April 2020

NSLDS Enrollment Spreadsheet Submittal Format Cover Letter

The NSLDS Enrollment Spreadsheet Submittal Format is one of the online reporting methods schools can use to supply enrollment data to the National Student Loan Data System (NSLDS®) through the NSLDS Professional Access website. This version adds support for reporting Program-Level enrollment information.

The submittal format is designed to be used with a columnar spreadsheet application and allows a school to upload and submit up to 2500 records/rows of enrollment data at a time, with a maximum file size of 1,000 KB. File size varies depending on the version of software used. After the school adds the enrollment information to the spreadsheet and confirms the data is correct, the school then uploads and transfers the data to the NSLDS Professional Access website.

Step-by-step instructions for the NSLDS Enrollment Spreadsheet Submittal Format are provided in Chapter 7 of the NSLDS Enrollment Reporting Guide, available on the Information for Financial Aid Professionals (IFAP) website in the NSLDS User Documentation section. The NSLDS Enrollment Reporting Guide also provides an overview of enrollment functionality on NSLDS and important reminders about enrollment reporting requirements.

If you have any questions about the NSLDS Enrollment Spreadsheet Submittal Format, please contact the NSLDS Customer Support Center at 1-800-999-8219 or by email at nslds@ed.gov.