergraduate Students (PLUS)

PLUS loans enable parents to borrow federal funds to pay the education expenses of each child who is a dependent undergraduate student. PLUS loans are part of the Federal Direct Loan program.

Postsecondary Education Participants System (PEPS)

PEPS is the U.S. Department of Education system that provides the COD system with school eligibility information.

Potential Overaward Process (POP)

Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. The COD System is programmed to calculate the percentage of Scheduled Pell Grant used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant disbursements for that award year to zero.

Promissory Note

A legally binding contract between a lender and a borrower that contains the terms and conditions of the loan, including how the loan is to be repaid. It becomes legally binding when signed (executed) by the borrower.

Receipt

Applies to Full Participants only. The COD System returns a receipt for every Common Record document that is received via SAIG and can be read by the COD System. The COD System returns a receipt after it validates the Common Record against the XML Schema, but before actual processing of the Common Record.

Recipient Financial Management System (RFMS)

The Recipient Financial Management System is the system that processes Pell Grant data through the 2001-2002 processing cycle. The Common Origination and Disbursement (COD) system replaced the RFMS beginning with the 2002-2003 award year processing cycle.

Reject Edit Codes

The system does not continue processing the record and sends a response/acknowledgement to the school indicating the reject reason and the relevant data element.

Release Record

In the COD Process, a record that changes an Edit Only or anticipated disbursement to an Actual Disbursement Record. Full Participant schools using the Common Record submit a new record with the Disbursement Release Indicator set to True. Phase-In Participant schools using the legacy records submit an Actual Disbursement record.

Reporting School

The school that sends and receives data for the campuses or students it serves. The Reporting School must be a school and cannot be a 3rd Party Servicer.

Response

Applies to Full Participants only. The Common Record document sent back to the school after processing of an incoming Common Record document is complete. This Common Record contains processing results and edit codes and may be either a Full or Standard Response.

Routing Identifier

An identifier established by the U.S. Department of Education in award year 2002-2003 as an identifier assigned to schools and Third Party Servicers that is common across the Pell Grant and Direct Loan programs. A randomly generated eight-digit number that replaces the Pell Institution Number and Direct Loan (E/G) School code for the reporting of Pell Grant and Direct Loan data. Previously referred to as the Common School Identifier (CSID).

School Closeout

The process of identifying and submitting any outstanding records for an award year and returning any money for which there are no records to substantiate its use.

Simple Element

An XML Element that does not contain any other elements. A Simple Element contains only text. An example of a Simple Element is:

```
<LastName>Smith</LastName>
```

Single Year (SY) Feature

A feature of the Master Promissory Note which allows multiple Direct Loans for the same student/borrower with the same academic year from the same school to link to the same MPN. The Single Year Feature applies to schools that choose not to use the Multi-Year Feature. Schools that choose to use this feature must obtain a new promissory note for each academic year.

Standard Response

Applies to COD Full Participants only. A Common Record response document that contains only the processing results, edit codes, and rejected data elements.

Student Aid Internet Gateway (SAIG)

The SAIG (formerly TIVWAN) is the internet based mail-boxing system used to transmit data between the schools and the U.S. Department of Education systems. Schools must enroll in SAIG before they can begin transmitting records to COD.

Student Aid Report (SAR)

After the student's FAFSA is processed by the Central Processing System, the processor produces a Student Aid Report (SAR) that is sent to the student. The SAR reports the information from the student's application and, if there are no questions or problems with the application, the Expected Family Contribution (EFC), the number used in determining the eligibility for federal student aid, and the student's financial aid history.

Subsidized Direct Loan

A subsidized loan (sub) loan is a Direct Loan given to a student that does not begin accruing interest charges until six months after the student has left school. The federal government does not charge interest while the student is in school at least half-time, during the grace period, or during deferments (postponements of repayment).

Substantiate

The act of accounting for funds already drawn. In the COD Process, institutions can substantiate funds by sending in an Actual Disbursement Record.

Tag

A tag is an element name that is used inside brackets to denote the beginning and end of content. For example, <LastName>Jones</LastName> uses the tag of LastName.

Third Party Servicer

An individual or a State, or a private, profit or non-profit organization that enters into contract with an eligible institution (school) to administer, through either manual or automated processing, any aspect of the institution's (school's) participation in any Title IV, HEA program.

Title IV Student Financial Aid

Federal financial aid programs for students attending postsecondary educational schools, authorized under Title IV of the Higher Education Act of 1965, as amended. The programs are administered by the U.S. Department of Education. Title IV programs consist of:

- Academic Achievement Incentive Scholarship Program
- Federal Consolidation Loans
- Federal Direct Student Loans
- Federal Family Education Loan (FFEL) Program
- Federal Pell Grants
- Federal Perkins Loans
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Gaining Early Awareness and Readiness for Undergraduates Program (GEAR-UP)
- Leveraging Educational Assistance Program (LEAP)
- Robert C. Byrd Honors Scholarships

Trading Partner

Two parties that exchange electronic data. Trading partners include: COD and schools; FFEL partners and schools; state grant agencies and schools; and alternative loan partners and schools.

Unbooked Loan

A loan which does not have an accepted actual disbursement and/or is not linked to an accepted promissory note.

Unsubsidized Direct Loan

An unsubsidized (unsub) loan is a Direct Loan given to a student that will begin accruing interest charges from the disbursement date forward. The federal government charges interest to students on these loans from the date of disbursement. While the student is in school, in the grace period, or in deferment, students are not required to make payments on the loans, but may choose to do so.

Unsubstantiated Cash

Calculated as net cash at school (i.e. net excess cash returns) received for the award year, not including cash at schools for the last 30 days minus total accepted disbursements (booked disbursements for DL) for award year.

Warning Edit Codes

The record is processed, but a warning is sent to the school to alert them to a possible regulatory violation. The response/acknowledgement sent includes a code indicating a warning, the warning type, and the relevant data element.

XML

Extensible Markup Language.

XML Schema

XML Schema specifies the rules surrounding the structure of an XML document. It defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.