

National Student Loan Data System

Enrollment Reporting (ER) Graduated Programs Report

Extract File Layout for Schools (SCHEP4 and SCHEP6)

December 23, 2018

Enrollment Reporting (ER) Graduated Programs Report

The *ER Graduated Programs Report* provides School users with an extract of students and all certified programs with a current program enrollment status of Graduated within a specified timeframe. The report can be requested for a six-digit School Code or eight-digit School Location Code. The user may choose to receive all data associated with their school by leaving the asterisk (*) in the School Location Code field, or only data for a single location by entering the eight-digit OPEID for that location. The user will indicate the Program Status Effective Date Begin and Program Status Effective Date End for the date range of the current program enrollment status of Graduated. This report can be requested Ad-hoc (SCHEP4) through the school Report List on the Report tab of the NSLDS Professional Access Website or as a scheduled report (SCHEP6) from the Organization Profile link on the Org tab of the NSLDSFAP Website.

This document contains the Fixed Width extract layout for the header, detail, and trailer record. Each report requested will generate one header record, zero, one or more detail records, and one trailer record. The record layout table contains the position, the data element name, description, field format, and length as they will appear on the Fixed Width extract file.

Ad-hoc Report (Report ID = SCHEP4)

Parameters for the report that a user may select include a Program Effective Date Begin and End date range. The user may also limit the output based on the Social Security Number within a numeric range and Last Name within an alphabetic range. Additionally, the user may choose to receive all the data associated with the school code displayed in the School Code field by leaving the asterisk (*) in the School Location Code field or for a single location by entering the eight-digit School Location Code. Available in Extract only, the report may be sorted by Student SSN only or School Code then, Student SSN. The processed data is sent to the SAIG mailbox associated with the FSA User ID requesting this report. Extract file output is sent with message class **ERGPFWOP** in a Fixed-Width extract layout.

Scheduled Report (Report ID = SCHEP6)

Unlike the ad-hoc reports, scheduled reports will be delivered automatically according to the frequency selected. Available in Extract only, the user can request all records for all School Branch IDs associated with the user's school code or request only those records associated with the user's School Location Code. The report is delivered, based on the scheduled frequency selected, with message class **ERGPFWOP** in a Fixed-Width extract layout to the designated SAIG mailbox.

1. ER Graduated Programs Report File Layout for Schools

1.1 Fixed Width

The following represents the file layout for a Fixed Width extract:

NSLDS ER Graduated Programs Report Header Record Layout

Length = 200

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	Indicator used to identify the header record. Value must be '0'.	Char.	1
2	41	Report Description	Valid Value: 'ER GRADUATED PROGRAMS REPORT'	Char.	40
42	47	Report ID	Identifier of report. Valid Values: <ul style="list-style-type: none"> • Ad-Hoc – SCHEP4 • Scheduled – SCHEP6 	Char.	6
48	53	Requested School Code	The six-digit OPEID ¹ as assigned by the Office of Postsecondary Education for the school requesting report.	Char.	6
54	61	Requested School Location Code	The eight-digit OPEID of the school location requesting report. If all school locations are selected (*), this field displays as '*'.	Num.	8
62	69	Program Effective Date Begin	The beginning date requested for Program Effective Date range. Format: CCYYMMDD.	Date	8
70	77	Program Effective Date End	The beginning date requested for Program Effective Date range. Format: CCYYMMDD.	Date	8
78	86	Student SSN Begin	The beginning range of student SSN requested.	Char.	9
87	95	Student SSN End	The end range of student SSN requested.	Char.	9
96	130	Student Last Name Begin	The beginning range of student last name requested.	Char.	35
131	165	Student Last Name End	The end range of student last name requested.	Char.	35
166	185	Request Date and Time	The request date of the report. Format: CCYYMMDDHHMMSSNNNNN	Timestamp	20
186	200	Filler	Filler - spaces.	Char.	15

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	Indicator used to identify the detail record. Value must be '1'.	Char.	1
2	10	Student Current SSN	Student's current Social Security Number.	Char.	9
11	45	Student Last Name	Student's current first name.	Char.	35
46	80	Student First Name	Student's current first name.	Char.	35
81	115	Student Middle Name	Student's current middle name.	Char.	35
116	123	Student Date of Birth	Student's Date of Birth. Format: CCYYMMDD	Num.	8
124	131	School Location Code	The eight-digit OPEID of the school location which program is certified.	Num.	8
132	137	CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.	Char.	6
138	141	CIP Year	Year in which the CIP codes used by NSLDS were published. Format: CCYY	Num.	4
142	143	Credential Level	The credential level of the program. Values are: <ul style="list-style-type: none"> • '01' (Undergraduate Certificate or Diploma Program) • '02' (Associate's Degree) • '03' (Bachelor's Degree) • '04' (Post Baccalaureate Certificate) • '05' (Master's Degree) • '06' (Doctoral Degree) • '07' (First Professional Degree) • '08' (Graduate / Professional Certificate) • '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Num.	2

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
144	150	Published Program Length in Years	The length of the instructional program in years as published by the school. This value is calculated by NSLDS if the school uses a different unit (months or weeks) for reporting Published Program Length to NSLDS. Format: nnn.nnn	Decimal	3,3
151	157	Published Program Length	The length of the instructional program in years as reported by the school. Format: nnn.nnn	Decimal	3,3
158	158	Published Program Length Measurement	The unit of measure for the length of the instructional program as published by the school. Values are: <ul style="list-style-type: none"> • W - Weeks • M - Months • Y - Years 	Char.	1
159	165	Weeks in Title IV Academic Year	The total number of weeks of instruction in the program's academic year. Format: nnn.nnn	Decimal	3,3
166	173	Program Begin Date	Date on which the student began attending the program. Format: CCYYMMDD	Date	8
174	174	Special Program Indicator	Indicates that the program belongs to one of the following groups: <ul style="list-style-type: none"> • 'A' (Special Admission Associate Degree Program) • 'B' (Bachelor's Degree Completion Program) • 'N' (Not Applicable) • 'P' (Preparatory Coursework Graduate Professional Program) • 'T' (Non-Credential Teacher Certification Program) • 'U' (Preparatory Coursework Undergraduate Program) 	Char.	1
175	175	Program Enrollment Status	Code for the student's enrollment status in that program. Valid Value: 'G' (Graduated)	Char.	1

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
176	183	Program Enrollment Effective Date	Effective date for the enrollment reported by the school. Format: CCYYMMDD	Date	8
184	200	Filler	Filler - spaces.	Char.	17

ER Graduated Programs Report Trailer Record Layout

Length = 200

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	Indicator used to identify the trailer record. Value must be '9'.	Char.	1
2	10	Detail Record Count	Number of detail records	Num.	9
11	200	Filler	Filler - spaces.	Char.	190

Note:

¹ The OPEID is the combination of the 6 digit school code and the 2 digit school location code. If a school has more than 99 locations, the first digit of the OPEID is then incremented to 1. If the school has more than 199 locations, the first digit is then incremented to 2, and so forth. For example, location 00 = 06789900, location 101 = 16789901, location 202 = 26789902.