

October 2015

NSLDS Exit Counseling Submittal Template Cover Letter

School users have the ability to report exit counseling data to the [NSLDS Professional Access](#) Web site. This allows schools to maintain exit counseling data in one central location and offers comprehensive information to schools, lenders, GAs, and servicers when using NSLDS reporting functionality. The submittal format is designed to be used with a columnar spreadsheet application and allows a school to upload and submit up to 2,500 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.

School users will have the ability to upload and submit data using the NSLDS Exit Counseling Submittal Template, which is designed to be used with the Microsoft-Excel™ spreadsheet application.

The following steps outline the NSLDS Exit Counseling Submittal Template upload process:

1. Download the NSLDS Exit Counseling Submittal Template spreadsheet from the [Federal Student Aid Download \(FSAdownload\) Web site](#) (fsadownload.ed.gov) and save it to your computer's local hard drive.
2. Open the NSLDS Exit Counseling Submittal Template spreadsheet with MS-Excel, and if prompted, enable macros.
3. Review the Instructions worksheet (tab) for column descriptions and entry formats for each data element reporting requirements.
4. Add records to the Upload File worksheet with no more than 2500 records/rows of data at a time.
5. Save the NSLDS Exit Counseling Submittal Template spreadsheet that contains the Exit Counseling information in .xls or .xlsx (Excel™) format.

Note: You can give the spreadsheet a new, unique, and meaningful name, if desired.

6. From the [NSLDS Professional Access](#) Web site, log on and click the **Exit Counseling Submittal** link under the ENROLL tab.
 7. Manually enter the location of the File Name, or select Browse to navigate and locate the NSLDS Exit Counseling Submittal Template spreadsheet from the previous step.
 8. The Exit Counseling Spreadsheet Submittal Page has been updated to present various methods to review errors.
 9. Click the **Validate** button to validate the file before submitting data to NSLDS. After doing so NSLDS will return a results file displaying any errors, with errors highlighted in each affected cell, and in a column added to the far right of the spreadsheet. Update the data based on the error codes/descriptions and edits. Perform another validation to
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ensure all your errors are fixed.

- Note: Only 15 error codes can be displayed per record. You must fix the errors to reveal any additional error codes beyond the 15 displayed.

10. Click **Validate and Submit** to validate and submit data to NSLDS. Any record in the file that does not have any errors will be submitted and saved to the NSLDS database. If the file contains errors the results will be returned back to you in a spreadsheet presented on the screen with a description of each error. You will need to correct these records and resubmit them to NSLDS.

- Note: Only 15 error codes can be displayed per record. You must fix the errors to reveal any additional error codes beyond the 15 displayed.

11. If you have questions or need assistance, please contact the NSLDS Customer Support Center at 800/999-8219 or via e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).