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Chapter 3: Financial Aid Transcript

3.1 INTRODUCTION

Welcome to Financial Aid Transcript (FAT), one of the functions within NSLDS.

How Does the NSLDS Financial Aid Transcript Benefit Schools?

The Financial Aid Transcript function significantly reduces your paperwork burden. In order to effectively administer Title IV Aid programs, you need historical information about individuals' federal student aid.

The electronic FAT provided by NSLDS simplifies data collection that was generated by the paper FAT. Although the paper FAT may still be required in some circumstances, the NSLDS electronic FAT is a one-step process that gives you all the information you need for most of your transfer students.

3.1.1 Conceptual Overview



This chapter of the NSLDS User Guide describes the contents of a Financial Aid Transcript and how to retrieve a FAT from NSLDS.

The NSLDS User Guide is designed as a hands-on tool, not as a policy guide. Because this area of aid administration is changing, the federal regulations still determine your obligations for collecting and completing FAT requests, and if you have policy issues, you should rely upon the regulations or the appropriate Dear Colleague letters for assistance. This User Guide is written to help you take advantage of this new, powerful NSLDS tool in aid administration.

Note: For a detailed explanation of logging on and exiting this function, please see Chapter 2: [Getting Started](#).

The Financial Aid Transcript function consists of a FAT summary screen and five additional screens, all of which display information previously received by NSLDS. All of the FAT data is available for retrieval via the online FAT function.

**3.1.1
Conceptual Overview
(continued)**

The types of data relating to the Financial Aid Transcript process are listed below.

- FAT summary data for a specified school year, such as student's full name, the existence of loan disbursements, loan overpayments, default discharges through bankruptcy, and outstanding principal balances for specified loans.
- Originating School Information on overpayments, grants and Perkins loans.
- FAT Details such as loan amounts, begin and end dates, and outstanding balances.
- Originating Guaranty Agency or School information for a specific loan, such as their specific branch code, name, and complete address.
- School attendance history for a specific student, such as his/her school's specific branch code, name, and complete address.
- Name history for a specific student.

Exchanging FAT Data

There are two ways to obtain a FAT from NSLDS. You can send a batch request for FATs to NSLDS, and NSLDS will process the request and send the FATs back to you within 24 hours. The second method allows you to view and print the information directly from NSLDS using the online screens provided.

Both methods utilize the Title IV WAN and you must be a WAN participant to take advantage of the NSLDS FAT. To sign up for the WAN, please call their customer service desk at 1-800-615-1189.

If your school utilizes a mainframe computer for all processing, you will be sent WAN communication software upon sign-up.

**3.1.1
Conceptual Overview
(continued)**

This will enable you to transmit and receive NSLDS batch files. You will not have access to the online screens via a mainframe computer.

If you have access to a PC, your school can submit batch FAT files and participate in the NSLDS online screens. There are two communications programs sent to you when you sign up for the Title IV WAN. Both are accessed from the Initial Applications Menu and can be found under the Communications Menu. They are:

1. EDconnect: this program lets you send and receive batch FAT files.
2. Net*Connect: this program gives you online access to NSLDS.

Please refer to the Title IV WAN documentation for more information on EDconnect and Net*Connect.

**3.1.2
Purpose****Purpose of Financial Aid Transcript**

The Financial Aid Transcript function provides two significant capabilities:

- First, this function provides historical information on the status of the student's loan and grant awards. It determines where a borrower stands in relation to annual and cumulative aid ceilings.
- Secondly, the Financial Aid Transcript function allows you to identify students who are no longer eligible to receive federal student financial aid. It is intended to ensure the fiscal integrity of Title IV aid programs.

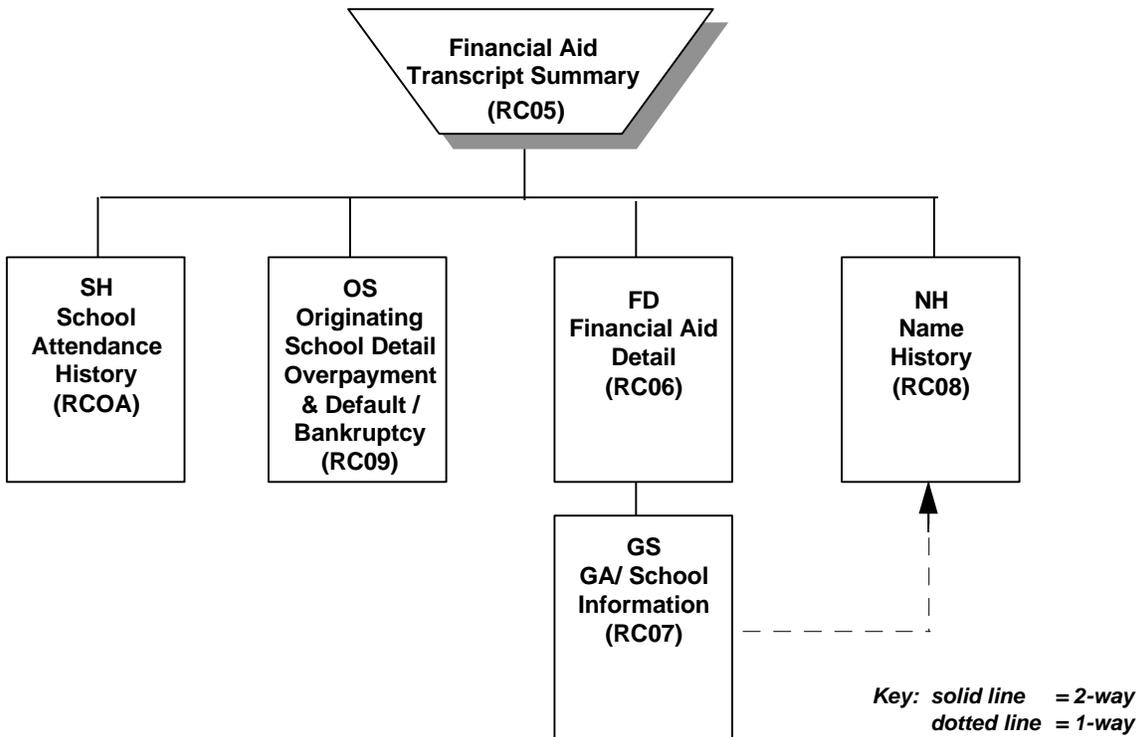
This chapter will focus on using the online screens through NSLDS and the batch process. We will begin by discussing the online processing topics.

3.1.3 Process Chart and Description

The chart below illustrates the screens that compose the FAT online function and their relationship.

All online Financial Aid Transcript screens are for display only; the information cannot be changed.

FINANCIAL AID TRANSCRIPT PROCESS CHART



From the “*Financial Aid Transcript Summary*” screen, you can go to four of the five screens. From the “*Financial Aid Details*” screen, access is provided to additional screens.

3.1.3
 Process Chart and
 Description
 (continued)

**Note:**

The screens have Action Codes that allow you to reach your desired destination. FAT Action Codes are:

- FD = Financial Aid Transcript Details
- OS = Originating School Detail
- NH = Name History
- AH = School Attendance History
- GS = GA/School Information

The following table is intended for reference. Throughout the chapter, screens are identified by screen numbers, titles, and action codes. These are the action codes associated with the action bar on each screen.

NSLDS Financial Aid Transcript Screen Identification		
Screen #	Screen Title	Related Action Codes
RC05	Financial Aid Transcript Summary (Main Menu)	FD, OS, NH, AH
RC09	Originating School Information (OS)	--
RC06	Financial Aid Transcript Details (FD)	GS, NH
RC07	GA/School Information (GS)	--
RC0A	School Attendance History (AH)	--
RC08	Name History (NH)	--



**3.2
FINANCIAL AID
TRANSCRIPT
SCREENS**

This section contains the detailed instructions on how to access all screens within the Financial Aid Transcript function.

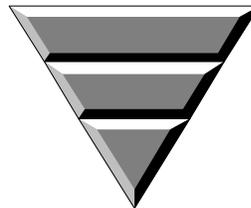
**3.2.1
Financial Aid
Transcript Summary****What Does the Financial Aid Transcript Summary Screen Do?**

The “*Financial Aid Transcript Summary*” provides an overview of the federal aid a student has previously received. It also allows you to access all other screens and data searches within FAT. All searches begin on this screen, where you enter three mandatory fields: SSN, DOB, and first name. You can change the School Year field to view prior Pell Grant awards and Perkins loan amounts disbursed for that year.

**Notes:**

From this screen you can navigate to other screens in the FAT function. The **action bar** at the top of the screen will display which screens are available for you to choose from that particular screen. **Each has a 2-character action code.**

Read on to learn about each data screen and the associated information available to you.



3.2.2**The Summary Screen****Financial Aid Transcript Summary (RC05)**

This is the highest level screen within the Financial Aid Transcript function. It is referred to as the “*FAT Summary*” screen.

Access to Financial Aid Transcript Summary Screen

The populated “*Financial Aid Transcript Summary*” (RC05) screen displays the following information for the student selected:

- Current last name,
- SSN (if same as entered, re-displayed),
- An indicator if the student has used other names,
- Perkins loan cumulative disbursement amount,
- Perkins loan disbursement amount for current award year, or previous years as determined by the school year fields,
- An indicator if the student owes an overpayment,
- Cumulative outstanding loan principal balance by loan type,
- An indicator if the student is in default or in bankruptcy,
- An indicator that the student has an outstanding NDSL that was first disbursed prior to July 1, 1987, and
- An indicator that the student has an outstanding Perkins or NDSL that was first disbursed prior to October 1, 1992.

To get to the “*FAT Summary*” screen you will pass through the following two screens.

```
01-08-1996
13:03:58

NSLDS
NSLDS Main Menu

Input the number of your choice and press ENTER.

 2 1. System Support Main Menu
   2. Reporting Capabilities Main Menu
   3. Exit NSLDS and LOGOFF

F3=EXIT
```

and ...

```
01-15-1996
07:22:43

NSLDS
Reporting Capabilities Main Menu

Input the number of your choice and press ENTER.

 5 1. Aggregate Main Menu
   2. Default Rate Main Menu
   3. Report Selection Menu
   4. Borrower Tracking
   5. Financial Aid Transcript
   6. Student Status Confirmation Menu
   7. Overpayments

F3=EXIT
```

...To Financial Aid Transcript Summary (RC05)		
STEP #	ACTION	RESULT
1	<p>From “<i>NSLDS Main Menu</i>” (SS04),</p> <p>Type 2 for “<i>Reporting Capabilities Main Menu</i>”</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>Reporting Capabilities Main Menu</i>” (RC00).</p>
2	<p>From the “<i>Reporting Capabilities Main Menu</i>” (RC00),</p> <p>Type 5 for “<i>Financial Aid Transcript</i>”</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>Financial Aid Transcript Summary</i>” (RC05).</p> <p>< This is the highest level screen for the “<i>Financial Aid Transcript</i>” function. It will be unpopulated - not filled in yet - and the cursor will automatically advance to the SSN field.></p>
3	<p>Use the Tab key to advance the cursor, from RC05</p> <p>Type in the mandatory fields:</p> <ul style="list-style-type: none"> • <SSN> • <First name> • <DOB> • <desired School Year, if other than the current year> <p>Press ENTER</p>	<p>If there is a match, the following screen will re-display - populated with data: “<i>Financial Aid Transcript Summary</i>” (RC05).</p> <p>A message will display if there is no match or if there is a partial match.</p> <p>The cursor will automatically advance to the Action Code field.</p>



RC05 Financial Aid Transcript Summary

```

RC05      <<  Fat Detail(FD) Originating School information(OS) Name History(NH)
           Attendance History(AH)
-----
                               NSLDS                               02-01-1996
                               Financial Aid Transcript Summary      14:02:50
SSN.. 037000002 First Name.. CHRIS_____ DOB.. 01 - 01 - 1960  Schl Yr... 1996
Last Name... LAMBART                               Curr SSN: 037000002  Name Hist: N
Perkins Disbursement(Cumulative): 1550      Perkins Disb(Current Year).. 1200
For Originating School Info make a selection(S) and press ENTER      MORE:
Sel      Overpayment Indicator      |      ----- Loan Detail -----      Cumulative
- Pell          Y                    |      Name                                Out Prin Bal
- SEOG          Y                    |      Federal Stafford Loan                3500
- SSIG          Y                    |      Federal PLUS Loan                    0
- Perkins      |      Perkins Loan                        900
----- Discharge thru
Any          Default  Bankruptcy
Per/NDSL/ICL
FFEL          Y
FDLP
Had Outstdg Prin bal on NDSL on 7/1/87 and still has Outstdg bal.....: N
Had Outstdg Prin bal on Perkins/NDSL on 10/1/92 and still has Outstdg bal: N
PRIVACY ACT OF 1974(AS AMENDED)
F3=EXIT  F7=BACKWARD  F8=FORWARD

```

3.2.3

**Originating School Information (OS)****What Does the Originating School Information Screen Do?**

This screen displays the school(s) that reported an overpayment or a default on a campus based loan.

The “*Originating School Information*” (RC09) screen must be used with a selection on a specific field. That is, **you must select the overpayment or default for which you want more information.** You will do this by typing an S for Select adjacent to the corresponding overpayment or default.

If there are additional overpayments or campus-based loans in bankruptcy or default, you can access this information by returning to the “*FAT Summary*” screen. At that time you will select a different grant or loan by typing an S for Select adjacent to your new choice, and you will access the Action Code OS for Originating School again, which will re-display the RC09 screen.

From RC05, to access “*Originating School Information,*” you will select one of the following:

- Overpayments, or
- Campus-based loans where bankruptcy or default is indicated. This refers to loans such as Perkins, NDSL, or ICL.

**Notes:**

Depending on the selection from the “*FAT Summary*” screen (RC05) and the availability of data in NSLDS, the following screen subtitles are displayed:

- Pell Grant Overpayment,
- SEOG Overpayment,
- SSIG Overpayment,
- Perkins Loan Overpayment, or
- Perkins Loan/NDSL/ICL Default/Bankruptcy.

In order to access the RC08 screen, there must be a “Y” for Yes in either the Overpayment Indicator field or the Default Indicator field.

The field school/branch code is your OPE ID.

...To Originating School Information (RC09)		
STEP #	ACTION	RESULT
1	<p>From a populated RC05,</p> <p>Type OS for Originating School Information in the Action Code field</p> <p>Confirm that there is a “Y” in the <Overpayment Indicator> field or in the <Default Indicator> field</p>	<No change in RC05.>
1a	<p>If there is more than one loan or grant record on the list,</p> <p>Type S for Select next to the desired item on the list</p>	<p><No change in RC05.></p> <p><Skip this step if there is only one name on the list. The system will automatically select it.></p>
2	Press ENTER	<p>The following screen will display: “<i>Originating School Information</i>” (RC09).</p> <p>< Note: the screen subtitles may vary, depending on the type and availability of the information you requested.></p>
3	<p>If there is a + in the MORE: field, there is additional information for this particular search screen.</p> <p>Press F8</p> <p><When you are finished, press F7 to return to original RC09></p>	RC09 will re-display with additional information.

<p>...To Originating School Information (RC09)</p>		
STEP #	ACTION	RESULT
4	<p>If you desire to see other originating school information from grants or loans previously listed on RC05,</p> <p>Press F3 to return to RC05</p> <p><Repeat the above steps, if needed></p>	<p>The “Financial Aid Transcript Summary” screen (RC05) will re-display.</p>

RC09 Originating School Information (OS)

```

RC09
-----
                                NSLDS                                11-07-1995
                                Originating School Information      16:16:11
                                Pell Grant Overpayment
SSN.....: 037000002  First Name: CHRIS      DOB: 01-01-1960
Last Name: LAMBART
School/Branch Code: 00152600
Name.....: SAINT LEO COLLEGE
Street Address....: 1234 HICKERY STREET
City.....: ST. LEO                      State: FL Zip Code: 33574

School/Branch Code:
Name.....:
Street Address....:
City.....:                      State:      Zip Code:

School/Branch Code:
Name.....:
Street Address....:
City.....:                      State:      Zip Code:

                                PRIVACY ACT OF 1974 (AS AMENDED)
F3=EXIT  F7=BACKWARD  F8=FORWARD
    
```

3.2.4

**Financial Aid Details (FD)****What Does the Financial Aid Transcript Details (FD) Screen Do?**

This screen provides a list of loans associated with a selected student. Also displayed are the loan amounts, begin and end dates, and the outstanding balances. It also displays Perkins Loan and Pell Grant information for the corresponding School Year. Pell Grant information includes the 1994 award year and all later years.

You may select one of the loans on the list to get more information about either the GA/School Information and/or the Name History, if one exists.

...To Financial Aid Transcript Details (RC06)		
STEP #	ACTION	RESULT
1	From a populated RC05, Type FD for “Financial Aid Transcript Details” in the Action Code field Press ENTER	The following screen will display: “Financial Aid Transcript Details” (RC06).
1a	If there is a + in the MORE: field, there is additional information for this particular search screen. Press F8	RC06 will re-display with additional information. <When you are finished, press F7 to return to original RC06>

RC06 Financial Aid Transcript Details (FD)

```

RC06      <<  Ga/School Information(GS)  Name History(NH)
-----
                        NSLDS                               11-07-1995
                Financial Aid Transcript Details             13:22:36
SSN.....: 037000002  First Name: CHRIS                   DOB.....: 01-01-1960
Last Name: LAMBART                               Schl Yr: 1996  Name History: Y
For Ga/School info make selection(S) and press ENTER
----- Loan Detail -----
Sel Name          Acad Loan  Begin      End        Out Prin
                   Level Amount Date        Date        Balance Dflt Bkrp
_ Federal Stafford Loan      1    2500  09-01-1989 05-31-1990   1700
_ Federal PLUS Loan          1    1750  09-01-1989 05-31-1990    0
_ Perkins Loan              2    1550  09-01-1990 05-31-1991    900
_ Federal Stafford          2    2400  09-01-1990 05-31-1991   1800
----- Pell Grant -----
Schl Yr  Sched Amt  Disb Amt  Remaining Amount  Percent Eligibility Used
_ 1996      2000    1000      -1000              0.50
-----
                PRIVACY ACT OF 1974(AS AMENDED)
F3=EXIT  F7=BACKWARD  F8=FORWARD
    
```

3.2.5**GA/School Information (GS)****What Does the GA/School Information Screen Do?**

The “*GA/School Information*” (RC07) screen displays the originating Guaranty Agency or school information for a selected student’s grant or loan:

- School/branch code,
- School name, and
- Complete school address.

**Note:**

RC07 is accessed from the “*Financial Aid Transcript Details*” (RC06) screen.

<p>...To GA/School Information (RC07)</p>		
STEP #	ACTION	RESULT
1	<p>From a populated RC06, Type GS for GA/School Information in the Action Code field</p>	<No change in RC06.>
1a	<p>If there is more than one loan or grant record on the list, Type S for Select next to the desired item on the list</p>	<Skip this step if there is only one name on the list. The system will automatically select it.>
2	Press ENTER	The following screen will display: "GA/School Information" (RC07).
3	<p>If you desire to see more GA/school information for the same student, from grants or loans listed on RC06, OR, To continue within the "Financial Aid Transcript Summary" function, Press F3 to return to RC05 <Repeat the above steps, if needed></p>	The "Financial Aid Transcript Details" screen (RC06) will re-display.



RC07 GA/School Information

RC07						

NSLDS	11-09-1995					
GA/School Information	09:59:53					
SSN.....: 037000002	First Name: CHRIS	DOB: 01-01-1960				
Last Name: LAMBART						
Originating School Information						
School/Branch Code: 00152600						
Name.....: SAINT LEO COLLEGE						
Street Address....: 1234 HICKERY STREET						
City.....: ST. LEO			State: FL	Zip Code: 33574		
Current GA Information						
GA Code.....: 748					Name: Texas Guaranteed Student Loan Corp.	
Street Address....: Tower of the Hill, 13809 N. Highway 189, Suite 400						
City.....: Austin					State: TX	Zip Code: 787501240
Resp Begin date...: 01-01-1995						
PRIVACY ACT OF 1974 (AS AMENDED)						
F3=EXIT						

3.2.6

**School Attendance History (AH)****What Does the School Attendance History Screen Do?**

This screen displays a student's school attendance history. Schools will be listed in chronological order with the most recent school listed first.

Note: NSLDS is not an enrollment database! Students may have attended schools that are not listed here. A school will only be listed if the student obtained Title IV aid from the school (Pell only since 1993), or if the school reported the student in attendance via the SSCR.

The data includes:

- School/branch code,
- School name, and
- Complete address.

**Note:**

If the MORE: field displays a "+", then you may scroll to view additional information using the F7 and F8 keys.

<p>...To School Attendance History (RC0A)</p>		
STEP #	ACTION	RESULT
1	<p>From a populated RC05,</p> <p>Type AH for School Attendance History in the Action Code field</p> <p><No other selection is required></p> <p>Press ENTER</p>	<p>The following screen will display: <i>"School Attendance History"</i> (RC0A).</p>
1a	<p>If there is a + in the MORE: field, there is additional information for this particular search screen.</p> <p>Press F8</p> <p><When you are finished, press F7 to return to original RC0A></p>	<p>RC0A will re-display with additional information.</p>
2	<p>To continue, OR if you desire to select another student from RC05 and return to this screen</p> <p>Press F3 to return to RC05</p>	<p>The <i>"Financial Aid Transcript Summary"</i> screen (RC05) will re-display.</p>



RC0A School Attendance History

RC0A		
<hr/>		
	NSLDS	11-15-1995
	School Attendance History	16:07:03
Student Name: CHRIS	LAMBART	SSN: 037000002
		MORE:
Sch/Br Code: 00152600 Name: SAINT LEO COLLEGE		
Street Address: 1234 HICKERY STREET		
City.....:	ST. LEO	State: FL Zip Code: 33574
Sch/Br Code: 00160000 Name: WESLEYAN COLLEGE		
Street Address: 4760 FORSYTH RD		
City.....:	MACON	State: GA Zip Code: 31297
Sch/Br Code: 00164900 Name: CITY COLLEGES OF CHICAGO, RICHARD J DALEY COLLEGE		
Street Address: 7500 S PULASKI RD		
City.....:	CHICAGO	State: IL Zip Code: 60652
Sch/Br Code: 00165600 Name: CHICAGO COLLEGE OF CHIROPODY		
Street Address: 1406 ORCHARD WAY		
City.....:	CHICAGO	State: IL Zip Code: 60600
PRIVACY ACT OF 1974(AS AMENDED)		
F3=EXIT F7=BACKWARD F8=FORWARD		

3.2.7**Name History (NH)****What Does the Name History Screen Do?**

If a student received federal aid under different names, there are two screens that will display a “Y” next to the Name Hist: field: “*FAT Summary*” (RC05) and/or “*Financial Aid Transcript Details*” (RC06).

By displaying all the names used by the student when receiving federal aid, this screen will help you correctly identify a student.

<p>...To Name History (NH) (RC08)</p>		
STEP #	ACTION	RESULT
1	<p>From a populated RC05 or RC06, look in the Name Hist field to see if there is a “Y” displayed. If there is a “Y”,</p> <p>Type NH for Name History in the Action Code field</p> <p><No other selection is required></p> <p>Press ENTER</p>	<p>The following screen will display: “Name History” (RC08).</p> <p><Note: from RC08, it is highly unlikely that the MORE: field will display a + sign, indicating the existence of more name history data, but you should be aware of this feature.></p>
2	<p>To continue, or to select another student from RC05 and return to this screen</p> <p>Press F3 to return to RC05</p>	<p>The “Financial Aid Transcript Summary” screen (RC05) will re-display.</p>

RC08 Name History

RC08		
NSLDS Name History		11-14-1995 13:41:04
SSN.....: 037000008	First Name: PATRICIA	DOB: 01-01-1970
Current SSN: 037000008	Last Name.: CAROLYN	
		MORE:
First	M	Last
PATRICIA	D	CAROLYN
PATRICIA	D	WALTERS
PRIVACY ACT OF 1974 (AS AMENDED)		
F3=EXIT F7=BACKWARD F8=FORWARD		



**3.3
BATCH
PROCESSING**



Financial Aid Transcript Batch Processing

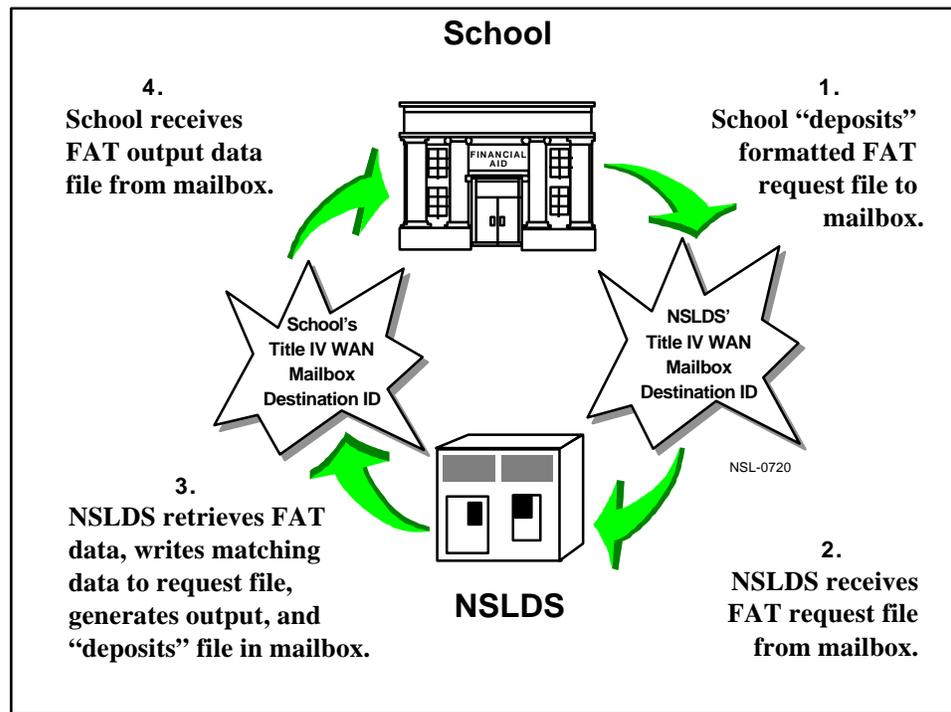
If you have a large number of FATs to retrieve from NSLDS, you should consider sending a batch file request.

The detail information you receive back from NSLDS is the same as the information you will receive with online processing; the format will be different. The important point to remember is that batch processing will eliminate the need to sit in front of a PC and retrieve FATs one at a time.

If your school is not equipped for telecommunications transmission of electronic Financial Aid Transcript files through the Title IV WAN, or if you simply prefer to delegate the Financial Aid Transcript automation, you may employ a servicer to prepare, send, and receive the Financial Aid Transcript files for you.

**3.3.1
The Batch Process**

The flow of the batch file process is illustrated below with steps 1, 2, 3 and 4.



3.3.2**Generating a Batch Processing Request**

Batch processing involves three basic steps:

- Generate a request,
- Send a request, and
- Receive the batch file.

Generating a Batch Processing Request

You will first need to create a file to send to NSLDS. This file will list the students for which you are requesting FATs. You must include student identifiers, and indicate the type of output that you want to receive.

NSLDS can send you a data extract file of your FATs or a report/print file.

- The data file is simply the FAT data elements written according to the file specifications listed in this chapter.
- The report file is a pre-formatted file that displays the FAT for each student in the format shown later in this chapter, under section 3.4.5.2: NSLDS Output File Format.

Remember the following when creating your batch input file:

- Follow the record layout specified.
- Include required student identifiers: SSN, last name, first name, and birth date. The last name and school year identifiers are optional.
- Include required school identifier: school code, school/branch code, and submittal date.
- Create a Header, Detail, and Trailer Record as indicated in the record layout.
- Specify the desired output report type: report or extract in the header record. If no format is specified, the report output will be formatted as an extract.

**3.3.3
Sending and
Receiving the Batch
Processing Request****Sending the Batch Processing Request**

You will need to send the request file generated in the above procedure to NSLDS for batch processing.

Use the following steps to send a Financial Aid Transcript request:

1. Log on to the Title IV WAN using EDConnect software if you are a PC user, or use your mainframe software. Refer to the Title IV WAN User's Guide for more information regarding Title IV WAN logon procedures.
2. Retrieve the Financial Aid Transcript file prepared in the preceding procedure.
3. Use the message class SHFATQIN to designate the file for the WAN.
4. Deposit the file into the NSLDS FAT Destination ID mailbox on the WAN.

Receiving the Batch File

NSLDS will process your FAT request within 24 hours and deposit it to your mailbox. You will log on to the WAN and retrieve the file with the message class SHFATQOP.

**3.3.4
FAT File Output**

Data files are returned in ASCII format if your WAN connection is a PC. If the request file came from a mainframe, the data file will be in EBCDIC format.

If you requested the output to be a report or print file and you are a mainframe user, you may print the report from a mainframe computer by sending the batch output to your designated remote printer.

If you are a PC user, you will have to edit some characters in the file before printing. This is necessary because each printer has its own driver codes.

**3.3.4
FAT File Output
(continued)**

To print a downloaded Financial Aid Transcript report from a PC workstation, note that when the financial aid transcript request was generated (see the Input Header Record Layout section), the desired output should have been specified as Report Type (value = 'R').

Follow these steps:

1. Retrieve the Financial Aid Transcript output data file deposited by NSLDS from their FAT Destination ID (mailbox). It is an ASCII file type.
2. Open the file using any word processing software package; i.e., WordPerfect, Microsoft Word, etc. The PC application converts the file into a document.
3. If the word processing package prompts the user to specify a file format type, select an ASCII format. In WordPerfect, for example, the system displays a pop-up *Convert File Format* window with convert options displayed. WordPerfect users should select the ASCII TEXT (DOS) option to complete this procedure.
4. Change the font type to Courier size 8 and page layout to landscape (i.e., change paper size from 8.5" x 11" to 11" x 8.5") using the word processing software package.
5. Print the financial aid transcript report from the word processing software package to the user's local printer.

A sample Financial Aid Transcript Report Format is illustrated on the next page.



Sample Financial Aid Transcript Report Format

```

Report ID: FAT001
Page No. : 99
U.S. DEPARTMENT OF EDUCATION
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
PRIVACY ACT OF 1974(AS AMENDED)
Financial Aid Transcript
Date: MM-DD-YY
Time: HH:MM:SS

Report Parameters: Requesting Sch/Br Code: 01234569 School Year: 1996 Sort Sequence: SSN
Name.: Red Lake University Submittal Request Date: 11-05-95
City.: Frostbike Falls State:MN
LAST:Lambert FIRST: Chris MI:X DOB:01/01/1960 SSN:037000002
----- Name History -----
LAST M FIRST
Lambert Chris
----- Perkins -----
Perkins Disbursement(Cumulative): 1550 Perkins Disbursement(School Year):
Had Outstanding Principal balance on NDSL on 7/1/87 and still has Outstanding balance.....: N
Had Outstanding Principal balance on Perkins/NDSL on 10/1/92 and still has Outstanding balance: Y
----- Pell Grant -----
Schl Yr Sched Amt Disb Amt Remaining Amt Percent Eligibility Used Sch/Br Code
1996 2340 1170 1170 50.00 01234568
----- Overpayment -----
Disbursement Aid Type Overpayment Sch/Br Code
Date Indicator
02-01-1991 PELL Y 00152600
----- Loan Summary -----
Loan Group Outstanding Principal Balance
(FFEL & FDLP)
Stafford 3500
Unsubsidized Stafford 1000
PLUS 0
Consolidated 7000
----- Loan Detail -----
Loan Acad Loan Begin End Out Prin Balance Current-Loan-Status Total Sch/Br Current
Type Level Amount Date Date Amount Date Code Date Disbur Code GA Code
SF 1 2340 09-10-1989 12-31-1990 1700 11-01-1995 DU 01-02-1994 2500 00160000 748
PL 1 1750 09-01-1989 12-31-1990 0 11-01-1995 PF 07-01-1995 1750 00160000 748
PU N 1550 09-01-1990 05-31-1991 900 11-01-1995 ID 09-01-1995 1550 00152600 XXX
SF 2 2400 09-01-1990 05-31-1991 1800 11-01-1995 ID 09-01-1995 2400 00152600 748
SU 2 1000 09-01-1990 05-31-1991 1000 11-01-1995 ID 09-01-1995 1000 00152600 748
CL N 7000 10-01-1987 07-31-1989 7000 11-01-1995 PF 07-31-1989 7000 01234567 002
SF 2 2400 09-01-1990 05-31-1991 1800 11-01-1995 ID 09-01-1995 2400 00152600 748
PRIVACY ACT OF 1974(AS AMENDED)

```

**3.3.5
School Record
Layout****School Input and Output Record Layout**

This section of the Financial Aid Transcript chapter defines the layout for the Financial Aid Transcript request file that you will send to NSLDS.

**3.3.5.1
Record Layout
Specifications****Record Layout Specifications**

The record layout and file formats that NSLDS uses for Financial Aid Transcript data are described here. This includes both the **input** request record sent by schools to NSLDS and the **output** records returned.

The record layout specifications include field definitions and formatting instructions.

Each field definition includes the following:

- **Name:** A brief, descriptive title,
- **Description:** A short narrative definition, and
- **Type:** An indicator of the required field format value.
(See explanatory note on the next page.)
- **Size:** The number of bytes the field occupies.
- **Comments:** Additional information about the field.
- **Position:** The beginning and ending location (byte number) of the field within the record.

3.3.5.1
Record Layout
Specifications
(continued)

The breakdown for the input and output file format is as follows:

- Input File Format:
 - Input Header Record Layout
 - Input Detail Record Layout
 - Input Trailer Record Layout

- Output File Format:
 - Output Header Record Layout
 - Output Detail Record Layout - organized into these categories:
 1. Loan Record (this record type is always returned, whether or not a match is found)
 2. Loan Summary Record
 3. Overpayment Record
 4. Pell Grant Record
 5. Perkins Record
 6. Name History Record

 - Trailer Record Layout

**Note:**

Regarding the Type indicator field, the following explanations may be helpful.

Character - denotes a field that may contain spaces, letters, or numbers in any combination.

For example: **17 Magnolia Street**

Character fields not specifically reported must be filled with spaces. If a field is said to require a value “greater than spaces,” the field must contain at least one letter or number.

3.3.5.1
Record Layout
Specifications
(continued)

Numeric - denotes any attribute that must contain only numbers.

For example: **12345** as an Amount of Loan

Letters, special characters, or spaces in a numeric field are invalid. An entry of **T491_24**, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeros.

Date - refers to fields which must contain only valid numeric data, eight digits, and display in the format CCYYMMDD, where:

- CC = two-digit century,
- YY = two-digit year,
- MM = two-digit month designation (01-12),
and
- DD = two-digit day designation (01-31,
depending on the month and year).

Under this convention, an entry of **19950430** would be accepted, but **043095** would not be accepted.

Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.



**3.3.5.2
NSLDS Input File
Format**

Record layout specifications for each input record type in the Financial Aid Transcript request file are illustrated in this section.

Included here are definitions of the file's fields followed by record specifications for each record type in the Financial Aid Transcript request file as follows:

**3.3.5.2.1
Input Header Record
Layout****Input Header Record Layout**

The header record layout for the Financial Aid Transcript request file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify the header record.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '0' (zero).
POSITION:	1 - 1

NAME:	Header Title
DESCRIPTION:	Title used to identify the header record.
TYPE:	Character
SIZE:	46
COMMENTS:	Value = 'FINANCIAL AID TRANSCRIPT HEADER.'
POSITION:	2 - 47

NAME:	Code for School
DESCRIPTION:	An eight-digit ED Office of Postsecondary Education (OPE) code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code. Mandatory for schools, optional for servicers (fill with zeroes).
POSITION:	48 - 55

3.3.5.2.1

Input Header Record Layout (continued)

NAME: **Code for Servicer**
DESCRIPTION: Eight-digit code indicating current school servicer, if there is one, for a loan.
TYPE: Numeric
SIZE: 8
COMMENTS: Must be all numbers. Schools fill with zeroes. If this field contains a value other than all zeros, then it must contain a valid servicer code assigned by NSLDS.
POSITION: 56 - 63

NAME: **Report Type**
DESCRIPTION: Type of report format in which FAT is requested.
TYPE: Character
SIZE: 1
COMMENTS: If value = 'R', a formatted report is generated; if 'E', a file extract. The default type is an extract.
POSITION: 64 - 64

NAME: **Submittal Date**
DESCRIPTION: Date (year, month, and day) on which the FAT was requested.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 65 - 72

NAME: **Filler**
DESCRIPTION: Blank field to complete record length.
TYPE: Character
SIZE: 8
COMMENTS: Fill with spaces.
POSITION: 73 - 80

3.3.5.2.2

Input Detail Record Layout

Input Detail Record**Layout**

The detail record layout for the Financial Aid Transcript request file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify the detail record.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '1.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT is requested.
TYPE:	Character
SIZE:	9
COMMENTS:	Must fall within valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT is requested.
TYPE:	Character
SIZE:	35
COMMENTS:	Optional: 'NLN' if not supplied by the student.
POSITION:	11 - 45

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT is requested.
TYPE:	Character
SIZE:	12
COMMENTS:	Mandatory: 'NFN' if not supplied by the student.
POSITION:	46 - 57

3.3.5.2.2

Input Detail Record Layout (continued)

NAME: **Date of Student's Birth**
DESCRIPTION: Date (year, month, and day) on which Title IV recipient was born.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 58 - 65

NAME: **School Year**
DESCRIPTION: The school year for which Pell Grant and Perkins loan information is requested from NSLDS.
TYPE: Numeric
SIZE: 4
COMMENTS: Optional; if provided, must be in CCYY format, and not greater than current year + 1. If the current school year is July '94 to June '95, populate with '1995.' School year is current year if submittal date ≤ June 30, but is current year + 1 if submittal date ≥ July 1.
POSITION: 66 - 69

NAME: **Code for School**
DESCRIPTION: An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE: Numeric
SIZE: 8
COMMENTS: Must be all numbers and a valid OPE code. Mandatory for schools and servicers.
POSITION: 70 - 77

NAME: **Filler**
DESCRIPTION: Blank field to complete record length.
TYPE: Character
SIZE: 3
COMMENTS: Fill with spaces.
POSITION: 78 - 80

3.3.5.2.3
Input Trailer Record
Layout**Input Trailer Record Layout**

The trailer record layout for the Financial Aid Transcript request file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify the trailer record.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '9.'
POSITION:	1 - 1

NAME:	Trailer Title
DESCRIPTION:	Title used to identify the trailer record.
TYPE:	Character
SIZE:	46
COMMENTS:	Value = 'FINANCIAL AID TRANSCRIPT TRAILER.'
POSITION:	2 - 47

NAME:	Record Count
DESCRIPTION:	Total count of detail records on this file (excluding header and trailer).
TYPE:	Numeric
SIZE:	9
COMMENTS:	NA
POSITION:	48 - 56

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	24
COMMENTS:	Fill with spaces.
POSITION:	57 - 80

**3.3.5.3
NSLDS Output File
Format**

Record specifications for each record type in the Financial Aid Transcript request file are illustrated in this section.

The terms “aggregate loans” and “cumulative loans” refer to the sum of loans within a loan type; i.e., the sum of Stafford loans.

The term “rolled up loans” refers to the sum of loans across loan types; i.e., the sum of Stafford and Direct loans.

**3.3.5.3.1
Output Header
Record Layout****Output Header Record Layout**

The header record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify the header record.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be ‘0’ (zero).
POSITION:	1 - 1

NAME:	Header Title
DESCRIPTION:	Title used to identify the header record.
TYPE:	Character
SIZE:	42
COMMENTS:	Value = ‘FINANCIAL AID TRANSCRIPT HEADER.’
POSITION:	2 - 43

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	44 - 51

3.3.5.3.1

Output Header Record Layout (continued)

NAME:	Code for Servicer
DESCRIPTION:	Eight-digit code indicating current school servicer, if there is one, for a loan.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers. Schools are set to zero. If this field contains a value other than all zeros, then it must contain a valid servicer code assigned by NSLDS.
POSITION:	52 - 59

NAME:	Report Type
DESCRIPTION:	Type of report format in which FAT was requested.
TYPE:	Character
SIZE:	1
COMMENTS:	If value = 'R', a formatted report is generated; if 'E', a file extract; default to extract if spaces.
POSITION:	60 - 60

NAME:	Submittal Date
DESCRIPTION:	Date (year, month, and day) on which the FAT was requested.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	61 - 68

NAME:	Process Date
DESCRIPTION:	Date (year, month, and day) on which the FAT request was processed.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	69 - 76

3.3.5.3.1**Output Header Record Layout** (continued)

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	68
COMMENTS:	Fill with spaces.
POSITION:	77 - 144

3.3.5.3.2**Loan Record Layout -
FFEL and FDSLPLP
(Record Type 1)****Loan Record Layout - FFEL and FDSLPLP (Record Type 1)**

The loan record layout for the returned Financial Aid Transcript file is defined as follows. These are active loans that the selected student/borrower currently holds as well as loans that were closed out. Not all the attributes are populated for closed-out loans. Closed-out loans are identified by their loan status.

**Note:**

The system always reflects any errors detected in the record type 1, even if a match is not found.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 1 for loan type.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '1.'
POSITION:	1 - 1

3.3.5.3.2**Loan Record Layout FFEL and FDSLPL (Record Type 1)** (continued)

NAME: Student's Social Security Number
DESCRIPTION: SSN of the student for whom FAT was requested.
TYPE: Numeric
SIZE: 9
COMMENTS: In valid range for SSNs: 001010001 to 999999999.
POSITION: 2 - 10

NAME: Student's First Name
DESCRIPTION: First name of the student for whom FAT was requested.
TYPE: Character
SIZE: 12
COMMENTS: If the student has no first name, this field is populated with the value 'NFN.'
POSITION: 11 - 22

NAME: Student's Last Name
DESCRIPTION: Current last name of the student for whom FAT was requested.
TYPE: Character
SIZE: 35
COMMENTS: If the student has no last name, this field is populated with the value 'NLN.'
POSITION: 23 - 57

NAME: Date of Student's Birth
DESCRIPTION: Date (year, month, and day) on which Title IV recipient was born.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 58 - 65

3.3.5.3.2**Loan Record Layout FFEL and FDSL (Record Type 1)** (continued)

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	66 - 73

NAME:	Type of Loan
DESCRIPTION:	Code indicating the type of loan.
TYPE:	Character
SIZE:	2
COMMENTS:	FFEL and FDL (Federal Direct Loan Program) loan types only. FFEL loan types include: Federal Stafford (SF), Federal Stafford Unsubsidized (SU), Federal SLS (SL), Federal PLUS (PL), and Federal Consolidation (CL). FDL loan types include: Stafford (D1), Unsubsidized Stafford (D2), PLUS (D4), Unsubsidized Consolidation (D5), Subsidized Consolidation (D6), and PLUS Consolidation (D7).
POSITION:	74 - 75

NAME:	Code for Loan Status
DESCRIPTION:	Code used to identify the current status of a student's loan, as determined by the loan's current holder.
TYPE:	Character
SIZE:	2
COMMENTS:	See Appendix H for definition of loan type codes.
POSITION:	76 - 77

3.3.5.3.2

Loan Record Layout FFEL and FDSL (Record Type 1) (continued)

NAME:	Date of Loan Status
DESCRIPTION:	Date (year, month, and day) on which the current Code of Loan Status became effective.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	78 - 85

NAME:	Amount of Loan
DESCRIPTION:	Original dollar amount of an FFEL or FDLP loan less refunds, repayments, or recoveries.
TYPE:	Numeric
SIZE:	6
COMMENTS:	Six-digit field expressing whole dollars (e.g., \$000100). Any refund, repayment, or recovery returned due to an overpayment or student withdrawal is deducted from the amount.
POSITION:	86 - 91

NAME:	Amount of Outstanding Principal Balance
DESCRIPTION:	The cumulative dollar value of the outstanding balance due on a loan.
TYPE:	Numeric
SIZE:	6
COMMENTS:	Six-digit field expressing whole dollars (e.g., \$000100). Any refund, repayment, or recovery returned due to an overpayment or student withdrawal is deducted from the amount.
POSITION:	92 - 97

3.3.5.3.2

Loan Record Layout FFEL and FDSL P (Record Type 1) (continued)

NAME: **Date of Outstanding Principal Balance**
DESCRIPTION: Date (year, month, and day) on which value in Amount of Principal Outstanding Balance field was updated or verified.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 98 - 105

NAME: **Loan Period Begin Date**
DESCRIPTION: Date borrower's enrollment period begins for this loan.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 106 - 113

NAME: **Loan Period End Date**
DESCRIPTION: Date borrower's enrollment period ends for this loan.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 114 - 121

NAME: **Amount of Disbursement**
DESCRIPTION: The cumulative amount of loan actually disbursed to a student.
TYPE: Numeric
SIZE: 6
COMMENTS: NA
POSITION: 122 - 127

3.3.5.3.2

Loan Record Layout FFEL and FDSL (Record Type 1) (continued)

NAME: **Student's Academic Level**
DESCRIPTION: Student's academic or grade level at the school when the loan was disbursed.
TYPE: Character
SIZE: 1
COMMENTS: See Appendix H for a definition of academic level codes.
POSITION: 128 - 128

NAME: **Loan Current GA Code**
DESCRIPTION: Current Guaranty Agency code for the loan.
TYPE: Numeric
SIZE: 3
COMMENTS: For closed out loans, this is the last GA Code at close out.
POSITION: 129 - 131

NAME: **Originating School Code**
DESCRIPTION: Institution attended by the student when the loan was originated.
TYPE: Numeric
SIZE: 8
COMMENTS: An eight-digit ED OPE code used to identify the school.
POSITION: 132 - 139
POSITION:

NAME: **Error Code 1**
DESCRIPTION: Reflects SSN error.
TYPE: Character
SIZE: 1
COMMENTS: Value = '1,' for SSN must not be spaces.
POSITION: 140 - 140

3.3.5.3.2

Loan Record Layout FFEL and FDSLPL (Record Type 1) (continued)

NAME: Error Code 2
DESCRIPTION: Reflects first name error.
TYPE: Character
SIZE: 1
COMMENTS: Value = '2,' for first name must not be spaces.
POSITION: 141 - 141

NAME: Error Code 3
DESCRIPTION: Reflects date in error.
TYPE: Character
SIZE: 1
COMMENTS: Value = '3,' for invalid date of birth.
POSITION: 142 - 142

NAME: Error Code 4
DESCRIPTION: Invalid school year.
TYPE: Character
SIZE: 1
COMMENTS: Value = '4,' for school year must be numeric; or '5,' for school year must not be greater than current year + 1.
POSITION: 143 - 143

NAME: Error Code 5
DESCRIPTION: Unsuccessful match of student/borrower's record against active database.
TYPE: Character
SIZE: 1
COMMENTS: Value = '6,' for student's SSN not found; '7,' for match on SSN, but not on DOB and first name; '8,' for match on SSN and first name, but not on DOB; and '9' for match on SSN and DOB, but not on first name.
POSITION: 144 - 144

3.3.5.3.3

Loan Summary Record Layout (Record Type 2)**Loan Summary
Record Layout
(Record Type 2)**

The Loan Summary record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 2 for loan summary type.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '2.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT was requested.
TYPE:	Character
SIZE:	9
COMMENTS:	In valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	If the student has no first name, this field is populated with the value 'NFN.'
POSITION:	11 - 22

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student has no last name, this field is populated with the value 'NLN.'
POSITION:	23 - 57

3.3.5.3.3

Loan Summary Record Layout (Record Type 2) (continued)

NAME: **Date of Student's Birth**
DESCRIPTION: Date (year, month, and day) on which Title IV recipient was born.
TYPE: Date
SIZE: 8
COMMENTS: Date in CCYYMMDD format.
POSITION: 58 - 65

NAME: **Code for School**
DESCRIPTION: An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE: Numeric
SIZE: 8
COMMENTS: Must be all numbers and a valid OPE code.
POSITION: 66 - 73

NAME: **Stafford Outstanding Principal Balance**
DESCRIPTION: The cumulative outstanding principal balance due on a Stafford (subsidized) loan.
TYPE: Numeric
SIZE: 6
COMMENTS: Value for rolled up loan types: Federal Stafford (SF), and FDLP Stafford (D1).
POSITION: 74 - 79

NAME: **Unsubsidized Stafford Outstanding Principal Balance**
DESCRIPTION: The cumulative outstanding principal balance due on an unsubsidized Stafford loan.
TYPE: Numeric
SIZE: 6
COMMENTS: Value for rolled up loan types: Unsubsidized Stafford (SU), Federal SLS (SL), and FDLP Stafford Unsubsidized (D2).
POSITION: 80 - 85



3.3.5.3.3

Loan Summary Record Layout (Record Type 2) (continued)

NAME: **Plus Outstanding Principal Balance**
DESCRIPTION: The cumulative outstanding principal balance due on an FFEL PLUS loan.
TYPE: Numeric
SIZE: 6
COMMENTS: Value for rolled up loan types: Federal PLUS (PL), and FDLP PLUS (D4).
POSITION: 86 - 91

NAME: **Consolidated Outstanding Principal Balance**
DESCRIPTION: The cumulative outstanding principal balance due on a consolidated loan.
TYPE: Numeric
SIZE: 6
COMMENTS: Value for rolled up loan types: Federal Consolidation (CL), FDLP Unsubsidized Consolidation (D5), FDLP Subsidized Consolidation (D6), and FDLP PLUS Consolidation (D7).
POSITION: 92 - 97

NAME: **Filler**
DESCRIPTION: Blank field to complete record length.
TYPE: Character
SIZE: 47
COMMENTS: Fill with spaces.
POSITION: 98 - 144

3.3.5.3.4**Overpayment Record Layout (Record Type 3)****Overpayment Record****Layout****(Record Type 3)**

The overpayment record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 3 for overpayment type.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '3.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT was requested.
TYPE:	Character
SIZE:	9
COMMENTS:	In valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	If the student has no first name, this field is populated with the value 'NFN.'
POSITION:	11 - 22

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student has no last name, this field is populated with the value 'NLN.'
POSITION:	23 - 57

3.3.5.3.4**Overpayment Record Layout (Record Type 3) (continued)**

NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which Title IV recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	58 - 65

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	66 - 73

NAME:	Type of Loan/Other Aid
DESCRIPTION:	Code indicating the type of loan.
TYPE:	Character
SIZE:	2
COMMENTS:	Applicable aid types are: 'PE' = Pell, 'SS' = SSIG, 'SE' = SEOG, and 'PK' = rolled up Perkins (PU + NU + EU + DU). Values for rolled up Perkins PK loan types: Perkins Undergrad or Grad = PU, National Direct Student Loan Undergrad or Grad = NU, National Defense Student Loan Undergrad or Grad = DU, and Perkins Expanded Loan Option = EU.
POSITION:	74 - 75

3.3.5.3.4

Overpayment Record Layout (Record Type 3) (continued)

NAME:	Indicator of Overpayment
DESCRIPTION:	Indicator used to identify that a student owes an overpayment.
TYPE:	Character
SIZE:	1
COMMENTS:	Set to 'Y' for YES if student still owes overpayment. Set to 'R' for REPAID if the overpayment has been repaid.
POSITION:	76 - 76

NAME:	Disbursement Date
DESCRIPTION:	Date (year, month, and day) on which the aid was disbursed to the student that caused the overpayment.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NA
POSITION:	77 - 80

NAME:	Filler
DESCRIPTION:	Blank field reserved for future use.
TYPE:	Character
SIZE:	47
COMMENTS:	Fill with spaces.
POSITION:	85 - 131

NAME:	Originating School Code
DESCRIPTION:	OPE code used to identify the school attended by the student when the overpayment occurred.
TYPE:	Numeric
SIZE:	8
COMMENTS:	An eight-digit ED OPE code used to identify the school.
POSITION:	132 - 139

3.3.5.3.4**Overpayment Record Layout (Record Type 3)** (continued)

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	5
COMMENTS:	Fill with spaces.
POSITION:	140 - 144

3.3.5.3.5**Pell Grant Record
Layout
(Record Type 4)****Pell Grant Record Layout (Record Type 4)**

The Pell Grant record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 4 for Pell Grant type.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '4.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT was requested.
TYPE:	Character
SIZE:	9
COMMENTS:	In valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

3.3.5.3.5

Pell Grant Record Layout (Record Type 4) (continued)

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	If the student has no first name, this field is populated with the value 'NFN.'
POSITION:	11 - 22

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student has no last name, this field is populated with the value 'NLN.'
POSITION:	23 - 57

NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which Title IV recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	58 - 65

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	66 - 73

3.3.5.3.5

Pell Grant Record Layout (Record Type 4) (continued)

NAME: Pell Grant Scheduled Amount
DESCRIPTION: The total Federal grant amount for the award year.
TYPE: Numeric
SIZE: 6
COMMENTS: NA
POSITION: 74 - 79

NAME: Pell Grant Payment Amount
DESCRIPTION: Amount already paid to date to the student for the designated attended institution.
TYPE: Numeric
SIZE: 6
COMMENTS: NA
POSITION: 80 - 85

NAME: Grant Remaining Amount to be Paid
DESCRIPTION: The payment amount still to be made to student for the award year.
TYPE: Numeric
SIZE: 5
COMMENTS: NA
POSITION: 86 - 90

NAME: Pell Grant Award Year
DESCRIPTION: The school/award year for which a grant is used to fund a student's education.
TYPE: Numeric
SIZE: 4
COMMENTS: A valid date, in CCYY format, not greater than current year + 1.
POSITION: 91 - 94

3.3.5.3.5

Pell Grant Record Layout (Record Type 4) (continued)

NAME:	Percent of Eligibility Used
DESCRIPTION:	Percentage of total grant eligibility already used by student.
TYPE:	Numeric
SIZE:	6
COMMENTS:	Must be numeric.
POSITION:	95 - 100

NAME:	Filler
DESCRIPTION:	Blank field reserved for future use.
TYPE:	Character
SIZE:	32
COMMENTS:	Fill with spaces.
POSITION:	101 - 131

NAME:	Grant School Code
DESCRIPTION:	School code for the school attended by the student at the time the grant was disbursed.
TYPE:	Numeric
SIZE:	8
COMMENTS:	An eight-digit ED OPE code used to identify the school .
POSITION:	132 - 139

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	5
COMMENTS:	Fill with spaces.
POSITION:	140 - 144

3.3.5.3.6
Perkins Record
Layout
(Record Type 5)**Perkins Record Layout (Record Type 5)**

The Perkins record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 5 for Perkins loan type.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '5.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT was requested.
TYPE:	Character
SIZE:	9
COMMENTS:	In valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	If the student has no first name, this field is populated with the value 'NFN.'
POSITION:	11 - 22

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student has no last name, this field is populated with the value 'NLN.'
POSITION:	23 - 57

3.3.5.3.6**Perkins Record Layout (Record Type 5) (continued)**

NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which Title IV recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	58 - 65

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	66 - 73

NAME:	Perkins Cumulative Amount of Disbursement
DESCRIPTION:	Total of all active Perkins loan amounts (loan types PU, EU, NU, and DU), net of cancellations, and closed loans total disbursement.
TYPE:	Numeric
SIZE:	7
COMMENTS:	NA
POSITION:	74 - 80

NAME:	Perkins School Year Amount of Disbursement
DESCRIPTION:	Total of loan disbursement amounts associated with loans whose loan type is PU, NU, DU, and EU for the school year selected. The amount corresponds to the school year selected.
TYPE:	Numeric
SIZE:	7
COMMENTS:	Must be all numbers.
POSITION:	81- 87

3.3.5.3.6**Perkins Record Layout (Record Type 5) (continued)**

NAME: Perkins First Disb Less 70187 Flag
DESCRIPTION: If the student had a Perkins loan and the first disbursement date was before 7/1/87, and has out-standing balance—this flag is set to 'Y.'
TYPE: Character
SIZE: 1
COMMENTS: NA
POSITION: 88 - 88

NAME: Perkins First Disb Less 10192 Flag
DESCRIPTION: If the student had a Perkins loan whose the first disbursement date was after 7/1/87, but before 10/1/92, and who has outstanding balance—this flag is set to 'Y.'
TYPE: Character
SIZE: 1
COMMENTS: NA
POSITION: 89 - 89

NAME: Filler
DESCRIPTION: Blank field to complete record length.
TYPE: Character
SIZE: 55
COMMENTS: Fill with spaces.
POSITION: 90 - 144

3.3.5.3.7**Name History Record Layout (Record Type 6)****Name History Record
Layout
(Record Type 6)**

The Name History record layout for the returned Financial Aid Transcript file is defined as follows. Each name history record accommodates history for one occurrence.

This record shows all names that are other than the current. If there are more than two name histories, as many records as needed are written of this record type 6.

3.3.5.3.7**Name History Record Layout (Record Type 6)** (continued)

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify record type 6 for name history.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '6.'
POSITION:	1 - 1

NAME:	Student's Social Security Number
DESCRIPTION:	SSN of the student for whom FAT was requested.
TYPE:	Character
SIZE:	9
COMMENTS:	In valid range for SSNs: 001010001 to 999999999.
POSITION:	2 - 10

NAME:	Student's First Name
DESCRIPTION:	First name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	If the student has no first name, this field is populated with the value 'NFN.'
POSITION:	11 - 22

3.3.5.3.7**Name History Record Layout (Record Type 6)** (continued)

NAME:	Student's Last Name
DESCRIPTION:	Current last name of the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student has no last name, this field is populated with the value 'NLN.'
POSITION:	23 - 57

NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which Title IV recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	Date in CCYYMMDD format.
POSITION:	58 - 65

NAME:	Code for School
DESCRIPTION:	An eight-digit ED OPE code used to identify the school submitting the FAT request.
TYPE:	Numeric
SIZE:	8
COMMENTS:	Must be all numbers and a valid OPE code.
POSITION:	66 - 73

NAME:	Student First Name History
DESCRIPTION:	Other first name used by the student for whom FAT was requested.
TYPE:	Character
SIZE:	12
COMMENTS:	NA
POSITION:	74 - 85

3.3.5.3.7**Name History Record Layout (Record Type 6)** (continued)

NAME:	Student Middle Initial Name History
DESCRIPTION:	Other middle initial used by the student for whom FAT was requested.
TYPE:	Character
SIZE:	1
COMMENTS:	NA
POSITION:	86 - 86

NAME:	Student Last Name History
DESCRIPTION:	Other last name used by the student for whom FAT was requested.
TYPE:	Character
SIZE:	35
COMMENTS:	NA
POSITION:	87 - 121

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	23
COMMENTS:	Fill with spaces.
POSITION:	122 - 144

3.3.5.3.8**Trailer Record Layout****Trailer Record Layout**

The Trailer record layout for the returned Financial Aid Transcript file is defined as follows.

NAME:	Record Type Indicator
DESCRIPTION:	Indicator used to identify the trailer record.
TYPE:	Character
SIZE:	1
COMMENTS:	Mandatory: value must be '9.'
POSITION:	1 - 1

NAME:	Trailer Title
DESCRIPTION:	Title used to identify the trailer record.
TYPE:	Character
SIZE:	42
COMMENTS:	Value = 'FINANCIAL AID TRANSCRIPT TRAILER.'
POSITION:	2 - 43

NAME:	Match Count
DESCRIPTION:	Total count of detail records matched from request file on this file (excluding header and trailer).
TYPE:	Numeric
SIZE:	8
COMMENTS:	NA
POSITION:	44 - 51

NAME:	Record Count
DESCRIPTION:	Total count of detail records on this file (excluding header and trailer).
TYPE:	Numeric
SIZE:	9
COMMENTS:	NA
POSITION:	52 - 60

3.3.5.3.8**Trailer Record Layout** (continued)

NAME:	Error Count
DESCRIPTION:	Total count of detail records with errors from request file on this file.
TYPE:	Numeric
SIZE:	8
COMMENTS:	NA
POSITION:	61 - 68

NAME:	Filler
DESCRIPTION:	Blank field to complete record length.
TYPE:	Character
SIZE:	76
COMMENTS:	Fill with spaces.
POSITION:	69 - 144





The End of Chapter 3



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