

EDE Processing

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Introduction

This section provides information about codes and messages associated with the Central Processing System (CPS) Electronic Data Exchange (EDE) process. The data specifications provided here will further help you define your system, submit your data, and correct errors or Free Application for Federal Student Aid (FAFSA[®]) data.

Electronic FAFSA®

Although most students now use FAFSA on the Web to apply for federal student aid, destination points can still collect FAFSA data on a paper FAFSA and then key-enter the data to transmit it as an electronic FAFSA to the Central Processing System (CPS). After the CPS processes the data, the results of the electronic FAFSA are transmitted back to the destination point.

The FAFSA data is submitted in the EAPS19IN message class, and processing results are returned in the IDAP19OP message class.

FAA Access to CPS Online allows financial aid administrators (FAAs) to enter and transmit FAFSA information using the Internet. However, schools can choose to develop their own software. The remainder of this section includes specifications for developing software to provide the required electronic FAFSA functions.

Electronic FAFSA® Process

The electronic FAFSA process consists of five steps:

1. The student submits a completed and signed paper FAFSA to the school.
2. The information on the FAFSA is key-entered.
3. The file is formatted and transmitted to the CPS through the Student Aid Internet Gateway (SAIG).
4. The FAFSA data is edited and corrected until a clean data file is created. The CPS edits the data for inconsistencies. The data elements for each field must be in the valid range with no inconsistencies in the data. For example, if a student indicates a marital status of single, yet provides income earned from work for student and spouse, an edit is triggered at the CPS.
5. The CPS transmits processed FAFSA records back to the destination point as Institutional Student Information Records (ISIRs) under the message class IDAP19OP. A paper Student Aid Report (SAR) is also sent to the student. Depending on the processing results, a student may be sent a SAR Acknowledgment or e-mail notification of SAR processing.

Receiving the Completed and Signed FAFSA®

Schools participating in electronic application submission must have their students complete and sign the FAFSA. Schools must maintain the required original student signature and, in the case of a dependent student, a signature from one parent whose information is provided on the form.

In the past, schools relied on the paper FAFSA to collect the student's and parents' information and signature. As we continue to encourage use of the electronic application and reduce reliance on the paper FAFSA, we remind you of an alternative for this documentation process: the PDF FAFSA. Students can download English and Spanish 508-compliant PDF versions of the 2018-2019 FAFSA beginning in late September from the StudentAid.gov Web site. Schools can also download the PDF from the FSAPubs (FSAPubs.gov) and IFAP (ifap.ed.gov) Web sites beginning in late September.

Entering and Formatting the FAFSA® Information

As part of the FAFSA entry and formatting process, you are responsible for ensuring that the data meets the field-by-field criteria provided in the "Valid Content" column of the FAFSA Application Export Record Layout. The record created by your system or software must adhere to the record layout provided in the Record Layout section with the addition of a Carriage Return/Line Feed (CR/LF, ASCII 13 [HEX 0D] / ASCII 10 [HEX 0A], respectively) at the end of each record. Use of an end-of-file mark (ASCII 26 or HEX 1A) is optional. FAFSAs with invalid dates or formats are rejected.

Transmitting the Records

Use EDconnect, the transmission software provided by ED, to format your data records and transmit them over the SAIG.

Mainframe users can use the TDClient software to submit data records. Instructions are available in the SAIG Host Communication Guide located on the Federal Student Aid Download (FSAdownload) Web site, located at fsadownload.ed.gov.

Receiving Processed Records

You receive your processed FAFSA records in ISIR format in the IDAP19OP message class.

Note: See the Printing section for more information on printing ISIRs.

Rejected FAFSA® Records

Instances may occur when the CPS does not accept your records for processing. The CPS returns a rejected electronic FAFSA error report to you in the message class EAPR19OP. The Record Layouts section contains the EDE Record Level Error Report Import Record Layout. The Processing Codes section contains additional information on the reject reasons found in the record layout.

The two categories of rejections for submitted FAFSA records are:

- **Transaction Rejects** – A transaction reject prevents the FAFSA record from being processed. If a record is rejected for one or more reasons, an error report is returned to the school in message class EAPR19OP (see the EDE Record Level Error Report Import Record Layout in the Record Layouts section), and no ISIR is created. These rejects are also known as record-level rejects.
- **Compute Rejects** – The CPS contains a series of edits that evaluate data on incoming FAFSA records for consistency and completeness. These edits apply to all data from electronic and paper input. The CPS does not compute an Expected Family Contribution (EFC) for a FAFSA rejected for a compute reject reason. However, an ISIR is produced. ISIRs with a compute reject are returned in the IDAP19OP message class. The reject reason codes for the compute reject are coded on the ISIR and located in positions 1408 through 1421 on the ISIR. Procedures for responding to the reject codes are in “Table of Reject Codes and How to Respond to Each” in the Processing Codes section of this technical reference.

In the paper system, a student can confirm a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school verifies the data (by re-entering the data as a “correction”) and transmits the correction record to the CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.

ISIR

The ISIR is a fixed-length record containing reported information from the FAFSA, as well as key processing results, including National Student Loan Data System (NSLDS) information. NSLDS information is located at the end of the ISIR Record Description.

The CPS sends the ISIR electronically to institutions that the student has indicated he or she plans to attend. Generally, all information printed by the CPS on the paper SAR is coded in the ISIR file. Descriptions of the contents of the ISIR are in the Record Layouts section.

School Codes Included in the ISIR File

This is what you will receive if you are a:

- **School** – For each student, you will receive one ISIR that includes your Federal School Code. All other Federal School Code and Housing Code positions will be blank. In addition, the Electronic Federal School Code Indicator and FAA Federal School Codes fields will *always* be blank and the Electronic Transaction Indicator (ETI) Flag field will be set to the ETI flag of the school receiving the ISIR. Schools with main and branch campuses serviced by one TG number will receive multiple ISIRs for one student if the applicant listed more than one Federal School Code associated to the TG number.
- **Servicer** – You will receive one ISIR for each student with only one Federal School Code and housing code listed. You will receive multiple ISIRs for a student if he or she included more than one Federal School Code for schools you service. In addition, the Electronic Federal School Code Indicator and FAA Federal School Codes fields will *always* be blank and the Electronic Transaction Indicator (ETI) Flag field will be set to the ETI flag of the school receiving the ISIR.
- **State Agency** – You will continue to receive ISIRs as you have in the past; all school and housing codes that the student listed on the FAFSA will be included on the ISIR.

Note: The average CPS processing time is between 48 and 52 hours.

ISIR Datamart

The ISIR Datamart is the centralized location that stores ISIR data generated by the CPS. Schools, state agencies, and other authorized users receive ISIR distributions from the datamart through the SAIG when requests are made using the ISIR Request function in FAA Access to CPS Online.

You can establish your school's preferences regarding receiving "daily" ISIR files or requesting ISIR files from the ISIR Datamart on the SAIG Enrollment Web site, located at fsawebenroll.ed.gov.

"Daily" ISIRs and requested ISIRs are described in more detail below.

ISIR Receipt Types and Message Classes

The CPS generates ISIRs in response to input from students or schools. This includes input such as FAFSAs, FAFSA corrections, and CPS-generated transactions. These ISIRs are categorized in three general ISIR types—daily ISIRs, requested ISIRs, and pushed ISIRs—and are described on the following pages.

Daily ISIRs – IDAP19OP, IDSA19OP, and IGCO19OP

Schools can receive “daily” ISIRs or request specific ISIRs or groups of ISIRs from the ISIR Datamart. Daily ISIRs are generated daily in response to FAFSAs or corrections entered by you or at a site other than your school, including the following sources:

- Paper FAFSAs or SARs processed by the Image and Data Capture (IDC) processor
- FAFSAs or Corrections on the Web
- FAFSAs or corrections on FAA Access to CPS Online
- Electronic FAFSAs or corrections by another EDE school or third-party servicer

The CPS sends these ISIRs to school destination points in the IDAP19OP, IDSA19OP, and IGCO19OP message classes.

All users, by default, are set up for the daily ISIR distribution preference. This preference can be updated at any time using the SAIG Enrollment Web site.

If you select daily receipt of ISIRs, you can also use the datamart as needed to request ISIRs. All ISIR transactions for each student are stored in the datamart and are available for retrieval upon request. The FAA Access to CPS Online Web site enables you to submit requests to the datamart for specific ISIR data based on query criteria.

Daily ISIR data files are stored for retrieval in your SAIG mailbox under current retention and archival guidelines.

Requested ISIRs – ISRF19OP

Requesting ISIRs is a simple process that enables you to receive only the ISIRs you need. You use the ISIR Request feature on the FAA Access to CPS Online Web site (faaaccess.ed.gov) to request ISIRs from the datamart. The CPS returns these ISIRs to the school in the ISRF19OP message class, and you receive one ISIR for every record that meets the ISIR query criteria. You can submit a query request to the datamart for duplicate ISIRs, year-to-date (YTD) files, or federal data request (FDR) files (for state agencies only). You can request the same ISIR as many times as necessary.

Your school must be listed on the specific ISIR transaction you are requesting for the request to be successfully processed.

As queries are run against the datamart, files of requested ISIRs are generated and sent to you through the SAIG. These files must be retrieved from your SAIG mailbox within 14 calendar days, or they are deleted (and cannot be restored). If this occurs, you can resubmit the same request to the datamart, and the data is generated and sent to you again.

You can view the request date and request status any time after submitting a request. If the request has been processed, you can also view the request completion date and the number of ISIRs that were sent. You can submit as many query requests to the ISIR Datamart per day as necessary to retrieve the data you require.

Titles must be added to the query requests you submit, and the title you enter is returned in the ISIR file you receive as a result of your request. This assists you in matching ISIR files to individual requests you have submitted to the datamart. Titles can be up to 50 characters in length.

When you return to FAA Access to CPS Online to enter a new ISIR request, your most recently completed or pending requests are displayed. Rather than creating a new query, you can save time by using a prior query again to request ISIRs, provided the parameters still apply. You may want to modify the title of the request to distinguish it from other requests you have previously submitted.

For your convenience, queries can be set up to run on a future date. For example, you can set a date in the future to receive all ISIRs processed on or before key deadlines at your school or state agency.

If you want your query to run as soon as possible, simply leave the execute date blank and your query will run after the next CPS compute.

Automatically Pushed ISIRs – IGSG19OP and IGSA19OP

Certain ISIR transactions processed by the CPS are automatically distributed (or “pushed”) to you, regardless of the ISIR delivery option selected on the SAIG Enrollment Web site, because they require you to take some sort of action. An example of a pushed ISIR would be a student-initiated correction that causes a change to the EFC.

ISIRs that are generated and automatically distributed to the school are sent in the following message classes:

IGSG19OP

When your Federal School Code is listed on the following types of transactions, a system-generated ISIR is automatically pushed to your school in the IGSG19OP message class:

- CPS reprocessing
- Department of Homeland Security (DHS) automated secondary confirmation
- NSLDS Postscreening
- Applicant’s SSN is included in the Department of Defense (DOD) file after his or her initial transaction is processed

IGSA19OP

When a correction record processed by the CPS results in one of the following changes on the new transaction, the school that submitted the correction receives the transaction in a daily ISIR file (IGCO19OP), while all other schools listed on the transaction receive a pushed ISIR file (IGSA19OP):

- Reject Status changes (records that change from a rejected status to having a calculated EFC or from having a calculated EFC to a rejected status)
- Verification Status changes (not selected to selected)
- EFC value changes, such as records that now have a higher or lower EFC
- SAR C Code changes

Pushed ISIR data files are stored for retrieval in your SAIG mailbox under current retention and archival guidelines.

Each school subscribing to the daily ISIR service receives one ISIR for every student who lists that school on the FAFSA. Regardless of the service for which a school has enrolled, all schools receive pushed ISIRs.

Servicers will receive one ISIR for each student with only one Federal School Code listed and may receive multiple ISIRs for a student if he or she included more than one Federal School Code for schools managed by the servicer. For message class details, state agencies should refer to the state agencies information later in this section.

Important Information about ISIR Files

- **Schools Must Obtain ISIRs for All Eligible Students.** Although the options provided to schools through use of the ISIR Datamart are extensive, we remind you that you are obligated to obtain ISIRs for all eligible students who enroll at your school.
- **Develop an ISIR Request Process.** We highly recommend that you develop a process for requesting ISIRs from the datamart that takes into account your ongoing student admissions process, as well as the tracking and monitoring of existing students with paid-on ISIR transactions.
- **Review ALL Pushed ISIRs.** Your school *must* review all pushed ISIRs and assess any potential impact to your students' aid eligibility, regardless of whether or not you select the "daily" ISIR distribution.
- **Schools Choosing NOT to Receive Daily ISIRs.** Schools that elect not to receive daily ISIRs and instead request specific ISIR transactions from the datamart *must* continue to review ISIR transactions for all enrolled students.

State Agency Options

State agencies can combine processed FAFSA data from the CPS with common loan application data to guarantee federal student loans, or the data can be combined with state data to award state scholarships and grants.

As destination points, state agencies can automatically receive ISIRs from the CPS or request ISIRS from the ISIR Datamart. The message classes used by state agencies for 2018-2019 are listed below.

Message Class	Data
IDNR19OP	Daily State Agency ISIR Non-Resident
IDRE19OP	Daily State Agency ISIR Resident
IGNR19OP	CPS Pushed State Agency ISIR Non-Resident
IGRE19OP	CPS Pushed State Agency ISIR Resident
ISRF19OP	Requested ISIR Data from the ISIR Datamart

You can set up your ISIR request preference in the Participation Management System on the SAIG Enrollment Web site, located at fsawebenroll.ed.gov. For more information regarding the, contact CPS/SAIG Technical Support through e-mail at CPSSAIG@ed.gov, or at 800/330-5947.

Electronic Corrections

Schools with destination points enrolled for electronic correction processing can transmit corrections to FAFSA data through FAA Access to CPS Online.

FAA Access to CPS Online allows schools to enter and edit correction data according to the CPS system requirements. However, schools can choose to develop their own software or system to enter, edit, and format correction data. We provide specifications for developing correction software in the remainder of this section.

You submit correction data in the CORR19IN message class and the CPS returns the resulting ISIR in the IGCO19OP message class.

General Correction Entry Specifications

When you are submitting correction data, only the corrected information from a student's record is transmitted to the CPS, not the complete applicant record. This approach minimizes the transmission volume. Correction information is transmitted as a fixed-length record. The layout and description of this record is in the Correction Export Record Layout (CORR19IN) in the Record Layouts section.

Creating a Correction Record

Follow these steps to create a correction record:

1. In the first position of the record, enter **9** to indicate that this is a correction to a 2018-2019 applicant transaction.
2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's original last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the ISIR being corrected. For example, enter **01** to correct the first transaction on file at the CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not in the CPS database, the record is rejected. To correct the most recent transaction, enter **99**.

Note: When making a correction using transaction 99, you must also provide corrections to CPS Correction Number (CPS Corr #) 133 (the first Federal School Code), Corr # 174 (DRN), and Corr # 154 (signatures) on the record.

5. In positions 15 through 17, enter the CPS Corr # of the field being corrected. Each correctable field has a three-digit CPS Corr # associated with it. For example, enter **001** to correct the student's last name. We have provided the CPS Corr # with valid content in the Correction Data Entry Specifications Table found in the Processing Codes section.
6. In positions 18 through 52, enter the new value for the field being corrected.
7. Optional: In positions 53 through 470, you can enter or correct other student data fields. See the second note below for more information.
8. Optional: In positions 471 through 520, enter or correct the student's e-mail address.
9. Optional: In positions 521 through 570, enter or correct the parent's e-mail address.
10. Optional: In positions 571 through 620, enter or correct the student's high school name.
11. In positions 621 through 622, enter **1C** for the transaction data source/type code.
12. In positions 623 through 630, enter the transaction receipt date. Enter the date you are making the correction. The CPS updates this information on the ISIR with the date the CPS received this correction.
13. You can set assumption override codes (1 to 6) in positions 631 through 636 and reject override codes for reject 3, 12, 20, 21, A, B, C, G, J, K, N, and W in positions 637 through 648.
14. In positions 649 through 654, enter the Federal School Code of the school making the correction.
15. Positions 655 to 680 are for Federal Student Aid use only and must be blank.

Note: To correct a field to blank, enter a single asterisk (*) left-justified in that field. The Correction Data Entry Specification Table in the Processing Codes section distinguishes which fields you can correct to blank. Not all fields can be corrected this way.

Note: Up to 12 SAR data fields can be corrected on a single record. If you are correcting more than one field, repeat steps 5 and 6 using the remaining data fields on the correction record. If more than 12 fields require correction, you must create an additional record, repeating steps 1 through 13.

Detailed Data Entry Specifications

Each corrected value must meet certain standards; otherwise, the correction record is rejected. We have provided field-by-field data entry specifications in the Correction Data Entry Specifications table in the Processing Codes section of this technical reference. For each field, these specifications identify the type (character, numeric, or signed numeric), the acceptable length, and the valid values for the correction. The specifications also show whether the field is correctable and if it is correctable to blank.

Keep the following information in mind:

- All correction values must be left-justified in the correction record. Use leading zeros, if necessary, to increase the correction value to the valid field length. Leave blank any empty positions to the right. Some correction values do not have a fixed length, although they cannot be longer than the maximum length of the field. For example, to correct the number of family members to five, enter **05** in positions 18 and 19, leaving positions 20 through 52 blank. To correct a student's last name to Smith, enter **SMITH** (in uppercase, as the layout notes) in positions 18 through 22 and leave positions 23 through 52 blank.
- A field content of all nines indicates the reported or calculated value is greater than or equal to the value of all nines. Blanks are allowed in some fields.
- Fields can contain one of three data types: character, numeric, or signed numeric.

A negative entry is acceptable for a limited number of fields. The Correction Data Entry Specifications table in the Processing Codes section identifies the fields in which a negative is acceptable under the Justify/Signed column and the Valid Field Content column. The signed numeric fields are defined on the next page. In the case of signed numeric fields, the sign is always implied in the right-most character of the field. For example, if the student's adjusted gross income (AGI) is negative 3507, then the value in the record contains 000350P. Because the AGI value does not contain as many bytes as the correction field, the value must have leading zeros. To determine the last digit, use the chart below. Determine if the value is positive or negative and select the corresponding value for the last digit.

The following chart explains the conversion of the sign and the number:

	0	1	2	3	4	5	6	7	8	9
Positive Values	{	A	B	C	D	E	F	G	H	I
Negative Values	}	J	K	L	M	N	O	P	Q	R

Signed Numeric Fields Table

2018-2019 Note: The ISIR Field # column was revised to match the changes made to the ISIR Record layout.

ISIR Field #	CPS Corr #	Field Length	Field Name	Valid Content	Found Only on ISIR
43	039	7	Student's Adjusted Gross Income from IRS form	-9999999 to 9999999 Blank	N
46	042	7	Student's Income Earned from Work	-9999999 to 9999999 Blank	N
47	043	7	Spouse's Income Earned from Work	-9999999 to 9999999 Blank	N
108	102	7	Parents' Adjusted Gross Income from IRS form	-9999999 to 9999999 Blank	N
111	105	7	Parent 1 Income Earned from Work	-9999999 to 9999999 Blank	N
112	106	7	Parent 2 Income Earned from Work	-9999999 to 9999999 Blank	N
263		7	Assumed Student's AGI	-9999999 to 9999999 Blank = No assumption	Y
265		7	Assumed Student's Income from Work	-9999999 to 9999999 Blank = No assumption	Y
266		7	Assumed Spouse's Income from Work	-9999999 to 9999999 Blank = No assumption	Y
282		7	Assumed Parents' AGI	-9999999 to 9999999 Blank = No assumption	Y
284		7	Assumed Parent 1 Income Earned from Work	-9999999 to 9999999 Blank = No assumption	Y
285		7	Assumed Parent 2 Income Earned from Work	-9999999 to 9999999 Blank = No assumption	Y
316		8	TI: Total Income	-99999999 to 99999999 Blank = None Calculated	Y
318		7	STX: State and Other Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
321		8	AI: Available Income	-99999999 to 99999999 Blank = None Calculated	Y
322		7	CAI: Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
323		9	DNW: Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
326		7	PCA: Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y

Signed Numeric Fields Table (Continued)

ISIR Field #	CPS Corr #	Field Length	Field Name	Valid Content	Found Only on ISIR
327		8	AAI: Adjusted Available Income	-99999999 to 99999999 Blank = None Calculated	Y
331		8	STI: Student's Total Income	-99999999 to 99999999 Blank = None Calculated	Y
332		7	SATI: Student's Allowance against Total Income	-99999999 to 99999999 Blank = None Calculated	Y
334		9	SDNW: Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
335		7	SCA: Student's Contribution from Assets	-99999999 to 99999999 Blank = None Calculated	Y
336		8	FTI: FISAP Total Income	-999999999 to 999999999 Blank = None Calculated	Y
337		8	SEC TI: Secondary Total Income	-999999999 to 999999999 Blank = None Calculated	Y
339		7	SEC STX: Secondary State Tax Allowance	-99999999 to 99999999 Blank = None Calculated	Y
342		8	SEC AI: Secondary Available Income	-999999999 to 999999999 Blank = None Calculated	Y
343		7	SEC CAI: Secondary Contribution From Available Income	-99999999 to 99999999 Blank = None Calculated	Y
344		9	SEC DNW: Secondary Discretionary Net Worth	-9999999999 to 9999999999 Blank = None Calculated	Y
347		7	SEC PCA: Secondary Parents' Contribution from Assets	-99999999 to 99999999 Blank = None Calculated	Y
348		8	SEC AAI: Secondary Adjusted Available Income	-999999999 to 999999999 Blank = None Calculated	Y
352		8	SEC STI: Secondary Student's Total Income	-999999999 to 999999999 Blank = None Calculated	Y
353		7	SEC SATI: Secondary Student's Allowance Against Total Income	-99999999 to 99999999 Blank = None Calculated	Y
355		9	SEC SDNW: Secondary Student's Discretionary Net Worth	-9999999999 to 9999999999 Blank = None Calculated	Y
356		7	SEC SCA: Secondary Student's Contribution from Assets	-99999999 to 99999999 Blank = None Calculated	Y
357		8	SEC FTI: Secondary FISAP Total Income	-999999999 to 999999999 Blank = None Calculated	Y

Making Signature Corrections

Signature information is required to resolve signature rejects (rejects 14, 15, and 16). You do not need to provide signature information on other standard corrections unless you are using 99 as the transaction number. If you have a transaction that was a reject 14, 15, or 16, simply correct CPS Corr #154 (Signed By) to A (Applicant) or B (Both = Student and Parent), as appropriate.

If you need to add a signature to a student's record that is on hold for lack of signatures, you must use the layout for Signature Record Export Record Layout (SIGS19IN) found in the Record Layouts section. You can correct the student or parent signature using this layout. You must make sure the student included your school on the FAFSA or correction.

Adding Your Federal School Code to Receive Electronic Data

A school cannot make an electronic correction unless the school has been designated on the applicant transaction. You can add your Federal School Code to the list of schools receiving data electronically and correct other fields on the record by using the Correction Record Layout (CORR19IN).

Notes about adding your school code through Electronic Data Exchange:

- A school can only add its Federal School Code; it cannot add other schools or branches. A school can place its Federal School Code in any of the school code positions, but when the correction is processed, the CPS moves the code to the first school code position.
- A school cannot delete another Federal School Code from a student's transaction.
- A school cannot add its Federal School Code to a student's transaction that already includes ten Federal School Codes.
- A school can only change the housing status for its Federal School Code.

Follow these steps to add your Federal School Code or to make corrections:

1. In the first position of the record, enter **9** to indicate that this is a correction to a 2018-2019 applicant transaction.
2. In positions 2 through 10, enter the applicant's original SSN. This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's original last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.

4. In positions 13 and 14, enter the transaction number of the ISIR being corrected. For example, enter **01** to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not in the CPS database, the record is rejected. You can use transaction 99 to add your school code to the most recent transaction in the CPS database.

Note: You cannot add your school code to a transaction that includes a professional judgment performed by another school.

5. Enter **174** in the CPS Correction Number Correction #1 field, positions 15 through 17 (corresponding to the CPS Corr #174, the Data Release Number [DRN]).
6. Enter the student's DRN in Correction Data 1 field, positions 18 through 52. Remember to left-justify it and leave any unused bytes blank.

Note: The CPS has assigned a unique DRN to each Title IV applicant. The DRN appears on paper SARs and confirmation pages for FAFSA on the Web transactions. If a valid DRN is not present on the correction record containing the Federal School Code change, the record is rejected.

7. Enter the CPS Corr # associated with the Federal School Code position being changed in the CPS Correction Number – Correction #2 field, positions 53 through 55. Possible field numbers are 133, 135, 137, 139, 141, 143, 145, 147, 149, and 151.

Note: Schools can add the Federal School Code to any of the school code positions; however, the CPS moves the school code to the first school code position during correction processing. The ISIR that the school or servicer receives includes only that school's Federal School Code; the other codes are removed.

8. Enter the Federal School Code in the Correction Data 2 field positions 56 through 90. Remember to left-justify it and leave any unused bytes blank.

You can only change the Federal School Code to the number of the participating EDE school submitting the correction. You also must enter this number in the EDE Federal School Code field, positions 649 through 654. If the codes in these two fields do not match, the record is rejected.

Schools can modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.

9. Optional: In positions 471 through 520, enter or correct the student's e-mail address.
10. Optional: In positions 521 through 570, enter or correct the parent's e-mail address.
11. Optional: In positions 571 through 620, enter or correct the student's high school name.
12. In positions 621 through 622, enter **1C** for the transaction data source/type code.
13. In positions 623 through 630, enter the transaction receipt date (the date you are making the correction). The CPS updates this information on the ISIR with the date the CPS received this correction.

14. You can set assumption override codes (1 to 6) in positions 631 through 636 and reject override codes for reject 3, 12, 20, 21, A, B, C, G, J, K, N, and W in positions 637 through 648.
15. In positions 649 through 654, enter the Federal School Code of the school making the correction.
16. Positions 655 to 680 are for Federal Student Aid use only and must be blank.

Tips for Corrections

When you submit an ISIR correction to the CPS, we use the transaction number you provide in positions 13 and 14 as a template. We make changes to the fields you indicated, leaving other fields unchanged. Your Federal School Code must be one of the ten listed, but it does not have to be the first college choice on the transaction to be processed by the CPS. You receive the processed results in the IGCO19OP message class.

Only 30 transactions can be created for a student's record. After 30 transactions have been created, the record is locked, and we do not permit any corrections to the record.

If you are submitting a dependency override or professional judgment (EFC recalculation) as part of the correction record, only your school receives the resulting corrected ISIR transaction. Also, *do not* send a dependency override correction with a professional judgment to a transaction without an EFC.

1. If the transaction has no EFC, send the dependency override with any other corrections necessary to obtain an EFC.
2. Submit the professional judgment to the transaction with the dependency override and the EFC. When submitting a professional judgment, you must submit a correction to at least one field that affects the EFC calculation.

Rejected Correction Records

The two categories of rejections for submitted correction records are:

- **Transaction Rejects** – A transaction reject prevents the correction record from being applied to the student's record. If a record is rejected for one or more reasons, the school receives an error report in message class CORE19OP (see EDE Record Level Error Report Import Record layout in the Record Layouts section). No ISIR is created.
- **Compute Rejects** – The CPS contains a series of edits that evaluate all incoming FAFSA and correction data for consistency and completeness. These edits apply to all data from electronic, Web, and paper input. The CPS does not compute an EFC for a correction rejected for a compute reject reason. However, an ISIR is produced. Correction ISIRs with a compute reject are returned in the IGCO19OP message class. The reasons for the compute reject are coded on the ISIR in Reject Reason Codes field, positions 1408 through 1421. Refer to the Processing Codes section for information on interpreting these reject codes.

In the paper system, a student can confirm a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school can confirm the data (re-enter the data as a “correction”) or set the appropriate reject override (found at the end of the CORR19IN Record Layout in positions 637 through 648) and transmit the correction record to the CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.