



Summary

This newsletter discusses new gainful employment reporting functionalities of the National Student Loan Data System (NSLDS), including the [NSLDS Professional Access Web site](#). These new functionalities will be available to institutions beginning September 26, 2011. This newsletter also provides helpful tips on gainful employment reporting using the various NSLDS reporting options, including the NSLDS GE Submittal Template.

On April 20, 2011, the Department published Dear Colleague Letter ([DCL GEN-11-10](#)), that provided guidance on the implementation of the new GE regulations, including the requirement that institutions report information for all of its students who were enrolled in a Title IV-eligible gainful employment program (GE Program). The information in this newsletter supplements the revised [NSLDS Gainful Employment User Guide](#) posted on the Information for Financial Aid Professionals (IFAP) Web site on September 22, 2011, that describes the process that institutions will use to report their GE Program information.

Under the GE regulations, institutions must report on an Award Year basis. Initial reporting includes Award Years 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011. The Department provided guidance that it will accept these initial reports through November 15, 2011. However, we recommend that institutions submit their reports prior to that date so that any needed corrections can be submitted by November 15.

NSLDS Gainful Employment User Guide, Version 4.0

An updated NSLDS Gainful Employment (GE) User Guide, Version 4.0, is now posted to the IFAP Web site. This version includes additional explanations, updated screen shots, and an expanded comma separated value (CSV) file format description. Version 4.0 includes the error codes that will be used in the GE Response Error/Acknowledgement File.

Two changes have been made to the User Guide that relate to the file formats:

- **Field Code 022, Enrolled in Another Program**

Record Level Error 017, "Required field based on the value of another field on the record", has been added to this field. This error will indicate that a value is expected in this field if a Program Attendance Status (Field Code 017) of 'C' or 'W' has been reported with this record.

Record Level Error 001, "Required Field" has been removed from this field.

- **Title change for GE Error/Acknowledgement File**

The file returned from NSLDS after a batch submittal file has been processed will be referenced as the GE Response Error/Acknowledgement File. The Header Text (Field Code 802) will now read “GE RESPONSE FILE”. This change is consistent with the message class file description of Gainful Employment Response. Thus, a GE Response Error/Acknowledgement File is an acknowledgment that a batch file was submitted and processed by NSLDS. In addition to being an acknowledgment, the GE Response Error/Acknowledgement File will also include information on any errors that were discovered when NSLDS processed the submittal.

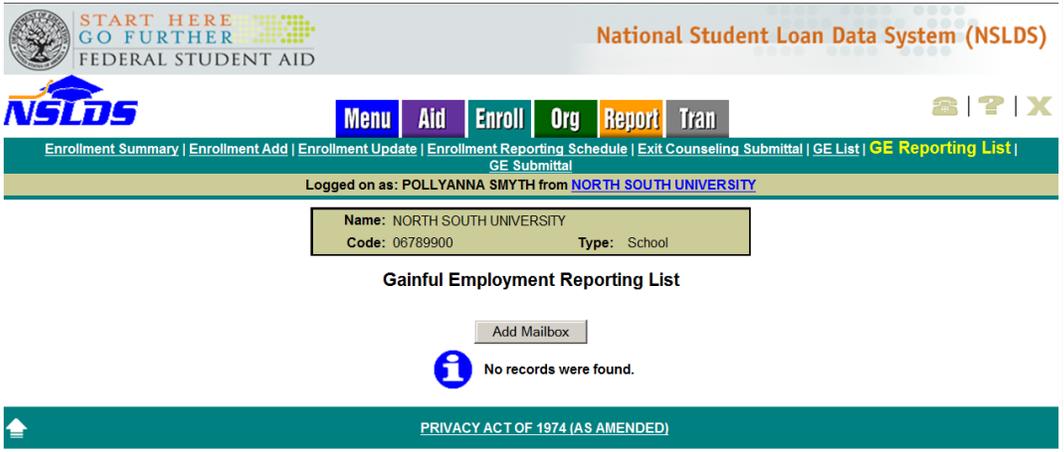
Ensure Access to NSLDS

The NSLDS GE User Guide explains how an institution gains access to NSLDS using Federal Student Aid’s Student Aid Internet Gateway (SAIG). When accessing the [NSLDS Professional Access Web site](#), the main GE pages are listed under the Enroll tab. Ability to view these pages requires the institution to be registered for NSLDS online services for Enrollment Update capability. If the links shown below are not displayed when the user logs onto the NSLDS Professional Access Web site, the institution’s Primary Destination Point Administrator (PDPA) will need to add this NSLDS online service via the [SAIG Enrollment Web site \(fsaweбенroll.ed.gov\)](#).



Gainful Employment Batch Reporting SAIG TG Mailbox Designation

Institutions that will be submitting their GE Program data as batch submittals will need to identify the SAIG TG Mailbox that will be used for batch reporting of GE information. Refer to the [SAIG Enrollment Web site](#) for an explanation of how to obtain and use an SAIG TG Mailbox. Log on to the [NSLDS Professional Access Web site](#) and use the Enroll tab to select the Gainful Employment Reporting List page.



The SAIG TG Mailbox entered may be:

- Authorized for any NSLDS batch process, (e.g., enrollment reporting, eCDR)
OR
- Assigned to an individual NSLDS User ID
OR
- Assigned to a servicer the institution will be using to provide the data on its behalf.

Location Based Reporting:

Any of an institution's locations can report students who were enrolled in a GE Program at any other of the institution's locations as long as:

- The 6-digit OPEID is the same for each location; and
- Batch reporting is submitted from a SAIG TG Mailbox which has been set up on NSLDS.

Each location can also be set up with a separate SAIG TG Mailbox. However, each location will need to enter its' own SAIG TG Mailbox. For example:

OPEID	SAIG Mailbox
06789900	TGS0001
06789901	TG99886
06789902	TGC6541

Multiple Institutions or Servicer Reporting:

A single SAIG TG Mailbox can be designated by more than one institution for submission by a servicer of the institution. Note that if the institution uses a servicer, both the institution and the servicer must be in compliance with the third-party servicer regulations – [See FAQ R-Q19](#).

Each institution will need to enter the SAIG TG Mailbox number that will submit on their behalf. For example:

- Servicer Sue will use mailbox TGA1111 to submit data for institutions 01234500, 02345600, and 03456700.
- Each institution will need to enter Servicer Sue's mailbox on its GE Reporting List page.

When a servicer creates a batch submittal file that includes information from more than one institution (different six digit OPEIDs) the header should contain '99999999' as the OPEID in Field Code 806.

Institutions using servicers to submit their GE Program data are reminded that the institution is responsible for the accuracy of data submitted by the servicer on their behalf.

Reporting Tips

TIP 1 - Four Ways to Report:

NSLDS allows reporting of student data using the following methods:

- Batch fixed-length file, exchanged using the SAIG,
- Batch CSV (Comma Separated Value, also known as comma delimited) file, exchanged using the SAIG,
- Online direct entry one student at a time (no SAIG TG Mailbox set up needed), and
- Online direct upload using the [NSLDS Gainful Employment Submittal Template](#) available on the Federal Student Aid (FSA) Download Web site (fsadownload.ed.gov).

An institution may use any or more than one of these methods for reporting GE information about a student. Institutions can use any method for submitting corrections, even if the student was originally reported using a different method.

TIP 2 - Award Year Reporting:

For each award year reported, institutions must report all students who were enrolled in any of its GE Programs during the Award Year. Students who have not completed their program by the end of the Award Year are to be reported as “Enrolled” (Value ‘E’ in Field Code 017) as of June 30th of the Award Year. Those same students will be reported again in the next award year, following the requirements of the NSLDS GE User Guide.

For example:

Linda Johnson began her enrollment in a GE Program on March 1, 2009, and continued to be enrolled in that GE Program until she completed it on September 15, 2009. Linda will be reported in the 2008-2009 award year with a Program Attendance Status (Field Code 017) of “E” and a Program Attendance End Date (Field Code 018) of either ‘20090630’ or ‘00000000’, at the school’s option. Since she is still attending, fields 019 through 028 will not contain data.

Since Linda was also enrolled during the next award year, she is included in the 2009-2010 award year report with a program attendance status of “C” and the required fields (Field Codes 018, 019, 020, and 021) will need to be reported with data.

Institutions should review the NSLDS GE User Guide for the other fields that are to be considered when the student completes or withdraws from a program.

TIP 3 - Zero vs. Leaving It Blank Using the Fixed-Width File Format

Zero (“0”) is a legitimate dollar amount for reporting Private Loan Amounts (Field Code 019) and Institutional Financing Amount (Field Code 020). If the student did not receive any private loans or institutional financing these fields should be filled with six zeros, not left blank. If the student did

not complete or withdraw during the award year, these fields should be filled with six spaces and not left blank or filled with zeros or any other value even if the student received support from these sources during the award year.

Zero ("0") is not a legitimate dollar amount for reporting Tuition and Fees Amount (Field Code 021). If a dollar amount is not provided, either because the student did not complete the GE Program during the Award Year of the institution chose not to provide the information, Field Code 021 should be filled with six spaces.

Date fields must not be left blank. If a date is not required and it is not being reported, the date field should be populated with 0's.

TIP 4 - Zero vs. Leaving It Blank Using the CSV File Format

Zero ("0") is a legitimate dollar amount for reporting Private Loan Amounts (Field Code 019) and Institutional Financing Amount (Field Code 020). If the student did not receive any private loans or institutional financing these fields should be completed by inserting a single zero for this field, not left blank. If the student did not complete or withdraw during the award year, these fields should be completed by inserting a single space for this field, not left blank or filled with zeros or any other value even if the student received support from these sources during the award year.

Zero ("0") is not a legitimate dollar amount for reporting Tuition and Fees Amount (Field Code 021). If a dollar amount is not provided, either because the student did not complete the GE Program during the Award Year or the institution chose not to provide the information, this field should be completed by inserting a single space for this field, not left blank.

Date fields must not be left blank. If a date is not required and it is not being reported, the date field should be populated with 0's.

TIP 5 - Formatting Fields When Using the Fixed-Width File Format

Fixed-width files are required to have the full field length filled. When providing data that does not use the full length, right justify and fill the field with leading zeros. For example, Field Code 019, private loan amount, is a 6 character field. If the student received \$2,500 in private loans for enrollment in the GE Program, the value in the field would be reported as '002500'. If the student who completed or withdrew from the GE Program during the award year did not receive any private loans, the value in the field would be reported as '000000'.

TIP 6 - Formatting Fields When Using the CSV File Format

CSV files are NOT required to have the full field length filled. When providing data that does not use the full length, simply place the comma after the last character in the field and continue with the following field. For example, Field Code 019, private loan amount, is a 6 character field. If the student received \$2,500 in private loans, the value in the field would be

reported as '2500'. If the student who completed or withdrew from the GE Program during the award year did not receive any private loans, the value in the field would be reported as '0'.

TIP 7 - GE Data Elements

Avoid unnecessary errors by reviewing the NSLDS GE User Guide to ensure when it is appropriate to report data in a field.

For example, Error Code 017 represents "Required field based on the value of another field on the record". For Program Attendance Status (Field Code 017), the values are:

C = Completed the educational program *during* the award year.

W = Withdrew from the educational program *during* the award year.

E = Enrolled in the educational program *on the last day* of the award year (June 30).

When C or W is reported, other data elements are required, such as the following field codes:

Field Code	Description
018	Program Attendance End Date
019	Private Loans Amount
020	Institutional Financing Amount

Not reporting data in these fields will result in the error code "017". As noted, zero '0' is a valid code for Fields Codes 019 and 020.

Note when a student is reported as C or W, other fields may need to be completed.

TIP 8 - Formatting for Reporting Dates

The format for reporting dates varies depending on the reporting format used. Ensure that the correct date format is used. Please review the NSLDS GE User Guide.

Review Loaded Data on the NSLDS Web Pages - Gainful Employment List

Once GE Program data is submitted by an institution (through any process) and accepted by NSLDS it will be viewable online, by the institution that submitted the information. Institutions can use the Gainful Employment List page to verify that submitted data has been accepted. As noted, data can be updated or deactivated if the records reported were in error.

To review submitted data, access the GE List link from the Enroll Tab on the [NSLDS Professional Access Web site](#).

Users can sort the results by SSN or by Credential Level. Additionally, the page has an options box at the top that will allow users to filter their results by:

- School Code
- Branch Code
- Award Year
- CIP Code
- SSN

NSLDS Web Pages - Gainful Employment Details

The Gainful Employment Detail page for an individual student is accessed by selecting the numbered link to the left of the student name on the GE Employment List. The page displays the detailed information about the student and includes buttons for the school user to update or deactivate a record.

Return to Gainful Employment List

Gainful Employment Detail

Update Deactivate

Award Year: 2009 -2010
Student SSN: ***-**-8789
Student Full Name: WISE, HENRY ERIN
Student DOB: 01/01/1990
Institution Code (OPEID): 06789900
Institution Name: NORTH SOUTH UNIVERSITY
GE Program Indicator: YES
Program Name: BARTENDING/BARTENDER
CIP Code: 126502
Credential Level: 04 - POST BACCALAUREATE CERTIFICATE
Medical or Dental Internship or Residency: NO
FFEL or Direct Loans: YES
Program Attendance Begin Date: 04/22/2008
Program Attendance Begin Date for This Award Year: 12/12/2009
Program Attendance Status: WITHDREW
Program Attendance End Date: 05/21/2010
Private Loans Amount: \$23,958
Institutional Financing Amount: \$23,958
Tuition and Fees Amount: \$33,492
Enrolled in Another Program: SAME
CIP Code of Other Program: 520908
Credential Level of Other Program: 04 - POST BACCALAUREATE CERTIFICATE
Program Name of Other Program: CASINO MANAGEMENT
GE Program Indicator of Other Program: YES
OPEID of Other Program Institution: 067899
Institution Name for Other Program: NORTH SOUTH UNIVERSITY

PRIVACY ACT OF 1974 (AS AMENDED)

Use of the Update Feature

The GE Update Page is accessed by selecting the Update button from the GE Detail Page. Here, the NSLDS user can update GE data on NSLDS. Take advantage of this feature when a student record has a change to one of the data elements, or data was misreported.

Use of the Deactivate Feature

If a GE record has been submitted in error, institutions must deactivate the record using the GE Detail page and selecting the Deactivate button. This will display the GE Deactivate Page allowing the NSLDS user to indicate that the record is not valid. Use this feature only when the record should not have been reported or when any of the following key data was reported incorrectly: SSN, Award Year, CIP Code, Credential Level. In those cases, the institution must then re-submit a correct record using any of the submittal processes.

NSLDS stores history of all GE records that were submitted and accepted. Deactivated records are not deleted from the database, but are marked as not active. A deactivated record will not be used in any data calculations. The institution may view deactivated records by selecting the display of "Deactivated" records in the History criteria option.

<p>NSLDS Web Pages - Gainful Employment Submittal</p>	<p>GE Program data can be uploaded directly to the NSLDS Professional Access Web site using the NSLDS GE Submittal Template. The template is found on fsadownload.ed.gov along with the NSLDS GE Submittal Template Download Guide. The template is an Excel 2003 file and can be opened and updated in later versions of the Excel software. Once the spreadsheet template has been downloaded by the institution, and GE data has been entered by the institution, the spreadsheet must be saved by the institution in a secure manner. Please ensure that when saving the file it is saved as an Excel 2003 file (.xls), and not a later file type.</p> <p>The GE Submittal page allows the NSLDS user to upload the GE spreadsheet data, fifty (50) records at a time. Using the spreadsheet for upload will allow direct entry into the database without having to format the data in CSV or Fixed Length file structure and using the SAIG for sending files via EDConnect/TDClient.</p> <p>Important notes about records with errors and the Template:</p> <ul style="list-style-type: none"> • Upon submission of the template to NSLDS, any records with errors will be identified and will NOT be uploaded. • If there are any records with errors, a message will appear at the top of the GE submittal Web page indicating that there are records with errors. • Records with errors will be easily identified, by the row number on the spreadsheet, with an explanation/reason for each record in error. • Corrections to any records that are in error cannot be made on the template being reviewed. Instead, a corrected record should be resubmitted using any of the submission methods, including on another Submittal Template.
<p>Guidance for Transferring User-Created GE Data Spreadsheet to GE Submittal Template</p>	<p>To ensure that data is formatted properly, we recommend that users enter data directly on the NSLDS GE Submittal Template. Because the NSLDS GE Submittal Template is in “protected mode”, it may not be easy to copy/paste data into it. Institutions that use their own user-created spreadsheet as an interim step before adding records on the NSLDS GE Submittal Template may need to follow these steps:</p> <ol style="list-style-type: none"> 1. Right click on the upper left hand corner of the user-created spreadsheet (above row label #1 and to the left of column label A; the box in the corner). All cells on the spreadsheet should be highlighted. 2. Select “Format Cells”. 3. Select the “Text” option, click OK. 4. Copy all desired rows, but no more than 50, contained in the user-created spreadsheet. 5. Open the NSLDS GE Submittal Template (can be downloaded

from <https://www.fsadownload.ed.gov/NSLDSSGainEmp.htm>).

6. Select corresponding rows in the GE Submittal Template into which the user-created spreadsheet data is to be pasted (from step 4).
7. Navigate to the “Paste” button, select “**Paste Special**” and click “**Values**” so the paste command will transfer the user-created data to the GE Submittal Template.
 - a. To verify the data was copied correctly, click in a cell on a row of data. Review the data on the function bar display compared to the cell to verify the values are displayed in the expected format.

Note in the example below, the view of the data in cell A3 as displayed is different than what is displayed in the function bar (which shows a file address). Although the format appears to be displayed correctly when looking at cell A3, the information will not load.

	A	B	C	
		Student Social Security Number	Student First Name	Student Name
	Award Year			
	20062007		John	C

- b. See step 8b for additional examples of incorrectly pasted data.
8. Ensure that the appropriate data is located in the appropriate fields.

IMPORTANT NOTES:

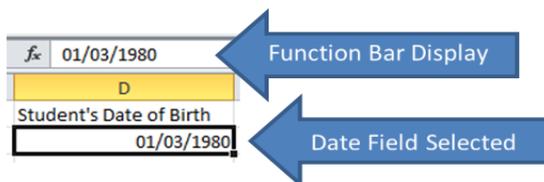
- a. Date fields for the template must be in the format of MM/DD/CCYY, where lead zeros are required. For example, the date of January 3, 1980 is entered as: 01/03/1980. This formatting applies to the following date fields:
 - i. Student Date of Birth
 - ii. Program Attendance Begin Date
 - iii. Program Attendance Begin Date for this Award Year
 - iv. Program Attendance End Date

Note: If Program Attendance Status = “E”, the spreadsheet will accept this date as 00000000, 00/00/0000, or as

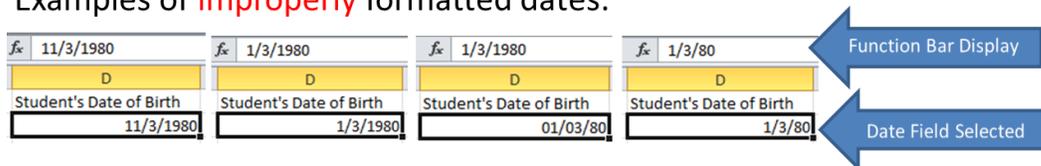
blanks.

- b. Properly formatted entered date values can be verified by clicking on a date field and comparing it to the formula bar display. The formula bar should be in the format of MM/DD/CCYY. Any other formula bar displays will error on the upload submittal process. The examples below show how to verify properly formatted dates versus improperly formatted dates:

Example of **properly** formatted date:



Examples of **improperly** formatted dates:



- 9. The data in the user-created spreadsheet is successfully converted to the GE Submittal Template and is ready to be uploaded to NSLDS.

Differences in Date Formats

Another important issue to consider when using the NSLDS GE Submittal Template is the difference in date formats used on the NSLDS GE Submittal Template versus the NSLDS GE User Guide Record Layout Specification instructions.

Date field guidelines from the NSLDS GE User Guide Record Layout Specification:

- *Date* fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:
 - ⇒ CC = 2-digit century
 - ⇒ YY = 2-digit year
 - ⇒ MM= 2-digit month designation (01–12)
 - ⇒ DD = 2-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **19800103** would be accepted, but **01031980** would not. Unless otherwise specified in the record layout,

	<p>date fields not specifically reported must be filled with zeros.</p> <p>GE records created with the date fields in the CCYYMMDD format, as described in the NSLDS GE User Guide, should be submitted in the appropriate message class via the SAIG using EDConnect or TDCClient. If users try to create date fields in the CCYYMMDD format on the NSLDS GE Submittal Template, the upload will reject those fields and the record will not load on NSLDS.</p>
<p>Additional Notes About GE Data</p>	<p>The Department has established a Gainful Employment Information Page on the IFAP Web site. Visit the site at www.ifap.ed.gov/GainfulEmploymentInfo/index.html for all publications on GE and GE Frequently Asked Questions (FAQ).</p> <p>In addition, monitor the IFAP Web site for training announcements about additional webinar training opportunities.</p> <p>Policy questions that have not already been addressed in the FAQ section of the GE Information Page may be submitted the GE Questions mailbox at GE-Questions@ed.gov.</p>
<p>Customer Service Reminder</p>	<p>Please remember to keep your NSLDS Professional Access Web site ORG contacts current and always list at least a Primary Contact for your organization.</p> <p>The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8 A.M. to 9 P.M. (ET). You may also contact Customer Support by e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141.</p>