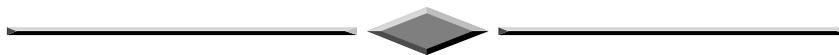


Loan Record Detail Report



What is a loan record detail report?

A loan record detail report, formerly referred to as backup data or BUD, is a report sent to eligible postsecondary schools (schools) participating in the Federal Family Education Loan (FFEL) Program and/or William D. Ford Federal Direct Loan (Direct Loan) Program. The report contains information on FFEL Program and/or Direct Loan Program loans which were used to calculate a school's cohort default rate. The loan record detail report lists a school's loan activity, including but not limited to:

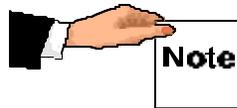
- the number of borrowers who entered repayment during a given fiscal year;
 - the loan status of those borrowers;
- AND
- the school's cohort default rate.

Which schools receive official loan record detail reports?

The U.S. Department of Education (Department) sends the most recent official loan record detail report to a school if its most recent official cohort default rate (in this case FY 1997) is 10.0 percent or greater. If a school's three most recent official cohort default rates (in this case FY 1997, FY 1996, and FY 1995) are equal to or greater than 25.0 percent, the Department sends the school its three most recent official loan record detail reports. In addition, if a school's most recent official cohort default rate is an average cohort default rate, the Department will send the school its three most recent official loan record detail reports.

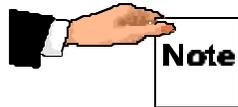
Q . What is an average cohort default rate?

A . An average cohort default rate is calculated if a school has 29 or fewer borrowers entering into repayment on FFEL and/or Direct Loan Program Loans in a given fiscal year. Please refer to page 9 in the "Cohort Default Rates" section for more information on how an average cohort default rate is calculated.



If a school receives a loan record detail report for a previous fiscal year, the loan record detail report will not reflect any changes that the Department agreed to change as a result of a cohort default rate appeal. The school must refer to the appropriate appeal determination letter(s) to determine the changes made to its cohort default rate data.

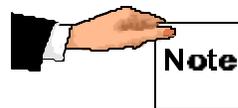
If a school would like to review its loan record detail report, **but did not receive it**, the school should use the form on page 53 to request the report. The request must be submitted to the Department within **10 working days** of receiving the FY 1997 official cohort default rate notification letter.



It is important that schools maintain a copy of all loan record detail reports received from the Department. These reports will be useful if a school files an appeal at a later date.

Why should a school review its official loan record detail report?

A school should review its report to verify the data used to calculate its official cohort default rate. The data is used to determine if the school may be subject to sanctions or may receive certain benefits, so it is important that the school verify the accuracy of the data. If errors are found, a school may qualify to file a request for adjustment and/or an erroneous data appeal.

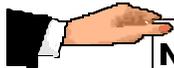


The school's receipt of the official loan record detail report marks the start of strict regulatory time frames during which the school may appeal its official cohort default rate(s). The school's failure to timely exercise any rights to appeal will result in a loss of those rights.

What should a school review in its official loan record detail report?

A school should review the data in its loan record detail report to determine if it should submit a request for adjustment or erroneous data appeal.

When determining if a school should submit a **request for adjustment**, the school should reconcile the responses it received from its draft data challenges with the official loan record detail report to verify that the changes correctly agreed to during the draft data challenge are properly reflected in the school's FY 1997 official loan record detail report.

**Note**

If a school identifies changes that were correctly agreed to during the draft data challenge that are not reflected in the official loan record detail report, the school may be eligible to submit a request for adjustment to the Department within **30 calendar days** of receiving its official loan record detail report.

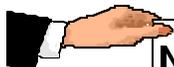
Please refer to the section entitled "Request for Adjustment" on page 65 for more information.

When checking for **erroneous data**, a school should cross reference its official loan record detail report with its records and information from outside sources, including but not limited to lenders, borrowers, guaranty agencies, the Department's Direct Loan servicer, and other schools where former borrowers are enrolled. The school should verify that there is no incorrect data in the loan record detail report, such as:

- the loans included in the official loan record detail report are **incorrectly reported** (i.e., the date entered repayment or default date is incorrect);

AND/OR

- no loans that should have been included were **omitted** from the official loan record detail report.

**Note**

If a school finds what it believes to be errors in the official loan record detail report, the school may be eligible to submit a written challenge of the data within **10 working days**¹ of receiving its official cohort default rate notification letter.

Please refer to the section entitled "Erroneous Data Appeal" on page 77 for more information.

¹ 34 CFR § 668.17(c)(8)(i)

Q . What is a draft data challenge?

A . A draft data challenge is the process used by a school to correct cohort default rate data before the *official* cohort default rates are calculated.

Please refer to the Department's *FY 1997 Draft Cohort Default Rate Guide* for additional information on draft data challenges.

How does the Department produce loan record detail reports?

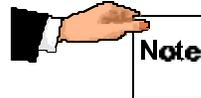
The Department produces loan record detail reports using loan information that has been electronically submitted to the National Student Loan Data System (NSLDS) by guaranty agencies and various offices within the Department.



The Department currently provides schools with hardcopy loan record detail reports. However, in the near future, the Department intends to make these reports available in an electronic format that will assist schools in reviewing the cohort default rate data.

Will a school's draft cohort default rate data and official cohort default rate data be the same?

Not necessarily. Since NSLDS is regularly updated; a school's **draft** data might differ from its **official** data, even if a school did not challenge the cohort default rate data after the release of the draft cohort default rates.



If incorrect new data appears in a school's official cohort default rate calculation, the school may be eligible to appeal its cohort default rate based on allegations of erroneous data.

Please refer to the "Erroneous Data Appeal" section beginning on page 77 for additional information on appealing an official cohort default rate based on allegations of incorrect new data.

Are the loan record detail reports subject to the Privacy Act?

Yes, the Privacy Act of 1974 and the Family Educational Rights and Privacy Act (FERPA) apply to all cohort default rate related loan record detail reports, since these reports contain personally identifying information about borrowers who received FFEL Program and/or Direct Loan Program loans. The use of this material may also be governed by state and local laws and regulations. Recipients should take appropriate steps to safeguard this material, guarantee that it is used appropriately, and ensure that it is discarded properly.

How does a school read a loan record detail report?

There are three sections to a loan record detail report. The sections are the title, body, and summary. Each section is explained in depth below. In addition, a full page sample of the loan record detail report is shown on page 51.

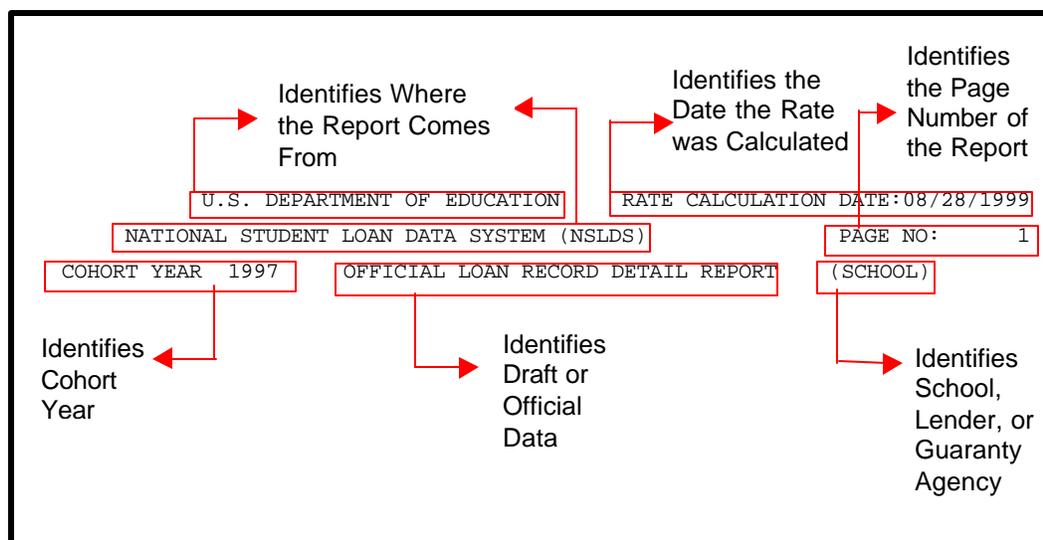
TITLE

The title section is located at the top of each page of the loan record detail report. This section provides information about the report.

The first line of the title section identifies that the loan record detail report is produced by the **U.S. Department of Education**. The first line also identifies the **Rate Calculation Date**. This is the date that the cohort default rate reflected on the loan record detail report was calculated. The Rate Calculation date is also known as the run date.

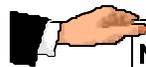
The second line of the title section identifies that the data on the loan record detail report is generated from the National Student Loan Data System (**NSLDS**). It also identifies the **Page Number**.

The third line of the title section identifies the **Cohort Year** associated with the loan record detail report. It also identifies whether the loan record detail report represents draft or official cohort default rate data (**Draft Loan Record Detail Report** or **Official Loan Record Detail Report**). The third line of the title section also identifies that the loan record detail report contains information related to a school's (**School**) cohort default rate rather than a lender or guaranty agency's cohort default rate.



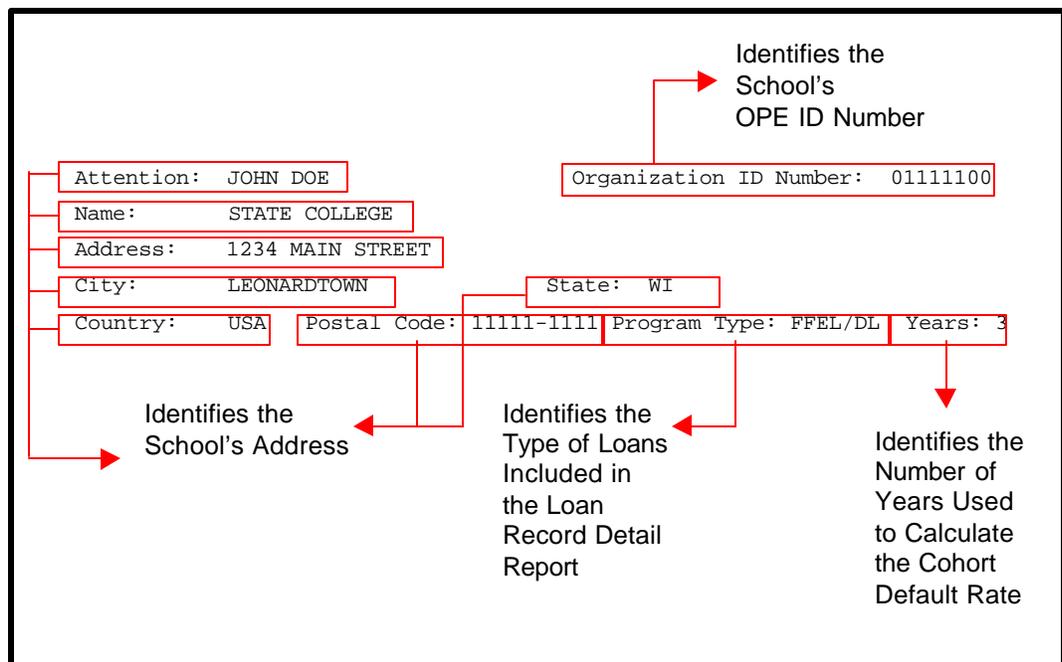
The title section also provides specific information about the school associated with the data contained in the report.

The fourth line of the title section identifies, if applicable, whose **Attention** the loan record detail report should be directed to at the school. This line also identifies the school's **Organization ID Number**, which is the same as the OPE (Office of Postsecondary Education) ID Number. The next four lines listed on the loan record detail report contain the school's **Name, Address, City, State, Country, and Postal Code**. The last line also lists the **Program Type**. The Program Type identifies the type of loans included in the loan record detail report. Finally, the last line provides the number of **Years** used to calculate the school's cohort default rate.



Note

If a school has 29 or fewer borrowers listed on its loan record detail report and had cohort default rates calculated for the two previous years, the school's official cohort default rate will be an average cohort default rate and will be based on three years of data.



Please refer to page 51 for a composite representation of the title section of the loan record detail report.

BODY

Following the title section, there are two horizontal rows set off by hashed lines. These rows contain headers for the data contained in the body of the report. The headers are shown below.

Header Representing First Row of Data Elements

STUDENT				Original		CLASS		Academic	
SSN	Last name	First/M.I.	D.O.B	School	Begin Date	End Date	Level		
LENDER/SERVICER/HOLDER				Loan	Claim Rsn/	DEFAULT/		Guarantor/	
Originating	Current	Type	Stat	Code	NegAm	Date	Repay	Date	
				Amount	Servicer	Loan/Date	Code	Date	
								1	2

Header Representing Second Row of Data Elements

The data listed under the headers is information on the loans used to calculate the school's cohort default rate. The headers correspond to the various data elements provided for each loan. **Each loan has two rows of information.**

STUDENT				Original		CLASS		Academic	
SSN	Last name	First/M.I.	D.O.B	School	Begin Date	End Date	Level		
LENDER/SERVICER/HOLDER				Loan	Claim Rsn/	DEFAULT/		Guarantor/	
Originating	Current	Type	Stat	Code	NegAm	Date	Repay	Date	
				Amount	Servicer	Loan/Date	Code	Date	
								1	2

First Row of Loan Data

0222-22-2222	SMITH		ALICE	10/21/1951	01111100	08/25/1995	05/11/1996	2
0101	555	D1	DU	IX	02/20/1998	10/01/1996	\$4,000	0101
						09/30/1995	G	12/15/1997
								B DB

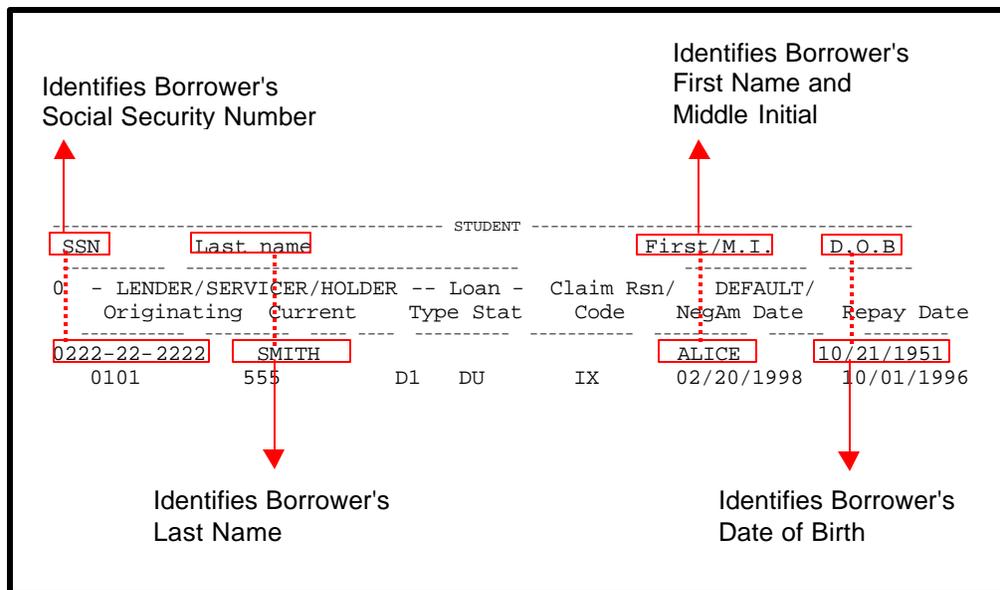
Second Row of Loan Data

Each of the data elements listed on the loan record detail report is described in detail on the following pages.

The first row of loan data contains eight elements.

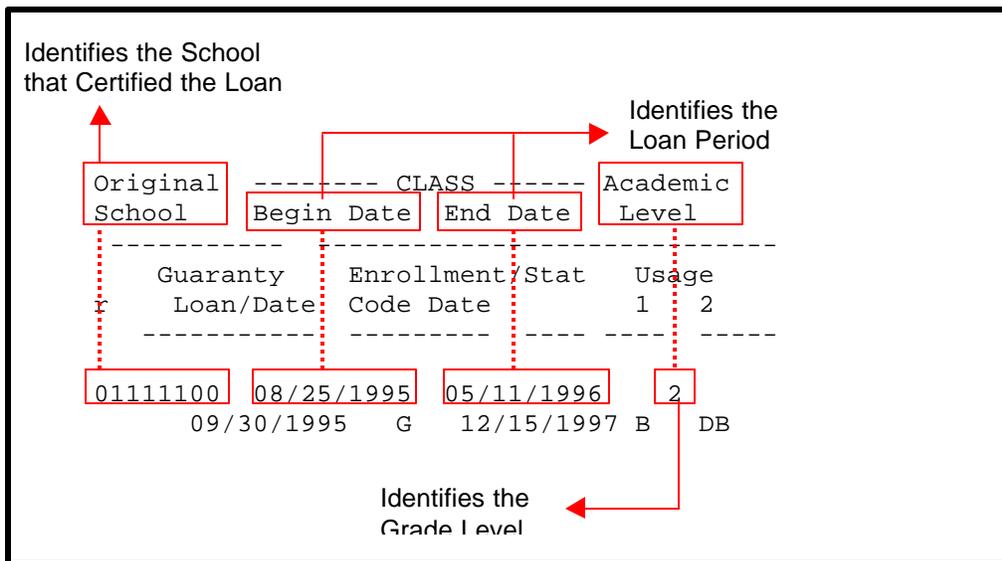
The first four elements in the first row of loan data identify the borrower associated with the loan. These elements are the borrower's:

- **SSN** (Social Security Number);
 - **Last Name**;
 - **First/M.I.** (First Name and Middle Initial);
- AND
- **D.O.B.** (Date of Birth).



The last four elements in the first row of loan data identify:

- the **Original School**, which is the OPE ID number of the school that certified the loan;
 - the **Class Begin Date** and **Class End Date**, which reflect the loan period of the loan;
- AND
- the **Academic Level**, which reflects the grade level of the borrower when the loan was obtained.



Academic Level	
Code	Description
1	Freshman/First Year
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth Year/Other
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional
N	Not Available

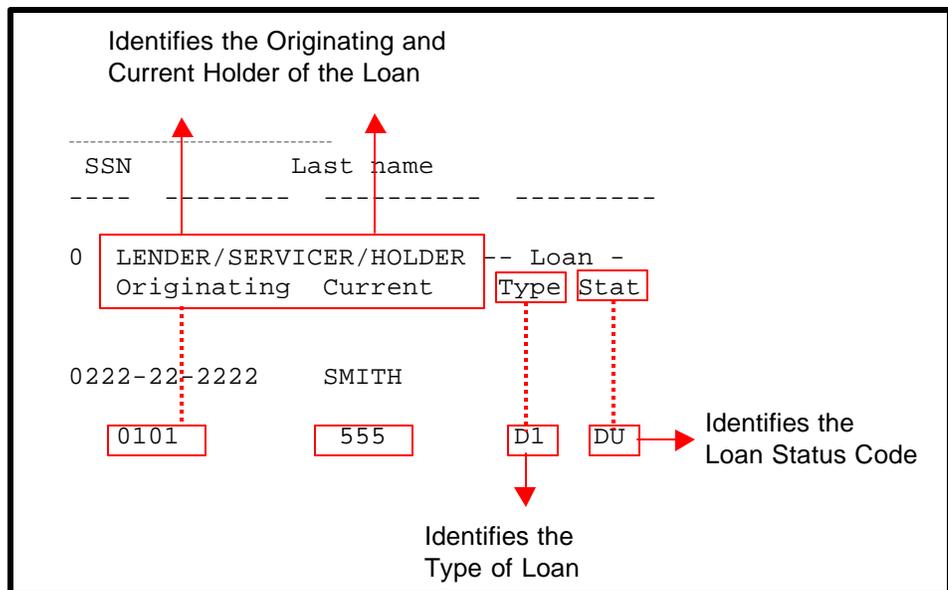
Loan Type Codes	
Code	Description
CL	FFEL Consolidated Loan
D1	Direct Loan Subsidized Stafford Loan
D2	Direct Loan Unsubsidized Stafford Loan
D4	Direct Loan PLUS Loan
D5	Direct Loan Consolidated Unsubsidized Stafford Loan
D6	Direct Loan Consolidated Subsidized Stafford Loan
D7	Direct Loan Consolidated PLUS Loan
PL	FFEL PLUS Loan
SF	FFEL Subsidized Stafford Loan
SL	FFEL Supplemental Loans for Students Loan
SU	FFEL Unsubsidized Stafford Loan

Loan Status Codes	
Code	Description
AE	Assigned to the U.S. Department of Education
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
DA	Deferred
DB	Defaulted, then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, then Died
DE	Death
DI	Disability
DK	Defaulted, then Bankrupt, Discharged, Chapter 13
DL	Defaulted, in Litigation
DO	Defaulted, then Bankrupt, Active, Other
DP	Defaulted, Paid-In-Full
DS	Defaulted, then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-Off
DX	Defaulted, Six Consecutive Payments
FB	Forbearance
ID	In School or Grace Period
OD	Defaulted, then Bankrupt, Discharged, Other
PC	Paid-In-Full through Consolidation Loan
PF	Paid-In-Full
RF	Refinanced
RP	In Repayment
UI	Uninsured

The second row of loan data contains 14 elements.

The first four elements in the second row of the loan data identify:

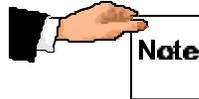
- the **Originating Lender/Service/Holder** which represents the entity that provided the loan to the borrower;
 - the **Current Lender/Service/Holder** which represents the last entity to hold the loan at the time the cohort default rate was calculated;
 - the **Loan Type**, which identifies whether the loan is a Direct Loan Program loan or an FFEL Program loan and whether or not the loan is subsidized;
- AND
- the **Loan Stat**, which identifies the repayment/default status of the loan at the time the cohort default rate was calculated.



The current holder for ALL **defaulted** Direct Loan Program loans is the Department (represented by a "555" current holder code). However, all inquiries regarding Direct Loan Program loans should be sent to the Department's Direct Loan servicer at the address provided in "Appendix B".

The next three elements in the second row of loan data identify:

- the **Amount**, which identifies the original amount of the loan;
- the **Guarantor/Service**, which identifies the entity that is responsible for responding to a school's inquiry about the status of the loan;



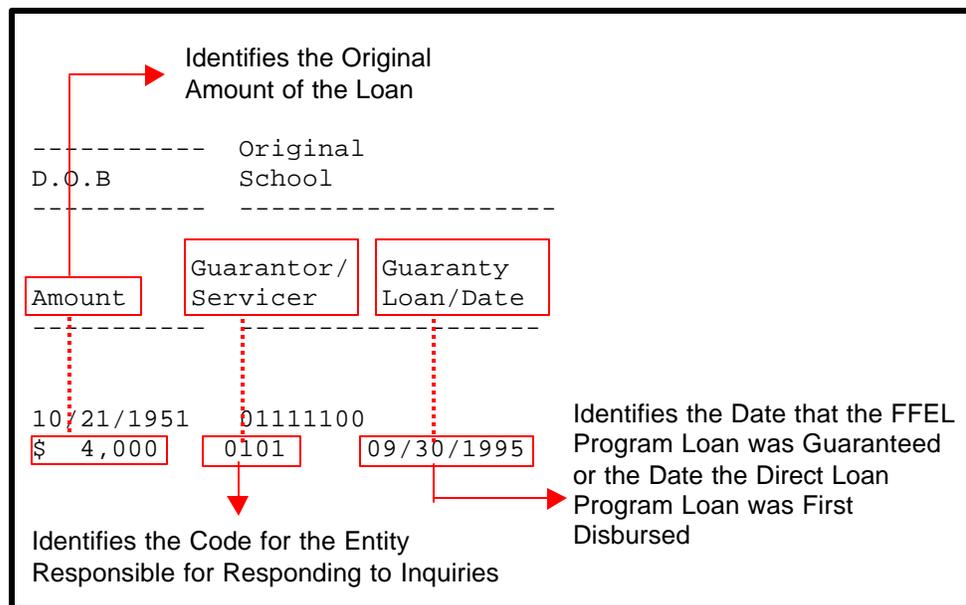
The entities responsible for responding to a school's inquiries are:

- 1) guaranty agencies;
- 2) the Department's Default Management Division;
- AND
- 3) the Department's Direct Loan servicer.

A school should submit challenges to these organizations at the addresses provided beginning on page 3 of "Appendix A" for FFEL Program Loans and page 1 of "Appendix B" for Direct Loan Program Loans.

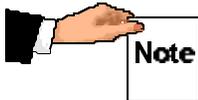
AND

- the **Guaranty Loan/Date**, which identifies the date that the guaranty agency insured an FFEL Program loan or the first date of disbursement for a Direct Loan Program loan.



The final four elements in the second row of loan data identify:

- the **Enrollment Status Code**, which identifies the borrower's enrollment status at the time the cohort default rate was calculated;
- the **Enrollment Status Date**, which indicates the last date the borrower's enrollment status changed. If no data is available, the guaranty agency or Direct Loan servicer may use 01/01/1900;

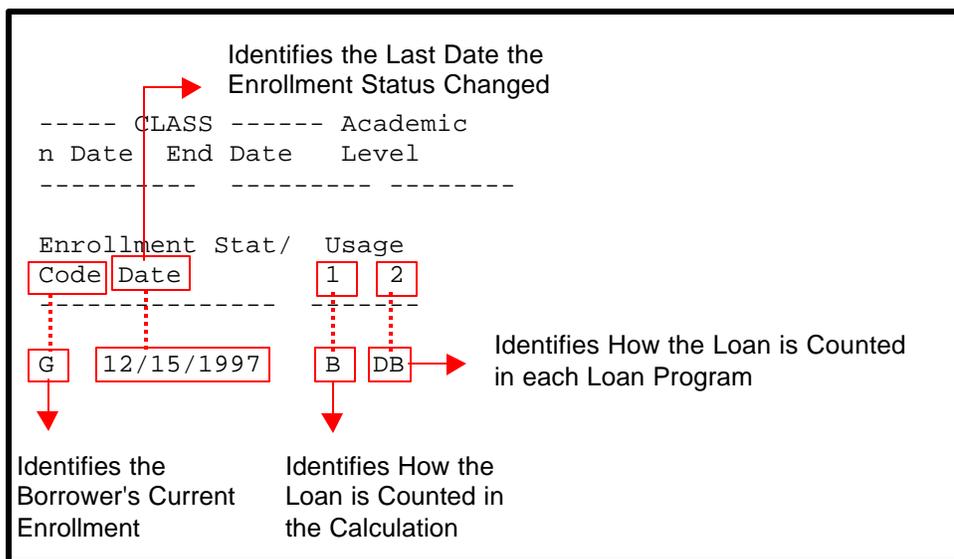


The enrollment status code and date do not necessarily reflect the borrower's enrollment at the school reported on the loan record detail report. The enrollment status code and date may reflect subsequent enrollment by the borrower at a different school.

- the **Usage code 1**, which identifies how the loan is used in the school's cohort default rate calculation;

AND

- the **Usage code 2**, which identifies how the loan is counted in each individual loan program (i.e. the FFEL Program and/or the Direct Loan Program). The individual loan program count is summarized on the final page of the report.



Enrollment Status Code	
Code	Description
A	Approved leave of absence
D	Deceased
F	Full time
G	Graduated
H	Half time or more, but less than full time
L	Less than half time
N	Not available
W	Withdrawn
X	Never attended
Z	No record found

Usage Code 1 Cohort Default Rate Usage	
Code	Description
D	Denominator only
B	Both Numerator and Denominator
N	Not Used
E	Eligible, but not counted

Usage Code 2 FFEL Program and/or Direct Loan Program Usage	
Code	Description
FD	FFEL Program Denominator only
FB	FFEL Program Numerator and Denominator
DD	Direct Loan Program Denominator only
DB	Direct Loan Program Numerator and Denominator
IC	Direct Loan Program NegAm/ICR Numerator and Denominator
N	Not Used (FFEL Program and/or Direct Loan Program)
E	Eligible, but not counted (FFEL Program and/or Direct Loan Program)

Please refer to page 51 for a composite representation of the body section of the loan record detail report.

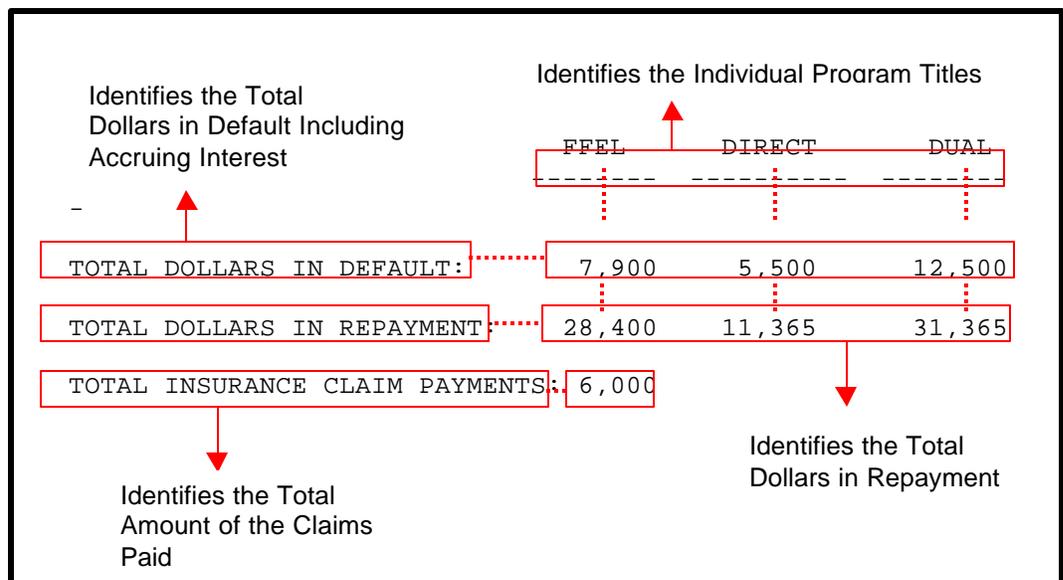
SUMMARY

On the last page of the loan record detail report is a summary of the data contained in the report.

The first line of the summary provides the **Total Dollars in Default**. The FFEL Program and Direct Loan Program entries within this field indicate the total outstanding balance (including any interest that has accrued on the loan since it went into default) for the defaulted loans that are included in the cohort default rate calculation. The Dual Program entry represents the outstanding balance for only one defaulted loan for each borrower included in the cohort default rate calculation.

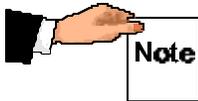
The second line of the summary provides the **Total Dollars in Repayment**. The FFEL Program and Direct Loan Program entries within this field indicate the total dollar volume for loans that have entered repayment during the cohort period in question. The Dual Program entry represents the dollars in repayment for only one loan for each borrower included in the cohort default rate calculation.

The third line of the summary provides the **Total Insurance Claim Payments** for FFEL Program loans. The Total Insurance Claim Payments for FFEL Program loans indicate the actual amount of the claims that the guaranty agency paid. This amount may not equal the Total Dollars in Default for FFEL Program loans since the Total Dollars in Default includes interest that has accrued on the loan(s) since the loan(s) went into default. The Total Insurance Claim Payments does not include this additional amount.



The fourth line of the summary provides the **Actual Numerator Count** and the **Report Count** for the numerator of the cohort default rate calculation. The Actual Numerator Count is the total number of unduplicated borrowers included in the numerator of the cohort default rate calculation. The Report Count for the numerator represents the unduplicated borrowers listed on the loan record detail report with a "B" in the Usage Code 1 field.

The fifth line of the summary provides the **Actual Denominator Count** and the **Report Count** for the denominator of the cohort default rate calculation. The Actual Denominator Count is the total number of unduplicated borrowers included in the denominator of the cohort default rate calculation. The Report Count for the denominator represents the unduplicated borrowers listed on the loan record detail report with a "D" or "B" in the Usage Code 1 field.

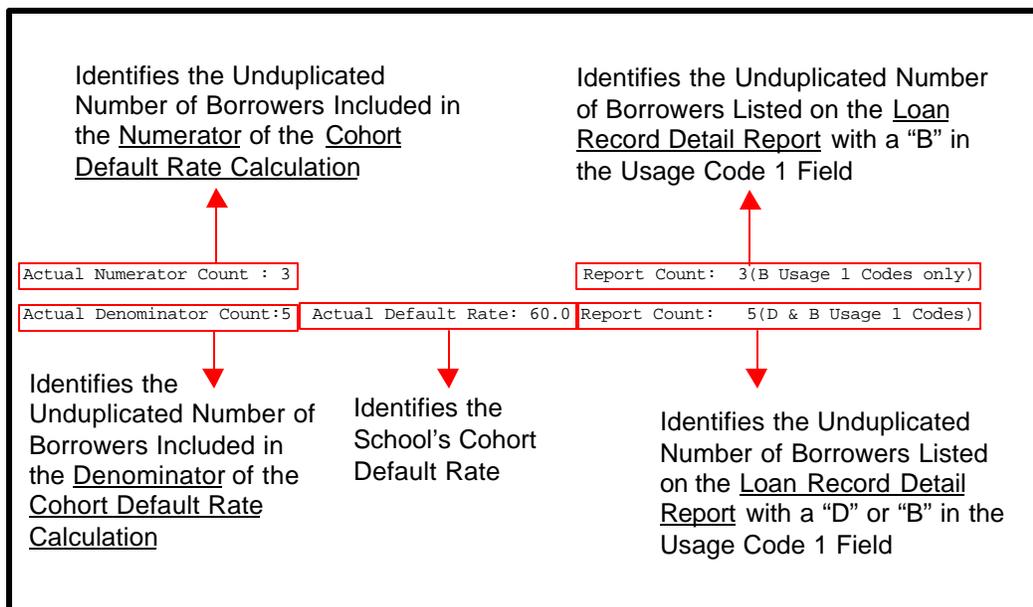


The Actual Counts and the Report Counts may differ on the official loan record detail report if the school's official cohort default rate was changed due to a cohort default rate appeal. The changes resulting from the cohort default rate appeal are reflected in the Actual Counts but NOT in the Report Counts.

The fifth line of the summary also provides the **Actual Default Rate**. The Actual Default Rate is, in most cases, the school's cohort default rate. However, if a school has 29 or fewer borrowers entering repayment in the cohort period in question or if the school is involved in a combination, substitution or merger, the Actual Default Rate will not reflect the school's cohort default rate.

Q . How does a school determine what its cohort default rate is if the school has an average cohort default rate or was involved in a combination, substitution or merger?

A . A school should refer to its official cohort default rate notification letter for details regarding its average cohort default rate or combined, substituted, and/or merged cohort default rate.



The sixth line of the summary provides the **Individual Program Tally**. The Individual Program Tally is NOT a school's cohort default rate—it is purely informational to tell the school the number of loans identified with each loan program. A count is provided for both FFEL Program and Direct Loan Program borrowers if a school has loans entering repayment from each loan program.



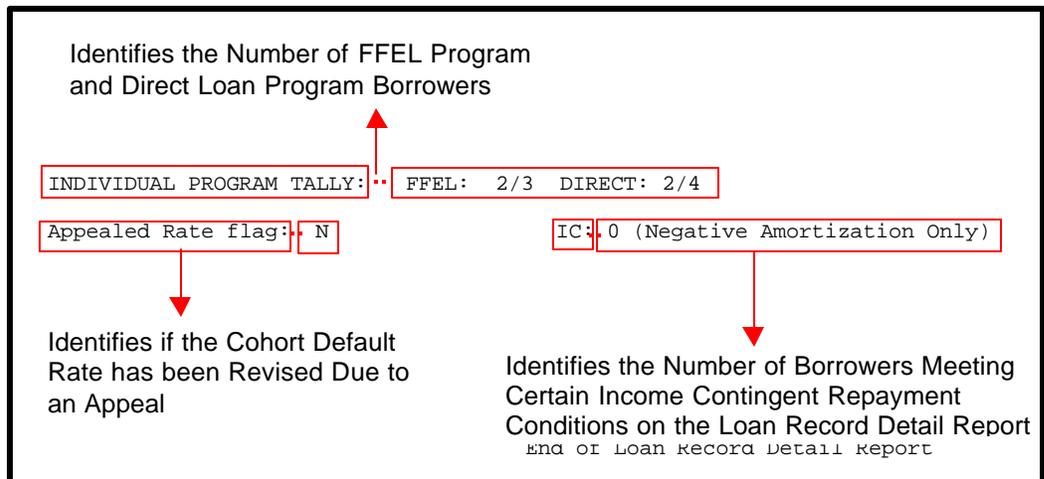
Note

A school does not select whether it has an FFEL Program cohort default rate or a Direct Loan Program cohort rate. The rate is based on **all** of the loans that enter repayment in a given cohort period.

The seventh line of the summary provides the **Appealed Rate Flag**. The Appealed Rate Flag indicates whether the cohort default rate has been changed due to a cohort default rate appeal.

The seventh line of the summary also provides the **IC** field. The IC field identifies the number of Direct Loan Program borrowers in the cohort period in question, who attended a **non-degree granting proprietary school**, that have been under an income contingent repayment plan for 270 days with scheduled monthly payments that are less than fifteen dollars and less than the interest accruing on the loan, resulting in negative amortization. If the school is NOT a non-degree-granting proprietary school, OR if it does not have any borrowers meeting these criteria, this field will be zero.

Appealed Rate Flag	
Code	Description
D	Direct – School altered cohort default rate due to its own appeal
I	Indirect – School's cohort default rate altered due to an appeal filed by a different school in a combination/substitution/merger
N	No appeal – School's cohort default rate not altered by an appeal
U	Unknown – Appeal status unknown for cohort default rates prior to FY 1993



Please refer to page 51 for a composite representation of the summary section of the loan record detail report.

Sample Loan Record Detail Report

Body Data Element Headers

Title

U.S. DEPARTMENT OF EDUCATION
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
COHORT YEAR 1997 OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)
Organization ID Number: 01111100

RATE CALCULATION DATE: 08/28/1999
PAGE NO: 1

Attention: JOHN DOE
Name: STATE COLLEGE
Address: 1234 MAIN STREET
City: LEONARDTOWN
Country: USA

State: WI
Postal Code: 11111-1111
Program Type: FFEL/DL
Original School: Academic

Years: 3

SSN Last name

SSN	Last name	First/M.I.	D.O.B	Original School	Begin Date	End Date	Level					
0	LENDER/SERVICER/HOLDER- Loan -	Claim Rsn/	DEFAULT/									
	Originating Current	Type Stat	NegAm Date	Repay Date	Amount	Guarantor/ Servicer	Loan/Date	Code Date	Enrollment Stat/ Usage			
0222-22-2222	SMITH											
0101	555	D1	DU	IX	02/20/1998	ALLICE	10/21/1951	01111100	08/25/1995	05/11/1996	2	
0333-33-3333	BAKER					EMILY	10/01/1996	0101	09/30/1995	G	12/15/1997	B
8000040000	8000040000	SF	RP	RP	00/00/0000		05/16/1997	111	08/25/1996	F	01/01/1900	D

TOTAL DOLLARS IN DEFAULT : 7,900 DIRECT : 5,500 DUAL : 12,500 (Based on Outstanding Principal Balance)

TOTAL DOLLARS IN REPAYMENT : 28,400 DIRECT : 11,365 DUAL : 31,365 (Based on Outstanding Principal Balance)

TOTAL INSURANCE CLAIM PAYMENTS: 6,000

Actual Numerator Count : 3 Report Count : 3(B Usage 1 Codes only)

Actual Denominator Count: 5 Actual Default Rate: 60.0 Report Count : 5(D & B Usage 1 Codes)

INDIVIDUAL PROGRAM TALLY: FFEL: 2/3 DIRECT: 2/4

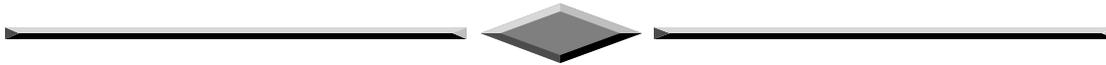
Appealed Rate flag: N IC: 0 (Negative Amortization Only)

End of Loan Record Detail Report

Body Data Elements

Summary

Request for LOAN RECORD DETAIL REPORT



Please **TYPE** or **PRINT** the following to ensure proper delivery.

OPE ID#: _____

School Name: _____

School Mailing Address: _____

Telephone number: (____) _____

Choose the format the school would like to receive:

Print Out (Hard Copy)
OR

3.5" Diskette (specify which layout is preferred)

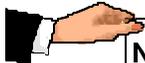
Report Layout (hardcopy report on disk)

Text Layout (fields can be manipulated)

Choose the loan record detail report the school would like to receive:

FY 1997 Official Cohort Default Rate
OR

FY 1995, FY 1996, and FY 1997 Official Cohort Default Rates



Note

The loan record detail report can only be requested once. Please provide the signature, name, and title of the authorizing official making this request. Please note that a school must request the loan record detail report from the Department within **10 working days** of receiving its official cohort default rate notification letter. Please allow at least two weeks from the time the Department receives the school's request for the school to receive the loan record detail report.

Name of Official: _____

Title of Official: _____

Signature of Official: _____

Date: _____

If sent by **commercial overnight mail/courier delivery**, send the request for loan record detail report to:

U.S. Department of Education
Default Management Division
Attn: Request for Loan Record Detail Report
ROB-3, Room 3905
7th and D Streets, SW
Washington, DC 20407

If sent by **U.S. Postal Service**, send the request for loan record detail report to:

U.S. Department of Education
Default Management Division
Attn: Request for Loan Record Detail Report
Portals Building, Room 6300
400 Maryland Avenue, SW
Washington, DC 20202-5353

