

National Student Loan Data System

Enrollment Reporting Guide

Final, November 2012
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Executive Summary

The National Student Loan Data System (NSLDS) Enrollment Reporting Guide includes a table of contents, three chapters, and appendices. Each of the chapters and the appendices are described below. This guide assumes reader familiarity with basic computer terminology and concepts.

- **Chapter 1: Compliance, Guidelines, and Administrative Functions**—Presents an overview of Enrollment Reporting: compliance rules, reporting guidelines, and administrative functions and responsibilities.
- **Chapter 2: NSLDS Enrollment Reporting Processing**—Describes the batch reporting process: receiving Enrollment Reporting roster files, matching/updating/returning student records, and completing error files.
- **Chapter 3: Enrollment Reporting Online: The NSLDSFAP Web Site**—Provides step-by-step instructions for using the Web site, including how to log on, navigate the site, report and update student enrollment, and create and modify reporting schedules.
- **Appendix A: Enrollment Reporting Roster File Record Layouts**—Provides the record layouts for Enrollment Reporting roster and error files, as well as field descriptions, error codes and explanations.
- **Appendix B: Enrollment Status Codes**—Provides the valid Enrollment Status Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site
- **Appendix C: Error Codes**—Provides the record-level edits returned in the Acknowledgment/Error File or displayed on the NSLDS web site when adding or updating student enrollment data.
- **Appendix D: Error Checking**—Provides the common reasons that files and records are rejected.
- **Appendix E: State Codes**—Provides the valid State Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site
- **Appendix F: Country Codes**—Provides the valid Country Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site

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Chapter 1. Compliance, Guidelines, and Administrative Functions

1.1 Basic Concept of Enrollment Reporting

Under provisions of the Higher Education Act, the Department's regulations, and related guidance, schools are required to confirm and report the enrollment status of students who receive most types of Federal student aid, including aid from the Federal Pell Grant Program, The Federal Family Education Loan (FFEL) Program, the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Federal Perkins Loans (Perkins) Program. This process is called Enrollment Reporting [originally the Student Status Confirmation Report (SSCR)].

- Schools report the enrollment status of students who received Title IV aid to NSLDS.
- This enrollment information is updated in NSLDS and, as appropriate, is reported to guarantors, lenders, and servicers of federal student loans.

A student's enrollment status determines eligibility for in-school status, deferment and grace periods as well as for the Department's payment of interest subsidies to FFEL Program loan holders. Enrollment Reporting is not only critical for effective administration of the Title IV student loan programs, but is also required so that the Department can engage in budgetary and policy analysis.

1.2 Compliance

Federal regulations and related guidance governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal student aid. Completion of Enrollment Reporting satisfies these requirements for schools. The accuracy of Title IV student loan records depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, effective dates of the enrollment status, and the anticipated completion dates that appear on the Enrollment Reporting roster file or on the Enrollment Maintenance page of the [NSLDS Professional Access](#) (NSLDSFAP) Web site. Schools must also correct any returned errors that are identified by NSLDS within 10 business days.

1.3 Additional Enrollment Reporting Responsibility Guidance

The Department published [Dear Colleague Letter \(DCL\) GEN-12-06 on March 30, 2012](#). This DCL reminds schools of their enrollment reporting responsibilities and references enhancements to NSLDS that serve to improve the accuracy and timeliness of enrollment data. The letter reminds schools to:

- Recertify enrollment status of all students on the enrollment roster even if there is no change in the enrollment status.
- Provide completion/graduation data accurately and timely when students complete their academic program.
- Add transfer students who have received Title IV aid elsewhere to their enrollment roster even if the students are not receiving aid at your school.
- Accurately report students reported in a less than half time status (enrollment status code

of “L”) to indicate any change from that status or recertify if that status continues. Additionally, provide an Anticipated Completion Date (ACD) for students in a less than half time status.

The enhancements to NSLDS referenced in the DCL are covered in this Enrollment Reporting Guide.

1.4 Reporting Requirements

Schools are required to certify enrollment at the location level using their eight-digit Office of Postsecondary Education Identifier (OPEID). However, schools will be given the option to manage their Enrollment Reporting files at the six-digit OPEID if they so choose. A school that chooses to manage multiple campuses’ reporting will have the option to receive individual eight-digit OPEID rosters files (one for each additional location of the school) or a combined roster for multiple locations in one file. Schools will establish their Enrollment Reporting profile using dedicated screens on the NSLDS Professional Access Web site. Each location that certifies loans must be signed up for the Enrollment Reporting process through FSAWebenroll, (see Section 1.6). Reporting a student’s enrollment at the main campus level (i.e., OPEID 12345600) does not satisfy the enrollment reporting requirement if aid was disbursed or the student was physically attending school at a location (e.g., OPEID 12345601).

To assist with the reporting of enrollment at the location level, NSLDS has established an Enrollment Administration option that allows campuses that share the same six-digit OPEID (e.g., OPEID 123456) to establish a location that will report for its own and other locations. As an example, when the Enrollment Administration option is used, OPEID 12345600 can be selected to report for its location of 00 as well as for the -01, -02, and -03 locations of OPEID 123456. See Section 3.8.3 for more details.

Below is an overview of the process for Enrollment Reporting and the requirements that schools must follow to be in compliance:

- The Enrollment Reporting roster file is placed in a school’s (or enrollment reporting servicers’) designated Student Aid Internet Gateway (SAIG) mailboxes on the *business day* of the month designated by their Enrollment Reporting schedule. Schools may set up or modify their schedule on the Enrollment Reporting Profile Web page under the Enroll Tab on the NSLDSFAP Web site. A school is advised that if they use an enrollment reporting servicer and make a change to the normal reporting schedule, the servicer should be notified.
- Responses to the Enrollment Reporting roster file are due within *30 days* of creation of the file that is placed in the designated SAIG mailbox. Schools have multiple methods of responding to the NSLDS Enrollment Rosters. Methods include, batch, spreadsheet upload, and updating student records on the Enrollment Update link on the NSLDSFAP Web site. The online and spreadsheet upload processes will update the records in real time and provide immediate feedback if an error occurs.

- Files submitted by batch processes will receive an Acknowledgment/Error File that contains a count of accepted records and any records containing errors that did not pass edits for update. If the Acknowledgment/Error File does not indicate any errors (contains just a header and trailer record), it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes.
- If the Acknowledgement/Error file indicates any errors, error records must be corrected by updating the student's record online or using the spreadsheet upload option, or by submitting an Error Correction File within 10 business days of the date it was received. These errors for the students that failed in the batch submittal process indicate that the students' enrollment status has not been updated on NSLDS.
- Students are placed on a roster of the school's OPEID (8 digits) based on the student/school relationship in NSLDS. Students can appear on the roster due to:
 - The Department's Common Originations and Disbursement (COD) system reporting the enrollment location as the enrollment school for the student at the time of disbursement;
 - The federal loan servicers, GA, lender, or Perkins School reporting the current school location for the student; and
 - The school previously certifying the enrollment data for the student at that location.
- Students are considered to be in-school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as: "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, the status must be changed to "Withdrawn" within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.
- Students that are not on the roster but have received aid (at your school or another school) may be added to your batch file or reported by using the Enrollment Add page or the spreadsheet upload option on the NSLDSFAP Web site. The student identifiers in the added records must match the student identifiers on NSLDS. Students cannot be added to NSLDS unless a current loan or grant is on the database. If a data provider has not reported a loan or Pell grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File. Likewise, if the student is added on the NSLDSFAP web site, and there is no loan or grant data in NSLDS, the student will not appear on the school's roster online.
- A school must correctly report students who have completed a program with a 'G' for "graduated" status rather than a 'W' for "withdrawn". This assists the Department in identifying individual student completion of programs of study. Further, an accurate anticipated completion date aids in correct servicing of a student's loans, avoiding

unnecessary early conversion to repayment or too late conversion, causing technical defaults.

1.4.1 Reporting Enrollment for Distance Education Programs

There are special considerations for distance education programs in Enrollment Reporting. Per Department of Education policy, the definition of distance education requires the use of technology to support "regular and substantive interaction between the students and the faculty." The technologies may include—

- (1) The Internet;
- (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- (3) Audio conferencing; or
- (4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

The school must have a policy for determining a student's enrollment status and use that policy as the basis of its enrollment reporting. Enrollment Reporting to NSLDS must be based on the regular and substantive interaction between students and the faculty for students in distance education courses. For example, a school may have a policy that includes having the faculty member or an academic support staff member reach out to an online student after the initial week of non-attendance to determine the cause and remind the student that he or she needs to be regularly engaged in the course to be successful. If the student does not re-engage in the course, then the message could become more urgent, notifying the student of possible consequences of his or her non-engagement.

Allowing a student to go for several weeks without such interaction raises concerns that the school is not adequately monitoring student behavior. Therefore, Enrollment Reporting or a change in the student's enrollment status based solely upon a student's log in to a Web site is not sufficient to determine the student's attendance or lack of attendance in a class.

1.4.2 Additional School Enrollment Reporting Responsibilities

1.4.2.1 Using an Enrollment Reporting Servicer

As with any school/servicer arrangement for the administration of Title IV programs, the school remains responsible for submitting timely, accurate, and complete responses to Enrollment Reporting roster files and for maintaining proper documentation in accordance with Federal Regulation 34 CFR 682.610(c) and 685.300(b). In accordance with 34 CFR 668.25, schools must report their Enrollment Servicer on the [Federal Student Aid's \(FSA's\) Application for Approval to Participate in the Federal Student Financial Aid Programs \(E-App\)](#).

Schools must understand that their reporting of data to their servicers may differ from when the servicer responds to rosters on behalf of the school. You can see the schedule expectations on the NSLDSFAP Enrollment Reporting Profile page of the Web site. NSLDS will send the roster to the servicer designated; however, if the response is not received in a timely matter, NSLDS will notify the school rather than the servicer. Refer to Section 1.8 for more information on the Late Enrollment Reporting Roster Notification process.

In addition to reporting the servicer relationship on the E-App, schools may designate the Servicer's SAIG mailbox to receive the Enrollment Reporting rosters from NSLDS. This may be done when you sign up for SAIG or at any time thereafter, through FSAWebenroll. The Enrollment Reporting process, when using a servicer, proceeds as follows:

1. NSLDS sends your school's Enrollment Reporting roster file to the servicer.
2. The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.
3. The servicer returns the updated Enrollment Reporting roster file (now the Submittal File) to NSLDS.
4. NSLDS processes the file and returns the Acknowledgment/Error File to the servicer.
5. The servicer corrects any errors and returns the Error Correction File to NSLDS. The servicer may need to contact the school to correct errors.

Even though a school may use an enrollment reporting servicer, it is important that a member of the school has a FSA User ID with online enrollment update capabilities. This allows the school to make immediate enrollment updates to NSLDSFAP to ensure timely:

- Conversion to repayment without loss of the grace period.
- Documentation of enrollment for the granting of in-school deferments.
- Reporting students that have transferred in to the school, when the school is made aware of the student's prior Title IV assistance.
- Reporting of enrollment should the servicer relationship change.

Remember, a change of status must be reported in 30 days or on a roster that will be received within 60 days. Use online enrollment update to ensure compliance with this requirement and report student enrollment changes when they occur, such as a student withdrawing before the end of a term.

1.4.2.2 Listing an Enrollment Reporting Contact

Each school is required to have at least an Enrollment Reporting Contact and a Primary Contact on the NSLDSFAP Web site for important communications from NSLDS. To update the Enrollment Reporting Contact and the Primary Contact of an organization, a school will log onto the NSLDSFAP Web site and access the ORG tab. The ORG Contact List will display with an "Add New Contact" selection option. To change a contact listed, click on the number beside the

function to view the contact detail and update the information.

1.4.2.3 Student Identifiers and Data Conflicts

You must be certain that you have a legitimate match of identifiers when reporting enrollment on a student. One or more of the student identifiers provided by NSLDS may differ from the information in your school records. If you are sure your data are correct based on the reliable source of your data or documentation on file, you must contact the data provider (GA, lender, lender/servicer, or federal loan servicer for each loan) and work with the provider to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS Customer Support Center (CSC) at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes. The student identifiers are:

- Student’s Social Security number (SSN) (record identifier)
- Student’s Last Name
- Student’s First Name (record identifier)
- Student’s Middle Initial
- Date of Student’s Birth (record identifier)

Schools that do not use the student SSN to identify student registration records may provide NSLDS with their Student Designator. NSLDS will not remove or change the Student Designator, which can be provided via file or online, so it may be used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

1.5 Administrative Functions

A school is responsible to report timely and accurate enrollment data. It is important that the school report the applicable enrollment status, the effective date of the status, and the anticipated completion date of all borrowers attending its school. The enrollment status categories are:

- ‘F’ (full-time)
- ‘H’ (half-time)
- ‘L’ (less than half-time)
- ‘A’ (leave of absence)
- ‘G’ (graduated)
- ‘W’ (withdrawn)
- ‘D’ (deceased)
- ‘X’ (never attended)
- ‘Z’ (record not found)

If a student has a reported enrollment status of ‘G’, ‘W’, ‘X’, ‘Z’, or ‘D’, he or she will remain on the Enrollment Reporting roster until two consecutive certifications of the same enrollment status removes the student from a school’s roster. Enrollment Reporting must be completed in a timely and accurate manner to meet regulatory requirements. Enrollment information must be reported within 30 days whenever attendance changes for students, unless a roster will be submitted within 60 days. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence. It is the school’s responsibility, as a participant in the Title IV aid programs, to monitor and report these changes to the NSLDS.

Beginning with the new NSLDS Enrollment Reporting File Layouts (required as of March 31, 2013), the following new optional fields are included:

- **Credential Level.** Schools (or their servicers) will report the Credential Level of the academic program that the student completed when reporting an Enrollment Status of “Graduated – G”. The Credential Level data field is to be reported only with the enrollment status of “G” and will not be retained if reported with any other status. The Credential Level codes are:

01 – Undergraduate Certificate

02 – Associate’s Degree

03 – Bachelor’s Degree

04 – Post-Baccalaureate Certificate (including post graduate certificates)

05 – Master’s Degree

06 – Doctoral Degree

07 – First Professional Degree

- **Student’s Address – School Reported.** Schools (or their servicers) will report students’ permanent home addresses.
- **Term Dates.** Schools (or their servicers) may report the beginning and ending dates of the academic term of the student’s current (or most recent) enrollment. Consider for example, a school that is reporting enrollment for its Spring 2012 term that began on January 25, 2012 and will end on May 15, 2012. When reporting enrollment for students enrolled in the Spring 2012 term, the school would report January 25, 2012 as the term begin date and May 15, 2012 as the term end date. These are optional reporting fields that will be useful to the student’s loan servicer.

NSLDS is responsible for forwarding reported enrollment data it receives to the appropriate GA, lender, lender servicer, federal loan servicer, or Perkins Loans school or servicer (only when requested). These weekly notifications include newly reported enrollment data received from schools through the batch process and online update processes.

To increase the ease of meeting this requirement, the NSLDS Enrollment Reporting process can be managed electronically. Managing Enrollment Reporting requires batch and online access. The electronic exchange of information through the Enrollment Reporting process is done using SAIG. The enrollment reporting can also be done on the NSLDS Professional Access Web site, The organization must have both online and batch access. Refer to Section 1.6 for more information on applying.

1.5.1 Software Options

Until March 31, 2013, the Department makes Enrollment Reporting Roster processing software available for use with the legacy fix-width reporting process. The SSCR Release 3.0 Software can be downloaded from fsadownload.ed.gov. After March 31, 2013, this software will not be applicable as it is not compatible with the new three batch reporting file types. Refer to Section 2.1.1 and Appendix A for more information on the file types.

1.5.2 NSLDSFAP Online

NSLDS online offers the following Enrollment Reporting functions on the NSLDSFAP Web site:

- NSLDSFAP Web Enrollment Reporting Profile Web page enables schools to create or modify their reporting schedule and request an ad hoc roster, set preferences for its Enrollment Reporting roster files and monitor the enrollment statuses received by NSLDS in the prior quarter.
- NSLDSFAP Web site displays the school's roster of students using the Enrollment Reporting Update link, allowing easy enrollment certification for one or all of the school's Title IV aid recipients.
- Students can be added to the school's roster by simply entering key identifier data [the student's SSN, first name, and date of birth (DOB)] using the Enrollment Reporting Add link. As long as the student exists in NSLDS, the system retrieves the student record for update.
- NSLDSFAP Web site provides an online file upload process to enable schools to provide their enrollment updates using a spreadsheet file that can be uploaded using the Enrollment Submittal link.
- NSLDS stores the full history of reported enrollment information, beginning with the student status data on NSLDS at the end of 2001. This allows schools to return any Enrollment Reporting roster—not just the last one created—and provides more complete information to the loan community.

**Web
Notes**

You can enroll for access to the NSLDSFAP Web site at www.fsawebenroll.ed.gov.

See Section 1.6 for details.

1.6 How to Sign Up

The NSLDS Enrollment Reporting process can be managed electronically. Managing Enrollment Reporting requires both batch and online functions access. The batch process allows schools to transmit enrollment information electronically usually by responding to a file from NSLDS. The school may also update enrollment information online by retrieving the entire roster or individual students. The organization must have both online and batch access.

The electronic exchange of information through the Enrollment Reporting process is done using SAIG. To apply for batch and online enrollment reporting access, go to www.fsawebenroll.ed.gov.

The Primary Destination Point Administrator (PDPA) for the organization must complete the application for the batch process and to request online access. The PDPA must also enforce the security requirements as outlined in the SAIG User Statement including the completion and maintenance of this statement(s). Your President/Chief Executive Officer (CEO)/Chancellor/Equivalent Person/Designee must approve each designated individual that applies for NSLDS online access.

After you have applied through fsawebenroll.ed.gov, you will be assigned a FSA User ID that is used for online access. The Rules of Behavior and Privacy Act statement presented at log in outline the appropriate uses of all Federal Student Aid Systems including NSLDSFAP online and the consequences of inappropriate actions.

Enrollment Reporting Process Flow

Enrollment Reporting through NSLDS streamlines the entire enrollment confirmation process. Proper scheduling provides consistent submission of enrollment data. This is illustrated in Figure 1-1, NSLDS Batch and Online Enrollment Reporting Process Flow.

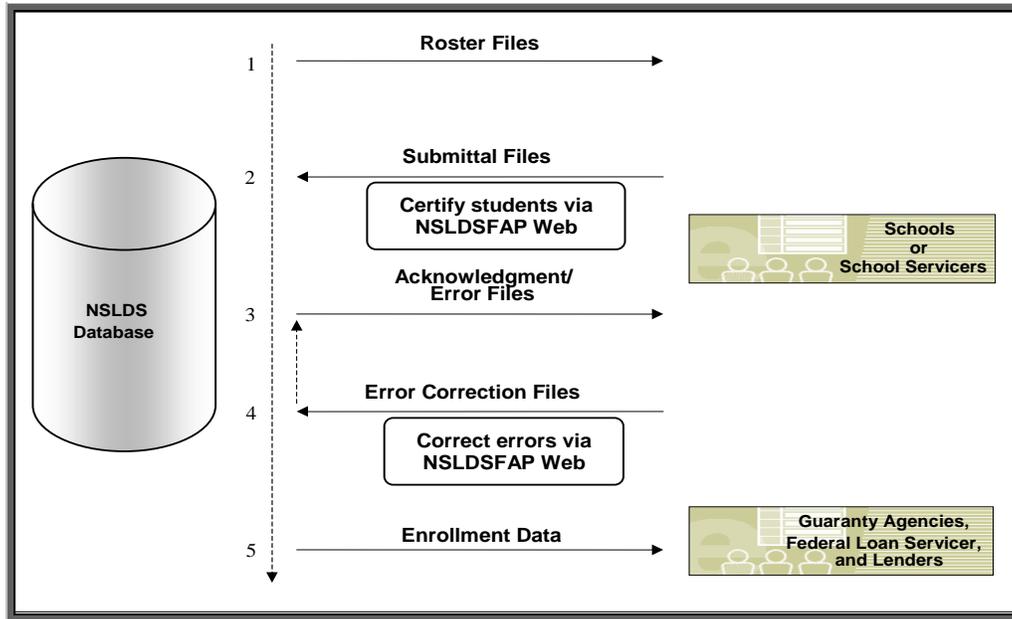


Figure 1-1, NSLDS Batch and Online Enrollment Reporting Process Flow

The Enrollment Reporting process for batch and online is described in detail, designating the responsible party for each step:

1. NSLDS:

- A. Adds students with new loans or grants to the portfolio of the enrollment school OPEID sent from COD as reported with disbursement record by the school to COD.
- B. Compiles all students in the school’s portfolio, including new records from COD, previously certified still active records, students added because of loan records with updated school codes and Perkins Loan records.
- C. Generates the Enrollment Reporting roster file of the students in the portfolio for the school or schools based on the NSLDS Enrollment Profile Page, “Enrollment Reporting Preferences, Administration Setup and Schedule”.
- D. Forwards the Enrollment Reporting roster file to the school or its servicer through the SAIG mailbox.

2. School (or administrator or servicer):

- A. Receives the Enrollment Reporting roster file (s).
- B. Matches the Enrollment Reporting roster file with registration records.
- C. Updates the Enrollment Reporting roster file with any changes to each student’s enrollment status, status effective date, or anticipated completion date fields.
- D. Provides correct location code if student is attending a different location of the same 6 digit OPEID.

- E. Adds the optional fields of student's permanent address, term begin and end dates.
- F. Provides a credential level for those students with a graduated enrollment status.
- G. Adds a Detail record for each new student.
- H. Reviews the updated file for valid data to eliminate errors.
- I. Returns the updated Enrollment Reporting roster file, now the Submittal File, within 30 days of the creation date with an appropriate certification date to NSLDS,

OR

Goes online at www.nslsdfap.ed.gov and uses on of the online functionalities (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

3. NSLDS:

- A. Receives the Submittal File.
- B. Edits (error-checks) the Submittal File contents. If enrollment is updated online, edits occur as entries are made.
- C. Updates the NSLDS database with enrollment data.
- D. Returns the Acknowledgment/Error File (containing any rejected records or just the header and trailer if there were no errors) for any file submitted by batch.
- E. Forwards new and/or changed data to each affected loan holder (GAs, federal loan servicers, lenders/lender servicers, and Perkins Loan schools/servicers).

4. School (or servicer):

- A. Receives and saves the Acknowledgment/Error File, and reviews any error records. Cycle is complete if all records are accepted by NSLDS.
- B. Returns the corrected records to NSLDS as an Error Correction File within 10 days of the date it is sent to the school (or servicer).

OR

Goes online at www.nslsdfap.ed.gov and uses on of the online functionalities (update, add, spreadsheet submittal) to certify enrollment for its students. No roster file will need to be returned.

5. NSLDS:

- A. Receives the returned Error Correction File and repeats step 3.
- B. Forwards new and/or changed data to each affected loan holder.

Note: When error corrections are not completed, the enrollment record is not updated on the NSLDS database or distributed to the loan holders.

1.7 Scheduling: Building Enrollment Reporting Schedules

Default schedules for rosters are every 2 months for schools and weekly for all organizations receiving the notification files. The Department recommends that all schools report enrollment data using the Enrollment Reporting process at least five times a year. Scheduling roster files to coincide with key milestones in your academic year will best allow you to report accurate enrollment data.

NSLDS provides schools great flexibility in scheduling their Enrollment Reports, including setting specific dates for creation of an Enrollment Reporting roster file. Schools may wish to coordinate the schedule for Enrollment Reporting rosters to coincide with activities in their academic calendar, such as after the end of a drop/add period at the beginning of a semester or following the date of graduation. For example, after your drop/add period or census date is a good time to report enrollment, while a roster schedule for July 1 during a period of lighter student enrollment may be less efficient. Building your schedule can be completed on the Enrollment Reporting Profile page of the NSLDSFAP Web site. For more details on setting up your reporting schedule, see Section 3.8.4.

The Enrollment Reporting Profile page allows a school to update the current schedule or to create a new schedule by selecting a start date. The start date may be any valid date greater than or equal to the current date, and less than or equal to the current date plus 1 year. Files will only be generated on weekdays. This means that a file scheduled for generation on a Saturday will be generated on the following Monday. Schools may also select a frequency such as:

- Every week
- Every 2 weeks
- Every month
- Every 2 months (default frequency for schools)
- Every 3 months

This will develop an initial schedule, which the school can modify for more specific time periods. Schools that select frequencies greater than monthly must keep in mind that they will have to complete ad hoc reports or update online if a student enrollment status changes within 30 days of the enrollment status change.

1.8 School Late Enrollment Reporting Roster Notification

Once NSLDS creates an Enrollment Reporting Roster file and sends it to a school, that school has 30 days from the date the Enrollment Reporting Roster file was created to return a Submittal File to NSLDS or complete the updates online. Any school that fails to return a Submittal File or make updates online within the 30-day period is considered to be late in responding. NSLDS will

produce an e-mail notification to remind schools of their responsibility to “complete and return that report within 30 days of receipt to the Secretary” [34 CFR 682.610(c)].

The Late Enrollment Reporting notification will be sent if no updates are received by batch or online by the 37th day after the creation date of the roster from NSLDS. The notification is sent to the school’s Enrollment Reporting Contact and Primary Contact as designated by the school on the Organization Tab (ORG Tab). The President or CEO, as listed with the Postsecondary Education Participation System (PEPS), is also copied on the e-mail notification.

This notification is the only warning the school will receive regarding its non-compliance in replying to the Secretary of the Department of Education’s request for enrollment status information.

The school is ultimately responsible for timely and accurate reporting, even when it uses an enrollment reporting servicer to submit the Enrollment Reporting files. Therefore, Late Enrollment Reporting e-mail notifications are sent to the school and not to the servicer. Schools that do not comply may have their eligibility for Title IV student aid revoked or they may have fines imposed.

1.9 School Enrollment Reporting Audit

Schools may wish to perform internal oversight or may receive a request for an audit history of Enrollment Reporting. Requests are made by internal auditors, ED, GAs, and other agencies to verify compliance with Federal regulations. The Enrollment Reporting Summary Report (SCHER1) on the NSLDS web site can be requested to assist schools by creating a report showing the dates Enrollment Reporting roster files were sent and returned; the number of errors, date, and number of online updates; and the number of late enrollment reporting notifications that have been sent for overdue Enrollment Reporting rosters.

NSLDS also provides two additional reports to help schools evaluate the reporting of enrollment certifications, the Enrollment Certification by Quarter Web report and the Enrollment Certification Extract. These two reports are described below and will be covered in Chapter 3.

For answers to questions regarding enrollment reports, call the NSLDS CSC at 1-800-999-8219, or submit your question to nslds@ed.gov.

1.10 School Monitoring of Certification Records

NSLDS provides tools for the school to monitor the certification records that have been provided to NSLDS by the school or its school service. Two reports demonstrate the certification records that have updated NSLDS. See Section 3.10.

1.10.1 Enrollment Certification by Quarter

This online report displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters, beginning with the calendar

quarter ending June 30, 2012. At the end of each quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter.

1.10.2 Enrollment Certification Report

The Enrollment Reporting Certification Report is an extract of active students in the school's portfolio of students. The extract will contain the enrollment status code, status effective date, and the anticipated completion date (ACD) as of the selected extract date. Additionally, NSLDS will provide the date on which each of those fields was first applied to the database. Finally, the extract contains the most recently received certification date for the enrollment data listed and calculates the number of days between that certification date and the extract date.

1.10.3 Waiver Process

A school may apply for a waiver for the Enrollment Reporting process if there are unusual or unforeseen circumstances that prevent the submission of a roster within the required 30-day period. A waiver has a start and an end date; the end date signifies when the roster cycle will resume. If a waiver is granted, rosters will not be generated and, while in effect, the school is **not** considered to be out of compliance if the waiver is requested before a previously sent roster has exceed the return timeframe of 37 days.

Each waiver request is reviewed by the Department and approved or denied on a case-by-case basis. To request a waiver, please call the NSLDS CSC at 1-800-999-8219, or e-mail nslds@ed.gov. Include with your request an explanation of the events that will cause you to miss the Enrollment Reporting deadline. Generally, the waiver request is due to the anticipation that more than one roster will be missed and must include the start date and expected end date. A waiver can be requested before the late e-mail notification, but not after the distribution of the Late Enrollment Reporting e-mail has been sent.

A waiver request for a deadline that has passed will not be processed once the late e-mail notification has been sent for the missed cycle.

1.11 Change in School Eligibility

NSLDS receives school participation eligibility from PEPS. If a school's eligibility to participate in Title IV aid changes, it is the school's responsibility to update properly all students on its Enrollment Reporting roster before discontinuing participation in the Enrollment Reporting process. Furthermore, a school can choose not to participate in the awarding of Title IV aid, yet still have its students with federal student loans be eligible to receive loan deferments. If a school is eligible for loan deferments only, it must continue to report enrollment for its students through the Enrollment Reporting process. Final updates can be made via batch processing or online.

1.11.1 For Schools That Are Closing

Steps to complete the final enrollment reporting roster if your school is closing:

1. The school (or school's servicer) must update roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school closed, the enrollment status effective date will be the date the school closed.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's closure.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

1.11.2 For Schools That Are Ineligible

Steps to complete the final enrollment reporting roster if your school is ineligible or has become ineligible to participate in Title IV aid, and/or is ineligible to participate in loan deferments only:

1. The school (or school's servicer) must update roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z'. If the status is based on the date the school became ineligible to participate, the enrollment status effective date will be the date the school lost eligibility or stopped participating.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date the school became ineligible.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting Process.

1.11.3 For Schools That Are Merging

Steps to complete the final enrollment reporting roster if your school has merged (old school) with another school (new school):

1. The school (or school's servicer) must update the roster one final time. All students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's merger.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of school's merger.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. The old school must contact the new school. Any students who will continue to be enrolled at the new school must be added to the new school roster with the appropriate enrollment status and the effective date of the merger.
3. Once all updates and any resulting errors have been completed, the school should contact its PDPA to terminate all online and batch access for the Enrollment Reporting process for the old school's OPEID.

1.11.4 For Schools That Become a New Stand-Alone Entity

Steps to complete regarding Enrollment Reporting if your school has separated from another school to become a new stand-alone entity:

1. The school (or school's servicer) must update the roster one final time. All currently enrolled students need to be updated to the appropriate non-active enrollment status, such as 'G', 'W', 'X', or 'Z', with an enrollment status effective date that is the date of the school's separation to stand alone.
 - A) 'G' (graduated): Provide the status effective date of the student's graduation.
 - B) 'W' (withdrawn): The status effective date should match the date the student withdrew or the effective date of that school's separation to stand alone.
 - C) 'X' (never attended): The status effective date should match the date the student was first reported on the roster.
 - D) 'Z' (no record found): The status effective date should match the date the student was first reported on the roster.
2. The new stand-alone school needs to sign up using the new OPEID to participate in the NSLDS Enrollment Reporting through www.fsawebenroll.ed.gov.

3. Students who are currently enrolled and will continue to be enrolled at the new stand-alone school must be withdrawn from the current school OPEID and added to the new school's Enrollment Reporting roster with the appropriate enrollment status and effective date.

If you have any questions regarding your responsibilities for Enrollment Reporting, please call the NSLDS CSC at 1-800-999-8219, Monday through Friday, from 8 a.m. to 9 p.m. ET.

Chapter 2. NSLDS Enrollment Reporting Processing

This chapter provides an overview of the enrollment process and provides information on the technical aspects of the batch process.

**Web
Notes**

You can make the batch Enrollment Reporting process simpler and more timely by using the NSLDSFAP Web site.

Web Notes throughout this chapter will provide hints and tips for using the Web site in conjunction with the batch reporting process.

Refer to Chapter 3 for complete information Web Enrollment Reporting

Once a school receives Student Aid Internet Gateway (SAIG) notification that a batch roster file is available, the school can complete the process online rather than downloading the file, responding, and resubmitting. The chart below demonstrates various steps in the reporting process and how each step can be completed at different points using either the batch or the Web process.

NSLDS Enrollment Reporting Process		
	Batch	Web
Receive Enrollment Reporting Roster File	<ul style="list-style-type: none"> • Check SAIG mailbox. • Download Enrollment Reporting roster file. 	<ul style="list-style-type: none"> • Log on to NSLDSFAP and select Enrollment Update. • Retrieve school's Enrollment Reporting roster (or selected records).
Update Roster File	<ul style="list-style-type: none"> • Match Enrollment Reporting roster file with in-house database. • Edit Enrollment Reporting roster file using a mainframe program, or other software. 	<ul style="list-style-type: none"> • Edit and certify enrollment records on Enrollment Maintenance page. • Submit. • Errors display on Enrollment Maintenance page.
Return Submittal File	<ul style="list-style-type: none"> • Send Submittal File to SAIG mailbox 	<ul style="list-style-type: none"> • Correct errors displayed and certify changes. • Submit and confirm. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Log on to NSLDSFAP and select Enrollment Submittal and upload the spreadsheet.

NSLDS Enrollment Reporting Process		
	Batch	Web
Receive Acknowledgment/Error File	<ul style="list-style-type: none"> • Check SAIG mailbox for Acknowledgment/Error File. • Download Acknowledgment/Error file. 	<ul style="list-style-type: none"> • Log on to NSLDSFAP and use either Enrollment Add or Enrollment Update. • For Enrollment Add – <ul style="list-style-type: none"> – Enter list of SSNs that need to be corrected from Acknowledgment/Error file. – Retrieve list and update records – Submit and confirm. • For Enrollment Update <ul style="list-style-type: none"> – Use Advanced Search Option “Certification Date End.” – Enter the day before your batch certification date to retrieve all records that were not updated by the last batch file. – Retrieve list and update records – Submit and confirm.
Correct Error File	<ul style="list-style-type: none"> • Match Acknowledgment/Error file to in-house database. • Edit Acknowledgment/Error file using a mainframe program, or other software. • Save as Error Correction File. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Create a spreadsheet for submittal on the NSLDSFAP. 	
Return Error Correction File	<ul style="list-style-type: none"> • Send Error Correction File to SAIG mailbox. 	<ul style="list-style-type: none"> – Log on to NSLDSFAP and select Enrollment Submittal and upload the spreadsheet.

2.1 Batch Enrollment Data Transmission: The Basics

The batch Enrollment Reporting process involves transmitting files electronically. Schools with a large population find batch processing to be an efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school’s (or servicer’s) computing environment, and then transmitted back to NSLDS—again as a single file (the Submittal File). This is the most efficient method for processing large quantities of data.

The Department’s SAIG is used to send and receive batch enrollment data electronically. You can log on to SAIG from a mainframe computer or personal computer (PC) to send and receive data through the SAIG facility for batch file processing. You must have the latest EDconnect software or other mainframe process to retrieve the file from the SAIG mailbox.

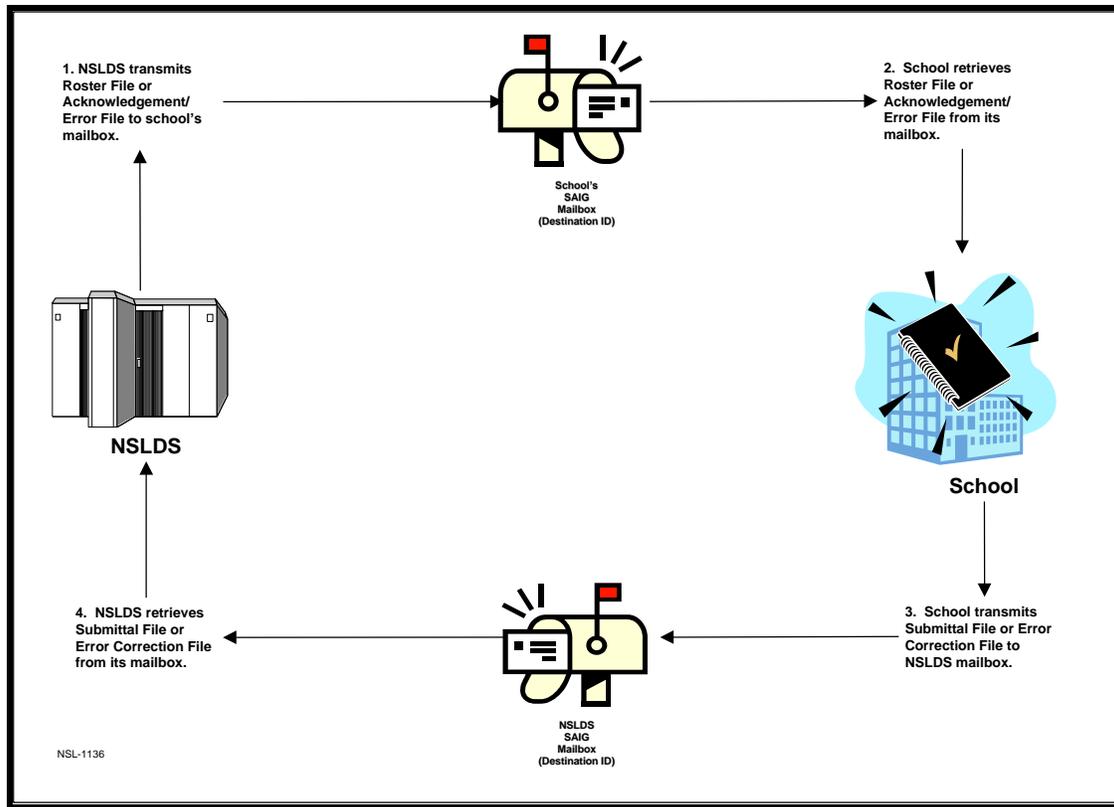


Figure 2-1, Process Flow

If you have questions or problems downloading the file from the SAIG, please call CPS/SAIG Technical Support at 1-800-330-5947.

Web Notes You can enroll for access to the NSLDSFAP Web site at www.fsawebenroll.ed.gov. See Section 1.6 for details.

2.1.1 Identifying Your File Type

To provide greater flexibility in reporting enrollment data, NSLDS has implemented additional file types. Schools indicate the file format on the Enrollment Reporting Profile Preferences section on NSLDSFAP and NSLDS will initiate the batch roster file in that format type and format preference. (See Chapter 3 for instruction on entering file preferences.)

Until a school indicates the batch file type, NSLDS will continue to transmit the Enrollment Reporting Roster file in the current legacy fixed-width format. All schools will need to select one of the three new file types by March 31, 2013.

The new file types are:

- Enhanced fixed-width – a fixed length flat file similar to the legacy fixed-width with the additional new fields.
- Comma separated-value (CSV) – flat file with data separated by commas rather than each field required to be a required byte length. This option allows schools to use spreadsheet software or other school software and convert the data easily into a transmittable file.
- eXtensible Markup Language (XML) – a schema developed in partnership with Postsecondary Electronic Standards Council (PESC) and part of the XML Registry and Repository for the Education Community.

2.1.2 Identifying Your Data: Message Classes

NSLDS transmits the Enrollment Reporting Roster file to your SAIG electronic mailbox on the Enrollment Reporting Schedule created by your school. You can then retrieve the Enrollment Reporting Roster file from your mailbox using either mainframe or PC communications software.

The following message classes for the original fixed-length file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **SSCRXXOP**—Enrollment Reporting roster file (Appendix A-1) sent to your school by NSLDS on the schedule created by your school
- **SSCRXXIN**—Completed Submittal File (Appendix A-1) or Error Correction File that is returned to NSLDS
- **SSCEXXOP**—Acknowledgment/Error File (Appendix A-2) sent to your school by NSLDS
- **SSCMXXIN**—Files generated by the school as an ad hoc report following the format of the completed Submittal Files (Appendix A-1)

Note: 'XX' appears literally in each message class name. It represents date information that is no longer included in the class name.

The following message classes for the enhanced fixed-width file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRFLEOP**—Enrollment Reporting roster file (Appendix A-3) sent to your school by NSLDS on the schedule created by your school
- **EFSFLEIN**—Completed Submittal File or Error Correction File (Appendix A-3) that is returned to NSLDS

The following message classes for the CSV file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRCD EOP**—Enrollment Reporting Roster File (Appendix A-4) sent to your school by NSLDS on the schedule created by your school

- **EFSCDEIN**—Completed Submittal File or Error Correction File (Appendix A-4) that is returned to NSLDS

The following message classes for the XML file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRXMLOP**—Enrollment Reporting Roster File (Appendix A-5) sent to your school by NSLDS on the schedule created by your school
- **EFXMLIN**—Completed Submittal File or Error Correction File (Appendix A-5) that is returned to NSLDS

Each Roster file has the following structure:

- **Header, Detail, and Trailer Records**—Each Enrollment Reporting Roster file contains a single Header record, multiple Detail records, and a single Trailer record. The Header record identifies the source of the file and the file’s preparation/creation date. In the Original Fixed-width format, the header also contained the certification date. The Detail records, one for each student, contain current information on file with NSLDS in the mandatory fields as well as data that has been supplied by the school in optional fields. In the new record layouts the certification date is part of each individual student record. The Trailer record shows the number of Detail records contained in the file.
- **Format Data**—Any Detail records added or data added, updated, or changed must be formatted according to the selected layout type and field definition specifications in Appendix A. Verify changes and check for formatting errors before returning the Submittal File to NSLDS.
- **Record Sequence Numbers/Record Type**—Each Detail record begins with a Record Sequence (in the original fixed-width layout) or Record Type Number (in the enhanced fixed-width and CSV layouts) , which NSLDS uses to ensure security and audit-ability. Sequence Numbers are sorted by NSLDS in ascending order. Do *not* change the Record Sequence Number. In XML, the identifier is called the Student Group Tag <STUDENT>.
- **Student Identifiers**—Each Detail record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail records in its database against Detail records returned in the school Submittal File. The student identifiers uniquely identify the Detail record.

The student identifiers are:

- Student Current SSN (record identifier)
 - Student Current Last
 - Student Current First (record identifier)
 - Student Current Middle
 - Student DOB(record identifier)
- **Student Designator**—Schools that do not use the student SSN to identify student registration records may enter the identifier in the Student Designator field provided in the Detail record. NSLDS will not remove or change the Student Designator, so it may be

used in later Enrollment Reporting roster files to match records easily. You must not change the SSN provided by NSLDS.

- **Enrollment-Related Fields**—Each Detail record in the Enrollment Reporting roster file includes three enrollment-related fields: Anticipated Completion Date (ACD), code for Enrollment Status (ES), and Enrollment Effective Date. These fields must be reviewed for each record on the Enrollment Reporting roster file and updated with any change. The list of valid Enrollment Status Codes is in Appendix B.

2.1.3 Adding Students to the Roster

If you are aware of students who should be on the Enrollment Reporting Roster file but who are not, add a Detail record for each student to the Submittal File. To add students to the Enrollment Reporting roster file using the Original Fixed-width, the Record Sequence Number for added students must be **9999998**, and all mandatory fields must be completed (see Appendix A-1). When adding a student for the Enhanced Fixed-width file, use the Record Sequence Number of 001, which is the same as other detail records. If you use an Enrollment Reporting servicer, you will need to work with it to have students added to your roster who should be there.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. A pseudo-SSN is indicated by a **P** in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting Roster until their enrollments are certified a second time with the same status.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless the student exists on the database. If a data provider has not reported a loan or grant to NSLDS and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

Web
Notes

You can add students to your school's Enrollment Reporting roster using the NSLDSFAP Web site.

Enrollment data for students you add online are instantly available.

If you are unable to retrieve a record on the NSLDSFAP Web site, it means that the student has no record on the database, and you must contact the data provider before updating the student's enrollment information. If you discover an identifier conflict for a student, make copies of verifying documents and contact the data provider. If you cannot resolve the issue with the data provider, contact the NSLDS Customer Support Center at 1-800-999-8219, Option 3.

See Section 3.7 for details.

Figure 2-2, Sample Enrollment Data Changes during the Enrollment Reporting Process illustrates sample enrollment data as first provided by NSLDS in the Enrollment Reporting Roster file, then as returned by the school in the Submittal File, and then as processed by NSLDS and returned to the school as the next scheduled Enrollment Reporting Roster file. In this example, the school has added a student designator and has updated several other fields. Also, the GA or federal loan servicer has submitted two name changes between reporting cycles.

Enhanced Fixed Width Field Name	Reporting Requirement (Mandatory, Do Not Change, Conditional, or Optional)	As Provided by NSLDS in Enrollment Reporting Roster File	As Returned by School in Submittal File	As Returned by NSLDS in the Next Enrollment Reporting Roster File
Student Current SSN	Mandatory, Do Not Change	123456789	123456789	123456789
Student Current SSN Pseudo Indicator	Mandatory, Do Not Change	R	R	R
Student Current Last	Mandatory, Do Not Change	Jones	Jones	Jones
Student Current First	Mandatory, Do Not Change	Helen	Helen	Helene
Student Current Middle	Mandatory, Do Not Change	R	R	R
Student DOB	Mandatory, Do Not Change	19781223	19781223	19781223
Anticipated Completion Date	Mandatory, Conditional	20030528	20041215	20041215
Enrollment Status	Mandatory	F	H	H
Enrollment Effective Date	Mandatory	19990523	20010425	20010425
Student Designator	Optional	Spaces	98Z654321	98Z654321
School Code	Mandatory, Do Not Change	111111	111111	111111
School Branch Code	Mandatory, Do Not Change	00	00	00 or new code from move to field
Move to School Branch Code	Mandatory, Conditional	00	02	02
Student Address (multiple fields)	Optional	Blank	123 Happy Lane, Joyful, ST, 54321	123 Happy Lane, Joyful, ST, 54321

Enhanced Fixed Width Field Name	Reporting Requirement (Mandatory, Do Not Change, Conditional, or Optional)	As Provided by NSLDS in Enrollment Reporting Roster File	As Returned by School in Submittal File	As Returned by NSLDS in the Next Enrollment Reporting Roster File
Address Effective Date	Mandatory, Conditional	Blank	201205015	201205015
Good Address Flag	Optional	Blank	Y (for Yes)	Y
Term Begin Date	Optional	20120103	20120822	20120822
Term End Date	Optional	20120510	20121214	20121214

Figure 2-2, Sample Enrollment Data Changes during the Enrollment Reporting Process

2.2 Processing Enrollment Rosters

This section explains the following in detail:

- How to receive your Enrollment Reporting Roster file from NSLDS
- How to build a complete Submittal File from the Enrollment Reporting Roster file
- What to expect in the Acknowledgment/Error File you receive back from NSLDS
- How to build an Error Correction File in response to the Acknowledgment/Error File

This section also explains how the enrollment data are processed by NSLDS.

If your school uses an enrollment reporting servicer, you must make sure that the servicer has the latest student enrollment information.

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the Enrollment Reporting roster file.

Remember, the Department considers the school the source of enrollment data, not the data providers. Once you certify an enrollment record you become the authority of that enrollment status. It is your responsibility to continue to provide certification of enrollment on all students on your roster. You should correct any errors in reporting that were identified by NSLDS. If the student has existing enrollment in NSLDS and there is an error, the enrollment will not be updated; and if there is no existing enrollment information, no new enrollment information will be added.

Your Enrollment Reporting Roster will include borrowers with enrollment statuses of ‘F’ (full-time), ‘H’ (half-time), ‘L’ (less than half-time), ‘A’ (leave of absence), ‘G’ (graduated), ‘W’ (withdrawn), ‘X’ (never attended), ‘Z’ (no record found), or ‘D’ (deceased).

A student with an enrollment status of ‘X,’ ‘Z,’ ‘W,’ ‘G’ or ‘D’ will not be removed from the Enrollment Reporting Roster until two consecutive certifications of the same status are received.

2.2.1 Receiving the Enrollment Reporting Roster File

Based on the Enrollment Reporting Schedule set up by the school and the school portfolio preferences, NSLDS prepares an Enrollment Reporting roster file for your school. This Enrollment Reporting roster contains a portfolio of students identified as Title IV aid recipients that may be new to your school, previously reported as attending your school, recently graduated, or withdrawn.

Enrollment Reporting Rosters are received as follows:

- **Electronically to the school**—Users log on to SAIG to receive the Enrollment Reporting Roster file in an electronic mailbox.
- **Electronically to an Enrollment Reporting Servicer**—Schools using a servicer will not receive the Enrollment Reporting Roster file. The Enrollment Reporting Roster file is sent directly to the servicer.

For data transmission details, see Section 2.1.



Web Notes

You can use the NSLDSFAP Web site to view your school's current Enrollment Reporting roster.

On the Enrollment Update page, simply click **Retrieve** without entering any display options. Your school's entire Enrollment Reporting roster will then be displayed on the Enrollment Maintenance page.

See Section 3.6.1 for details.

2.2.2 Preparing the Received Roster

This Enrollment Reporting Roster contains students attending your school, recently graduated, or withdrawn. You can compare a printed copy of the Enrollment Reporting Roster file contents against your registration records, but to do this, you will have to convert the Enrollment Reporting Roster file into a printable format. The most efficient method for comparing records is to use an automated matching process. Your information technology (IT) department or enrollment reporting servicer has or can develop software to match the records, and then you need to review manually only unmatched records.

It is imperative that the student identifiers in the added records match the student identifiers on NSLDS. Students cannot be added to NSLDS unless current aid is on the database. If a data provider has not reported a loan to NSLDS or COD has not reported a grant and the school tries to add the record in a batch process, the student record will be rejected on the Submittal File or Error Correction File.

2.2.3 Matching Student Records

After receiving the Enrollment Reporting Roster file, you must match the Detail records in that file to the student records in your registration system or other system that maintains current enrollment information. During the matching process, you must be certain that you have a legitimate match. One or more of the student identifiers provided by NSLDS may differ from the information in your school records.

If you are sure your data are correct (based on the reliable source of your data or documentation on file) you must contact the data provider and work with it to make changes. If you cannot resolve the discrepancy with the data provider, you may contact the NSLDS CSC at 1-800-999-8219, Option 3. You will need to provide copies of certain legal documents to make changes.

Enrollment Reporting Roster files received by electronic transmission through SAIG can be processed on a PC. The Comma Separated Value (CSV) file type allows a school to easily download the data into a spreadsheet software tool or database software tool, or perhaps a system of the school's creation. You can then update the student status and create a file for submission using SAIG or upload using the NSLDSFAP Enrollment Spreadsheet Submittal web page.



**Web
Notes**

You can use the NSLDSFAP Web site to upload your school's completed roster records.

See Section 3.11 for details.

2.2.4 Updating Student Information

For each matching record, you must either confirm that the current enrollment provided by NSLDS in the enrollment roster is still valid, or update the enrollment status to the correct value according to the codes in Appendix B. When updating the enrollment status, the enrollment status effective date (ESED) must also be updated to correspond to any change. If the status is correct but the ESED is not, you may correct the ESED without a change of status. The ESED is critical to maintain student loan records and repayment schedules properly, and therefore, must be reported accurately.



**Web
Notes**

You can use the NSLDSFAP Web site to update your school's current roster.

See Section 3.6 for details.

- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo SSN constructed by the data provider in the absence of the real SSN. This may be found in older student loans, which were made before Congress required an official SSN on loan applications. Usually

a pseudo SSN is indicated by a **P** in the Student's Social Security Number Pseudo Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record and the real SSN is known, contact your data provider. Your data provider will confirm that the NSLDS record and the school record are for the same student. Conflicts in SSN identifiers can be reported to the NSLDS CSC by calling 1-800-999-8219.

- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the Enrollment Reporting roster until two consecutive certifications of the same status are received.

2.2.5 Returning the Enrollment Reporting Roster File as the Submittal File

After all enrollment records are validated as correct or updated appropriately, the Submittal File is returned to NSLDS via SAIG through the correct message class for the file type you are using. See Section 2.1.2 for message class names.

A blue rounded rectangular box with a white square on the left containing the text "Web Notes". To the right of the square, the text reads: "Using the NSLDSFAP Web site eliminates the need to return an Enrollment Roster. All changes you make online are immediately applied to the NSLDS database. See Section 3.6 for details."/>

Web Notes

Using the NSLDSFAP Web site eliminates the need to return an Enrollment Roster.

All changes you make online are immediately applied to the NSLDS database.

See Section 3.6 for details.

2.2.6 Submittal File Processing

After receiving the Submittal File, NSLDS edits the file. Detail records that pass all edits are accepted and processed through the remaining steps and updates are applied to NSLDS.

You have up to 10 business days to correct the errors. This may be done online or by returning the file as the Error Correction File. Records that have been returned to the school in an Acknowledgment/ Error File are not added to the NSLDS database unless the error is corrected and the record returned to NSLDS.

***Note:** If you have not received an Acknowledgment/Error File within 48 hours of transmitting your Submittal File, you should contact the NSLDS CSC at 1-800-999-8219. NSLDS does not send notification if the full Submittal File fails. No news is not good news. It is your responsibility to be sure your file is received and processed.*

2.2.7 Error Notification and Correction

Detail records that fail with one or more edits are returned in the Acknowledgment/Error file. Each Detail record returned has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Acknowledgment/Error File have the same format as the Enrollment Reporting Roster file, but it only contains those records that have an error. Error Codes, Error Messages and their application can be found in Appendix C. After NSLDS receives and processes the file, you will receive one of the following:

- An Acknowledgment/Error File that contains no error Detail records—It is an acknowledgment that the Detail records in the Submittal File contained no errors and were added to the database.
- An Acknowledgment/Error File with error records—It will contain the Detail records that could not be processed and the applicable error codes.

Note: The Trailer record of the Acknowledgment/Error File contains the total number of Detail records received, the total number of accepted records, and the total number of rejected records.

This file serves as the acknowledgment that NSLDS has received and processed the Submittal File. You should retain a copy of the Acknowledgment/Error File for audit purposes.

If you received an Acknowledgment/Error File containing Detail records with errors, you must correct the errors and return the file as the Error Correction File within 10 days. You should build and return the Error Correction File the same way you built and returned the submittal file. Refer to the appropriate File record layout specifications in Appendix A for formatting differences. The error codes are provided at the end of each Detail record.



Web Notes

You can use the NSLDSFAP Web site to correct the records of student errors contained in the Acknowledgment/Error file. Sort by certification date to retrieve those records that were not updated.

If you correct errors using the Web, you do not need to return the Error Correction File through SAIG.

See Section 3.6.7 for details.

If you have not received an Acknowledgment/Error File within 48 hours of transmitting a submittal or correction file, you should call the NSLDS CSC at 1-800-999-8219.

2.3 Ad Hoc Reporting

Because Enrollment changes must be reported within 30 days, or on an Enrollment Reporting Roster if it is to be received by NSLDS within 60 days of the enrollment change, there is a chance that not all scheduled rosters will fulfill this requirement. You can fulfill this requirement by Ad Hoc reporting. Ad Hoc reporting may be done by requesting a file from NSLDS or by creating your own Submittal File.

- You can request a previously unscheduled roster file by requesting an Ad Hoc Roster using the Enrollment Reporting Profile page on the NSLDSFAP Web site under the ENROLL tab. The ad hoc file is created the next processing day and will be sent via SAIG. It may be updated and returned as a Submittal File through the SAIG. (See Section 3.8.5 for details)
- You can also submit an unscheduled Submittal File (Ad Hoc) containing detail for enrollment status changes (created on a PC or mainframe). The file is created using the file layout type of your choice for a Submittal File as in Appendix A.

You can also fulfill the requirement of notifying NSLDS of the enrollment change by going online and updating the individual students who have had a change.



**Web
Notes**

Use the NSLDSFAP Web site to create or update your school's Enrollment Reporting Schedule.

See Section 3.8.4 for details.

Chapter 3. Enrollment Reporting Online: The NSLDSFAP Web Site

This chapter tells how to access and use the Enrollment Reporting pages available to school users on the NSLDSFAP Web site at www.nsldsfap.ed.gov.

3.1 Your Web Browser

To use the NSLDSFAP Web site, you need Microsoft Internet Explorer (version 5.0 or higher). If you do not have Internet Explorer, you can download from www.microsoft.com/ie/.

For security, you must be capable of encrypting transmissions between your computer and NSLDS. To do this, the browser uses a form of encryption called secure socket layer (SSL) with 128-bit encryption.

3.2 Enrollment Reporting Online: How the NSLDSFAP Web Site Can Help You

The Enroll (Enrollment) Tab on NSLDSFAP is the access to the following enrollment related pages:

- **Enrollment Summary**—Enter a student’s identifiers, SSN, first name and date of birth (DOB) to view. This page displays an overview of the student’s most recent enrollment status at each school where enrollment has been reported for that student. On this page you can also link to **Enrollment Detail**, **Enrollment Timeline**, and **Enrollment Maintenance**. See Section 3.5 for details.
- **Enrollment Add**—Add students to your Enrollment Reporting roster. Once a student has been added, you can immediately certify the enrollment status and anticipated completion date for that student. See Section 3.7 for details.
- **Enrollment Update**—Select a student or a range of students, and re-certify current data or make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, 30 at a time/per page. See Section 3.6 for details.
- **Enrollment Reporting Profile**—Manage preferences for reporting files, administration authority, and view or modify your current enrollment schedule, create a new schedule, or request an ad hoc Enrollment Reporting Roster file to be sent to your school. From this page you can also access the Web report, Certifications by Quarter. If your school participates in the Perkins Loan program and would like to receive enrollment notification files, that request is also made from this page. See Section 3.8 for details.

The Org (Organization) Tab on NSLDSFAP is another important Web page to keep updated regarding Enrollment Reporting. On the Organization Contact List be sure to keep the Primary

Contact and the Enrollment Reporting Contact up to date. The Late Enrollment Reporting Notification e-mail, if necessary, will be sent to these contacts as well as the President or CEO of the organization. It is important to keep contacts updated and e-mail contact roles current.

Organization Contact List

Add New Contact

	Function	First Name / Last Name	Phone / Ext.	Email
1	PRIMARY CONTACT	ROBERT MAINGUY	(045) 001-9899	
2	ENROLLMENT REPORTING	IMA CHECKING	(045) 001-9899	
3	FAT/SAR/SIR ISSUES	SARAH FIGURES	(045) 001-9888	

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Figure 3-1, NSLDSFAP Organization Selection



Help!—Each Enrollment Reporting page has its own printable Help page, which can be viewed by clicking the question mark icon. To download all or part of the Help pages, click Download Help on the Menu page.

3.3 Using NSLDSFAP Online

If you initiate your session with NSLDSFAP, log on at the https://www.nslsdfap.ed.gov/nsls_FAP/default.jsp address, the **Click to Continue** page displays. Click the button to connect to the FSA Login page and enter your personally assigned FSA User ID and personal password. Once your identity is authenticated, you will be taken to the Organization selection page associated with your FSA User ID. If your ID is for multiple schools, select the location for which you want access for this session.

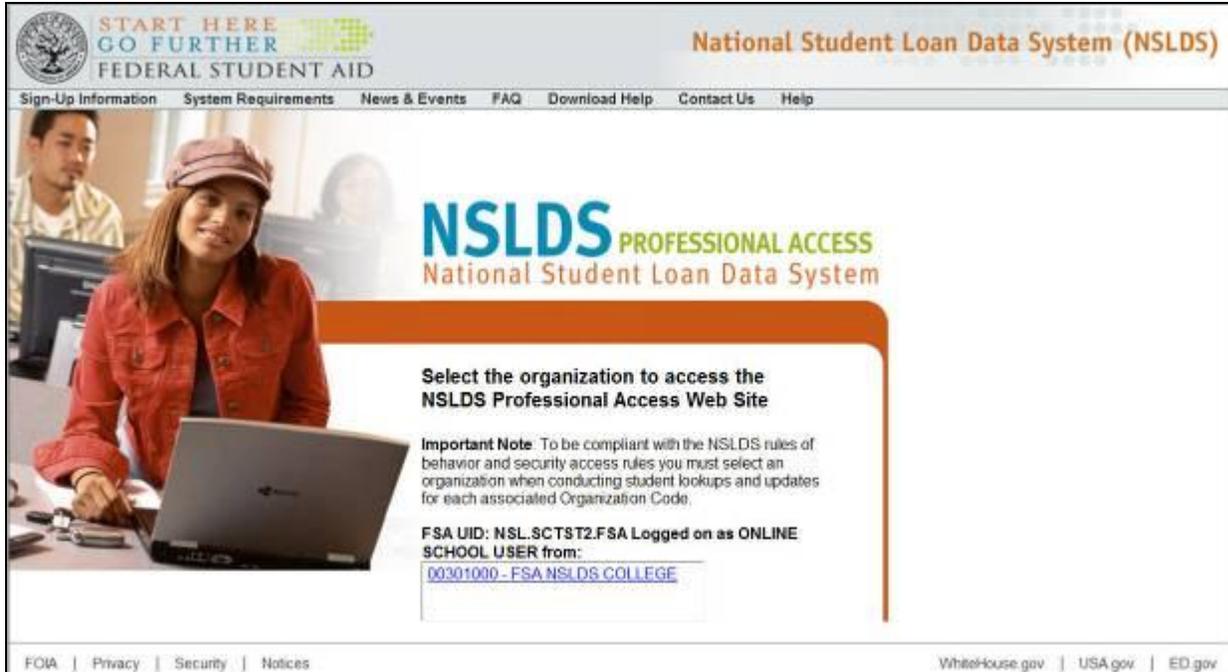


Figure 3-2, NSLDS Professional Access Web site after Log on

After correctly entering the image on the User Access Verification page, you will reach the main Menu Page.



Figure 3-3, NSLDSFAP Menu



Note: For security reasons, NSLDSFAP will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDSFAP automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

3.4 Navigating NSLDSFAP

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within the section. Your name and your school’s name appear below the links. There are also icons and symbols to help you. Below is a list of what you might see.

Legend of Icons and Symbols

Icon/Symbol	Description
	Contact icon links you to the NSLDS contact information page for help by phone or e-mail.
	Help icon links you to the specific Help page.
	Exit icon takes you back to the logged on page and does not close the browser. The Logoff function changed with the move of NSLDS behind AIMS. To ensure that you have properly signed off NSLDS you must close the web browser. Users may use the link LOGOFF FROM NSLDS AND AIMS on the main menu to fully logoff NSLDS without closing the browser.
	Colored tab with white text and links below the tab in the same color indicates that you are in the active subject area.
	Blue tab with white text takes you to the main menu indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon’s function. (This is an example of that text.)

Icon/Symbol	Description
LINK	Underlined blue text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold RED .
	Capitalized Interest symbol notifies you that the identified Outstanding Principal Balance contains Capitalized Interest.
	Lock icon indicates the loan is locked and cannot be updated.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more detail. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.

Icon/Symbol	Description
	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

3.5 Viewing Enrollment Data for a Student

Three enrollment pages allow NSLDSFAP users to view the enrollment records that NSLDS has for a student. The display options are:

1. Enrollment Summary—Provides an overview of a student’s most recent status at every school where enrollment has been reported for that student.
2. Enrollment Detail—Gives the full details of a student’s enrollment information at each school attended as reported to NSLDS.
3. Enrollment Timeline—Displays a chronology of a student’s enrollment status and allows users to check a student’s status at a particular point in time to see what status was in effect for that period.

The following sections explain how to use these three options.

3.5.1 Enrollment Summary: Selecting a Student to View

To view a student’s enrollment records, first search for the student in the NSLDSFAP database.

1. On the NSLDSFAP Menu page, look for the Enrollment tab and click **Enrollment Summary**. The Enrollment Summary—No Student Selected page appears (Figure 3-4, Enrollment Summary, no student selected).

OR

You can also reach the Enrollment Summary page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear.

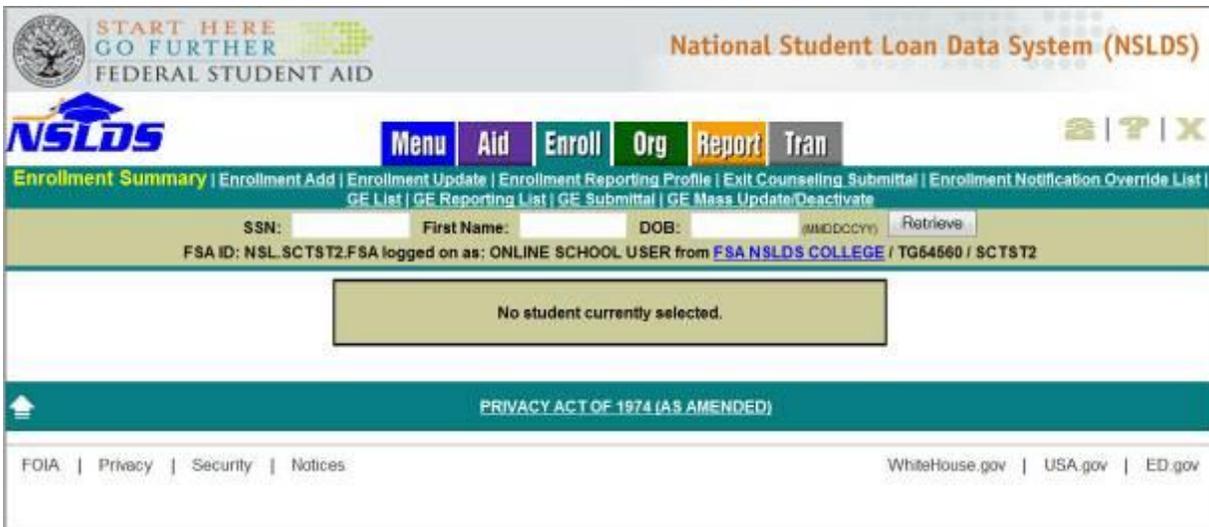


Figure 3-4, Enrollment Summary, no student selected

2. Type in the student's identifying information in the corresponding boxes at the top of the page:
 - **SSN**
 - **First Name**
 - **DOB**
3. Click **Retrieve**. The Enrollment Summary page for the student redisplay with the latest enrollment information provided to NSLDS by schools and loan holders for the student you selected (Figure 3-5, Enrollment Summary, student displayed).

If the student has attended more than one school, each school's enrollment summary information is displayed on a separate line. If the student has attended or is attending a school that has not certified enrollment, the school will be displayed with the enrollment information provided by the GA or federal loan servicers.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, there is a header with the NSLDS logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID". Below this is a navigation menu with buttons for "Menu", "Aid", "Enroll", "Org", "Report", and "Tran". A search bar contains the following information: SSN: [redacted], First Name: [redacted], DOB: [redacted] (MMDDCCYY), and a "Retrieve" button. Below the search bar, it says "FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2".

The main content area displays the student's name "MICHAEL A ELLIOTT" and DOB "03/12/1964". Below this is the "Enrollment Summary" section, which includes four buttons: "Enrollment Detail", "Enrollment Timeline", "Enrollment Maintenance", and "Enrollment Push to Roster".

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	FSA NSLDS COLLEGE	00301000	Withdrawn	05/20/2012	N/A	06/15/2012	NSLDS Web
2	FSA NSLDS COLLEGE - NEW YORK	00301002	Full Time	05/20/2012	07/01/2014	07/12/2012	NSLDS Web

At the bottom of the page, there is a footer with links for "FOIA", "Privacy", "Security", and "Notices", and a "PRIVACY ACT OF 1974 (AS AMENDED)" notice. The footer also includes links to "WhiteHouse.gov", "USA.gov", and "ED.gov".

Figure 3-5, Enrollment Summary, student displayed

The page also displays the following buttons:

- **Enrollment Detail**—Displays the Enrollment Detail page, where you can view the full details of a student’s enrollment information at each school attended. Enrollment Detail is explained in Section 3.5.2.
- **Enrollment Timeline**—Displays the Enrollment Timeline page, which shows a chronology of a student’s enrollment status and allows you to check a student’s status at a particular point in time. Enrollment Timeline is explained in Section 3.5.3.
- **Enrollment Maintenance**—This button is visible ONLY to school users who have signed up for Enrollment Update capabilities. It takes you to the Enrollment Maintenance page, where you can make changes to the student’s enrollment information as described in Section 3.6.4.
- **Enrollment Push to Roster**—This button is visible ONLY to data providers who receive Enrollment Notification files. A school with a Perkins Loan portfolio can request receiving these weekly files of certified enrollment data received from schools. If your school is a Perkins provider and signed up to receive notification files, the button will be visible to the school. The button allows a data provider to “push” the student retrieved to a school’s roster the next time it is generated.

3.5.1.1 Enrollment Summary: A Closer Look

Enrollment Summary provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. Whenever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by GAs or the federal loan servicers when they have reported on a particular student but the school has not.

The Enrollment Summary page contains the following information:

- **School Name**—The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the student's enrollment was not reported by the school, a small warning icon appears after the school's name.
- **OPEID**—The 8-digit OPEID number of the school that reported enrollment.
- **Most Recent Status**—The status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.
- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:
 - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of 'D' (Deceased).
- **ACD**—The Anticipated Completion Date is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:
 - Anticipated Completion Date is not required for Enrollment Status 'X' (Never Attended), 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time). Providing an ACD with the status 'L' will be required with the new enhanced fixed-width, CSV, and XML record layouts.
 - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
 - NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**—The Certification Date is the date a school certified the enrollment information.
- **Cert. Method**—The Certification Method shows the method the school used to certify the enrollment information. The following methods are used:

- *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process. This includes files submitted by a Servicer on behalf of a school.
- *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page. This page is reached from the Enrollment Summary, Enrollment Update, and the Enrollment Submittal pages.
- *ED Authorized*—NSLDS certified enrollment information when students are affected by a school’s closure, merger, or loss of eligibility.
- *N/A*—The enrollment information has not been certified by the school.

Sources other than schools do not certify enrollment data. If an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display ‘N/A’ (Not Applicable). Only school certified records are considered “actionable” by the Department. This means, it is the school data that drives the servicing activities for a student borrower.

3.5.2 Enrollment Detail: Getting the Full Picture

The Enrollment Detail page allows schools and loan holders to view the full record of student enrollment reported to NSLDS. There are two ways to view Enrollment Detail on the Enrollment Summary page:

1. If the student has one or more schools listed, click the **blue number** next to school whose records you wish to see (Figure 3-5, Enrollment Summary, student displayed), or
2. To view all schools listed, click **Enrollment Detail**.

The Enrollment Detail page appears (Figure 3-6, Enrollment Detail, all schools listed). The detail information you selected is shown in the table at the bottom of the page.

START HERE
GO FURTHER
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

SSN: [] First Name: [] DOB: [] (MMDDCCYY) Retrieve

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Summary

MICHAEL A ELLIOTT
***-**-9999 + DOB: 03/12/1964

Enrollment Detail

Advanced Display Options

Enrollment At: All Schools
Show Records: Active Only, Changes Only, Latest Certified
Reported By: Schools
Sort Schools By: OPEID
Sort Records By: Reported By, Certification Date
Begin Effective Date: []
End Effective Date: []
Apply

FSA NSLDS COLLEGE 00301000										
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	00301000	Withdrawn	05/20/2012	Yes	N/A	06/15/2012	NSLDS Web	06/15/2012	05/20/2012	08/15/2012
School	00301000	Full Time	01/02/2010	Yes	07/01/2014	04/02/2012	NSLDS Web	06/13/2012	N/A	N/A

FSA NSLDS COLLEGE - NEW YORK 00301002										
Reported By	Reported By ID	Status	Eff. Date	Active	ACD	Cert. Date	Cert. Method	Date Received	Term Begin	Term End
School	00301002	Full Time	05/20/2012	Yes	07/01/2014	07/12/2012	NSLDS Web	07/12/2012	05/20/2012	08/15/2012

PRIVACY ACT OF 1974 (AS AMENDED)

FOIA | Privacy | Security | Notices WhiteHouse.gov | USA.gov | ED.gov

Figure 3-6, Enrollment Detail, all schools listed

To return to the Enrollment Summary page, click the **blue arrow** at the upper left corner of the Enrollment Detail page.

3.5.2.1 Using Advanced Display Options for Enrollment Detail

Advanced Display Options, located in the center of the Enrollment Detail page, allow you to limit or expand the number of enrollment records displayed on the page. This is useful when a student has many enrollment detail records and you need to see, for example, only records from a specific school or within a certain date range. You can also choose how the enrollment data are sorted. For example, you can sort by Effective Date, 8-digit OPEID, or Anticipated Completion Date, depending on your needs.

To use this feature:

1. Select the options you wish to use by clicking on the corresponding lists and clicking the desired value. You can also type in the **Begin Effective Date** and/or **End Effective Date**.
2. Click **Apply**. The Enrollment Detail page will appear again, showing only the records you specified using **Advanced Display Options**.

The following **Advanced Display Options** are available:

- **Enrollment At**—Allows you to select enrollment information about all the schools the student has attended or about an individual school identified by name and 8-digit OPEID.
- **Show Records**—Allows you to select which records to view:
 - *All Active and Inactive*—Allows you to view a complete record of the enrollment information that was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records (which contain current information about a student’s enrollment history), and inactive records (which contain enrollment information previously reported to NSLDS and that is no longer current).
 - *Active Only*—Active records collectively constitute NSLDS’ current understanding of a student’s enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but was corrected at a later date.) Showing all active records allows you to view a complete record of a student’s enrollment history in the NSLDS database.
 - *Active Only, Changes Only, Earliest Certified*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
 - *Active Only, Changes Only, Latest Certified (Default Setting)*—Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.

- **Reported By**—Allows you to display only the enrollment information reported by specific types of organizations.
 - *All*—Allows you to view information reported by both schools and non-school organizations.
 - *Schools (Default Setting)*—Allows you to view only information reported by schools.
 - *Non-Schools*—Allows you to view only information reported by GAs and federal loan servicers.

- **Sort Schools By**—Allows you to select the order in which the schools the student attended are displayed on the page.
 - *OPEID (Default Setting)*—Presents the schools in numerical order by their 8-digit OPEID number.
 - *Name*—Presents the schools in alphabetical order by the school name.
 - *Merge Schools*—Combines enrollment information from all the schools the student attended in a single table.

- **Sort Records By**—Allows you to select the order in which records for a student’s enrollment at a given school are displayed.
 - *Reported By, Certification Date (Default Setting)*—Performs a primary sort on Reported By and a secondary sort on Certification Date.
 - *Reported By, Effective Date*—Performs a primary sort on Reported By and a secondary sort on Effective Date.
 - *Reported By, Anticipated Completion Date*—Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
 - *Date Received*—Performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by GAs and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.

- **Begin Effective Date**—Allows you to display only records with an Effective Date later than or equal to the date you enter.

- **End Effective Date**—Allows you to display only records with an Effective Date earlier than or equal to the date you enter.

3.5.2.2 Enrollment Detail: A Closer Look

The Enrollment Detail table (located at the bottom of the Enrollment Detail page) displays the following information for each enrollment record that matches the **Advanced Display Options** you selected:

- **School Name and OPEID**—The name and OPEID of the school where enrollment has been reported for a student. This information normally displays on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' 8-digit OPEIDs display in a single column at the left side of the Enrollment Detail table.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Contains the organizational code, such as the OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
 - Includes students with enrollment statuses of 'F' (full-time), 'H' (half-time), 'L' (less than half-time), 'A' (leave of absence), 'G' (graduated), 'W' (withdrawn), 'D' (deceased), 'X' (never attended), or 'Z' (no record found).
- **Eff. Date**—The Effective Date, which is the date when the reported status change took effect. The following special rules apply:
 - NSLDS sets the Effective Date equal to the Certification Date for Enrollment Status 'X' (Never Attended) or 'Z' (No Record Found) when it is not reported by the school.
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with Enrollment Status 'D' (Deceased).
- **Active**—An identifier that indicates whether a record reflects a valid enrollment status in the NSLDS database.
 - *Yes*—Indicates that the record is active.
 - *No*—Indicates that the record is no longer active. This means the record contains enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission. For example, a student was reported with a full-time status beginning September 30, but the school subsequently reported that the full-time status was effective July 30. The September 30 record will be coded with 'N'.
- **ACD**—The Anticipated Completion Date, which is the date when the student completed, or is expected to complete, his or her studies. The following special rules apply:

- Anticipated Completion Date is not valid for Enrollment Status ‘X’ (Never Attended), ‘Z’ (No Record Found), and ‘W’ (Withdrawn).
- NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
- NSLDS sets the Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).
- **Cert. Date**—The Certification Date is the date as of which the school certified the enrollment information to be accurate.
- **Cert. Method**—NSLDSFAP will display the Certification Method used by the school to certify the enrollment information as one of the following methods:
 - *School Batch*—The school certified the enrollment information through the batch Enrollment Reporting process.
 - *NSLDS Web*—The school certified the enrollment information using the Enrollment Maintenance page.
 - *ED Authorized*—NSLDS certified enrollment information when students are affected by a schools closure, merger, or loss of eligibility. This process was first run on 06/20/2007, for all schools in NSLDS with open enrollment at closed, merged, and ineligible schools.
 - *Clearinghouse Contract* - Certified enrollment information from schools that use the Clearinghouse as their enrollment servicer. Per contract with FSA, the National Student Clearinghouse provides the school certification in response to an ED held loans student borrower list in addition to the response that will be provided to a scheduled school roster.
 - *N/A*—The enrollment information has not been certified by the school.
- **Date Received**—Indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely manner, you can use Date Received to determine when information was reported to NSLDS and in what order.

Note: In December 2001, NSLDS converted all existing records to new enrollment tables to begin retaining history. Enrollment records existing on NSLDS during the conversion display a Date Received of 12/26/2001, 12/27/2001, or 12/28/2001. Records added after the conversion have actual Dates Received.

- **Term Begin**—The Term Begin Date that was reported with that particular enrollment record.
- **Term End**—The Term End Date that was reported with that particular enrollment record.

Sources other than schools do not certify enrollment information. If an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record will display 'N/A' (Not Applicable).

3.5.3 Enrollment Timeline: The Whole Story

The Enrollment Timeline page displays the student's enrollment history chronologically. This format is useful when you need an 'audit trail' showing how each school or data provider reported the student's enrollment over time.

The Enrollment Timeline consists of a series of boxes, each displaying a date range at the top and a table of enrollment data at the bottom. NSLDSFAP adds a new box to the top of the timeline each time the student's enrollment status changes. Ordering is based on the Effective Date of the most recent change. The date range at the top of each box runs from the day after the previous change to the day of the latest change. The rows in the table show the latest enrollment records from every school and data provider that has reported enrollment data for the student. Thus, each box provides a 'snapshot' view of the student's complete enrollment status since the previous status change.

To view the student's enrollment timeline, start at the Enrollment Summary page:

1. Click **Enrollment Timeline**. The Enrollment Timeline page appears (Figure 3-7, Enrollment Timeline, school reporting only).

START HERE GO FURTHER FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

SSN: [] First Name: [] DOB: [] (MMDDCCYY) Retrieve

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Summary

MICHAEL A ELLIOTT
***-**-9999 + DOB: 03/12/1964

Enrollment Timeline

? **Advanced Display Options**

Reported By: Schools Date: [] Apply

Statuses in Effect 05/20/2012 - Present					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00301002	School	00301002	Full Time	05/20/2012	07/01/2014
00301000	School	00301000	Withdrawn	05/20/2012	N/A

Statuses in Effect 01/02/2010 - 05/19/2012					
School OPEID	Reported By	Reported By ID	Status	Eff. Date	Last ACD
00301000	School	00301000	Full Time	01/02/2010	07/01/2014

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Figure 3-7, Enrollment Timeline, school reporting only

Click the **blue arrow** at the upper left corner to return to the Enrollment Summary page.

3.5.3.1 Using Advanced Display Options

As on the Enrollment Detail page, you can select **Advanced Display Options** to show specific types of records in the timeline. You can also specify a particular date and NSLDSFAP will display the enrollment record for that student at that time.

The following **Advanced Display Options** are available:

- **Reported By**—Allows you to display only enrollment information reported by a specific type of organization.
 - *All*—Allows you to view information reported by both schools and non-school organizations, such as GAs and federal loan servicers.
 - *Schools (Default Setting)*—Allows you to view only information reported by schools.
 - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including GAs and federal loan servicers.
- **Date**—Causes the date range containing the date you type to appear at the top of the timeline. You will still be able to scroll up or down to earlier or later time periods. Remember: The date range refers to the Effective Date of the current and previous enrollment status changes.

To use **Advanced Display Options**:

1. In the **Reported By** list, click a selection.
2. Type a date in the **Date** box.
3. Click **Apply**.

3.5.3.2 Enrollment Timeline: A Closer Look

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered according to Effective Date. Data for each time period is displayed in an individual box. A new box is created only when an organization reports new enrollment information.

- **Statuses in Effect**—The time period in which the enrollment statuses were in effect. This information appears in each box above the rows containing enrollment records.
- **School OPEID**—The 8-digit OPEID number of the school for which enrollment was reported.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Contains the organizational code, such as OPEID or GA number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.

- **Eff. Date**—The Effective Date is the date when the most recently reported status took effect. The following special rules apply:
 - NSLDS sets the Effective Date equal to Certification Date for Enrollment Status ‘Z’ (No Record Found).
 - NSLDS sets the Effective Date equal to 12/31/9999 when it is not reported by the school for records with an Enrollment Status of ‘D’ (Deceased).

- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply when there is no reported date by school:
 - NSLDS sets the Anticipated Completion Date to 01/01/0001 for Enrollment Status ‘Z’ (No Record Found), and ‘W’ (Withdrawn) in the batch file and displays blank online.
 - NSLDS sets the Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
 - NSLDS sets Anticipated Completion Date equal to the Effective Date for Enrollment Status ‘G’ (Graduated).

3.6 Updating Student Enrollment Data

The Enrollment Update pages allow you to change student enrollment data for your school’s Title IV aid recipients. If you are using the batch Enrollment Reporting process (see Chapter 2), you can use these pages to display your school’s Enrollment Reporting roster and correct errors shown in the Acknowledgment/Error file. Updating student enrollment data involves three activities:

1. Retrieving the student records you want to update using the Enrollment Update page
2. Changing and certifying the enrollment data in those records using the Maintenance page
3. Confirming the new enrollment data using the Enrollment Maintenance Confirm page

This section explains how to perform these activities.

3.6.1 Getting Started: The Enrollment Update Page

1. On the NSLDSFAP Menu page, look for the Enrollment tab and click **Enrollment Update**. The Enrollment Update page appears (Figure 3-8, Enrollment Update).

OR

You can also reach the Enrollment Update page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Update**.

Figure 3-8, Enrollment Update

3.6.2 Retrieving All Your School’s Enrollment Records

The quickest way to retrieve enrollment records to update is simply to display them all. This is the equivalent of viewing an Enrollment Reporting roster file in the batch process. Retrieving the roster online provides the most current information NSLDS has and may not match a previously generated roster file. If loans have loaded with students at your school since the roster file was generated they will appear online, although they may not have been in your roster file.

If you click **Retrieve** without entering any search criteria, Enrollment Update will retrieve all enrollment records for your school.

1. On the Enrollment Update page, click **Retrieve**. The Enrollment Maintenance page will appear (Figure 3-9, Enrollment Maintenance—Example of school roster), showing ALL enrollment records for your school, 30 at a time. If your Enrollment Reporting roster contains more than 30 records, you can use the blue arrows to scroll through the records.
2. Follow the instructions in Section 3.6.4 to update and certify your records.

START HERE GO FURTHER FEDERAL STUDENT AID National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return to Enrollment Update

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: Exact Match Only Retrieve

Currently Retrieved/Sorted by: SSN
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date:	07/17/2012	Check All
<input type="checkbox"/>	1	SSN: 616-00-9999 NAME: GLEN L MAYNARD DOB: 03/06/1986
Cert. Date:	05/02/2012	Enroll. Code: F Eff. Date: 08/21/2010 ACD: 07/31/2012 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	2	SSN: 617-00-9999 NAME: KAREN P LEWIS DOB: 10/03/1986
Cert. Date:	05/02/2012	Enroll. Code: H Eff. Date: 08/09/2010 ACD: 11/30/2013 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	3	SSN: 619-00-9999 NAME: THOMAS C GOLD DOB: 05/16/1987
Cert. Date:	05/02/2012	Enroll. Code: F Eff. Date: 05/14/2011 ACD: 05/14/2012 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	4	SSN: 620-00-9999 NAME: SALLY H SUTTON DOB: 03/19/1993
Cert. Date:	05/02/2012	Enroll. Code: F Eff. Date: 08/20/2011 ACD: 08/20/2012 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	5	SSN: 621-00-9999 NAME: LISA A VOGLER DOB: 08/23/1984
Cert. Date:	05/02/2012	Enroll. Code: H Eff. Date: 05/11/2011 ACD: 11/30/2012 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	6	SSN: 622-00-9999 NAME: FELICE E COLBURN DOB: 11/29/1966
Cert. Date:	05/02/2012	Enroll. Code: H Eff. Date: 09/05/2006 ACD: 12/11/2012 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel
<input type="checkbox"/>	7	SSN: 623-00-9999 NAME: MICHAEL A ELLIOTT DOB: 03/12/1964
Cert. Date:	06/15/2012	Enroll. Code: W Eff. Date: 05/20/2012 ACD: Loc: 00 Student Desig.: Term Begin: 05/20/2012 Term End: 08/15/2012 Cred. Lvl: -Sel
<input type="checkbox"/>	8	SSN: 624-00-9999 NAME: JESSICA A ROUNDS DOB: 04/10/1991
Cert. Date:	04/03/2012	Enroll. Code: F Eff. Date: 09/05/2011 ACD: 11/15/2014 Loc: 00 Student Desig.: Term Begin: 01/01/0001 Term End: 01/01/0001 Cred. Lvl: -Sel

Certify Checked Students Reset

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Figure 3-9, Enrollment Maintenance—Example of school roster

3.6.3 Retrieving Student Records to Update

Before you can make changes to students' enrollment records, you must retrieve the records you wish to update. The Enrollment Update page gives you three options for retrieving records:

1. Retrieve ALL enrollment records for your school by simply clicking **Retrieve**. This is equivalent to getting your school's most recent roster.
2. Retrieve and sort a set of records by student's SSN, last name, or Student Designator using the Primary Search Options.
3. Retrieve a smaller and more specific set of records using Advanced Search Options.

The following sections describe how to use each of these options.

3.6.3.1 Narrowing the Search: The Primary Search Options

You can limit the number of enrollment records retrieved, and control the order in which they are displayed, by entering criteria in the Primary Search Options box.

1. In the Primary Search Options box, click the Retrieve/Sort by list to display the three retrieve/sort options. These are:
 - **SSN (Default)**—Displays student records in ascending numeric order by student SSN.
 - **Last Name**—Displays student records in ascending alphabetic order by student last name.
 - **Student Designator**—Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
2. Click the Retrieve/Sort by option you wish to use.
3. In the **Begin Value** box, type the letters or numbers you wish to use as the starting point of your search.
 - You can type an entire name, SSN, or student identifier as a beginning value for the roster you will retrieve. For example, if you choose NAME as your Retrieve/Sort By option and type the first few letters of a name, such as 'Rep' and it will retrieve all the student records beginning with those letters and the records that follow (Figure 3-10, Enrollment Maintenance—Primary Search Options (begin value-620)).
4. Click **Exact Match Only** if you want an exact match for the Begin Value you typed.

Keep the following facts in mind:

- When you click **Exact Match Only** with a complete SSN or a unique Student Designator, NSLDS returns only one student record.
- When it is used with last name, **Exact Match Only** returns records for all students with that last name.

5. Click Retrieve. When the Enrollment Maintenance page appears (Figure 3-10, Enrollment Maintenance—Primary Search Options (begin value-620)), follow the instructions in Section 3.6.4 to update and certify your records.

The screenshot shows the NSLDS Enrollment Maintenance interface. At the top, there are navigation tabs: Menu, Aid, Enroll, Org, Report, and Tran. Below these are various links for enrollment management. The main area displays the user's current session information: FSA ID: NSL.SCTST2.FSA, logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2. The user is currently logged in as FSA NSLDS COLLEGE (Code: 00301000, Type: School).

The **Enrollment Maintenance** section includes search filters: Retrieve/Sort by: SSN (Default), Begin Value: (empty), and an **Exact Match Only** checkbox. Below this, it shows the current search criteria: Currently Retrieved/Sorted by: SSN Begin Value: 620, and Enrollment Codes: A, D, F, G, H, L, W, X, Z.

A table of student records is displayed, with columns for selection, certification date, enrollment code, enrollment date, effective date, ACD, location, student designator, term begin/end, and credit level. Five records are shown, each with a selection checkbox and a home icon.

Selection	Cert. Date	Enroll. Code	Enroll. Date	Eff. Date	ACD	Loc	Student Desig.	Term Begin	Term End	Cred. Lvl.
<input type="checkbox"/>	05/02/2012	F	08/20/2011	08/20/2012	08/20/2012	00		01/01/0001	01/01/0001	-Sel-
<input type="checkbox"/>	05/02/2012	H	05/11/2011	11/30/2012	11/30/2012	00		01/01/0001	01/01/0001	-Sel-
<input type="checkbox"/>	05/02/2012	H	09/05/2006	12/11/2012	12/11/2012	00		01/01/0001	01/01/0001	-Sel-
<input type="checkbox"/>	06/15/2012	W	05/20/2012			00		05/20/2012	08/15/2012	-Sel-
<input type="checkbox"/>	04/03/2012	F	09/05/2011	11/15/2014	11/15/2014	00		01/01/0001	01/01/0001	-Sel-

At the bottom of the table, there are buttons for "Certify Checked Students" and "Reset".

Figure 3-10, Enrollment Maintenance—Primary Search Options (begin value-620)

3.6.3.2 Going Further: Using the Advanced Search Options

The **Primary Search Options** alone are adequate for most enrollment maintenance situations. Sometimes, however, you may need to narrow your search using other criteria. The **Advanced Search Options** give you additional flexibility in choosing enrollment records to update.

The Advanced Search Options include the following:

- **Last Name Begin/End**—Allows you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as ‘B’) will not retrieve names that begin with that letter (such as ‘Bush’) since the names come after the letter alphabetically. Type the next letter, after the initial letter of the names(s), you seek, or do not specify an End value. To search for last names that begin with ‘Z’, leave the End value blank or type ‘ZZZZZZ’.
- **SSN Begin/End**—Allows you to retrieve records for students whose SSNs fall within a numeric range. Be careful when typing the End value. An End value containing fewer than 9 digits (such as ‘99’) will not retrieve SSNs that begin with that number but contain more digits (such as ‘990-00-0000’), since the longer number comes after the shorter one numerically.
- **Student Designator Begin/End**—Allows you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- **Certification Date Begin/End**—Allows you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.
- **Anticipated Completion Date Begin/End**—Allows you to retrieve records for students whose ACD falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Term Begin Date Begin/End**—Allows you to retrieve records for students whose Term Begin Date falls within a specific date range.
- **Term End Date Begin/End**—Allows you to retrieve records for students whose Term End Date falls within a specific date range.
- **Location**—Allows you to retrieve records for students of a single 2-digit location when schools share an enrollment administrator for multiple locations with the same 6-digit OPEID.
- **Enrollment Codes**—Allows you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

To retrieve a student using the **Advanced Search Options**:

1. Select the **Primary Search Options** you want or skip this step to use the default option: SSN. In Figure 3-11, for example, the SSN Begin Value has been entered as '6'.
2. Enter the **Advanced Search Options** you want. In Figure 3-11, for example, only the enrollment code of 'H' has been checked.

The screenshot shows the NSLDS Enrollment Update page. At the top, there is a header with the NSLDS logo and navigation tabs: Menu, Aid, Enroll, Org, Report, Tran. Below the header, a user is logged in as 'ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2'. The main content area is titled 'Enrollment Update' and contains 'Primary Search Options' and 'Advanced Search Options' sections.

Primary Search Options:

- Retrieve/Sort by: SSN (Default)
- Begin Value: 6
- Exact Match Only:

Advanced Search Options:

Last Name Begin:	<input type="text"/>	End:	<input type="text"/>
SSN Begin:	<input type="text"/>	End:	<input type="text"/>
Student Designator Begin:	<input type="text"/>	End:	<input type="text"/>
Certification Date Begin:	<input type="text"/> (MMDDCCYY)	End:	<input type="text"/> (MMDDCCYY)
Anticipated Completion Date Begin:	<input type="text"/> (MMDDCCYY)	End:	<input type="text"/> (MMDDCCYY)
Term Begin Date Begin:	<input type="text"/> (MMDDCCYY)	End:	<input type="text"/> (MMDDCCYY)
Term End Date Begin:	<input type="text"/> (MMDDCCYY)	End:	<input type="text"/> (MMDDCCYY)
Location:	<input type="text"/>		

Enrollment Codes (Check all that apply)

<input type="checkbox"/> A - Approved Leave of Absence	<input type="checkbox"/> D - Deceased	<input type="checkbox"/> F - Full Time
<input type="checkbox"/> G - Graduated	<input checked="" type="checkbox"/> H - Half Time or More, But Less Than Full Time	<input type="checkbox"/> L - Less Than Half Time
<input type="checkbox"/> W - Withdrawn	<input type="checkbox"/> X - Never Attended	<input type="checkbox"/> Z - No Record Found

At the bottom of the form is a 'Retrieve' button. The footer contains links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Figure 3-11, Enrollment Update—Begin value (6) and Advanced Search Option (enrollment code of 'H')

3. Click **Retrieve**. The Enrollment Maintenance—Advanced Search Options Result page appears (Figure 3-12). In this example, the page displays enrollment records for students whose SSNs begin with 6 and who have enrollment codes of 'H'. Follow the instructions in Section 3.6.4 to update and certify your records.

The screenshot shows the NSLDS Enrollment Maintenance interface. At the top, there are navigation tabs: Menu, Aid, Enroll, Org, Report, and Tran. Below these are various links for enrollment updates and reporting. The main content area is titled "Enrollment Maintenance" and includes a search filter section with "Retrieve/Sort by: SSN (Default)" and "Begin Value: 6". Below this, a table lists three student records with columns for Cert. Date, Enroll. Code, Eff. Date, ACD, Loc, Student Desig., Term Begin, Term End, and Cred. Lvl. The records are for Karen P Lewis, Lisa A Vogler, and Felice E Colburn. At the bottom, there are buttons for "Certify Checked Students" and "Reset".

Cert. Date	Enroll. Code	Eff. Date	ACD	Loc	Student Desig.	Term Begin	Term End	Cred. Lvl.
05/02/2012	H	08/09/2010	11/30/2013	00		01/01/0001	01/01/0001	-Sel
05/02/2012	H	05/11/2011	11/30/2012	00		01/01/0001	01/01/0001	-Sel
05/02/2012	H	09/05/2006	12/11/2012	00		01/01/0001	01/01/0001	-Sel

Figure 3-12, Enrollment Maintenance—Advanced search options result

When you use the Advanced Search Options, keep the following facts in mind:

- If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization’s entire Student Portfolio displays in SSN order on the Enrollment Maintenance page, 30 at a time.
- Advanced Search options are evaluated *together* with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records.

For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not find any records. This occurs even though the NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.

- As you scroll through the list and update individual or multiple records, the Enrollment Maintenance Page continues to display only those records that match the search options you selected on the Enrollment Update page. To change search options, you must return to Enrollment Update.

3.6.4 Updating Selected Enrollment Records

The Enrollment Maintenance page displays all enrollment records for your school that match the criteria you entered in Steps 1–3 of the previous section. To update the selected student enrollment records:

1. On the Enrollment Maintenance page, type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the **Cert. Date** box of the individual student records you select in Step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
 - Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
 - Select all the records displayed on the page by clicking **Check All** at the top of the form.
3. Update as necessary the information in the following boxes:
 - **Cert. Date** (Certification Date)—The date you are certifying the enrollment information.
 - **Enroll Code** (Enrollment Code)—Select from the drop down menu to change a currently displayed enrollment code.
 - **Eff. Date** (Effective Date)—The date a changed enrollment code took effect.
 - **ACD** (Anticipated Completion Date)—The date when the student completed, or is expected to complete, his or her studies.
 - **Loc** (Location)—For schools that share an enrollment administrator, report the 2-digit location where the student is pursuing his or her studies.
 - **Student Desig** (Student Designator)—Enter an identifier you use on your internal system if you want NSLDS to provide it as part of the Enrollment Reporting process.
 - **Term Begin**—Provide the term begin date for the term for which enrollment data is being reported.
 - **Term End** —Provide the term end date for the term for which enrollment data is being reported.

In Figure 3-13, all records have been checked for re-certification, a few status codes have been changed, and term dates have been entered.

START HERE
GO FURTHER
FEDERAL STUDENT AID

NSLDS

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return to Enrollment Update

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: 6 Exact Match Only Retrieve

Currently Retrieved/Sorted by: SSN Begin Value: 6
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date:	Uncheck All	
<input checked="" type="checkbox"/>	1	SSN: 616-00-9999 NAME: GLEN L MAYNARD DOB: 03/06/1986
Cert. Date:	06/18/2012	Enroll. Code: F Eff. Date: 08/21/2010 ACD: 07/31/2012 Loc: 00 Student Desig.: Term Begin: 06/01/2012 Term End: 07/31/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	2	SSN: 617-00-9999 NAME: KAREN P LEWIS DOB: 10/03/1986
Cert. Date:	06/18/2012	Enroll. Code: F Eff. Date: 08/09/2010 ACD: 11/30/2013 Loc: 00 Student Desig.: Term Begin: 05/20/2012 Term End: 08/15/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	3	SSN: 619-00-9999 NAME: THOMAS C GOLD DOB: 05/16/1987
Cert. Date:	06/18/2012	Enroll. Code: H Eff. Date: 05/14/2011 ACD: 05/14/2012 Loc: 00 Student Desig.: Term Begin: 06/01/2012 Term End: 07/31/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	4	SSN: 620-00-9999 NAME: SALLY H SUTTON DOB: 03/19/1993
Cert. Date:	06/18/2012	Enroll. Code: F Eff. Date: 08/20/2011 ACD: 08/20/2012 Loc: 00 Student Desig.: Term Begin: 06/01/2012 Term End: 07/31/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	5	SSN: 621-00-9999 NAME: LISA A VOGLER DOB: 08/23/1984
Cert. Date:	06/18/2012	Enroll. Code: F Eff. Date: 05/11/2011 ACD: 11/30/2012 Loc: 00 Student Desig.: Term Begin: 05/20/2012 Term End: 08/15/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	6	SSN: 622-00-9999 NAME: FELICE E COLBURN DOB: 11/29/1966
Cert. Date:	06/18/2012	Enroll. Code: H Eff. Date: 09/05/2006 ACD: 12/11/2012 Loc: 00 Student Desig.: Term Begin: 06/01/2012 Term End: 07/31/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	7	SSN: 623-00-9999 NAME: MICHAEL A ELLIOTT DOB: 03/12/1964
Cert. Date:	06/18/2012	Enroll. Code: W Eff. Date: 05/20/2012 ACD: Loc: 00 Student Desig.: Term Begin: 05/20/2012 Term End: 08/15/2012 Cred. Lvl: -Sel
<input checked="" type="checkbox"/>	8	SSN: 624-00-9999 NAME: JESSICA A ROUNDS DOB: 04/10/1991
Cert. Date:	06/18/2012	Enroll. Code: F Eff. Date: 09/05/2011 ACD: 11/15/2014 Loc: 00 Student Desig.: Term Begin: 06/01/2012 Term End: 07/31/2012 Cred. Lvl: -Sel

Certify Checked Students Reset

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Figure 3-13, Enrollment Maintenance—Enrollment data updated

Note: For security reasons, NSLDSFAP will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDSFAP automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

- Click **Certify Checked Students** to submit the enrollment data changes.

If you click **Reset**, the Enrollment Maintenance page will redisplay with whatever information it displayed when you last retrieved your students' records.

- If the information you submitted contains no errors, the Enrollment Maintenance Confirm page appears (Figure 3-14, Enrollment Maintenance Confirm).

If your information contains errors, NSLDS will display an appropriate message. See Section 3.6.7 for more information on handling errors.

Enrollment Maintenance Confirm

The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.

Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.

1	SSN: 616-00-9999	NAME: GLEN I MAYNARD	DOB: 03/06/1986
Cert. Date: 06/18/2012	Enroll. Code: F	Eff. Date: 08/21/2010	ACD: 07/31/2012
		Loc: 00	Student Desig.:
		Term Begin: 06/01/2012	Term End: 07/31/2012
		Cred. Lvl:	
2	SSN: 617-00-9999	NAME: KAREN LEWIS	DOB: 10/03/1986
Cert. Date: 06/18/2012	Enroll. Code: F	Eff. Date: 08/09/2010	ACD: 11/30/2013
		Loc: 00	Student Desig.:
		Term Begin: 05/20/2012	Term End: 08/15/2012
		Cred. Lvl:	
3	SSN: 620-00-9999	NAME: SALLY H SUTTON	DOB: 03/19/1993
Cert. Date: 06/18/2012	Enroll. Code: F	Eff. Date: 08/20/2011	ACD: 08/20/2012
		Loc: 00	Student Desig.:
		Term Begin: 06/01/2012	Term End: 07/31/2012
		Cred. Lvl:	
4	SSN: 621-00-9999	NAME: LISA A VOGLER	DOB: 08/23/1984
Cert. Date: 06/18/2012	Enroll. Code: F	Eff. Date: 05/11/2011	ACD: 11/30/2012
		Loc: 00	Student Desig.:
		Term Begin: 05/20/2012	Term End: 08/15/2012
		Cred. Lvl:	
5	SSN: 622-00-9999	NAME: FELICE E COLBURN	DOB: 11/29/1956
Cert. Date: 06/18/2012	Enroll. Code: H	Eff. Date: 09/05/2006	ACD: 12/11/2012
		Loc: 00	Student Desig.:
		Term Begin: 06/01/2012	Term End: 07/31/2012
		Cred. Lvl:	
6	SSN: 623-00-9999	NAME: MICHAEL A ELLIOTT	DOB: 03/12/1964
Cert. Date: 06/18/2012	Enroll. Code: W	Eff. Date: 04/20/2012	ACD:
		Loc: 00	Student Desig.:
		Term Begin: 05/20/2012	Term End: 08/15/2012
		Cred. Lvl:	
7	SSN: 624-00-9999	NAME: JESSICA A ROUNDS	DOB: 04/10/1991
Cert. Date: 06/18/2012	Enroll. Code: F	Eff. Date: 09/05/2011	ACD: 11/15/2014
		Loc: 00	Student Desig.:
		Term Begin: 06/01/2012	Term End: 07/31/2012
		Cred. Lvl:	

Confirm Cancel

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Figure 3-14, Enrollment Maintenance Confirm

3.6.5 Confirming Enrollment Information

To confirm your changes:

- On the Enrollment Maintenance Confirm page, verify the displayed enrollment information to make sure it is correct and up to date.

- Click Confirm to apply your changes to the database. The Enrollment Maintenance page redisplay with the updated enrollment information Figure 3-15, Enrollment Maintenance - After confirmation).

You can also click Cancel to return to the Enrollment Maintenance page, where you can continue to correct or change your enrollment data.

START HERE GO FURTHER FEDERAL STUDENT AID National Student Loan Data System (NSLDS)

Menu Aid **Enroll** Org Report Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Name: FSA NSLDS COLLEGE Code: 00301000 Type: School

Successfully updated. Updated rows still meeting search options and reporting requirements are marked with smaller "info" icons below.

Enrollment Maintenance

Retrieve/Sort by: SSN (Default) Begin Value: [] Exact Match Only [] Retrieve []

Currently Retrieved/Sorted by: SSN
SSN Begin: 6 End: 625
Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date: 07/19/2012 [Check All]												
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	SSN: 616-00-9999	NAME: GLEN I MAYNARD	DOB: 03/06/1986									
Cert. Date:	06/18/2012	Enroll. Code: F	Eff. Date: 08/21/2010	ACD: 07/31/2012	Loc: 00	Student Desig.:	Term Begin: 06/01/2012	Term End: 07/31/2012	Cred. Lvl: -Sel-			
2	SSN: 617-00-9999	NAME: KAREN LEWIS	DOB: 10/03/1986									
Cert. Date:	06/18/2012	Enroll. Code: F	Eff. Date: 08/09/2010	ACD: 11/30/2013	Loc: 00	Student Desig.:	Term Begin: 05/20/2012	Term End: 08/15/2012	Cred. Lvl: -Sel-			
3	SSN: 619-00-9999	NAME: THOMAS C GOLD	DOB: 05/16/1987									
Cert. Date:	06/18/2012	Enroll. Code: H	Eff. Date: 01/14/2012	ACD: 08/14/2012	Loc: 00	Student Desig.:	Term Begin: 06/01/2012	Term End: 07/31/2012	Cred. Lvl: -Sel-			
4	SSN: 620-00-9999	NAME: SALLY H SUTTON	DOB: 03/19/1993									
Cert. Date:	06/18/2012	Enroll. Code: F	Eff. Date: 08/20/2011	ACD: 08/20/2012	Loc: 00	Student Desig.:	Term Begin: 06/01/2012	Term End: 07/31/2012	Cred. Lvl: -Sel-			
5	SSN: 621-00-9999	NAME: LISA A VOGLER	DOB: 08/23/1984									
Cert. Date:	06/18/2012	Enroll. Code: F	Eff. Date: 05/11/2011	ACD: 11/30/2012	Loc: 00	Student Desig.:	Term Begin: 05/20/2012	Term End: 08/15/2012	Cred. Lvl: -Sel-			
6	SSN: 622-00-9999	NAME: FELICE E COLBURN	DOB: 11/29/1956									
Cert. Date:	06/18/2012	Enroll. Code: H	Eff. Date: 09/05/2006	ACD: 12/11/2012	Loc: 00	Student Desig.:	Term Begin: 06/01/2012	Term End: 07/31/2012	Cred. Lvl: -Sel-			
7	SSN: 623-00-9999	NAME: MICHAEL A ELLIOTT	DOB: 03/12/1964									
Cert. Date:	06/18/2012	Enroll. Code: W	Eff. Date: 04/20/2012	ACD:	Loc: 00	Student Desig.:	Term Begin: 05/20/2012	Term End: 08/15/2012	Cred. Lvl: -Sel-			
8	SSN: 624-00-9999	NAME: JESSICA A ROUNDS	DOB: 04/10/1991									
Cert. Date:	06/18/2012	Enroll. Code: F	Eff. Date: 09/05/2011	ACD: 11/15/2014	Loc: 00	Student Desig.:	Term Begin: 06/01/2012	Term End: 07/31/2012	Cred. Lvl: -Sel-			

Certify Checked Students [] Reset []

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Figure 3-15, Enrollment Maintenance - After confirmation



3.6.6 Enrollment Update: What Happens If...

When updating student enrollment records, these situations come up:

You change your mind?

- If you check records but then decide that you do not want to certify them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the Cert. Date reverts to the date it was set to before you selected the record, but any other changes you made to enrollment information remain. However, if you leave the page without clicking **Submit**, those changes will not be applied

You click the Reset button?

- If you click **Reset** before you submit the records, Enrollment Maintenance will redisplay the information it displayed when you last retrieved your students' records. This includes removing the checks from any boxes and the certification date that was applied prior to the reset selection.

Your student disappears?

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens under the following circumstances:
 - You update a student's enrollment status to Deceased ('D'), Graduated ('G'), Withdrawn ('W'), Never Attended ('X') or No Record Found ('Z') two consecutive times.
 - You updated a student's enrollment data and the student fell outside the Advanced Search Options you set. For example, you selected students based on an Anticipated Completion Date Begin of 06/01/2012 and Anticipated Completion Date End of 06/30/2012. You updated all the students to 'G' with an ACD of 06/18/2012, but two students who have not completed their course work. For those two students, you updated their ACD to 12/15/2013. Once confirmed, the two students no longer fit the Advanced Search Options of an ACD between 06/01/2012 and 06/30/2012.

You want to retrieve specific students?

- You can use the Enrollment Add page to search for up to 30 specific students at a time. For instance: Emily Clark and Kelly Doyle

See Section 3.7.1 for detailed instructions.

3.6.7 Handling Update and Certify Errors

If the information you submitted contains errors, the Enrollment Maintenance Error Message page redisplay (Figure 3-16, Enrollment Maintenance Error Message). A small error icon appears to the left of each row that contains an error. In the example below, record number 1 displays an error icon to the left of the record number. Place your cursor over the icon to display the error message associated with that row.

The screenshot displays the NSLDS Enrollment Maintenance Error Message page. At the top, there is a navigation menu with options: Menu, Aid, Enroll, Org, Report, Tran. Below the menu, the user is logged in as 'ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2'. The page title is 'Enrollment Maintenance'. A search bar is present with 'Retrieve/Sort by: SSN (Default)' and a 'Retrieve' button. Below the search bar, there is a table of student records. The table has columns for Cert. Date, Enroll. Code, Eff. Date, ACD, Loc., Student Desig., Term Begin, Term End, and Cred. Lvl. Record 1 (GLEN L MAYNARD) has a red error icon next to its record number. A tooltip for record 1 reads: 'Error(s): 26 - Please ensure Anticipated Completion Date (ACD) is greater than Certification Date.' The page also includes a 'Recertification Date: 07/18/2012' and a 'Check All' button.

Record #	SSN	Name	DOB	Cert. Date	Enroll. Code	Eff. Date	ACD	Loc.	Student Desig.	Term Begin	Term End	Cred. Lvl.
1	616-00-9999	GLEN L MAYNARD	03/06/1986	06/18/2012	F	08/21/2010	07/31/2012	00		06/01/2012	07/31/2012	01
2	617-00-9999	KAREN P LEWIS	10/03/1986	06/18/2012	F	08/09/2010	11/30/2013	00		05/20/2012	08/15/2012	01
3	619-00-9999	THOMAS C GOLD	05/16/1987							06/01/2012	07/31/2012	01
4			03/19/1993	06/18/2012	F	08/20/2011	08/20/2012	00		06/01/2012	07/31/2012	01
5	621-00-9999	LISA A VOGLER	08/23/1984	06/18/2012	F	05/11/2011	11/30/2012	00		05/20/2012	08/15/2012	01
6	622-00-9999	FELICE E COLBURN	11/29/1966	06/18/2012	H	09/05/2006	12/11/2012	00		06/01/2012	07/31/2012	01
7	623-00-9999	MICHAEL A ELLIOTT	03/12/1964									

Figure 3-16, Enrollment Maintenance Error Message

There are several ways to correct errors so the enrollment information you updated can be saved in NSLDS:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, and ACD for all records displaying errors.

For example, in Figure 3-16, Thomas Gold’s record has an error: ensure ACD is greater than Certification Date. Thomas’s ACD was 05/14/2012. Correct this error (in this instance the error is corrected by changing the enrollment code to indicate a G with the ACD of 05/14/2012) and resubmit as instructed.

- If you are unable to correct an individual record so that NSLDS will accept it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Write down the student identifiers for the record, or identify some search criteria that allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.
- If the records you want to certify contain too many errors or failed edits, you may have to perform the Update process over again. In this case, you can use **Primary Search Options** at the top of the Enrollment Maintenance page to retrieve your school’s student enrollment records again. You can also return to the Enrollment Update page and use **Advanced Search Options** to retrieve a different set of records.

Common Errors	Error Message
Anticipated Completion Date	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of ‘A’, ‘F’, ‘H’, or ‘L’.)
Anticipated Completion Date	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
Enrollment Status Effective Date	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student’s Birth plus 12 years. This edit is not applied to Enrollment Status ‘D’ with default, ‘X’ or ‘Z’.)
Enrollment Status Code	A school cannot report an Enrollment Status of ‘X’ or ‘Z’ if an enrollment history (Enrollment Status Code of ‘F’, ‘H’, ‘A’, or ‘L’) already exists for student at that school.
Anticipated Completion Date	Anticipated Completion Date must be greater than Certification Date when school reports Enrollment Status Code of ‘A’, ‘F’, ‘H’, or ‘L’. NSLDS will substitute the ACD on its database when no ACD is returned on the Submittal File, but that ACD will still be subject to this edit.
Enrollment Status Effective Date	Enrollment Status Effective Date must be less than Certification Date.
Anticipated Completion Date	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of ‘F’, ‘H’, ‘A’ or ‘L’.
Enrollment Status Code	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of ‘A’.



Note: For security reasons, NSLDSFAP will time out after 30 minutes of inactivity. This means enrollment data that have not been submitted within 30 minutes WILL BE LOST when NSLDSFAP automatically logs you off. A warning pop-up button appears 5 minutes before the page times out. Clicking on this button resets the clock for another 30 minutes if clicked before the time listed in the pop-up message.

3.7 Adding Students to a School's Enrollment Reporting Roster

Enrollment Add allows you to inform NSLDS that a current or former Title IV aid recipient, who does not appear on your roster, is attending your school. Adding the student with updated enrollment allows NSLDS to inform the GA and federal loan servicer of the attendance, which allows lenders to put the student in an automatic In-School Deferment. Additionally, the student will be added to your roster for continued monitoring should the enrollment status change.

Adding Title IV aid recipients to your school's Enrollment Reporting roster involves three activities:

1. Retrieving NSLDS student records for specific existing Title IV aid recipients to add to your school's Enrollment Reporting roster
2. Changing and certifying the enrollment data in those records using the Maintenance page
3. Confirming the new enrollment records using the Enrollment Maintenance Confirm page

This section explains how to perform these activities.

3.7.1 Retrieving Student Records to Add

To add student enrollment records to your school's Enrollment Reporting roster, you must first determine whether NSLDS contains loan records for those students. If you already have access to student identifier information (SSN, first name, DOB), you can use Enrollment Add to search for existing students in the NSLDS database.

1. On the NSLDSFAP Menu page, look for the Enrollment tab and click **Enrollment Add**.

OR

You can also reach the Enrollment Add page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the teal menu row at the top of the page and click **Enrollment Add**.

This page displays 30 blank lines to allow you to check the database for up to 30 students at a time.

2. Type the identifiers (SSN, First Name, and DOB) for the students you want to add in the boxes (Figure 3-17, Enrollment Add With Student SSN, First Name, and DOB Entered for Retrieval).

You can either type information in all three boxes (SSN, First Name, and DOB) or only type information in the SSN box.

If you type the SSN only, and that SSN is shared by two or more students, an icon will ask that you ensure the correct student has been retrieved. Compare the first name, last name, and DOB of what is displayed to the student you are trying to update. If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.

- Click **Retrieve** at the bottom of the page. The Enrollment Maintenance page appears (Figure 3-18), displaying enrollment information for the students you specified in Step 2.

Return to Enrollment Add

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Please confirm identifiers (SSN, First Name, DOB) for rows marked with small "info" icons.

Enrollment Maintenance

Recertification Date: 06/19/2012

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	SSN: 625-00-9999	NAME: EMILY E CLARK	DOB: 08/22/1991											
Cert. Date:	06/19/2012	Enroll. Code:	F	Eff. Date:	06/01/2012	ACD:	07/19/2013	Loc:	00	Student Desig.:		Term Begin:	06/01/2012	Term End:	07/31/2012	Cred. Lvl.:	-Sel-
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	SSN: 626-00-9999	NAME: KELLY L DOYLE	DOB: 10/26/1979											
Cert. Date:	06/19/2012	Enroll. Code:	F	Eff. Date:	06/01/2012	ACD:	07/19/2013	Loc:	00	Student Desig.:		Term Begin:	06/01/2012	Term End:	07/31/2012	Cred. Lvl.:	-Sel-

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Figure 3-18, Enrollment Maintenance

- The student does not have to have a loan with your school to be added to your roster. Any student with open Title IV aid (even if not from your school) must have enrollment reported.
- If a student you specified does not appear on the Enrollment Maintenance page, it means that there is no record of that student in the NSLDS database. If this happens, check with the data provider to determine why the student has not been added to NSLDS.

3.7.2 Updating New Enrollment Data

The procedure for updating new enrollment data using the Enrollment Maintenance page is identical to the one described in Section 3.6.4, Updating Selected Enrollment Records.

3.7.3 Confirming Enrollment Information

The procedure for confirming new enrollment data is identical to the one described in Section 3.6.5, Confirming Enrollment Information.

3.8 Enrollment Reporting Profile

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving Federal Student Aid. The Profile includes file preferences, administrator relationships for school locations sharing the same 6-digit OPEID, and the reporting schedule one year into the future and from the past. Based on the users' security access or use of an enrollment reporting servicer, update capability is initiated from this page. Each section of the Profile will be reviewed in this section.

3.8.1 Getting Started: The Enrollment Reporting Profile Page

1. On the NSLDSFAP Menu page, look for the Enrollment tab and click **Enrollment Reporting Profile**. The Enrollment Profile page appears (Figure 3-19, Enrollment Reporting Profile).

OR

You can also reach the Enrollment Reporting Profile page at any time by clicking the **Enroll** tab. This will cause the Enrollment Summary page to appear. Then look for the menu row at the top of the page (for Enrollment the color bar is teal) and click **Enrollment Reporting Profile**.

Under the Enrollment Reporting Profile title are three selection buttons. These buttons allow school and ED users with necessary permissions to navigate to the following pages:

- **View Certification by Quarter**— The Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter, this report evaluates the last enrollment status reported per student that updated NSLDS during that quarter. See Section 3.10.1.
- **Request Ad Hoc Roster**— The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs. See Section 3.8.5.
- **Set Up Perkins Notification**— The Perkins Notification Setup page allows a school to indicate its desire to participate in the enrollment notification process by entering a designated SAIG Mailbox (TG Number). The schools provides the mailbox to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file. The [Notification File format](#) can be found on IFAP, NSLDS Reference Materials, NSLDS Record Layouts. For more information on this process refer to Perkins Technical Update,

[PK-2012-02: Enhancements to NSLDS Enrollment Reporting Including Perkins Data Providers Enrollment Notification Setup.](#)

2. Portfolio Type

On the Enrollment Reporting Profile Page is a selection for Portfolio Type beneath the three selection buttons listed above. The box allows school users to specify a **Portfolio Type**. For schools that have entered an SAIG Mailbox (TG Number) to indicate they want to receive Enrollment Notification files, this selection allows you to choose to view the school's enrollment reporting profile for the reporting process or the school's enrollment reporting profile for the enrollment notification process.

The screenshot shows a web interface for an enrollment reporting profile. At the top, a box displays the school's name as 'FSA NSLDS COLLEGE', its code as '00301000', and its type as 'School'. Below this is the title 'Enrollment Reporting Profile'. Three buttons are visible: 'View Certification by Quarter', 'Request Ad Hoc Roster', and 'Set Up Perkins Notification'. A question mark icon is positioned to the left of the 'Portfolio Type' section. The 'Portfolio Type' section contains a dropdown menu with 'School' selected, and a 'Switch Portfolio' button. The dropdown menu is open, showing 'School' and 'Perkins Lender' as options.

The selection of the Portfolio Type will display the appropriate schedule for reporting files (when 'School' is selected) or receiving notification files (when Perkins Lender is selected.)



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Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Profile** | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

Type: Code: Name:

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Enrollment Reporting Profile

Portfolio Type

Portfolio Type:

Preferences

Destination SAIG Mailbox: TG50167
 Servicer Name: None
 Administrator Name: None
 Roster Format: Single File
 File Type: Comma Separated Values
 Sort Order: Student SSN

Enrollment Administration

Administered By: 00 - FSA NSLDS COLLEGE	
00 - FSA NSLDS COLLEGE	
Administered By: 01 - FSA NSLDS COLLEGE - BOSTON	
01 - FSA NSLDS COLLEGE - BOSTON	
Administered By: 02 - FSA NSLDS COLLEGE - NEW YORK	
02 - FSA NSLDS COLLEGE - NEW YORK	
Administered By: 03 - FSA NSLDS COLLEGE - PHILADELPHIA	
03 - FSA NSLDS COLLEGE - PHILADELPHIA	
Administered By: 04 - FSA NSLDS COLLEGE - ATLANTA	
04 - FSA NSLDS COLLEGE - ATLANTA	
Administered By: 05 - FSA NSLDS COLLEGE - CHICAGO	
05 - FSA NSLDS COLLEGE - CHICAGO	
Administered By: 06 - FSA NSLDS COLLEGE - DALLAS	
06 - FSA NSLDS COLLEGE - DALLAS	
Administered By: 07 - FSA NSLDS COLLEGE - KANSAS	
07 - FSA NSLDS COLLEGE - KANSAS	
Administered By: 08 - FSA NSLDS COLLEGE - DENVER	
08 - FSA NSLDS COLLEGE - DENVER	
Administered By: 10 - FSA NSLDS COLLEGE - SEATTLE	
10 - FSA NSLDS COLLEGE - SEATTLE	

Future Schedule

Date	Type	Purpose	Created By
09/01/2012	Scheduled	END DROP ADD PERIOD FOR FALL TERM	ONLINE SCHOOL USER (07/18/2012)
10/15/2012	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/13/2012)
12/18/2012	Scheduled	EVAL FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)
01/15/2013	Scheduled	END DROP ADD PERIOD FOR SPRING TERM	ONLINE SCHOOL USER (07/18/2012)
03/02/2013	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/18/2012)
04/25/2013	Scheduled	LAST DAY TO DROP CLASS BEFORE FINALS	ONLINE SCHOOL USER (07/18/2012)
07/02/2013	Scheduled	EVAL FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)

Past Schedule

Date	Type	Purpose	Created By
09/01/2011	Scheduled		Original Schedule (05/14/2012)
11/01/2011	Scheduled		Original Schedule (05/14/2012)
01/01/2012	Scheduled		Original Schedule (05/14/2012)
03/01/2012	Scheduled		Original Schedule (05/14/2012)
05/01/2012	Scheduled		Original Schedule (05/14/2012)

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Figure 3-19, Enrollment Reporting Profile

3.8.2 Enrollment Reporting Profile – Preferences

The Preferences section displays the established enrollment reporting values. In this section you will notify NSLDS of the new file type you want to use before the March 31, 2013 deadline. Once the preferences are selected, NSLDS will begin generating the roster files in the format and file type the school designates. For schools using an Enrollment Servicer, the Servicer will establish the reporting preferences.

The preferences are defined as follows:

- **Destination SAIG Mailbox** - The Student Aid Internet Gateway (SAIG) TG mailbox established to receive and send enrollment files. This is not an updatable field. TG mailbox changes are handled on fsawebenroll.ed.gov.
- **Servicer Name (Schools Only)** - For schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting roster files, the name of the servicer as provided by SAIG. This is not an updatable field. TG mailbox changes are handled on fsawebenroll.ed.gov.
- **Administrator Name (Schools Only)** - The name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location that shares the same 6-digit OPEID to be responsible for administration of the Enrollment Reporting process. The administrator set up is completed on the Enrollment Reporting Profile Page under the Enrollment Administration section. (See Section 3.8.3)
- **Roster Format (Schools Only)** - Default is Single File. For schools that use an Administrator, the Administrator may choose:
 - *Single File* - A single file containing all the students for all locations.
 - *Multiple Files* - Separate files for each of the locations for which the administrator will report.
- **Records Received (Non-schools Only)** - Type of notification records received:
 - All Records
 - Changes Only
- **File Type** - The selected report layout style. Valid values are:
 - Original Fixed Length File
 - Enhanced Fixed Length File
 - Comma Separated Values (schools only)
 - eXtensible Markup Language (schools only)
- **Sort Order** - The method selected to retrieve and display student enrollment records. Valid values are:
 - Student SSN
 - Student Last Name

You can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the preference values.

Figure 3-20, Enrollment Reporting Profile - Preferences

3.8.2.1 Enrollment Reporting Profile – Preferences Update

The Enrollment Reporting Preference Update page allows you to establish or change the enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Drop down selections provide the preference options listed in 3.8.2.

Figure 3-21, Enrollment Reporting Profile – Preferences Update – File type changed

Submit and confirm to establish new preference selection.

Preferences

Destination SAIG Mailbox: TG50167

Servicer Name: None

Administrator Name: None

Roster Format: Single File

File Type: Comma Separated Values

Sort Order: Student SSN

Update

Figure 3-22, Enrollment Reporting Profile – Preferences Updated

3.8.3 Enrollment Reporting Profile – Enrollment Administration

The Enrollment Administration section displays all the locations at a given school that have student records on NSLDS. Users at school locations can designate any active location sharing their six-digit OPEID to administer their Enrollment Reporting responsibilities. This location then becomes responsible for receiving and returning enrollment reporting rosters for all locations for which it is the administrator.

Locations that have not signed up for the enrollment reporting batch service through www.fsawebenroll.ed.gov will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

- **Administered By** - This row identifies the 2-digit location code and name of the school location responsible for receiving enrollment roster files and establishing file preferences for locations listed below it. The rows below the Administered By row list the 2-digit location code and the name of the school locations serviced by that Enrollment Administrator.

Initially, all schools are set up to serve as their own administrator. To assign or change an administrator, click the Update button. Select an **Administered By** location from the dropdown list, and then click **Submit**. Review your selection, and then click **Confirm**.

The screenshot shows a web interface titled "Enrollment Administration". It contains a list of 11 rows, each representing a location and its assigned administrator. The rows are grouped by administrator, with the administrator name in a bolded header row and the location name in the row below. At the bottom of the list is an "Update" button.

Enrollment Administration	
Administered By: 00 - FSA NSLDS COLLEGE	
00 - FSA NSLDS COLLEGE	
Administered By: 01 - FSA NSLDS COLLEGE - BOSTON	
01 - FSA NSLDS COLLEGE - BOSTON	
Administered By: 02 - FSA NSLDS COLLEGE - NEW YORK	
02 - FSA NSLDS COLLEGE - NEW YORK	
Administered By: 03 - FSA NSLDS COLLEGE - PHILADELPHIA	
03 - FSA NSLDS COLLEGE - PHILADELPHIA	
Administered By: 04 - FSA NSLDS COLLEGE - ATLANTA	
04 - FSA NSLDS COLLEGE - ATLANTA	
Administered By: 05 - FSA NSLDS COLLEGE - CHICAGO	
05 - FSA NSLDS COLLEGE - CHICAGO	
Administered By: 06 - FSA NSLDS COLLEGE - DALLAS	
06 - FSA NSLDS COLLEGE - DALLAS	
Administered By: 07 - FSA NSLDS COLLEGE - KANSAS	
07 - FSA NSLDS COLLEGE - KANSAS	
Administered By: 08 - FSA NSLDS COLLEGE - DENVER	
08 - FSA NSLDS COLLEGE - DENVER	
Administered By: 10 - FSA NSLDS COLLEGE - SEATTLE	
10 - FSA NSLDS COLLEGE - SEATTLE	

Figure 3-23, Enrollment Reporting Profile – Enrollment Administration

Locations that have not signed up for the enrollment reporting batch service through www.fsawebnroll.ed.gov will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

3.8.3.1 Enrollment Reporting Profile – Enrollment Administration Update

The Update button below the Enrollment Administration section opens a new page where any school user at the six-digit OPEID can establish or revise the Administration set up. More than one location can serve as an administrator. In Figure 3-24, Enrollment Reporting Profile – Enrollment Administration Updated below, the administration has been established regionally.

To assign or change an administrator, click the Update button. Select an **Administered By** location from the dropdown list, and then click **Submit**. Review your selection, and then click **Confirm**.

Administered By: 00 - FSA NSLDS COLLEGE	
00	FSA NSLDS COLLEGE
01	FSA NSLDS COLLEGE - BOSTON
02	FSA NSLDS COLLEGE - NEW YORK
03	FSA NSLDS COLLEGE - PHILADELPHIA
04	FSA NSLDS COLLEGE - ATLANTA
Administered By: 05 - FSA NSLDS COLLEGE - CHICAGO	
05	FSA NSLDS COLLEGE - CHICAGO
06	FSA NSLDS COLLEGE - DALLAS
07	FSA NSLDS COLLEGE - KANSAS
Administered By: 08 - FSA NSLDS COLLEGE - DENVER	
08	FSA NSLDS COLLEGE - DENVER
10	FSA NSLDS COLLEGE - SEATTLE

Figure 3-24, Enrollment Reporting Profile – Enrollment Administration Updated

In this example the 00 location will now receive enrollment records for the 00, 01, 02, 03, and 04 locations. The Chicago location, 05, will receive the enrollment records for 05, 06, and 07. The Denver location, 08, will receive their records and those for the 10 location.

The Administrator determines file preferences. So, in the example above, the 01 Boston location could not go online and change the file type that has been established by the 00 location. However, if they decide they want to do their own reporting they can update the administration set up to receive rosters and choose the preferences for the files they would receive.

3.8.4 Enrollment Reporting Profile – Enrollment Reporting Schedule

When a school signs up for Enrollment Reporting Services through FSAWebenroll, unless the school selects a reporting schedule, the default schedule determined by the Department will be assigned. The default schedule is set at every 2 months or every 60 days. You may wish to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data. Schedule information is provided on the Enrollment Reporting Profile Page.

The Future Schedule and Past Schedule section displays the upcoming schedule for your school up to one year in the future and shows the dates for the past one year of previously generated rosters. The page displays the following information:

- **Date** - The date when NSLDS sent or will send an Enrollment Reporting roster, if the organization is a school, or a Notification file, if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed up to one year into the future and the past.
- **Type** - The type of file that NSLDS will send the organization. Valid values are:
 - *Scheduled* - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

- *Ad Hoc* - A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.
- **Purpose** - This field allows users to provide a reason for the scheduled or Ad Hoc roster (e.g., drop/add dates, term begin, or term end).
- **Created By** - The user ID of whoever created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date created. Valid values are:
 - *Original Schedule* - The date the organization originally signed-up with NSLDS.
 - *User Name* - The online user who updated the schedule or requested an Ad Hoc file.

Future Schedule			
Date	Type	Purpose	Created By
08/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
10/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
12/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
02/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)
04/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)
06/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)

Past Schedule			
Date	Type	Purpose	Created By
09/01/2011	Scheduled		Original Schedule (05/14/2012)
11/01/2011	Scheduled		Original Schedule (05/14/2012)
01/01/2012	Scheduled		Original Schedule (05/14/2012)
03/01/2012	Scheduled		Original Schedule (05/14/2012)
05/01/2012	Scheduled		Original Schedule (05/14/2012)

Figure 3-25, Enrollment Reporting Profile – Future and Past Schedule

3.8.4.1 Enrollment Report Profile – Enrollment Reporting Schedule Changes

The enrollment reporting schedule can be changed by creating a new schedule or updating the schedule that appears on the **Enrollment Reporting Schedule Update** Page shown in Figure 3-26, Enrollment Reporting Profile – Enrollment Reporting Schedule Update.

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FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

No adhoc rosters were found for this location or the locations it administers.

Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 05/01/2012

Scheduled Roster Requests

Date	Type	Purpose	Cancel
08/01/2012	Scheduled		<input type="checkbox"/>
10/01/2012	Scheduled		<input type="checkbox"/>
12/01/2012	Scheduled		<input type="checkbox"/>
02/01/2013	Scheduled		<input type="checkbox"/>
04/01/2013	Scheduled		<input type="checkbox"/>
06/01/2013	Scheduled		<input type="checkbox"/>

Add Row Submit Reset

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Figure 3-26, Enrollment Reporting Profile – Enrollment Reporting Schedule Update

3.8.4.2 Creating a New Enrollment Reporting Schedule

This selection allows you to delete your school’s existing report schedule and create a new one. Submitting a Start Date and a Frequency will create a sample schedule based on those parameters.

To create a new schedule:

1. On the Enrollment Reporting Schedule Update page, click Create New Schedule. The Enrollment Reporting Schedule Create page appears (Figure 3-27).

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Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Reporting Schedule Update

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Enrollment Reporting Schedule Create

Start Date: 08/01/2012 (MMDDCCYY)
Frequency: Every Two Months

Submit

Current Schedule

Date	Type	Purpose	Created By
08/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
10/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
12/01/2012	Scheduled		ONLINE SCHOOL USER (07/18/2012)
02/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)
04/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)
06/01/2013	Scheduled		ONLINE SCHOOL USER (07/18/2012)

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Figure 3-27, Enrollment Reporting Schedule Create—New Schedule Options

2. In the **Start Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus 1 year.
3. In the Frequency box, click a selection. Valid frequencies for schools are:
 - Every Week
 - Every Two Weeks
 - Every Month
 - Every Two Months
 - Every Three Months

Note: A school that selects a frequency less often than every two months must be especially diligent in notifying NSLDS if a student drops below half-time, withdraws, or graduates. Such enrollment changes must be reported within 30 days to be compliant with reporting requirements.

Valid frequencies for GAs and federal loan servicers are:

- Every Day
- Every Week

The default frequency is Every Two Months for schools and Every Week for all other organizations.

4. Click **Submit**. If you entered a valid start date and frequency, the Enrollment Reporting Schedule Create Confirm page appears (Figure 3-28).

Enrollment Reporting Schedule Create Confirm

You have requested a new schedule based on the following values:

Start Date: 09/01/2012
Frequency: Every Two Months

Those values will create the new schedule displayed below. Files scheduled for weekend dates will be generated on the next working day. Click **CONFIRM** to delete your existing schedule and replace it with the new schedule, or click **CANCEL** to return to Enrollment Reporting Schedule Create.

Date	Type
09/01/2012	Scheduled
11/01/2012	Scheduled
01/01/2013	Scheduled
03/01/2013	Scheduled
05/01/2013	Scheduled
07/01/2013	Scheduled
09/01/2013	Scheduled

Figure 3-28, Enrollment Reporting Schedule Create Confirm

6. Click **Confirm**. NSLDS now voids the original schedule and replaces it with the one you just created. The Enrollment Reporting Schedule Update page appears again, displaying your Schedule successfully created. See Figure 3-29.

You can also discard your new schedule by clicking **Cancel**. The Enrollment Reporting Schedule Create page appears again, showing your original schedule.

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FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Schedule successfully created.

No adhoc rosters were found for this location or the locations it administers.

Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 05/01/2012

Scheduled Roster Requests

Date	Type	Purpose	Cancel
09/01/2012	Scheduled		<input type="checkbox"/>
11/01/2012	Scheduled		<input type="checkbox"/>
01/01/2013	Scheduled		<input type="checkbox"/>
03/01/2013	Scheduled		<input type="checkbox"/>
05/01/2013	Scheduled		<input type="checkbox"/>
07/01/2013	Scheduled		<input type="checkbox"/>

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Figure 3-29, Enrollment Reporting Schedule Successfully Created

3.8.4.3 Updating an Enrollment Reporting Schedule

Working with either a newly created schedule or the previously displayed schedule without creating a new one, you can modify the schedule on the Enrollment Reporting Schedule Update page. To change the schedule displayed on the update page you may:

- Remove an existing schedule item:
 - Click the **Cancel** box for that item.
- Change a date for an existing schedule item:
 - Type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.
- Add a reason for the scheduled item:
 - Enter the **Purpose** for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.
- Add new items to the schedule:

- Click **Add Row** to add another row to the Update Schedule form.
- In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
- In the **Purpose** box, type a reason for the schedule item.

Name: FSA NSLDS COLLEGE
Code: 00301000 **Type:** School

No adhoc rosters were found for this location or the locations it administers.

Enrollment Reporting Schedule Update

Create New Schedule

Most recently generated scheduled file: 05/01/2012

Scheduled Roster Requests

Date	Type	Purpose	Cancel
09/01/2012	Scheduled	END DROP ADD PERIOD FOR FALL TERM	<input type="checkbox"/>
10/15/2012	Scheduled	MID-TERM	<input type="checkbox"/>
12/18/2012	Scheduled	EVAL FOR GRADUATES	<input type="checkbox"/>
01/15/2013	Scheduled	END DROP ADD PERIOD FOR SPRING TERM	<input type="checkbox"/>
03/02/2013	Scheduled	MID-TERM	<input type="checkbox"/>
04/25/2013	Scheduled	LAST DAY TO DROP CLASS BEFORE FINALS	<input type="checkbox"/>
07/02/2013	Scheduled	EVAL FOR GRADUATES	<input type="checkbox"/>

Add Row Submit Reset

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Figure 3-30, Enrollment Reporting Schedule Update Changes

- Click **Submit**.
- If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click **Confirm** to apply the changes to NSLDS, or **Cancel** to return to the entry page.

Note: If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplay with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

Your personalized schedule now displays as part of the Enrollment Reporting Profile page.

Future Schedule

Date	Type	Purpose	Created By
09/01/2012	Scheduled	END DROP ADD PERIOD FOR FALL TERM	ONLINE SCHOOL USER (07/18/2012)
10/15/2012	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/13/2012)
12/18/2012	Scheduled	EVAL FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)
01/15/2013	Scheduled	END DROP ADD PERIOD FOR SPRING TERM	ONLINE SCHOOL USER (07/18/2012)
03/02/2013	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/18/2012)
04/25/2013	Scheduled	LAST DAY TO DROP CLASS BEFORE FINALS	ONLINE SCHOOL USER (07/18/2012)
07/02/2013	Scheduled	EVAL FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)

Update

Past Schedule

Date	Type	Purpose	Created By
09/01/2011	Scheduled		Original Schedule (05/14/2012)
11/01/2011	Scheduled		Original Schedule (05/14/2012)
01/01/2012	Scheduled		Original Schedule (05/14/2012)
03/01/2012	Scheduled		Original Schedule (05/14/2012)
05/01/2012	Scheduled		Original Schedule (05/14/2012)

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Figure 3-31, Enrollment Reporting Future Schedule – New schedule on Enrollment Profile

3.8.5 Ad Hoc Roster Requests

Using the Enrollment Reporting Preference top button labeled **Request Ad Hoc Roster**, requesting an ad hoc enrollment reporting roster is as easy as a single click. The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

Click the button to display the **Ad Hoc Roster Request** page as shown in Figure 3-32, Ad Hoc Roster Request.

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FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Return To Enrollment Reporting Profile

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Ad Hoc Roster Request

Check All

Select	Code	Location
<input type="checkbox"/>	00	FSA NSLDS COLLEGE
<input type="checkbox"/>	01	FSA NSLDS COLLEGE - BOSTON
<input type="checkbox"/>	02	FSA NSLDS COLLEGE - NEW YORK
<input type="checkbox"/>	03	FSA NSLDS COLLEGE - PHILADELPHIA
<input type="checkbox"/>	04	FSA NSLDS COLLEGE - ATLANTA

Submit

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Figure 3-32, Ad Hoc Roster Request

To request an Ad Hoc Roster:

1. Check the **Select** box next to the school location for which an ad hoc roster is to be generated.
2. When more than one location displays, request by:
 - a. Clicking the check box to the left of the location's Code and School Name, or
 - b. Selecting all the records displayed on the page by clicking **Check All** at the top of the form.
3. Click **Submit**.

Note: Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

The successful request displays at the top of the Enrollment Reporting Profile page as well as inserting a new line in the future schedule section. Once the Ad Hoc has been generated, the Ad Hoc date will display in the Past Schedule section.

START HERE GO FURTHER FEDERAL STUDENT AID National Student Loan Data System (NSLDS)

Menu | Aid | **Enroll** | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Profile** | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

Type: -- Select -- Code: Name: Retrieve

FSA ID: NSL.SCTST2.FSA logged on as: ONLINE SCHOOL USER from FSA NSLDS COLLEGE / TG54560 / SCTST2

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

i Ad Hoc roster requests successfully submitted.

Enrollment Reporting Profile

View Certification by Quarter | Request Ad Hoc Roster | Set Up Perkins Notification

Portfolio Type

Portfolio Type: School Switch Portfolio

Preferences

Destination SAIG Mailbox: TG50167
 Servicer Name: None
 Administrator Name: None
 Roster Format: Single File
 File Type: Comma Separated Values
 Sort Order: Student SSN

Update

Enrollment Administration

Administered By: 00 - FSA NSLDS COLLEGE

00 - FSA NSLDS COLLEGE
01 - FSA NSLDS COLLEGE - BOSTON
02 - FSA NSLDS COLLEGE - NEW YORK
03 - FSA NSLDS COLLEGE - PHILADELPHIA
04 - FSA NSLDS COLLEGE - ATLANTA

Administered By: 05 - FSA NSLDS COLLEGE - CHICAGO

05 - FSA NSLDS COLLEGE - CHICAGO
06 - FSA NSLDS COLLEGE - DALLAS
07 - FSA NSLDS COLLEGE - KANSAS

Administered By: 08 - FSA NSLDS COLLEGE - DENVER

08 - FSA NSLDS COLLEGE - DENVER
10 - FSA NSLDS COLLEGE - SEATTLE

Update

Future Schedule

Date	Type	Purpose	Created By
07/18/2012	Ad Hoc		ONLINE SCHOOL USER (07/18/2012)
09/01/2012	Scheduled	END DROP ADD PERIOD FOR FALL TERM	ONLINE SCHOOL USER (07/18/2012)
10/15/2012	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/18/2012)
12/18/2012	Scheduled	EVALS FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)
01/15/2013	Scheduled	END DROP ADD PERIOD FOR SPRING TERM	ONLINE SCHOOL USER (07/18/2012)
03/02/2013	Scheduled	MID-TERM	ONLINE SCHOOL USER (07/18/2012)
04/25/2013	Scheduled	LAST DAY TO DROP CLASS BEFORE FINALS	ONLINE SCHOOL USER (07/18/2012)
07/02/2013	Scheduled	EVALS FOR GRADUATES	ONLINE SCHOOL USER (07/18/2012)

Update

Past Schedule

Date	Type	Purpose	Created By
09/01/2011	Scheduled		Original Schedule (05/14/2012)
11/01/2011	Scheduled		Original Schedule (05/14/2012)
01/01/2012	Scheduled		Original Schedule (05/14/2012)
03/01/2012	Scheduled		Original Schedule (05/14/2012)
05/01/2012	Scheduled		Original Schedule (05/14/2012)

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Figure 3-33, Ad Hoc Roster Request Successful and Displays on Future Schedule

3.9 Enrollment Notification Override List

The Enrollment Notification Override List page displays a history of overrides for notification records for specific students or schools that have been requested to ensure the reporting of any certification(s) to a loan holder for that student or school. Some loan holders request that they receive only records that indicate a change in the enrollment status code, the enrollment status effective date, or the anticipated completion date. This override ensures that every certified record will be sent in the enrollment notification file for either that student or that school.

The begin date is the date the request is made (by a loan holder or ED User or Customer Service). The override will continue until the requestor returns to the page to end the override. The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function. Schools with concerns that a loan holder is not receiving their enrollment certifications may call or email the NSLDS Customer Support Center to request an override.

Enrollment Notification Override List

Begin / End Override for Student Begin / End Override for School

Display Only: --Select-- Submit

Sort By: --Select--

Type	Value	Begin Date	End Date	Requested by User ID
STUDENT	623009999	07/13/2012		NSL.SCTST2.FSA
SCHOOL	00301000	07/12/2012		NSL.SCTST2.FSA

Figure 3-34, Enrollment Notification Override List

3.10 School Monitoring of Certification Records

NSLDS provides tools for the school to monitor the certification records that have been provided to NSLDS by the school or its school service. Two reports demonstrate the certification records that have updated NSLDS.

3.10.1 Enrollment Certification by Quarter

The Enrollment Certification by Quarter is an online page that displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters, beginning with the calendar quarter ending June 30, 2012. At the end of each

quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter. The school might reference this report to evaluate the pattern of enrollment reporting during various quarters or to compare to records the school has at the end of a specific quarter.

Select the View Certification by Quarter button at the top of the Enrollment Reporting Profile Page. (See Figure 3-20, Enrollment Reporting Profile - Preferences) This will display a report page that lists a count of the certifications received by enrollment status during the prior quarters. Note that the count is based on when NSLDS received the certification, not by the certification date.

The screenshot shows the NSLDS Enrollment Reporting Profile page. At the top, there is a navigation menu with buttons for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, there are links for Enrollment Summary, Enrollment Add, Enrollment Update, Enrollment Reporting Profile, Exit Counseling Submittal, Enrollment Notification Override List, GE List, GE Reporting List, GE Submittal, and GE Mass Update/Deactivate. The page displays the user's FSA ID and school information: Name: FSA NSLDS COLLEGE, Code: 00301000, Type: School. The main section is titled 'Enrollment Certification by Quarter' and includes a 'Display Location' dropdown menu set to '00 - FSA NSLDS COLLEGE' and a 'Submit' button. Below this is a table showing enrollment status and certification counts for four quarters.

Enrollment Status	Most Recent Certification 04/01/2012 - 06/30/2012	Most Recent Certification 01/01/2012 - 03/31/2012	Most Recent Certification 10/01/2011 - 12/31/2011	Most Recent Certification 07/01/2011 - 09/30/2011
Full Time	2,751	0	0	0
Half Time	809	0	0	0
Less than Half Time	134	0	0	0
Leave of Absence	0	0	0	0
Graduated	441	0	0	0
Withdrawn	583	0	0	0
Death	0	0	0	0
Never Attended	0	0	0	0
No Record Found	43	0	0	0

Figure 3-35, Enrollment Certification by Quarter

3.10.2 Enrollment Certification Report

The Enrollment Reporting Certification Report is an extract of active students in the school's portfolio of students. The extract will contain the enrollment status code, status effective date, and the anticipated completion date (ACD) as of the selected extract date. Additionally, NSLDS will provide the date on which each of those fields was first applied to the database. Finally, the extract contains the most recently received certification date for the enrollment data listed and calculates the number of days between that certification date and the extract date.

From the Report List, under the Report tab, select the SCHER4, Enrollment Reporting Certification Report. On the Report Parameters page, enter the date on which you would like the

extract to be created. For example, if your school is having an audit for a prior award year, you can enter a date in the past, such as June 30, 2012.

The screenshot shows the NSLDS web interface for generating an Enrollment Reporting Certification Report. At the top, there is a navigation menu with buttons for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, the user is logged in as 'SCTST2 ONLINE SCHOOL ID TESTING' from 'FSA NSLDS COLLEGE / TG54560 / SCTST2'. The main section is titled 'Report Parameters' and contains the following information:

- SCHOOL CODE: 00301000
- EXTRACT DATE: 08/15/2012 (MM/DD/CCYY)
- Sort By: 1 SSN
- Output Medium: SAIG

A 'Submit' button is located below the parameters. A 'REPORT DESCRIPTION' box explains that the SCHER4 report is an extract of students in a school's portfolio, sorted by SSN, and delivered via SAIG mailbox. The footer contains a privacy notice and various government links.

Figure 3-36, Enrollment Certification Report, Date Entered

The report is provided as an extract file and will be sent to the SAIG mailbox (TG number) of the user that requested the report with message class AHSLDEOP. The file layout is posted on IFAP, under NSLDS Reference Material, NSLDS Record Layouts.

3.11 Enrollment Spreadsheet Submittal

Enrollment Spreadsheet Submittal is provided as a means for an enrollment file to be submitted to NSLDS online, rather than being transmitted in batch. Using this feature, a school may create their own Submittal File using a spreadsheet. The school may also download the CSV roster file sent to them in their SAIG mailbox, open it in a spreadsheet software tool, make any necessary updates and submit it using the Enrollment Spreadsheet Submittal web page.

3.11.1 Process Overview

The Enrollment Spreadsheet Submittal is accomplished when a user creates a spreadsheet using the instructions found in this guide and Enrollment data has been populated. The spreadsheet can be created to submit an ad hoc roster, or an enrollment roster may be requested in the CSV format, updated and submitted. An Enrollment Spreadsheet Submittal Format has been made available on the Federal Student Aid Download ([FSAdownload](#)) [Web site](#) to assist with ensuring the data in the spreadsheet is correctly identified for submission. This document can be useful in creating an ad hoc roster, or in updating the CSV formatted Enrollment roster received from NSLDS. The following sections describe both processes in detail.

3.11.2 Spreadsheet Creation

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used.

The spreadsheet can be created with the first row containing the field names found in Appendix A-6, Index 1 of this document, or without the field names. Each method will be described in the following sub-sections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the Submittal Spreadsheet File layout found in Appendix A-6 must be used as a reference. The Original Fixed width layout *cannot* be used for Enrollment Spreadsheet Submittal.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

3.11.2.1 Rename Worksheet

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet is required to be named “**upload file**”. To rename the worksheet:

- Right click on the worksheet tab name
- Select Rename
- When the current name of the tab is highlighted, type **upload file**
- Click out of the tab and the name will be stored

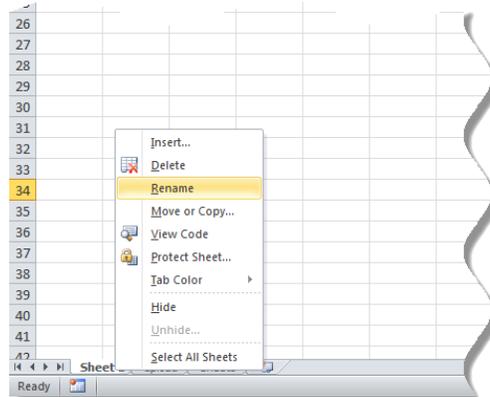


Figure 3-37: Rename Worksheet

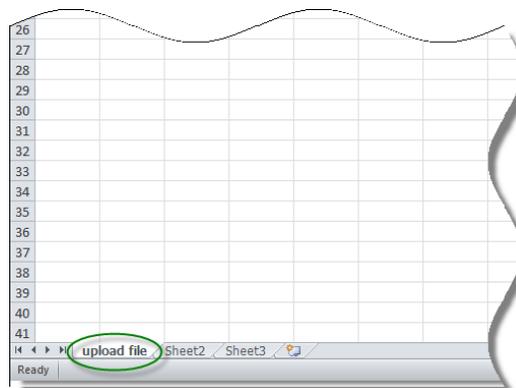


Figure 3-38: Renamed Worksheet

NSLDS will look for a worksheet with the name *upload file*. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message “Spreadsheet has no data”. So it is suggested that the worksheet be renamed. Also, NSLDS will only process one worksheet per spreadsheet. Any other worksheets will be ignored if they are present in the file, as will any records they may contain.

3.11.2.2 Spreadsheet With Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet File, as listed in Appendix A-6, Index 1 of this document, are to be created by the user. The names of the fields must precisely match those presented in the Enrollment Reporting Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with “Record Type” and ending in column Z with “Student Address Postal Code”.

The submittal detail record data is to be completed a single row at a time beneath Row One of the spreadsheet, with the first student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as described in other file layouts found in the Enrollment Reporting Guide.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Student's Current Social Security Number	School Code	School Branch Code	Move To School Branch Code	Student's Social Security Number Pseudo Indicator	Student's Current First Name	Student's Current Last Name	Student's Current Middle Name	Date of Student's Birth	Student Branch Designator Code	Certification Date	Enrollment Effective Date	Enrollment Status
2	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072	d23456789a12 3456789b	6/12/2012	20000101	F

Figure 3-39: Spreadsheet Creation With Field Names

Fields identified as optional do not have to have data provided. However, the field names must still appear in Row One of the spreadsheet, even if the data is not being supplied.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Record Type	Student's Current Social Security Number	School Code	School Branch Code	Move To School Branch Code	Student's Social Security Number Pseudo Indicator	Student's Current First Name	Student's Current Last Name	Student's Current Middle Name	Date of Student's Birth	Student Branch Designator Code	Certification Date	Enrollment Effective Date	Enrollment Status
2	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072		6/12/2012	20000101	F

Optional Field without data

Figure 3-40: Spreadsheet Creation With Field Names and Empty Optional Fields

3.11.2.3 Spreadsheet Without Field Names

When creating the spreadsheet without field names Row One of the spreadsheet will contain the first submittal Detail Record, beginning in column A and ending in column Z. The submittal student detail record data is to be completed a single row at a time beginning in Row One of the spreadsheet, with the second student record appearing in Row Two. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as described in other file layouts found in Appendix A of the Enrollment Reporting Guide.

1	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072	d23456789a12 3456789b	6/12/2012	20000101	F
---	-----	------------	--------	----	----	---	---------	-------	-------	---------	--------------------------	-----------	----------	---

Figure 3-41: Spreadsheet Creation Without Field Names

Fields identified as optional do not have to have data provided. However, the column must still be reserved (left blank) in Row One of the spreadsheet, even if the data is not being supplied.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	001	9999999999	060003	00	00	A	Student	Jones	Julie	1966072		6/12/2012	20000101	F

Figure 3-42: Spreadsheet Creation Without Field Names and Empty Optional Fields

3.11.2.4 Data Entry

The spreadsheet can be populated with data by typing it in manually, cutting and pasting into the spreadsheet from another source, or imported into the spreadsheet from another data source, or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number. In other words, it strips out leading zeros, as is the case for an OPEID code. Although the OPEID code is typed in as “060003”, as shown in column B of Figure 3-40: Spreadsheet Creation With Field Names and Empty Optional Fields, what will appear in the spreadsheet is “60003”.

Spreadsheet upload was created with various types of formatting issues in mind. While some Enrollment Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to the Submittal Spreadsheet File layout in Appendix A-6 for the formatting of specific fields, and their treatment in the spreadsheet processing.

3.11.3 Updating a Roster

While defining the Enrollment Preferences for the school, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV), delivered to the schools’ SAIG TG mailbox. This roster can be updated using spreadsheet software and submitted to NSLDS using the Enrollment Submittal page, and does not need to be returned using SAIG.

3.11.3.1 Using CSV File

The enrollment roster, when retrieved from the SAIG TG mailbox has either a .DAT extension or a 3 digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

- Using EDconnect, download the Enrollment Roster in the message class EFRCDDEOP from the SAIG TG mailbox
- Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3 digit numbered extension. Example: *efrcdeop.dat*, *efrcdeop.001*, etc.)
- Save or rename the file using the .CSV extension (Example: *efrcdeop.csv*)
- Open the spreadsheet software tool
- Click File
- Click Open
- Locate the previously saved file with the .CSV extension
 - The file type being browsed may need to be adjusted in order for the file to be located.
 - This is typically done using a drop down box:

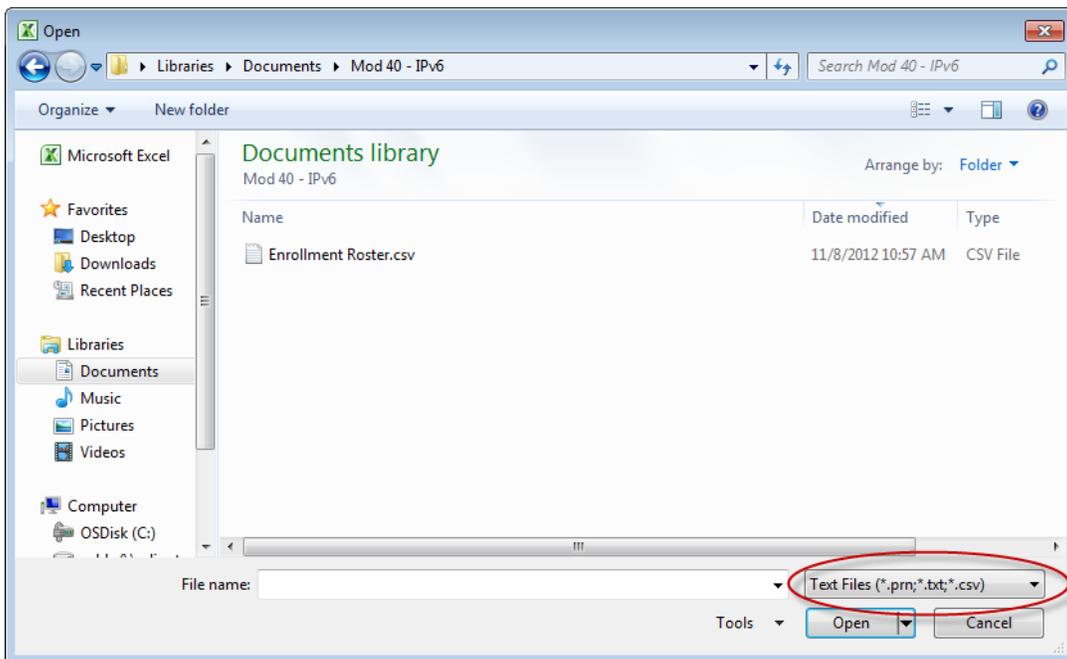


Figure 3-43: File Extension Drop Down Box

- Select the file name
- Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record, and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS. These two rows need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process on the NSLDS Professional Access Web site to submit any updates made to the file for processing.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on [FSAdownload](#)), the column heading Field Names (first row) from this document may be copied and pasted into the spreadsheet now open. The column headings found in the document may assist you with locating the necessary information for updating, but does not have to be used.

The spreadsheet may be saved with or without the column headings. See Section 3.11.2.2 regarding rules for column headings.

Once all updates have been made to the enrollment roster, please ensure that the file is saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

3.11.4 NSLDS Professional Access File Upload

3.11.4.1 Enrollment Submittal Page

The Enrollment Submittal page is found on the menu under the Enroll tab, for users who have Enrollment access. This page is used to submit a roster file or an ad hoc roster via the NSLDS Professional Access Web site.

The actual file upload process starts by selecting the completed spreadsheet file stored in a secure manner on the local hard drive of the user's computer, or stored in a secure manner on an external medium, such as a flash drive or network. The Enrollment Submittal page allows the user to use the Browse function to search for a file, and upload it from the location where it is stored. Once the file is located the user needs to make some decisions regarding the presentation of any errors which the system may return.

Figure 3-44: Enrollment Submittal Page

3.11.4.1.1 Enrollment Submittal Page Results Presentation

The following section explains the use of each option. There are multiple options available to users regarding how they view any errors which may have resulted from the validation which occurs while uploading the Enrollment spreadsheet. A radio button must be selected for each option prior to clicking the Validate or Validate and Submit buttons.

Figure 3-45: Results Presentation

Rows in Result File

Rows in Result File indicates which rows will be returned to the user after validation has

been completed. The default is ***Result File contains all rows submitted***.

- If the user selects ***Result File contains all rows submitted*** all rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error columns and records without errors will have no data present in the error columns.
- If the user selects ***Result File contains only input rows with errors*** only rows from the submittal spreadsheet which were determined to have one or more errors in them will be included.

Background color for cells with error in Result File

Background color cells with error in Result File indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is ***Yellow background for errors***.

Mouseover comment for cells with error in Result File

Mouseover comment for cells with error in Result File indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over them. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is ***Add comment to error cell***.

- If the user selects ***Add comment to error cell*** a red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over this error, the error applicable to this field will appear on the screen.
- If the user selects ***Do not add comment to error cell*** the Tooltip triangle will not appear.

Validate / Validate and Submit

There are two options for reviewing data available at the bottom of the screen. When clicked, the **Validate** will review all data in the spreadsheet for errors. No data has been loaded to NSLDS during the validation process when the **Validate** button has been clicked. The upload process **MUST** be repeated and the **Validate and Submit** button selected in order to load the data to NSLDS.

When the **Validate and Submit** button is selected, all data will be validated, even if it has been previously validated by the system and any data without error will be submitted and stored in NSLDS. Data will be presented to the user according to the Result File preference radio button selection.

Once the submittal file has been validated by clicking either the **Validate** or **Validate and Submit** buttons, a message will be returned to the user on the screen regarding the number of total records in the spreadsheet and the number of records in error. Also a pop-up box appears, presenting the option to Open, Save or Cancel the Result File which was created by the

submission.

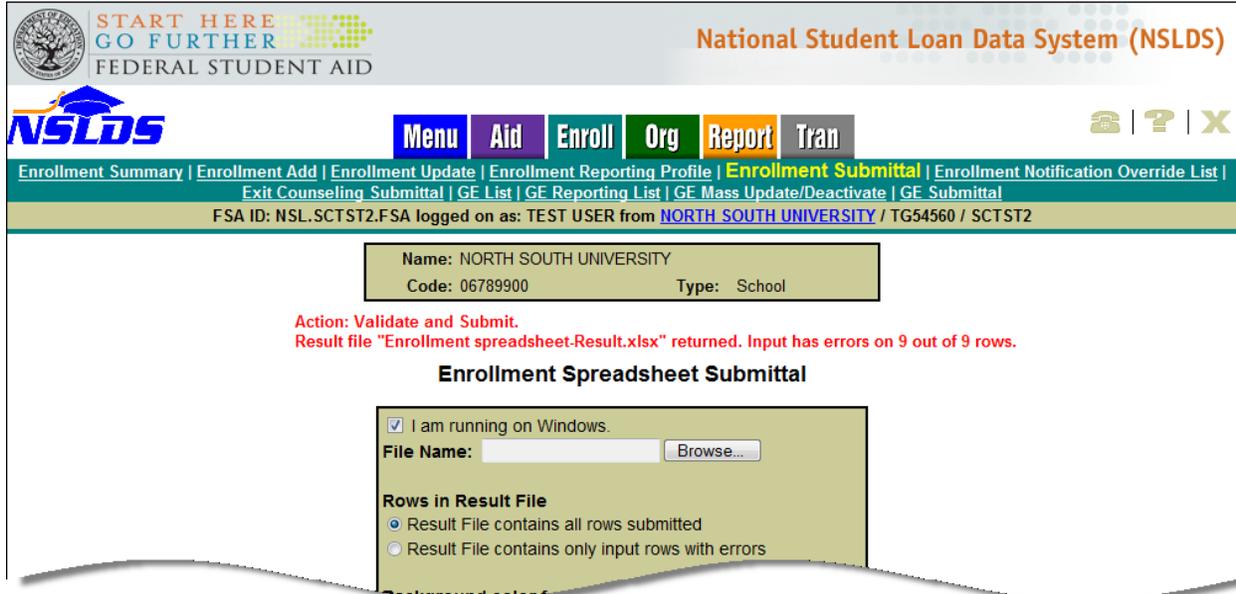


Figure 3-46: Number of Errors Example

If Open is selected, the Result File will open in the computers default spreadsheet software and the errors in the right hand column will be presented in the manner previously selected on the Enrollment Submittal web page. The file will have the same name as that which was uploaded, however “- Results” will be appended to the end of the name. For example: if the name of the spreadsheet being submitted is “Enrollment.xlsx”, the name of the Results file will be “Enrollment – Results.xlsx”.

Note: The user **MUST** click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

3.11.5 Working Errors

All records will utilize the edits described in Appendix A-6, and any errors identified during the processing of the spreadsheet upload will be identified to the user online, in their uploaded spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
1	Record Type	Student's Current Social Security Number	School Code	School Branch Code	Move To School Branch Code	Student's Social Security Pseudo Indicator	Student's Current First Name	Student's Current Last Name	Student's Current Middle Name	Date of Student's Birth	Student Branch Designator Code
2	001	9999999999	0		0	A	Student	Jones	Julie	1966072	d23456789a13456789
3	001	9999999998	0		0	A	Mike	Smith	Robert	19660721	d23456789b3456789b
4	001	9999999997	0		0	A	Susan	Student	Roberta	1966021	d23456789a13456789b
5	001	9999999996	060003	0	0	A	Bob	Jones	Bill	6/2/1972	d23456789a13456789
		9999999995	060003	0	0	A	Bob	Jones	robert	06/2/1972	d66456789a13456789

Figure 3-47: Results File with Yellow Highlight and Tool Tip

The errors, and the fields to which they apply, will be presented in the first available right hand column of the spreadsheet. User can correct the data in the spreadsheet, or Results file, as it is presented on the screen, or go back to the file used for upload to make the updates. Additionally, the user can rename the Results file prior to re-submitting it in order to keep record of what has been submitted. Regardless of which method is used, the remaining records must be re-submitted to NSLDS for processing.

	R	S	T	U	V	W	X	Y	Z	AA	AB
1	Term End Date	Address Effective Date	Good Address Flag	Student Address Line 1	Student Address Line 2	Student Address City	Student Address State / Province	Student Address Country	Student Address Postal Code	ERRORS	
2/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
7/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
7/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	
2/2010	1/3/2010	2/2/2010	x	101 Main Street	apt 4	portland	or	us	12345	Exceeds max length for field: Student's Current Social	

Figure 3-48: Results File with Error Column

During the process of correcting errors, it may be determined that a record needs to be removed

from the file. Although spreadsheet software provides the Clear function, NSLDS does not recommend using this function. If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet.

Appendix A: Enrollment Reporting Roster File Record Layouts

This appendix defines the layouts for each record within the Enrollment Reporting roster files and each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files. In addition to the record layouts and field definitions, this chapter lists the codes for two fields: Enrollment Status Codes and error codes returned in the Acknowledgment/Error File. The appendix includes a table showing the error checking, or edits, that NSLDS performs on the submittal file. You can use this table to develop software that updates the submittal file before returning it to NSLDS and reduce the error correction portion of the Enrollment Update cycle.

The Enrollment Reporting roster file and the submittal file have the same record layout. The Acknowledgment/Error File and the Error Correction File have the same record layout.

Each field definition includes the following:

- **File Type** – Name of the specific file layout type selected
- **Field Name** – Brief, descriptive title
- **Description**—Short narrative definition
- **History Kept**- Provides information regarding the storage of information on NSLDS
- **Type**—Indicator of the kind of value that must be in the field, as follows:
 - *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.
 - *Numeric* denotes a field that must contain only numbers—for example, 1234567 as a Loan Sequence Number. 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* fields must contain only numeric data, 8 digits, and appear in the format CCYYMMDD, where:
 - ⇒ CC = 2-digit century
 - ⇒ YY = 2-digit year
 - ⇒ MM = 2-digit month designation (01–12)
 - ⇒ DD = 2-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. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.

- *Date/Timestamp* fields add a timestamp immediately after the date and appear in the format HHMMSSNNNNNN, where:

- ⇒ HH = 2-digit hour designation
- ⇒ MM = 2-digit minute designation
- ⇒ SS = 2-digit second designation
- ⇒ NNNNNN = 6-digit nanosecond designation

The field's full format is CCYYMMDDHHMMSSNNNNNN. NSLDS supplies the data for all date/timestamp fields.

- **Size**—Number of bytes the field occupies (where applicable)
- **Comments**—Additional information about the field
- **Edit(s)**—Description of the error checking that NSLDS applies to the file that you return
- **Default Value/ Use**- Additional information regarding how a field must be populated
- **Reporting**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
 - *Mandatory, do not change*—NSLDS provides the data in the field and you must not change it.
 - *Mandatory*—You must fill in this field for every Detail record.
 - *Mandatory, conditional*—You must fill in this field if the condition described applies to the student. For example, ACD (anticipated completion date) must be completed for 'F' enrollment status, but not for 'W' or 'L' enrollment status.
 - *Optional*—You may fill in this field if desired.
- **Position**—The position refers to the beginning and ending location (byte number) of the field within the record.
- **Error and Error Number**- Description of the error and the associated error number. See Appendix C: Error Codes for more information.

Appendix A includes the following layouts:

- A-1: Record Layout Specifications – Original Fixed-width
- A-2: Acknowledgment/Error File – Original Fixed-width
- A-3: Record Layout Specifications – Enhanced Fixed-width
- A-4: Record Layout Specifications – Comma Separated Values
- A-5: Record Layout Specifications - XML
- A-6: Record Layout Specifications – Submittal Spreadsheet File

A-1: Record Layout Specifications – Original Fixed-width

This section describes the record and file formats that NSLDS currently uses to collect enrollment verification from schools in a file type that can be used until March 31, 2013. The record layout specification is provided, including field definitions and formatting instructions. Files using this layout will utilize the following messages classes:

- **SSCRXXOP**—The Enrollment Reporting roster file sent to your school by NSLDS on the schedule created by your school.
- **SSCRXXIN**—The completed Submittal File or Error Correction File that is returned to NSLDS.
- **SSCEXXOP**—The Acknowledgment/Error File sent to your school by NSLDS.
- **SSCMXXIN**—The file generated as a result of ad hoc reporting.

Indexes

The following indexes list the data elements (or ‘fields’) described in this specification:

- Index 1: Header Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.
- Index 2: Detail Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.
- Index 3: Trailer Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.

Following the Indexes are specifications for all the data fields including edits and default values.

Index 1: File Type – Original Fixed-width File Header:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Roster Sequence Number	1	7	File Header
Header Title	8	25	File Header
Filler	26	28	File Header
Code for School	29	36	File Header
Create Date/Timestamp	37	56	File Header
Certification Date	57	64	File Header
File Type	65	65	File Header
Filler	66	330	File Header

Index 2: File Type – Original Fixed-width File Detail Record:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Record Sequence Number	1	7	Detail Record
Student’s Social Security Number	8	16	Detail Record
Student’s Social Security Number Indicator	17	17	Detail Record
Student’s Last Name	18	52	Detail Record
Student’s First Name	53	64	Detail Record
Student’s Middle Initial	65	65	Detail Record
Date of Student’s Birth	66	73	Detail Record
Filler	74	138	Detail Record
Date of Anticipated Completion	139	146	Detail Record
Filler	147	289	Detail Record
Code for Enrollment Status	290	290	Detail Record
Date Enrollment Status Effective	291	298	Detail Record
School Identification Designator (ID)	299	318	Detail Record
Filler	319	330	Detail Record

Index 3: File Type – Original Fixed-width File Trailer:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Roster Sequence Number	1	7	File Trailer
Header Title	8	26	File Trailer
Number of Detail Records	27	34	File Trailer
Filler	35	330	File Trailer

Header Record - Original Fixed-width

The following section provides the specifications of the Header record at the beginning of the Enrollment Reporting roster file and submittal file. NSLDS provides most of the data in this record's fields, and it must not be changed. The sole exception is the Certification Date, which must be filled in before the file is returned to NSLDS.

Enrollment Reporting Roster Header Record

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Roster Sequence Number		
History Kept:	Type:	Size:	Position:
N/A	Numeric	7	1–7
Description:	A 7-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or Submittal File.		
Comments:	None		
Edits:	Must equal 0000000.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must equal 0000000.	Does not equal 000000.	None	File not processed.
Cannot be blank.	Is blank.	None	File not processed.
Trailer record required for each header in file.	Trailer record is missing.	None	File not processed.
School or servicer must be enrolled with the NSLDS as a participant.	School or servicer not enrolled with the NSLDS as a participant.	None	File not processed.
SAIG mailbox same as sent to SAIG mailbox.	Received SAIG mailbox different than sent to SAIG mailbox.	None	File not processed.
Servicer submitted batch for school using a servicer.	School cannot submit batch if signed on with a servicer.	None	File not processed.
School not set up with servicer submits own data.	School not submitting own data.	None	File not processed.
Submission is from SAIG	Submission not from SAIG.	None	File not processed.
Date Revised:	2/10/2008		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Header Title		
History Kept: N/A	Type: Character	Size: 18	Position: 8–25
Description:	Contains SSCR ROSTER HEADER to indicate that this is the Enrollment Reporting roster file or the Submittal File. Or contains SSCR ERROR HEADER to indicate Acknowledgment/Error File.		
Comments:	NSLDS supplies the data in this field.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised: 3/3/1999			

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Numeric	Size: 3	Position: 26–28
Description:	Blank field reserved for future use.		
Comments:	This field is blank when sent to the school.		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised: 3/3/1999			

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Code for School		
History Kept: N/A	Type: Numeric	Size: 8	Position: 29–36
Description:	An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.		
Comments:	<ul style="list-style-type: none"> • NSLDS supplies the code in this field. • If a school has questions about its OPE code, it should call the NSLDS Customer Support Center at 1–800–999–8219. 		
Edits:	Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Not numeric.	None	File not processed.
Must be valid OPE ID.	Not valid OPE ID.	None	File not processed.
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Create Date/Timestamp		
History Kept: Yes	Type: Date/Timestamp	Size: 20	Position: 37–56
Description:	Date and time the Enrollment Reporting roster file was produced by NSLDS.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDDHHMMSSNNNNNN format. • This is the date and time affixed to an Enrollment Reporting roster file when it is generated for the school by NSLDS. • Should equal spaces for Ad Hoc File (File type A). 		
Edits:	Must be a valid date. Date must match a date in an original Enrollment Reporting roster file sent to the school.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	None	File not processed.
Date must match an Enrollment Reporting roster file date.	Date does not match date of an Enrollment Reporting roster file.	None	File not processed.
Date Revised:	1/2/2002		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Certification Date		
History Kept: Yes	Type: Date	Size: 8	Position: 57–64
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the submittal file.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the certification date for the Submittal File. 		
Edits:	<ul style="list-style-type: none"> • Certification date must be greater than the CCYYMMDD portion of the Create Date/Timestamp. • Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	None	File not processed.
Date Revised:	12/4/2006		

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	File Type		
History Kept: N/A	Type: Character	Size: 1	Position: 65–65
Description:	Indicates that this is the Enrollment Reporting roster file/submittal file or the Acknowledgment/Error File.		
Comments:	None		
Edits:	<ul style="list-style-type: none"> • Must be R; however, if all records in the file are being added and sequence numbers are 9999998, then this field should be A for ad hoc reporting. • Must be E, if Acknowledgment/Error File. 		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must be R, A, or E.	Invalid character.	None	File not processed.
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Header Record – Original Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Character	Size: 265	Position: 66–330
Description:	Blank field to complete full record length.		
Comments:	Fill with spaces.		
Edits:	Not applicable.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Detail Record – Original Fixed-width

The following section provides specifications of the Detail record that are part of the Enrollment Reporting roster file and Submittal File. NSLDS provides data in some fields that you must not change. Fields that may be changed are enrollment status fields. A school may also add the Student Designator that the school uses to identify students when the SSN is not used.

Enrollment Reporting Roster Detail Record

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Record Sequence Number		
History Kept: Yes	Type: Numeric	Size: 7	Position: 1–7
Description:	A 7-digit number that identifies the position of the student record in the Enrollment Reporting roster file.		
Comments:	<ul style="list-style-type: none"> • The sequence number for the first Detail record is 0000001. • Subsequent records are incremented sequentially by one. • For NSLDS-provided records, this data element is filled when the Enrollment Reporting roster file is produced. • If you are adding one or more students, the sequence number for all added records must be 9999998. • Values in Student’s SSN, Student’s First Name, and Student’s Last Name must match values in the Enrollment record produced by NSLDS. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Must contain 9999998. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Student’s Social Security Number		
History Kept: Yes	Type: Character	Size: 9	Position: 8–16
Description:	Social Security Number of a Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student’s actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student’s SSN, Student’s First Name, and Student’s Last Name must match values in the enrollment record produced by NSLDS, except for school-added records. 		
Edits:	For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student’s First Name, Student’s Last Name, and Student’s SSN) in the NSLDS database.
Date Revised:	12/4/2006		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Student’s Social Security Number Indicator		
History Kept: No	Type: Character	Size: 1	Position: 17
Description:	A single-character indicator showing whether the Student’s Social Security number is real or pseudo.		
Comments:	<ul style="list-style-type: none"> • SSN indicator reported to NSLDS by the data provider could be R (for “real”) or P (for “pseudo”). • If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for “real”). 		
Edits:	Must be R (for “real”) or P (for “pseudo”).		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Student’s Last Name		
History Kept: Yes	Type: Character	Size: 35	Position: 18–52
Description:	Current last name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains NLN. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35. 		
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student’s First Name, Student’s Last Name, and Student’s SSN) in the NSLDS database.
Date Revised:	3/3/1999		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Student's First Name		
History Kept: Yes	Type: Character	Size: 12	Position: 53–64
Description:	First name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains NFN (no first name). • If you believe NSLDS data are incorrect. Contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with NFN. • If the first name exceeds 12 characters, drop any characters in excess of 12. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records. 		
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
Date Revised:	1/2/2002		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Student's Middle Initial		
History Kept: Yes	Type: Character	Size: 1	Position: 65
Description:	Middle initial of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Middle initial (MI) reported to NSLDS by the data provider. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File and the student has no middle initial, leave this field blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Conditional, Mandatory if MI is known. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Date of Student’s Birth		
History Kept: No	Type: Date	Size: 8	Position: 66–73
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student’s Birth as reported to NSLDS by the data provider. • If a student’s birth date is unknown, this field contains 19000101. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field. • If the Date of Student’s Birth is unknown, fill in the field with 19000101. 		
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	Use 19000101 for school-initiated records, if Date of Student’s Birth is unknown.		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Invalid Date of Student’s Birth.
Date Revised:	1/2/2002		

***Note:** Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its Web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the NSLDS Customer Support Center at 1–800–999–8219, Option 3.

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Filler		
History Kept: Yes	Type: Character	Size: 65	Position: 74–138
Description:	Blank to full length.		
Comments:	Blank when sent to the school. This area was formerly used to send identifier changes to NSLDS. Schools should contact the data provider of the loan information for the student to arrange correction to SSN, first and last name, middle initial, or SSN.*		
Edits:	Not applicable.		
Default Value/Use:	None.		
Reporting:	Mandatory do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Date of Anticipated Completion		
History Kept: Yes	Type: Date	Size: 8	Position: 139–146
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. • This is a key element in monitoring the student’s projected entry into the grace period and subsequent repayment period. • This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. • If the date seems reasonable given the student’s academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). • If you add a student to the Submittal File, this field must contain the school’s most current estimate. • The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. • ACD is not required for an enrollment status of ‘D’, ‘L’, ‘W’, ‘X’, or ‘Z’. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals ‘A’, ‘F’, or ‘H’, this date must be greater than the Certification Date and the Enrollment Status Effective Date (see Appendix B, Enrollment Status Codes). • If the Enrollment Status Code equals ‘G’, this field must equal the Enrollment Status Effective Date. 		
Default Value/Use:	None.		
Reporting:	Mandatory if Enrollment Status Code equals ‘G’, ‘A’, ‘F’, or ‘H’.		
Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals ‘G’, ‘A’, ‘F’, or ‘H’.	Invalid date.	15	Invalid date of Anticipated Completion.

Appendix A: Enrollment Reporting Roster File Record Layouts

Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', or 'H'.	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', or 'H'.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated completion date must be greater than or equal to Date Enrollment Status Effective.
Date Revised: 12/4/2006			

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 143	Position: 147–289
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Code for Enrollment Status		
History Kept: Yes	Type: Character	Size: 1	Position: 290
Description:	Code reflecting student’s current enrollment status (as of the Certification Date in the Header record). See Appendix B.		
Comments:	<ul style="list-style-type: none"> • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student’s grace and subsequent repayment period. • If a student’s enrollment status has changed, you must update this field with the student’s current enrollment status (see Appendix B, Enrollment Status Codes). 		
Edits:	Must be a valid code from Appendix B, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.
Date Revised:	12/4/2006		

***Note:** If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the Web, showing that the student is now attending its school, or add the student to its submittal file. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Date Enrollment Status Effective		
History Kept: Yes	Type: Date	Size: 8	Position: 291–298
Description:	Effective date (year, month, and day) a borrower entered current enrollment status.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix B, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date). 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Invalid Date Enrollment Status Effective.
Field is completed.	Field not completed.	23	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to ‘D’ for Deceased.
Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Invalid Date Enrollment Status Effective.
Must be greater than Student’s Date of Birth plus 12.	Less than Student’s Date of Birth plus 12.	21	Invalid Date Enrollment Status Effective.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Certification Date must be greater than or equal to Date Enrollment Status Effective.
Must be less than or equal to ACD.	Greater than ACD.	33	Date Enrollment Status Effective must be less than or equal to ACD.

Appendix A: Enrollment Reporting Roster File Record Layouts

Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
Date Revised: 3/3/1999			

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	School Identification Designator (ID)		
History Kept: Yes	Type: Character	Size: 20	Position: 299–318
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. • The data are not forwarded to the data provider. 		
Edits:	None, although left-justification is recommended.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	1/2/2002		

File Type	Enrollment Reporting Roster Detail Record – Original Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Character	Size: 12	Position: 319–330
Description:	Blank field to complete full record length.		
Comments:	Not applicable		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Trailer Record – Original Fixed-width

The following section provides specifications of the Trailer record that are part of the Enrollment Reporting roster file and Submittal File. NSLDS provides the data in this record's fields and you must not change them (except the Number of Detail records field). This must be updated to reflect additional records before returning the file to NSLDS.

Enrollment Reporting Roster Trailer Record

File Type	Enrollment Reporting Roster Trailer Record – Original Fixed-width		
Field Name	Sequence Number		
History Kept: N/A	Type: Numeric	Size: 7	Position: 1–7
Description:	A 7-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file.		
Comments:	None		
Edits:	Must equal 9999999.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must equal 9999999.	Does not equal 9999999.	None	File not processed.
Date Revised:	3/3/1999		

File Type	Enrollment Reporting Roster Trailer Record – Original Fixed-width		
Field Name	Trailer Title		
History Kept: No	Type: Character	Size: 19	Position: 8–26
Description:	Contains SSCR Roster Trailer to indicate that this is the Enrollment Reporting roster file or Submittal File. Contains SSCR Error Trailer for the Acknowledgment/Error File.		
Comments:	NSLDS supplies the data in this field.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Trailer Record – Original Fixed-width		
Field Name	Number of Detail Records		
History Kept: Yes	Type: Numeric	Size: 8	Position: 27–34
Description:	Number of Detail records in the file.		
Comments:	<ul style="list-style-type: none"> • This field confirms that you have returned all records in the Enrollment Reporting roster file. • This field contains the number of records in the Enrollment Reporting roster file. • If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records. • If you remove Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records. 		
Edits:	Must be equal to the number of Detail records in the Submittal File.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must equal total number of Detail records in the Submittal File.	Does not equal total number of Detail records in Submittal File.	None	File not processed.
Date Revised:	12/4/2006		

File Type	Enrollment Reporting Roster Trailer Record – Original Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Character	Size: 296	Position: 35–330
Description:	Blank field to complete full record length.		
Comments:	Not applicable		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	3/3/1999		

A-2: Acknowledgment/Error File – Original Fixed-width

The Acknowledgment/Error File (SSCEXXOP) contains the same file layout as listed above with one exception. The Enrollment Reporting roster file and Submittal File stops at position 330. The Acknowledgment/Error File continues from position 330, adding positions 331–360 to the Detail record. In the Acknowledgment/Error File, any Detail records returned to the school contain error codes in this position. The error code indicates the reason the data were not accepted by NSLDS and must be corrected and returned within 10 days.

**Web
Notes**

You can use the NSLDSFAP Web site to correct the records of student errors contained in the Acknowledgment/Error file. Sort by certification date to retrieve those records that were not updated.

If you correct errors using the Web, you do not need to return the Error Correction File through SAIG.

See Section 3.6.7 for details.

File Type	Acknowledgment/Error File Detail Record – Original Fixed-width		
Field Name	Error Codes in Detail Record		
History Kept: Yes	Type: Character	Size: 30	Position: 331–360
Description:	Contains 2-digit Error Code—one or more codes may be attached to a record. See Appendix C		
Comments:	Error Code(s) indicating the reason the record was not able to update data on NSLDS.		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	1/2/2002		

Schools may submit an Error Correction File in the format of the submittal file with the records from the Acknowledgment/Error file corrected. Schools may also correct the rejected records by providing certification information for the student on the NSLDS web site.

A-3: Record Layout Specifications – Enhanced Fixed-width

NSLDS will initiate the enrollment reporting roster in the file layout selected on the NSLDSFAP Enrollment Reporting Profile Preferences page and expect the roster Submittal File returned in that same selected format. NSLDS will respond with the Error/Acknowledgement File and expect the Error Correction File also using that same selected format.

The enhanced fixed-width file type is similar to the original fixed-width file but includes fields that have been added to the enrollment process beginning in July 2012. The following message classes for the enhanced fixed-width file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRFLEOP**—Enrollment Reporting roster file sent to your school by NSLDS on the schedule created by your school
- **EFSFLEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS

Indexes

The following indexes list the data elements (or ‘fields’) described in this specification:

- Index 1: Header Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.
- Index 2: Detail Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.
- Index 3: Trailer Index (Sorted by Position)**—Lists all the data elements in the order in which they appear in the document, which mirrors the position that the data occupies in the extract file.

Index 1: File Type – Enhanced Fixed-width File Header:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Record Type	1	3	File Header
Filler	4	12	File Header
File Content ID	13	20	File Header
Header Label	21	46	File Header
Submittal Date	47	54	File Header
File Type	55	55	File Header
Filler	56	410	File Header

Index 2: File Type – Enhanced Fixed-width File Detail Record:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Record Type	1	3	Detail Record
Student Current SSN	4	12	Detail Record
School Code	13	18	Detail Record
School Branch Code	19	20	Detail Record
Move to School Branch Code	21	22	Detail Record
Student Current SSN Pseudo Indicator	23	23	Detail Record
Student Current First	24	58	Detail Record
Student Current Last	59	93	Detail Record
Student Current Middle	94	128	Detail Record
Student DOB	129	136	Detail Record
Student Branch Designator Code	137	156	Detail Record
Certification Date	157	164	Detail Record
Enrollment Effective Date	165	172	Detail Record
Enrollment Status	173	173	Detail Record
Credential Level	174	175	Detail Record
Anticipated Completion Date	176	183	Detail Record
Term Begin Date	184	191	Detail Record
Term End Date	192	199	Detail Record
Address Effective Date	200	207	Detail Record
Good Address Flag	208	208	Detail Record
Student Address Line 1	209	248	Detail Record
Student Address Line 2	249	288	Detail Record
Student Address City	289	318	Detail Record
Student Address State/Province	319	320	Detail Record
Filler	321	321	Detail Record
Student Address Country	322	323	Detail Record
Student Address Postal Code	324	340	Detail Record

Index 2: File Type – Enhanced Fixed-width File Detail Record:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Filler	341	395	Detail Record
Error Code 1	396	397	Detail Record
Filler	398	398	Detail Record
Error Code 2	399	400	Detail Record
Filler	401	401	Detail Record
Error Code 3	402	403	Detail Record
Filler	404	404	Detail Record
Error Code 4	405	406	Detail Record
Filler	407	407	Detail Record
Error Code 5	408	409	Detail Record
Filler	410	410	Detail Record

Index 3: File Type – Enhanced Fixed-width File Trailer:(Sorted by Position)			
Field Name	Position		Record Type
	Start	End	
Record Type	1	3	File Trailer
Filler	4	12	File Trailer
File Content ID	13	20	File Trailer
Detail Record Count	21	28	File Trailer
Filler	29	410	File Trailer

Header Record – Enhanced Fixed-width

The following section provides the specifications of the Header record at the beginning of the Enrollment Reporting roster file and Submittal File. NSLDS provides most of the data in this record's fields, and it must not be changed. The sole exception is the Certification Date, which must be filled in before the file is returned to NSLDS.

Enrollment Reporting Roster Header Record

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	Record Type		
History Kept: N/A	Type: Character	Size: 3	Position: 1-3
Description:	A 3-digit number used to verify the proper location of the Header record in the Enrollment Reporting roster file or Submittal File.		
Comments:	None		
Edits:	Must equal 000		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must equal 000.	Does not equal 000.	None	File not processed.
Cannot be blank.	Is blank.	None	File not processed.
Trailer record required for each header in file.	Trailer record is missing.	None	File not processed.
School or servicer must be enrolled with the NSLDS as a participant.	School or servicer not enrolled with the NSLDS as a participant.	None	File not processed.
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Character	Size: 9	Position: 4-12
Description:	Blank field reserved for future use.		
Comments:	This field is blank when sent to the school.		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	File Content ID		
History Kept: N/A	Type: Character	Size: 8	Position: 13-20
Description:	An 8-digit code used to identify the content of the file.		
Comments:	<ul style="list-style-type: none"> • NSLDS supplies a code in this field, but a school or servicer may change it to suit their needs. • When NSLDS generates the initial Roster, the file content ID contains: “SERVICER” when the file contains multiple OPEIDs different at the 6 digit level. OPEID when the file is split into multiple files due to a split file preference. First 6 positions of OPEID when the file is not indicated to be split. • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	Header Label		
History Kept: N/A	Type: Character	Size: 26	Position: 21-46
Description:	Contains ‘NSLDS ENROLLMENT SUBMITTAL’ to indicate that this is the Enrollment Reporting roster file or the Submittal File. Or contains ‘NSLDS ENROLLMENT ERROR’ to indicate Acknowledgment/Error File or Error Correction File.		
Comments:	NSLDS supplies the data in this field.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	Submittal Date		
History Kept: Yes	Type: Character	Size: 8	Position: 47-54
Description:	Date the school submits the enrollment information updated in the Enrollment Reporting roster file. At this time, it becomes the Submittal File.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the date of the Submittal File. 		
Edits:	<ul style="list-style-type: none"> • Submittal Date must not be a future date. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	None	File not processed.
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	File Type		
History Kept: N/A	Type: Character	Size: 1	Position: 55-55
Description:	Indicates that this is the Enrollment Reporting roster file/Submittal File or the Acknowledgment/Error File.		
Comments:	None		
Edits:	<ul style="list-style-type: none"> • Must be R; if all records in the file are being added, then this field may be set to A for ad hoc reporting. • Must be E, if Acknowledgment/Error File, or Error Correction File. 		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must be R, A, or E.	Invalid character.	None	File not processed.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Header Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: N/A	Type: Character	Size: 355	Position: 56-410
Description:	Blank field to complete full record length.		
Comments:	Fill with spaces.		
Edits:	Not applicable.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

Enrollment Reporting Roster File or Submittal File Detail Record – Enhanced Fixed-width

The following section provides specifications of the Detail records that are part of the Enrollment Reporting roster file and Submittal File. NSLDS provides data in some fields that you must not change. Fields that may be changed are enrollment status fields. A school may also add the Student Designator that the school uses to identify students when the SSN is not used.

Enrollment Reporting File Detail Record

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Record Type		
History Kept: Yes	Type: Character	Size: 3	Position: 1-3
Description:	A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file.		
Comments:	Record Type for the Detail record is 001.		
Edits:	None		
Default Value/Use:	None		
Reporting:	None		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Current SSN		
History Kept: Yes	Type: Character	Size: 9	Position: 4-12
Description:	Social Security Number of a Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student’s actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student’s SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. 		
Edits:	For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student’s SSN) in the NSLDS database.
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	School Code		
History Kept: Yes	Type: Character	Size: 6	Position: 13-18
Description:	A six-digit code for school certifying enrollment.		
Comments:	If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1–800–999–8219.		
Edits:	Must be a valid 6-digit OPEID code from the NSLDS School Codes Table.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid OPEID.	Not Valid OPEID.	50	Invalid school code
Authorization to submit	Security	52	Not authorized to submit enrollment data for school, branch or move to location
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	School Branch Code		
History Kept: Yes	Type: Character	Size: 2	Position: 19-20
Description:	A 2-digit code for school branch certifying enrollment.		
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPE code, it should call the NSLDS Customer Support Center at 1-800-999-8219. 		
Edits:	Must be a valid 2-digit branch code.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> For NSLDS-provided records: Do not change. For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	50	Invalid school
Authorization to submit	Security	52	Not authorized to submit enrollment data for school, branch or move to location
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Move To School Branch Code		
History Kept: Yes	Type: Character	Size: 2	Position: 21-22
Description:	Two-digit code for the school location where the student enrollment should be certified.		
Comments:	Note: The action here is Withdrawal from the current location and Add/Update to the new location using the reported detail.		
Edits:	Must be a valid 2-digit branch code.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	51	Invalid move to location
Authorization to submit	Security	52	Not authorized to submit enrollment data for school, branch or move to location
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Current SSN Pseudo Indicator		
History Kept: No	Type: Character	Size: 1	Position: 23-23
Description:	A single-character indicator showing whether the Student’s Social Security number is real or pseudo.		
Comments:	<ul style="list-style-type: none"> • SSN indicator reported to NSLDS by the data provider could be R (for “real”) or P (for “pseudo”). • If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for “real”). 		
Edits:	Must be R (for “real”) or P (for “pseudo”).		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Current First		
History Kept: Yes	Type: Character	Size: 35	Position: 24-58
Description:	First name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains 'NFN' (no first name). • If you believe NSLDS data are incorrect. Contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with 'NFN'. • If the first name exceeds 35 characters, drop any characters in excess of 35. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records. 		
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Current Last		
History Kept: Yes	Type: Character	Size: 35	Position: 59-93
Description:	Current last name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains ‘NLN’. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with ‘NLN’. • If the last name exceeds 35 characters, drop any characters in excess of 35. 		
Edits:	For NSLDS-provided records: Must match Enrollment Reporting roster file.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail record matches the record identifiers (Student’s First Name, Student’s Last Name, and Student’s SSN) in the NSLDS database.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Current Middle		
History Kept: Yes	Type: Character	Size: 35	Position: 94-128
Description:	Middle name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Middle name reported to NSLDS by the data provider. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File and the student has no middle name, leave this field blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Conditional, Mandatory if MI is known. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student DOB		
History Kept: No	Type: Date	Size: 8	Position: 129-136
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student’s Birth as reported to NSLDS by the data provider. • If a student’s birth date is unknown, this field contains ‘19000101’. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field. • If the Date of Student’s Birth is unknown, fill in the field with ‘19000101’. 		
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	Use ‘19000101’ for school-initiated records, if Date of Student’s Birth is unknown.		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Invalid Date of Student’s Birth.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Branch Designator Code		
History Kept: Yes	Type: Character	Size: 20	Position: 137-156
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. • The data are not forwarded to the data provider. 		
Edits:	None, although left-justification is recommended.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

***Note:** Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its Web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the NSLDS Customer Support Center at 1–800–999–8219, Option 3.

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Certification Date		
History Kept: Yes	Type: Date	Size: 8	Position: 157-164
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the certification date. 		
Edits:	<ul style="list-style-type: none"> • Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	37	File not processed.
Too old	Cert date too old	38	Certification date is too old to be applied as current on NSLDS
Future date	Future date not allowed for Cert date	39	Date cannot be in the future
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Enrollment Effective Date		
History Kept: Yes	Type: Date	Size: 8	Position: 165-172
Description:	Effective date (year, month and day) a borrower entered current enrollment status.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix B, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date). 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years. 		
Default Value/Use:	None		
Reporting:	Mandatory		

*Continued on next page

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Enrollment Effective Date		
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Invalid Date Enrollment Status Effective.
Field is completed.	Field not completed.	23	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to 'D' for Deceased.
Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Invalid Date Enrollment Status Effective.
Must be greater than Student's Date of Birth plus 12.	Less than Student's Date of Birth plus 12.	21	Invalid Date Enrollment Status Effective.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Certification Date must be greater than or equal to Date Enrollment Status Effective.
Must be less than or equal to ACD.	Greater than ACD.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A,L)
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Certification is prior to a previous certification and ACD, Enrollment code or effective date is different from last reported.
Effective date too old	Too old	34	For enrollment code A, the effective date cannot be more than 180 days prior to the certification date.
Certification date cannot equal Effective Date	Invalid date	35	If a new certification date is reported for enrollment codes F, H, or A, and the F, H, or A has not changed from the prior reported value, then the Effective date cannot equal the Certification date in the input record.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Enrollment Status		
History Kept: Yes	Type: Character	Size: 1	Position: 173-173
Description:	Code reflecting student’s current enrollment status (as of the Submittal Date in the Header record).		
Comments:	<ul style="list-style-type: none"> • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student’s grace and subsequent repayment period. • If a student’s enrollment status has changed, you must update this field with the student’s current enrollment status (see Appendix B, Enrollment Status Codes). 		
Edits:	Must be a valid code from Appendix B, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Credential Level		
History Kept: Yes	Type: Character	Size: 2	Position: 174-175
Description:	Code reflecting student’s current academic program degree level code (as of the Submittal Date in the Header record).		
Comments:	<ul style="list-style-type: none"> • For Graduated Enrollment Status only. • The academic program degree level code: ‘01’ (Undergraduate certificate) ‘02’ (Associate’s degree) ‘03’ (Bachelor’s degree) ‘04’ (Post baccalaureate certificate) ‘05’ (Master’s degree) ‘06’ (Doctoral degree) ‘07’ (First professional degree) • While history is kept, it does not display on NSLDSFAP 		
Edits:	Must be a valid academic program degree level code.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Code for Credential Level	Invalid Code	53	Invalid Code value used for Credential Level
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Anticipated Completion Date		
History Kept: Yes	Type: Date	Size: 8	Position: 176-183
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. • This is a key element in monitoring the student’s projected entry into the grace period and subsequent repayment period. • This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. • If the date seems reasonable given the student’s academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). • If you add a student to the Submittal File, this field must contain the school’s most current estimate. • The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. • ACD is not required for an enrollment status of ‘D’, ‘L’, ‘W’, ‘X’, or ‘Z’. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals ‘A’, ‘F’, ‘H’, or ‘L’ this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix B, Enrollment Status Codes). • If an invalid value is used for ‘L’, NSLDS will not error. Instead the ACD will be explained by ‘00010101’. • If the Enrollment Status Code equals ‘G’, this field must equal the Enrollment Status Effective Date. 		
Default Value/Use:	None.		
Reporting:	Mandatory if Enrollment Status Code equals ‘G’, ‘A’, ‘F’, or ‘H’.		

*Continued on next page

Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals 'G', 'A', 'F', or 'H'.	Invalid date.	15	Anticipated Completion Date invalid format
Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'H', or 'L'.	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', or 'H'.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A)
		16	Anticipated Completion Date cannot be greater than 10 years after the certification
Date Revised: 9/18/2012			

***Note:** If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the Web, showing that the student is now attending its school, or add the student to its Submittal File. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Term Begin Date		
History Kept: Yes	Type: Date	Size: 8	Position: 184-191
Description:	The first date (year, month, and day) of the term.		
Comments:	CCYYMMDD format.		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	None	File not processed.
Invalid date format	Invalid date format	43	Invalid format ccyyymmdd
Must be prior to Term End date	Must be prior to Term End date	49	Begin must be prior to Term End Date, if Term Begin and Term End Dates supplied
Date Revised:	12/13/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Term End Date		
History Kept: Yes	Type: Date	Size: 8	Position: 192-199
Description:	The last date (year, month, and day) of the term.		
Comments:	CCYYMMDD format.		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	None	File not processed.
Invalid date format	Invalid date format	43	Invalid date format ccyyymmdd
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Address Effective Date		
History Kept: Yes	Type: Date	Size: 8	Position: 200-207
Description:	Date student’s address became effective or the sender became aware of the information.		
Comments:	MMDDCCYY format		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • Required if address data is provided. 		
Default Value/Use:	None		
Reporting:	Mandatory, Conditional		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	None	File not processed.
Required date	Date required	45	Required when address is submitted
Must be valid date	Invalid date	46	Must be a valid date ccyyymmdd
Future date not allowed	Future date not allowed	47	Must not be in the future

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Address Effective Date		
Address data required	Address data required	54	Date supplied without address data
Date Revised:	12/13/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Good Address Flag		
History Kept: N/A	Type: Character	Size: 1	Position: 208-208
Description:	Flag to indicate a valid student address.		
Comments:	N/A		
Edits:	<ul style="list-style-type: none"> Valid values are ‘Y’ and ‘N’. If no address is being supplied, populate with spaces 		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid value	Invalid value	44	Invalid value
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address Line 1		
History Kept: Yes	Type: Character	Size: 40	Position: 209-248
Description:	First line of student address		
Comments:	N/A		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid address	Invalid address	41	Must be left justified
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address Line 2		
History Kept: Yes	Type: Character	Size: 40	Position: 249-288
Description:	Second line of student address		
Comments:	N/A		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid address	Invalid address	41	Must be left justified
Date Revised: 9/18/2012			

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address City		
History Kept: Yes	Type: Character	Size: 30	Position: 289-318
Description:	City where student lives.		
Comments:	N/A		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid city	Invalid city	41	Must be left justified
Date Revised: 9/18/2012			

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address State/Province		
History Kept: Yes	Type: Character	Size: 2	Position: 319-320
Description:	State or province where student lives.		
Comments:	Must be valid state or province.		
Edits:	Must be valid state or province.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid state	Invalid state	42	Invalid state code
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 321-321
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address Country		
History Kept: Yes	Type: Character	Size: 2	Position: 322-323
Description:	Country where student lives.		
Comments:	N/A		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address Country		
Edits:	Must be valid country code.		
Default Value/Use:	Must be valid country code.		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid country	Invalid country	48	Invalid country code
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Student Address Postal Code		
History Kept: Yes	Type: Character	Size: 17	Position: 324-340
Description:	Postal code where student lives		
Comments:	N/A		
Edits:	N/A		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid postal code	Invalid postal code	41	Must be left justified
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 55	Position: 341-395
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 1		
History Kept: Yes	Type: Character	Size: 2	Position: 396-397
Description:	Code of error in student record returned to school by NSLDS		
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Acknowledgement/Error File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 		
Edits:	See Error Codes in Appendix C.		
Default Value/Use:	None		
Reporting:			
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised: 12/13/2012			

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 398-398
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised: 12/13/2012			

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 2		
History Kept:	Type: Character	Size: 2	Position: 399-400
Description:	Code of error returned to school by NSLDS		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 2		
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Acknowledgement/Error File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 		
Edits:	See Error Codes in Appendix C.		
Default Value/Use:	None		
Reporting:			
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 401-401
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 3		
History Kept: Yes	Type: Character	Size: 2	Position: 402-403
Description:	Code of error returned to school by NSLDS		
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Acknowledgement/Error File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 		
Edits:	See Error Codes in Appendix C.		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 3		
Default Value/Use:	None		
Reporting:			
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 404-404
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 4		
History Kept: Yes	Type: Character	Size: 2	Position: 405-406
Description:	Code of error returned to school by NSLDS		
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Acknowledgement/Error File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 		
Edits:	See Error Codes in Appendix C.		
Default Value/Use:	None		
Reporting:			
Verifies:	Error:	Error No.:	Error Message:

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 4		
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 407-407
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

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File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Error Code 5		
History Kept:	Type: Character	Size: 2	Position: 408-409
Description:	Code of error returned to school by NSLDS		
Comments:	<ul style="list-style-type: none"> Record-level edits returned in the Acknowledgement/Error File. This field contains an error code to indicate how the record did not pass NSLDS validation of data. 		
Edits:	See Error Codes in Appendix C.		
Default Value/Use:	None		
Reporting:			
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Roster Detail Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 1	Position: 410-410
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	12/13/2012		

Enrollment Reporting Roster File or Submittal File Trailer Record – Enhanced Fixed-width

The following section provides specifications of the Trailer record that are part of the Enrollment Reporting roster file and Submittal File. NSLDS provides the data in this record’s fields and you must not change them (except the Number of Detail records field). This must be updated to reflect additional records before returning the file to NSLDS.

Enrollment Reporting Roster Trailer Record

File Type	Enrollment Reporting Roster Trailer Record – Enhanced Fixed-width		
Field Name	Record Type		
History Kept: N/A	Type: Character	Size: 3	Position: 1-3
Description:	A 3-digit number used to verify the proper location of the Trailer record in the Enrollment Reporting roster file.		
Comments:	None		
Edits:	Must equal ‘999’.		
Default Value/Use:	None		
Reporting:	Mandatory, do not change.		
Verifies:	Error:	Error No.:	Error Message:
Must equal ‘999’.	Does not equal ‘999’.	None	File not processed.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Trailer Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 9	Position: 4-12
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

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File Type	Enrollment Reporting Roster Trailer Record – Enhanced Fixed-width		
Field Name	File Content ID		
History Kept: Yes	Type: Character	Size: 8	Position: 13-20
Description:	Same as header value		
Comments:	Same as header value.		
Edits:	None		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Trailer Record – Enhanced Fixed-width		
Field Name	Detail Record Count		
History Kept: Yes	Type: Numeric	Size: 8	Position: 21-28
Description:	Number of Detail records in the file.		
Comments:	<ul style="list-style-type: none"> • This field confirms that you have returned all records in the Enrollment Reporting roster file. • This field contains the number of records in the Enrollment Reporting roster file • If you add Detail records to the file for students not included in the Enrollment Reporting roster file, you must update this field to reflect those additional records. • If you remove Detail records from the Enrollment Reporting roster file, you must update this field to reflect those records. 		
Edits:	Must be equal to the number of Detail records in the Submittal File.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Roster Trailer Record – Enhanced Fixed-width		
Field Name	Filler		
History Kept: No	Type: Character	Size: 382	Position: 29-410
Description:	Blank to length of the field		
Comments:	Blank when sent to the schools		
Edits:	Not applicable		
Default Value/Use:	None		
Reporting:	Mandatory, do not change		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

A-4: Record Layout Specifications – Comma Separated Values

NSLDS will initiate the enrollment reporting roster in the file layout selected on the NSLDSFAP Enrollment Reporting Profile Preferences page and expect the roster Submittal File returned in that same selected format. NSLDS will respond with the Error/Acknowledgement File and expect the Error Correction File also using that same selected format.

Schools may select to trade batch enrollment data with NSLDS using a comma separated values (CSV) file. This file format allows great flexibility in the software used to process the enrollment data. For example, a school may download the CSV file into a spreadsheet file, update the data and convert it to a CSV file to return to NSLDS. The following message classes for the CSV file type are used when transmitting enrollment data via SAIG to identify the type of file being sent or received:

- **EFRCDEOP**—Enrollment Reporting roster file sent to your school by NSLDS on the schedule created by your school.
- **EFSCDEIN**—Completed Submittal File or Error Correction File that is returned to NSLDS.

Header Record – Comma Separated Value

The table below contains the layouts for the header, detail, and trailer records. The layout contains the data element name, description, and field format as they will appear on the CSV file. Fields may be of variable length and will be separated by commas. For additional information about a particular field, review the field descriptions with the same name in the Enhanced Fixed-width file type in Appendix A-3.

Any comma in a field must be inside quotation marks in order for the file to be processed successfully by NSLDS. Therefore, the last name of Jones, Jr., would appear in a CSV file as 'Jones,Jr.', followed by the next field in the record.

Enrollment Reporting File Header Record

Attribute	Description	Field Format
Record Type	'000' indicates header record.	Char.
Comma	Insert a single comma	Char.
Filler	Single space or no space	Char.
Comma	Insert a single comma	Char.
File content ID	<p>Optional: Content of the file is indicated by this ID. This field is not edited. On a Submittal File the reported id is returned to the originator of the file in the NSLDS response. Submitter can use this field as they see fit to indicate file content.</p> <p>When NSLDS generates the initial Roster, the file content ID contains:</p> <ul style="list-style-type: none"> - "SERVICER" when the file contains multiple OPEID's different at the 6 digit level. - OPEID when the file is split into multiple files due to a split file preference. - First 6 positions of OPEID when the file is not indicated to be split. 	Char.
Comma	Insert a single comma	Char.
Header Label	'NSLDS ENROLLMENT SUBMITTAL' or 'NSLDS ENROLLMENT ERROR'	Char.

Attribute	Description	Field Format
Comma	Insert a single comma	Char.
Submittal Date	Date the File content was created. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
File Type	'R' (Roster) 'E' (Error) 'A' (Ad hoc)	Char.

Enrollment Reporting Roster File or Submittal File Detail Record – Comma Separated Values

Enrollment Reporting File Detail Record

Attribute	Description	Field Format
Record Type	'001' indicates detail record.	Char.
Comma	Insert a single comma	Char.
Student Current SSN	Student's current Social Security Number	Char.
Comma	Insert a single comma	Char.
School Code	Six-digit code for school certifying enrollment	Char.
Comma	Insert a single comma	Char.
School Branch Code	Two-digit code for school branch certifying enrollment	Char.
Comma	Insert a single comma	Char.
Move To School Branch Code	Two-digit code for the school location where the student enrollment should be certified. Note: the action here is Withdrawal from the current location and Add/Update to the new location using the reported detail.	Char.
Comma	Insert a single comma	Char.
Student Current SSN Pseudo Indicator	'R' (Real) 'P' (Pseudo)	Char.
Comma	Insert a single comma	Char.
Student Current First	Student's current first name. 'NFN' for students with no first name.	Char.
Comma	Insert a single comma	Char.
Student Current Last	Student's current last name. 'NLN' for students with no last name.	Char.

Attribute	Description	Field Format
Comma	Insert a single comma	Char.
Student Current Middle	Student's current middle name.	Char.
Comma	Insert a single comma	Char.
Student DOB	Student's Date of Birth. Format CCYYMMDD. Use '19000101' if student's DOB unknown.	Date
Comma	Insert a single comma	Char.
Student Branch Designator Code	Optional field used by schools to identify students within their own systems	Char.
Comma	Insert a single comma	Char.
Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Enrollment Status	Code for student's enrollment status at school: <ul style="list-style-type: none"> – 'F' (full-time) – 'H' (half-time) – 'L' (less than half-time) – 'A' (leave of absence) – 'G' (graduated) – 'W' (withdrawn) – 'D' (deceased) – 'X' (never attended) – 'Z' (record not found) 	Char.

Attribute	Description	Field Format
Comma	Insert a single comma	Char.
Credential Level	For Graduated Enrollment Status only. The academic program degree level code: <ul style="list-style-type: none"> – ‘01’ (Undergraduate certificate) – ‘02’ (Associate’s degree) – ‘03’ (Bachelor’s degree) – ‘04’ (Post baccalaureate certificate) – ‘05’ (Master’s degree) – ‘06’ (Doctoral degree) – ‘07’ (First professional degree) 	Char.
Comma	Insert a single comma	Char.
Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Term End Date	Date on which the current term will end. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Address Effective Date	Date student’s address became effective or the sender became aware of the information. Format CCYYMMDD	Date
Comma	Insert a single comma	Char.
Good Address Flag	Flag to indicate a valid student address	Char.

Attribute	Description	Field Format
Comma	Insert a single comma	Char.
Student Address Line 1	First line of student address	Char.
Comma	Insert a single comma	Char.
Student Address Line 2	Second line of student address	Char.
Comma	Insert a single comma	Char.
Student Address City	City where student lives	Char.
Comma	Insert a single comma	Char.
Student Address State / Province	State or province where student lives	Char.
Comma	Insert a single comma	Char.
Student Address Country	Country where student lives (<i>see Appendix F</i>)	Char.
Comma	Insert a single comma	Char.
Student Address Postal Code	Postal code where student lives	Char.
Comma	Insert a single comma	Char.
Filler	Single space or no space	Char.
Comma	Insert a single comma	Char.
Error Code 1	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.

Attribute	Description	Field Format
Error Code 2	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 3	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 4	Code of error returned to school by NSLDS	Char.
Comma	Insert a single comma	Char.
Error Code 5	Code of error returned to school by NSLDS	Char.

Enrollment Reporting Roster File or Submittal File Trailer Record – Comma Separated Value

Enrollment Reporting File Trailer Record

Attribute	Description	Field Format
Record Type	'999' indicates trailer record.	Char.
Comma	Insert a single comma	Char.
File content ID	Same as header value - 'NSLDS ENROLLMENT SUBMITTAL' or 'NSLDS ENROLLMENT ERROR'	Char.
Comma	Insert a single comma	Char.
Detail Record Count	Number of detail records.	Num.

A-5: Record Layout Specifications - XML

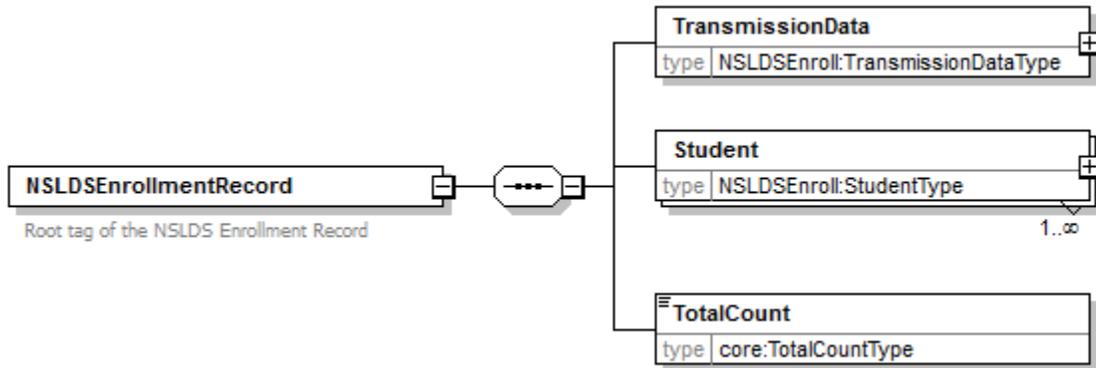
NSLDS will initiate the enrollment reporting roster in the file layout selected on the NSLDSFAP Enrollment Reporting Profile Preferences page and expect the roster Submittal File to be returned in the same format. NSLDS will respond with the Error/Acknowledgement File and expect the Error Correction File also using that same format.

Schools may select to trade batch enrollment data using an eXtensible Markup Language (XML) Schema. The Enrollment Roster and Error/Acknowledgement File in XML will be sent from NSLDS with the SAIG message class EFRXMLOP. Return the Enrollment Submittal and Error Correction File to NSLDS using SAIG message class EFSXMLIN.

This XML schema was developed by Federal Student Aid in partnership with the Postsecondary Electronic Standards Council (PESC), to be used for the Enrollment Reporting process beginning in July 2012. Additional information on this XML standard can be found at www.pesc.org.

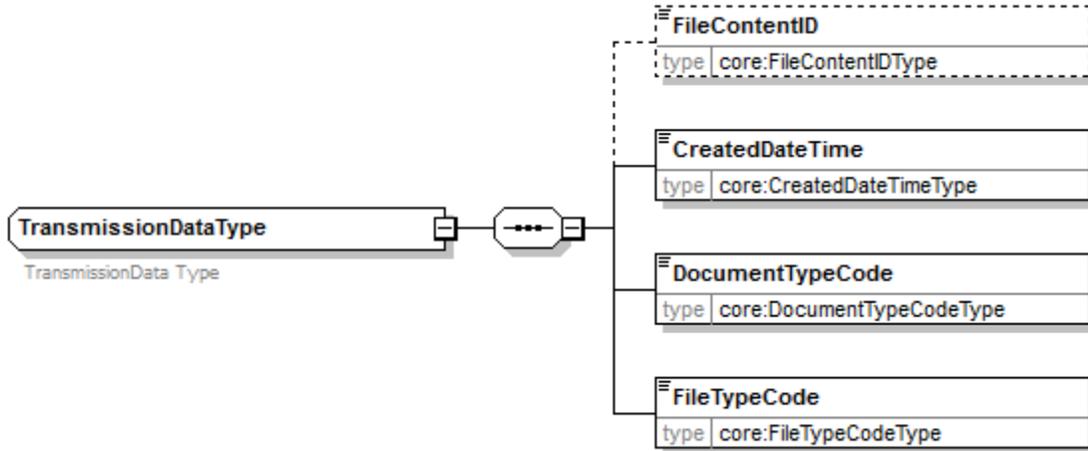
XML Tag Definitions

NSLDSEnrollmentRecord



Tag name	Usage	Description	Format
NSLDSEnrollmentRecord	Required	Root element of XML document for NSLDSEnrollmentRecord_v1.0.0.xsd.	Aggregate minOcc 1 maxOcc 1
TransmissionData	Required	A group of elements containing routing and header information. Uses NSLDSEnroll:TransmissionDataType	Aggregate minOcc 1 maxOcc 1
Student	Required	A group of elements which provides details about the student for which enrollment is being reported. Uses NSLDSEnroll:StudentType	Aggregate minOcc 1 maxOcc ∞ repeatable as needed
TotalCount	Required	Count of total student records, i.e. student tags, contained in the file. Uses TotalCountType .	Integer minOcc 1 maxOcc 1

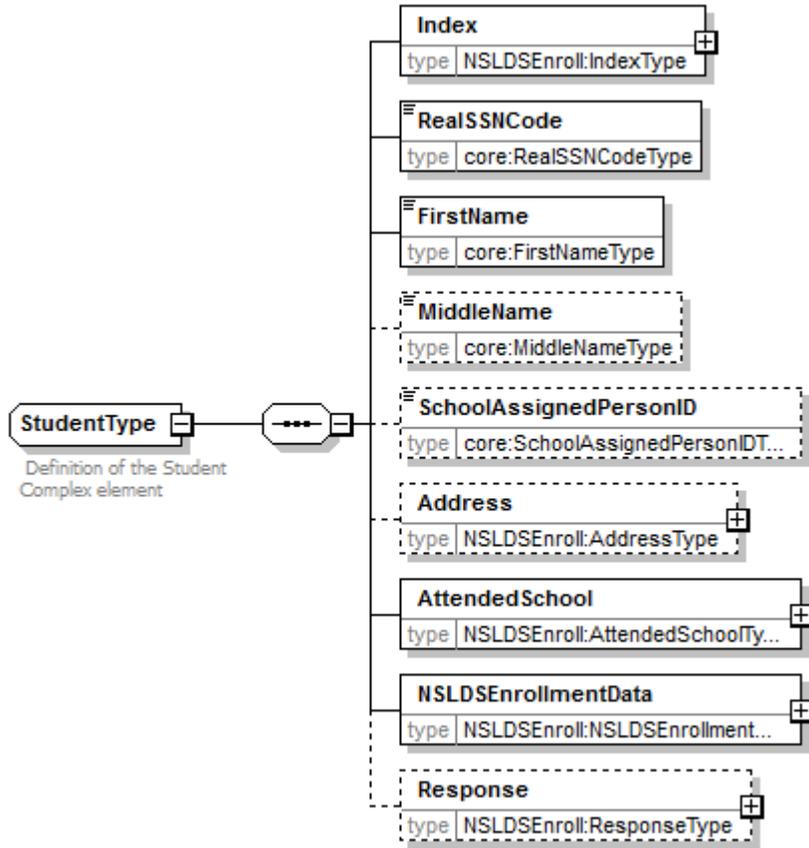
NSLDSEnroll:TransmissionDataType



Tag name	Usage	Description	Format
FileContentID	Optional	Submitter defined indicator describing content of the file being exchanged.	Xs:string minOcc 0 maxOcc 1 maxLength 8
CreatedDateTime	Required	Date and time stamp with the document was created.	Xs:datetime ccyy-mm-dd hh:min:ss minOcc 1 maxOcc 1
DocumentTypeCode	Required	This basic component specifies a short description of the data in the document.	Enumeration: NSLDSEnrollmentSubmittal NSLDSErrorSubmittal minOcc 1 maxOcc 1
FileTypeCode	Required	Code indicating the type of file being transmitted.	Enumeration: Roster (flat file value = R) Error (flat file value = E) AdHoc (flat file value = A) SpecialProcessing (flat file value = Z) minOcc 1 maxOcc 1

NSLDSEnroll:StudentType

This diagram shows the overall structure of the student data that are expected to be submitted in the NSLDSEnrollmentRecord XML file. The table below explains each element.



Tag name	Usage	Description	Format
Index	Required	Provides a logical grouping of components related to index information. Uses NSLDSEnroll:IndexType .	Aggregate minOcc 1 maxOcc 1
RealSSNCode	Required	Indicates whether the Social Security Number is a real Social Security Number or a pseudo number.	Enumeration: Real (flat file value = R) Pseudo (flat file value = P) minOcc 1 maxOcc 1
FirstName	Required	This basic component specifies the first name by which a person is legally known. "NFN" for students with no first name.	Xs: string minOcc 1 maxOcc 1 minLength 1 maxLength 35

Appendix A: Enrollment Reporting Roster File Record Layouts

Tag name	Usage	Description	Format
Middlename	Optional	This basic component specifies the middle name by which a person is legally known.	Xs: string minOcc 0 maxOcc 1 minLength 1 maxLength 35
SchoolAssignedPersonID	Optional	Optional field used by schools to identify students within their own systems.	Xs: string minOcc 0 maxOcc 1 minLength 0 maxLength 20
Address	Optional	Provides a logical grouping of components related to a student address. Uses NSLDSEnroll:AddressType .	Aggregate minOcc 0 maxOcc 1
AttendedSchool	Required	Provides a logical grouping of components related to the school reporting enrollment information for the student. Uses NSLDSEnroll:AttendedSchoolType .	Aggregate minOcc 1 maxOcc 1
NSLDSEnrollmentData	Required	Provides a logical grouping of components related to NSLDS enrollment information being reported. Uses NSLDSEnroll:NSLDSEnrollmentDataTy pe	Aggregate minOcc 1 maxOcc 1
Response	Optional	Provides a logical grouping of components related to record response such as record-level error codes. Uses NSLDSEnroll:ResponseType .	Aggregate minOcc 0 maxOcc 1

TotalCountType

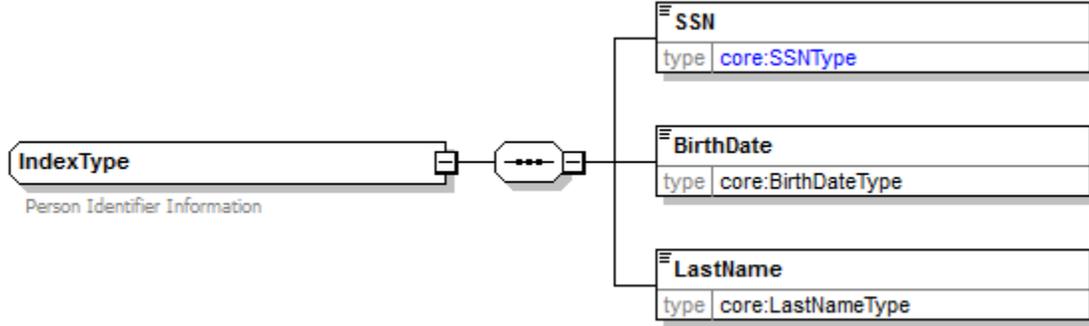
Used by elements:

- TotalCount

TotalCountType is an integer with values from 0 to 999999999 and is used to indicate a count of students in the NSLDS Enrollment Reporting record.

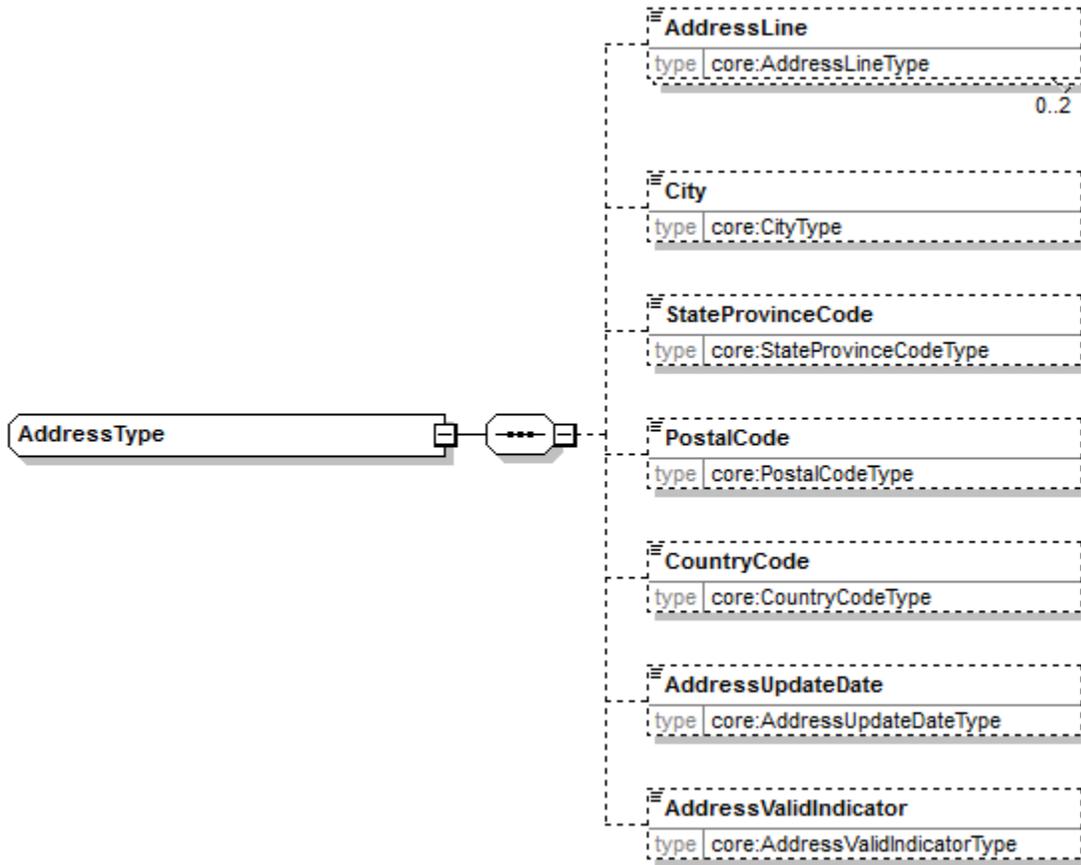
TotalCount
type core:TotalCountType

NSLDSEnroll:IndexType



Tag name	Usage	Description	Format
SSN	Required	The current SSN for the student being reported.	Xs: string Pattern: /d{9} minOcc 1 maxOcc 1 maxLength 9
BirthDate	Required	The student's date of birth.	Xs: date ccyy-mm-dd minOcc 1 maxOcc 1
LastName	Required	The last name or surname by which the student is legally known. 'NLN' for students with no last name.	Xs: string minOcc 1 maxOcc 1 minLength 1 maxlength 35

NSLDSEnroll:AddressType

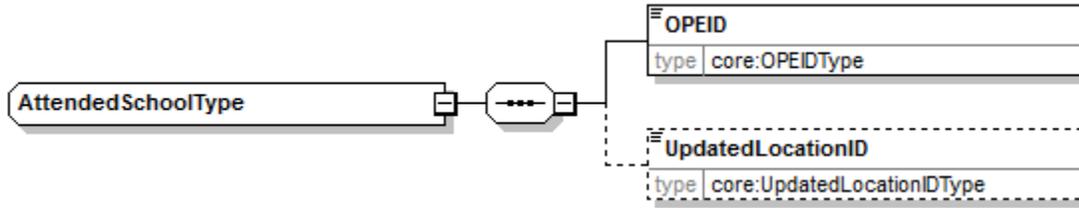


Tag name	Usage	Description	Format
AddressLine	Optional	Sequenced lines of student’s street address	Xs: string minOcc 0 maxOcc 2 maxLength 40
City	Optional	City where student lives	Xs: string minOcc 0 maxOcc 1
StateProvinceCode	Optional	State or province where student lives	Enumeration: <i>see Appendix E for values</i> minOcc 0 maxOcc 1
PostalCode	Optional	Postal code where student lives	Xs: string minOcc 0 maxOcc 1 maxLength 17
CountryCode	Optional	Country where student lives	Enumeration: <i>see Appendix F for values</i> minOcc 0

Appendix A: Enrollment Reporting Roster File Record Layouts

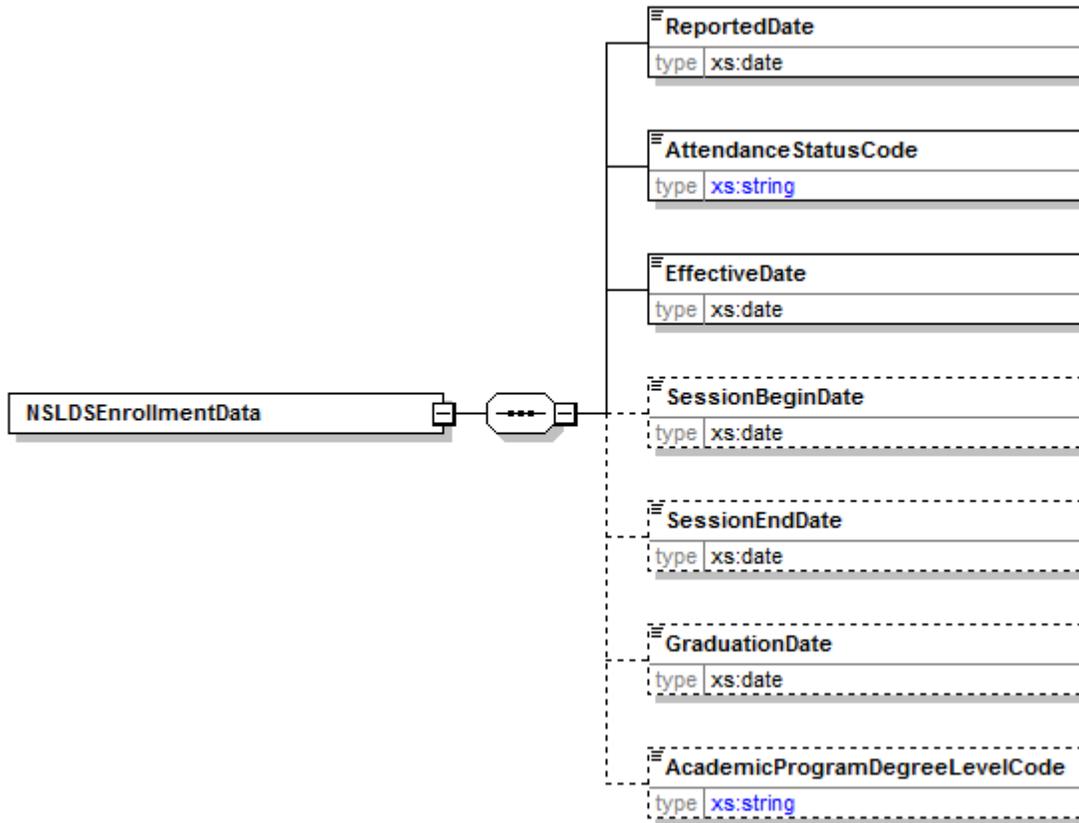
Tag name	Usage	Description	Format
			maxOcc 1
AddressUpdateDate	Optional	Date the student's address became effective	Xs: date ccyy-mm-dd minOcc 0 maxOcc 1
AddressValidIndicator	Optional	Flag to indicate that the student's address is valid	Xs: boolean minOcc 0 maxOcc 1

NSLDSEnroll:AttendedSchoolType



Tag name	Usage	Description	Format
OPEID	Required	The unique identifier assigned by the Office of Postsecondary Education for each data exchange partner	Xs: string minOcc 1 maxOcc 1 minLength 8 maxLength 8
UpdatedLocationID	Optional	School location identification code where the student enrollment should be certified. <i>Action associated with this code will be a withdrawal from the original location code specified as part of the OPEID and an add/update to the new location code using the reported detail.</i>	minOcc 0 maxOcc 1 minLength 2 maxLength 2

NSLDSEnroll:NSLDSEnrollmentDataType



Appendix A: Enrollment Reporting Roster File Record Layouts

Tag name	Usage	Description	Format
ReportedDate	Required	The date the student's current enrollment status was certified by school	Xs: date ccyy-mm-dd minOcc 1 maxOcc 1
AttendanceStatusCode	Required	Student's enrollment status at the school	Enumeration: - <i>ApprovedLeaveOfAbsence</i> (flat file value = A) - <i>Deceased</i> (flat file value = D) - <i>FullTime</i> (flat file value = F) - <i>Graduated</i> (flat file value = G) - <i>HalfTime</i> (flat file value = H) - <i>LessThanHalfTime</i> (flat file value = L) - <i>Withdrawn</i> (flat file value = W) - <i>NeverAttended</i> (flat file value = X) - <i>NoRecordFound</i> (flat file value = Z) <i>see Appendix A-3 for more information about enumerated values</i> minOcc 1 maxOcc 1
EffectiveDate	Required	The date the student's current enrollment status took effect	Xs: date ccyy-mm-dd minOcc 1 maxOcc 1
SessionBeginDate	Optional	The date on which the current term/session began	Xs: date ccyy-mm-dd minOcc 0 maxOcc 1
SessionEndDate	Optional	The date on which the current term/session ended	Xs: date ccyy-mm-dd minOcc 0 maxOcc 1
GraduationDate	Optional/ Conditional	The student's anticipated date of graduation or termination. Required when AttendanceStatusCode is equal to ApprovedLeaveOfAbsence, FullTime, HalfTime, or LessThanHalfTime	Xs: date ccyy-mm-dd minOcc 0 maxOcc 1

Appendix A: Enrollment Reporting Roster File Record Layouts

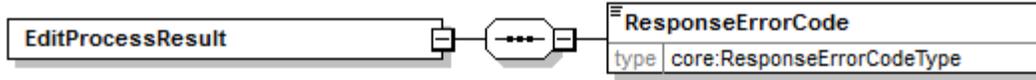
Tag name	Usage	Description	Format
AcademicProgramDegreeLevelCode	Optional/ Conditional	The student's academic credential level at the time of graduation – should be provided for AttendanceStatusCode value of Graduated	Enumeration - <i>UndergraduateCertificate</i> - <i>PostBaccalaureateCertificate</i> - <i>AssociateDegree</i> - <i>BaccalaureateDegree</i> - <i>Certificate</i> - <i>Doctorate</i> - <i>GraduateDegree</i> - <i>HighSchool</i> - <i>MastersDegree</i> - <i>NonDegree</i> - <i>PostsecondaryDiploma</i> - <i>ProfessionalDegree</i> minOcc 0 maxOcc 1

NSLDSEnroll:ResponseType



Tag name	Usage	Description	Format
EditProcessResult	Optional	A logical grouping of components used to respond application/business level edits to an inbound request. See EditProcessResult .	Aggregate minOcc 0 maxOcc 1

EditProcessResult



Tag name	Usage	Description	Format
ResponseErrorCode	Optional	The basic component that specifies the edit result from processing. In this case, the error code(s) that are determined to exist during file processing. Values shorter that length of 3 should be prefixed by leading zeroes.	Enumerated: <i>see Appendix C for values</i> minOcc 0 maxOcc 5 minLength 3 maxLength 3

XML Schema

```

<?xml version="1.0" encoding="UTF-8"?>

<xs:schema xmlns:NSLDSEnroll="us:gov:ed:fsa:nslds:enrollment:v1.0.0"
xmlns:xs="http://www.w3.org/2001/XMLSchema" xmlns:core="urn:org:pecsc:core:CoreMain:v1.11.0"
targetNamespace="us:gov:ed:fsa:nslds:enrollment:v1.0.0" elementFormDefault="unqualified"
attributeFormDefault="unqualified">

    <xs:import namespace="urn:org:pecsc:core:CoreMain:v1.11.0"
schemaLocation="CoreMain_v1.11.0.xsd"/>

    <!--=====-->
    <!--=====-->
    <!--Name:   NSLDSEnrollmentRecord.xsd-->
    <!--Version: 1.0.0-->
    <!--Date:   06-January-2012-->
    <!------>
    <!--ChangeCode Log:-->
    <!--v1.0.0 06-January-2012 Jeffrey Funck - -->
    <!--Creation of NSLDS Enrollment Reporting Schema - Initial schema. -->
    <!-- Change # KB20111114091400-->
    <!--=====-->
    <!--=====-->
    <xs:element name="NSLDSEnrollmentRecord">
        <xs:annotation>
            <xs:documentation> Root tag of the NSLDS Enrollment Record</xs:documentation>
        </xs:annotation>
        <xs:complexType>
            <xs:sequence>
                <xs:element name="TransmissionData" type="NSLDSEnroll:TransmissionDataType"/>
                <xs:element name="Student" type="NSLDSEnroll:StudentType"
maxOccurs="unbounded"/>
                <xs:element name="TotalCount" type="core:TotalCountType"/>
            </xs:sequence>
        </xs:complexType>
    </xs:element>

```

```
        </xs:sequence>
    </xs:complexType>
</xs:element>
<!--=====-->
<!--TransmissionData Types-->
<!--=====-->
<xs:complexType name="TransmissionDataType">
    <xs:annotation>
        <xs:documentation> TransmissionData Type</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="FileContentID" type="core:FileContentIDType" minOccurs="0"/>
        <xs:element name="CreatedDateTime" type="core:CreatedDateTimeType"/>
        <xs:element name="DocumentTypeCode" type="core:DocumentTypeCodeType"/>
        <xs:element name="FileTypeCode" type="core:FileTypeCodeType"/>
    </xs:sequence>
</xs:complexType>
<!--=====-->
<!--PersonID Types-->
<!--=====-->
<xs:complexType name="IndexType">
    <xs:annotation>
        <xs:documentation> Person Identifier Information</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="SSN">
            <xs:simpleType>
                <xs:restriction base="core:SSNType">
```

```
        <xs:maxLength value="9"/>
    </xs:restriction>
</xs:simpleType>
</xs:element>
<xs:element name="BirthDate" type="core:BirthDateType"/>
<xs:element name="LastName" type="core:LastNameType"/>
</xs:sequence>
</xs:complexType>
<xs:complexType name="StudentType">
    <xs:annotation>
        <xs:documentation> Definition of the Student Complex element</xs:documentation>
    </xs:annotation>
    <xs:sequence>
        <xs:element name="Index" type="NSLDSEnroll:IndexType"/>
        <xs:element name="RealSSNCode" type="core:RealSSNCodeType"/>
        <xs:element name="FirstName" type="core:FirstNameType"/>
        <xs:element name="MiddleName" type="core:MiddleNameType" minOccurs="0"/>
        <xs:element name="SchoolAssignedPersonID" type="core:SchoolAssignedPersonIDType"
minOccurs="0"/>
        <xs:element name="Address" type="NSLDSEnroll:AddressType" minOccurs="0"/>
        <xs:element name="AttendedSchool" type="NSLDSEnroll:AttendedSchoolType"/>
        <xs:element name="NSLDSEnrollmentData"
type="NSLDSEnroll:NSLDSEnrollmentDataType"/>
        <xs:element name="Response" type="NSLDSEnroll:ResponseType" minOccurs="0"/>
    </xs:sequence>
</xs:complexType>
<xs:complexType name="AddressType">
    <xs:sequence>
```

```

        <xs:element name="AddressLine" type="core:AddressLineType" minOccurs="0"
maxOccurs="2"/>
        <xs:element name="City" type="core:CityType" minOccurs="0"/>
        <xs:element name="StateProvinceCode" type="core:StateProvinceCodeType"
minOccurs="0"/>
        <xs:element name="PostalCode" type="core:PostalCodeType" minOccurs="0"/>
        <xs:element name="CountryCode" type="core:CountryCodeType" minOccurs="0"/>
        <xs:element name="AddressUpdateDate" type="core:AddressUpdateDateType"
minOccurs="0"/>
        <xs:element name="AddressValidIndicator" type="core:AddressValidIndicatorType"
minOccurs="0"/>
    </xs:sequence>
</xs:complexType>
<!--=====-->
<!--AttendedSchool Types-->
<!--=====-->
<xs:complexType name="AttendedSchoolType">
    <xs:sequence>
        <xs:element name="OPEID" type="core:OPEIDType"/>
        <xs:element name="UpdatedLocationID" type="core:UpdatedLocationIDType"
minOccurs="0"/>
    </xs:sequence>
</xs:complexType>
<!--=====-->
<!--NSLDS Reporting Types-->
<!--=====-->
<xs:complexType name="NSLDSEnrollmentDataType">
    <xs:annotation>
        <xs:documentation> Definition of the Enrollment Data Complex
element</xs:documentation>
    
```

```

</xs:annotation>
<xs:sequence>
  <xs:element name="ReportedDate" type="core:ReportedDateType"/>
  <xs:element name="AttendanceStatusCode" type="core:AttendanceStatusCodeType"/>
  <xs:element name="EffectiveDate" type="core:EffectiveDateType"/>
  <xs:element name="SessionBeginDate" type="core:SessionBeginDateType"
minOccurs="0"/>
  <xs:element name="SessionEndDate" type="core:SessionEndDateType" minOccurs="0"/>
  <xs:element name="GraduationDate" type="core:GraduationDateType" minOccurs="0"/>
  <xs:element name="AcademicProgramDegreeLevelCode"
type="core:AcademicProgramDegreeLevelCodeType" minOccurs="0"/>
</xs:sequence>
</xs:complexType>
<xs:complexType name="ResponseType">
  <xs:sequence>
    <xs:element name="EditProcessResult">
      <xs:complexType>
        <xs:sequence>
          <xs:element name="ResponseErrorCode"
type="core:ResponseErrorCodeType"/>
        </xs:sequence>
      </xs:complexType>
    </xs:element>
  </xs:sequence>
</xs:complexType>
<!--=====-->
</xs:schema>

```

A-6: Record Layout Specifications – Submittal Spreadsheet File

The following section provides specifications of the Detail records that are part of the Enrollment Submittal Spreadsheet file. NSLDS has utilized features found within typical spreadsheet tools to assist with the data creation and submission of Enrollment records to NSLDS. While the definitions of each field remain the same as those found in other Enrollment Reporting layouts the formatting of information found in the Submittal Spreadsheet layout has been documented according to the uses specific to spreadsheets. Please refer to the Enrollment Submittal Spreadsheet Instruction Guide for complete instructions on the creation and submittal of this particular file layout.

Index 1: File Type –Submittal Spreadsheet File		
Field Name	Spreadsheet Location	Record Type
Record Type	Column A	Detail Record
Student’s Current Social Security Number	Column B	Detail Record
School Code	Column C	Detail Record
School Branch Code	Column D	Detail Record
Move to School Branch Code	Column E	Detail Record
Student’s Social Security Number Pseudo Indicator	Column F	Detail Record
Student’s Current First Name	Column G	Detail Record
Student’s Current Last Name	Column H	Detail Record
Student’s Current Middle Name	Column I	Detail Record
Date of Student’s Birth	Column J	Detail Record
Student Branch Designator Code	Column K	Detail Record
Certification Date	Column L	Detail Record
Enrollment Effective Date	Column M	Detail Record
Enrollment Status	Column N	Detail Record
Credential Level	Column O	Detail Record
Anticipated Completion Date	Column P	Detail Record
Term Begin Date	Column Q	Detail Record
Term End Date	Column R	Detail Record
Address Effective Date	Column S	Detail Record
Good Address Flag	Column T	Detail Record
Student Address Line 1	Column U	Detail Record
Student Address Line 2	Column V	Detail Record
Student Address City	Column W	Detail Record
Student Address State/Province	Column X	Detail Record
Student Address Country	Column Y	Detail Record
Student Address Postal Code	Column Z	Detail Record

Enrollment Reporting Submittal Spreadsheet File Detail Record

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Record Type		
History Kept: N/A	Format: General, Text or Number	Size: 3	Spreadsheet Location: Column A
Description:	A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file.		
Comments:	<ul style="list-style-type: none"> • Record Type for the Detail record is 001. • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edits:	Must equal 001		
Default Value/Use:	None		
Reporting:	None		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current Social Security Number		
History Kept: Yes	Format: General, Text or Number	Size: 9	Spreadsheet Location: Column B
Description:	Social Security Number of a Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records. • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. • For school-initiated records, the value must match an SSN in the NSLDS database. 		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	School Code		
History Kept: Yes	Format: General, Text or Number	Size: 6	Spreadsheet Location: Column C
Description:	A six-digit code for school certifying enrollment.		
Comments:	<ul style="list-style-type: none"> • If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219. • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edits:	Must be a valid 6-digit OPEID code from the NSLDS School Codes Table.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid OPEID.	Not Valid OPEID.	50	Invalid school
Authorization to submit	Security	52	Not authorized to submit enrollment data for school, branch or move to location
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	School Branch Code		
History Kept: Yes	Format: General, Text or Number	Size: 2	Spreadsheet Location: Column D
Description:	A 2-digit code for school branch certifying enrollment.		
Comments:	<ul style="list-style-type: none"> • If a school has questions about its' OPE code, it should call the NSLDS Customer Support Center at 1-800-999-8219. • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the missing zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edits:	Must be a valid 2-digit branch code.		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	51	Invalid Move to Location
Authorization to submit	Security	52	Security not authorized to submit
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Move To School Branch Code		
History Kept: Yes	Format: General, Text or Number	Size: 2	Spreadsheet Location: Column E
Description:	Two-digit code for the school location where the student enrollment should be certified.		
Comments:	<p>Note: The action here is Withdrawal from the current location and Add/Update to the new location using the reported detail.</p> <ul style="list-style-type: none"> • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zero will be removed from the spreadsheet. NSLDS will read and store the remaining characters inserting the zero in the first position. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters inserting the zero in the first position. 		
Edits:	Must be a valid 2-digit branch code.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Must be valid Branch Code.	Not a valid Branch Code.	50	Invalid school
Authorization to submit	Security	52	Security not authorized to submit
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Social Security Number Pseudo Indicator		
History Kept: No	Format: General or Text	Size: 1	Spreadsheet Location: Column F
Description:	A single-character indicator showing whether the Student's Social Security number is real or pseudo.		
Comments:	<ul style="list-style-type: none"> • SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo"). • If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for "real"). • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. 		
Edits:	Must be R (for "real") or P (for "pseudo").		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current First Name		
History Kept: Yes	Format: General or Text	Size: 35	Spreadsheet Location: Column G
Description:	First name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains 'NFN' (no first name). • If you believe NSLDS data are incorrect. Contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with 'NFN'. • If the first name exceeds 35 characters, drop any characters in excess of 35. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. 		
Edits:	Must match existing value in NSLDS		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current Last Name		
History Kept: Yes	Format: General or Text	Size: 35	Spreadsheet Location: Column H
Description:	Current last name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains 'NLN'. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with 'NLN'. • If the last name exceeds 35 characters, drop any characters in excess of 35. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	Student could not be identified on the data base.
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student's Current Middle Name		
History Kept: Yes	Format: General or Text	Size: 35	Spreadsheet Location: Column I
Description:	Middle name of the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • Middle name reported to NSLDS by the data provider. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File and the student has no middle name, leave this field blank. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	Conditional, Mandatory if MI is known.		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Date of Student's Birth		
History Kept: No	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column J
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.		
Comments:	<ul style="list-style-type: none"> • Date of Student's Birth as reported to NSLDS by the data provider. • If a student's birth date is unknown, this field contains '19000101'. • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field. • If the Date of Student's Birth is unknown, fill in the field with '19000101'. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	Use '19000101', if Date of Student's Birth is unknown, formatted according to above spreadsheet usage.		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Date of Birth Invalid format.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Branch Designator Code		
History Kept: Yes	Format: General, Text or Number	Size: 20	Spreadsheet Location: Column K
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.		
Comments:	<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. • The data are not forwarded to the data provider. • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect zip code being stored. ○ Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. ○ Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	None, although left-justification is recommended.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

***Note:** Schools and loan holders (data providers) are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has available on its Web site organization contacts to help facilitate this process. If you are unable to resolve data conflicts, please contact the NSLDS Customer Support Center at 1–800–999–8219, Option 3.

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Certification Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column L
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file.		
Comments:	<ul style="list-style-type: none"> • You must fill in this field with the certification date. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid or no date.	37	Certification Date invalid format
Too old	Cert date too old	38	Certification Date is too Old
Future date	Future date not allowed for Cert date	39	Certification Date cannot be future
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Enrollment Effective Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column M
Description:	Effective date (year, month and day) a borrower entered current enrollment status.		
Comments:	<ul style="list-style-type: none"> • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix B, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date). • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years. 		
Default Value/Use:	None		
Reporting:	Mandatory		

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Appendix A: Enrollment Reporting Roster File Record Layouts

Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Field is completed.	Field not completed.	23	Enrollment Effective Date Missing
Must be less than 30 years in the past, based on Enrollment Reporting roster generation date.	More than 30 years in the past.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Must be greater than Student's Date of Birth plus 12.	Less than Student's Date of Birth plus 12.	21	Enrollment Effective date invalid format, or Value is 45 years before certification date, or value is less than 12 years after DOB.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Enrollment Effective must be less than or equal to certification date.
Must be less than or equal to ACD.	Greater than ACD.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A)
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
Effective date too old	Too old	34	If Enrollment code is F, H, or A, then Certification cannot be equal to effective date if the enrollment has not changed from the previously reported value
Certification date cannot equal Effective Date	Invalid date	35	For Enrollment A, Certification must be less than or equal to 180 days after enrollment effective
Date Revised: 9/18/2012			

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Enrollment Status		
History Kept: Yes	Format: General or Text	Size: 1	Spreadsheet Location: Column N
Description:	Code reflecting student's current enrollment status.		
Comments:	<ul style="list-style-type: none"> • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student's grace and subsequent repayment period. • If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix B, Enrollment Status Codes). • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. 		
Edits:	Must be a valid code from Appendix B, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Enrollment code is missing.
Must be valid code.	Invalid code.	20	Enrollment code is invalid
Must be a valid code sequence	Invalid sequence	22	Enrollment code X or Z cannot be reported if a valid F,H,L or A enrollment has been reported effective prior, for the student at the school.
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Credential Level		
History Kept: Yes	Format: General, Text or Number	Size: 2	Spreadsheet Location: Column O
Description:	Code reflecting student's current academic program degree level code.		
Comments:	<ul style="list-style-type: none"> • For Graduated Enrollment Status only. • The academic program degree level code: <ul style="list-style-type: none"> '01' (Undergraduate certificate) '02' (Associate's degree) '03' (Bachelor's degree) '04' (Post baccalaureate certificate) '05' (Master's degree) '06' (Doctoral degree) '07' (First professional degree) • While history is kept, it does not display on NSLDSFAP • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected. ○ Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. ○ Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. 		
Edits:	Must be a valid academic program degree level code.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Code for Credential Level	Invalid Code	53	Credential level value is invalid.
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Anticipated Completion Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column P
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.		
Comments:	<ul style="list-style-type: none"> • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. • This is a key element in monitoring the student’s projected entry into the grace period and subsequent repayment period. • This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. • If the date seems reasonable given the student’s academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). • If you add a student to the Submittal File, this field must contain the school’s most current estimate. • The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. • ACD is not required for an enrollment status of ‘D’, ‘L’, ‘W’, ‘X’, or ‘Z’. • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		

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Edits:		<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals ‘A’, ‘F’, ‘H’, or ‘L’ this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix B, Enrollment Status Codes). • If an invalid value is used for ‘L’, NSLDS will not error. Instead the ACD will be explained by ‘00010101’. • If the Enrollment Status Code equals ‘G’, this field must equal the Enrollment Status Effective Date. 	
Default Value/Use:		None	
Reporting:		Mandatory if Enrollment Status Code equals ‘G’, ‘A’, ‘F’, or ‘H’.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals ‘G’, ‘A’, ‘F’, or ‘H’.	Invalid date.	15	Anticipated Completion Date invalid format
Must be greater than Certification Date when Enrollment Status Code equals ‘A’, ‘F’, ‘H’, or ‘L’.	Is less than Certification Date.	26	Anticipated Completion Date must be greater than certification date.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated Completion Date must be greater than Effective date when edited (F,H,A)
Must not exceed 10 years after certification date.	Is greater than 10 years after Certification Date.	16	Anticipated Completion Date cannot be greater than 10 years after the certification
Date Revised:		9/18/2012	

***Note:** If a school determines that a student has transferred from another school from which he or she received a Title IV loan, the school is encouraged to update NSLDS on the Web, showing that the student is now attending its school, or add the student to its submittal file. The new enrollment information will be passed on to loan holders so that the student is not inadvertently placed in repayment.

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Term Begin Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column Q
Description:	The first date (year, month, and day) of the term.		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid date format	Invalid date format	43	Invalid format for term date
Must be prior to Term End date	Must be prior to Term End date	49	If begin and end term dates reported then end cannot be prior to begin.
Date Revised:	12/13/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Term End Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column R
Description:	The last date (year, month, and day) of the term.		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. 		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid date format	Invalid date format	43	Invalid format for term date
Date Revised:	12/13/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Address Effective Date		
History Kept: Yes	Format: General, Text or Date	Size: 8	Spreadsheet Location: Column S
Description:	Date student's address became effective or the sender became aware of the information.		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – if data is formatted as CCYYMMDD, do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ General – if data is formatted as MM/DD/CCYY, the / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. ○ Text – text must be formatted as CCYYMMDD. Do not use /. If the first digit of MM and/or DD is zero, it must be submitted. ○ Date – date must be formatted as MM/DD/CCYY. The / must be used. If the first digit of the MM and/or DD is zero the spreadsheet will omit it. NSLDS will assume the first digit is a zero and store it accordingly. The date format selected must include the year. 		
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • Required if address data is provided. 		
Default Value/Use:	None		
Reporting:	Mandatory, Conditional		
Verifies:	Error:	Error No.:	Error Message:
Required date	Date required	45	Address effective date required.
Must be valid date	Invalid date	46	Address effective date must be valid
Future date not allowed	Future date not allowed	47	Address effective date must not be future
Address data required	Address data required	54	Address effective date without an address
Date Revised:	12/13/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Good Address Flag		
History Kept: N/A	Format: General or Text	Size: 1	Spreadsheet Location: Column T
Description:	Flag to indicate a valid student address.		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> ○ General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. ○ Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. • Required if Address Effective Date Supplied. 		
Edits:	Valid values are ‘Y’, ‘N’ or space.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid value	Invalid value	44	Good Address flag must be Y, N or Space.
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Line 1		
History Kept: Yes	Format: General or Text	Size: 40	Spreadsheet Location: Column U
Description:	First line of student address		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> • General – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • Text – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Line 2		
History Kept: Yes	Format: General or Text	Size: 40	Spreadsheet Location: Column V
Description:	Second line of student address		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> • General – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • Text – Numbers and letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address City		
History Kept: Yes	Format: General or Text	Maximum Size: 30	Spreadsheet Location: Column W
Description:	City where student lives.		
Comments:	<ul style="list-style-type: none"> • If using a spreadsheet, formatting will yield the following results: <ul style="list-style-type: none"> • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address State/Province		
History Kept: Yes	Format: General or Text	Maximum Size: 2	Spreadsheet Location: Column X
Description:	State or province where student lives.		
Comments:	<ul style="list-style-type: none"> • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	Must be valid state or province.		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid state	Invalid state	42	State is invalid
Date Revised:	9/18/2012		

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Country		
History Kept: Yes	Format: General or Text	Maximum Size: 2	Spreadsheet Location: Column Y
Description:	Country where student lives.		
Comments:	<ul style="list-style-type: none"> • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> • General – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • Text – Letters as typed in the spreadsheet will be submitted to NSLDS. NSLDS will read and store the characters. • If this field is not being reported, the column must be left blank. 		
Edits:	Must be valid country code.		
Default Value/Use:	Must be valid country code.		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
Invalid country	Invalid country	48	Invalid country code
Date Revised:	9/18/2012		

Appendix A: Enrollment Reporting Roster File Record Layouts

File Type	Enrollment Reporting Submittal Spreadsheet Detail Record		
Field Name	Student Address Postal Code		
History Kept: Yes	Format: General, Text, Number or Special	Maximum Size: 17	Spreadsheet Location: Column Z
Description:	Postal code where student lives		
Comments:	<ul style="list-style-type: none"> • Spreadsheet formatting will yield the following results: <ul style="list-style-type: none"> • General – leading zeros will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in an incorrect zip code being stored. • Text – numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. • Number - numbers and letters as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. • Special – Zip Code function allowed, Zip Code+4 function is not allowed. • If this field is not being reported, the column must be left blank. 		
Edits:	N/A		
Default Value/Use:	None		
Reporting:	Optional		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:	9/18/2012		

Appendix B: Enrollment Status Codes

Appendix B displays the valid Enrollment Status Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site.

Code	Status	Definition	Date Used as Effective Date
A	Approved leave of absence	Student is currently enrolled at this school, but has a leave of absence approved in accordance with [34 CFR 668.22(d)(2)].	Date the student began an approved leave of absence.
D	Deceased	Student is deceased.	Date of death, if known; otherwise, the date the school was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the school's definition, in accordance with [34 CFR 668.2] or [34 CFR 682.200].	Date on which the student most recently began uninterrupted ¹ enrollment on a full-time basis.
G	Graduated	Student has completed the course of study and is not currently admitted to, nor enrolled in, a different course of study at this school.	Date the student completed the course requirements (not presentation date of the diploma or certificate).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this school's definition, in accordance with [34 CFR 682.200].	Date student dropped below full-time, or if half time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a half time or more, but less than full-time basis.
L	Less than half-time	Student is enrolled less than half-time, according to this school's definition, in accordance with [34 CFR 682.200].	Date student dropped below half time, or if less than half time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a less than half-time basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this school, stopped attending all classes at this school but did not officially withdraw, or for any reason did not re-enroll at this school for the next regular (non-summer) term without completing the course of study.	Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this school. (School <i>does</i> have a record of the individual.)	Report certification date, as recorded in the Submittal File Header record.
Z	No record found	Individual for whom a thorough search of the school's records reveals no information. (School <i>does not</i> have a record of the individual.)	Report certification date, as recorded in the Submittal File Header record.

Code	Status	Definition	Date Used as Effective Date
<p>¹ Students are considered to be in-school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as “Withdrawn” at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to “Withdrawn” within 30 days of that determination, or within 30 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.</p>			

Appendix C: Error Codes

Appendix C summarizes the record-level edits returned in the Acknowledgment/Error File or displayed on the NSLDS web site when adding or updating student enrollment data.

Error Code	Field Name	Error Message
11	Student's Social Security number Student's First Name Date of Student's Birth	The student identifiers (Student's Social Security number, first name, and date of birth) submitted by a school do not match those for any student in the database.
13	Date of Student's Birth	Invalid Date of Student's Birth. Must be a valid date in CCYYMMDD format.
15	Anticipated Completion Date	Invalid Date of Anticipated Completion. Must be a valid date in CCYYMMDD format when Enrollment Status Code of 'A', 'F', 'H', or 'L'. (See Notes 1-3 below.)
16	Anticipated Completion Date	Anticipated Completion Date cannot be greater than 10 years after the Certification Date. (See Notes 1-3 below.)
19	Enrollment Status Code	Missing Enrollment Status.
20	Enrollment Status Code	Invalid Enrollment Status Code. Valid codes are 'F', 'H', 'L', 'A', 'W', 'G', 'D', 'X', and 'Z'.
21	Enrollment Status Effective Date	Invalid Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. It must be less than 45 years in the past, based on Certification Date (formerly based on Roster Generation), and greater than the Date of Student's Birth plus 12 years. This edit is not applied to Enrollment Status 'D' with default, 'X' or 'Z'. (See Note 4 below.)
22	Enrollment Status Code	A school cannot report an Enrollment Status of 'X' or 'Z' if an enrollment history (Enrollment Status Code of 'F', 'H', 'A', or 'L') already exists for student at that school.
23	Enrollment Status Effective Date	Missing Enrollment Status Effective Date. Must be a valid date in CCYYMMDD format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated. (See notes 4-5 below.)

Error Code	Field Name	Error Message
26	Anticipated Completion Date	Anticipated Completion Date (ACD) must be greater than Certification Date when school reports Enrollment Status Code of 'A', 'F', 'H', or 'L'. NSLDS will substitute the ACD on its database when no ACD is returned on the Submittal File, but that ACD will still be subject to this edit. (<i>See Notes 1-3 below.</i>)
30	Enrollment Status Effective Date	Enrollment Status Effective Date must be less than Certification Date.
32	Enrollment Status Effective Date	<p>Student status could not be applied as current.</p> <p>This is due to a school reporting an Enrollment Status Code, Enrollment Status Effective Date, or Anticipated Completion Date that does not match the current value stored in the database with a new Certification Date prior to the current Certification Date.</p> <p>As of October 19, 2008, this will also apply when the enrollment code shows a difference between active attendance and inactive attendance with the same effective date, and more than one previous certification occurred at least one year prior.</p>
33	Anticipated Completion Date	Anticipated Completion Date must be greater than or equal to Enrollment Status Effective Date for Enrollment Status of 'F', 'H', and 'L'. (<i>See Notes 1-3 below.</i>)
	Enrollment Status Effective Date	
34	Certification Date	If the Enrollment Status Code is 'F', 'H', or 'A', and has not changed since the last submission, Enrollment Status Effective Date cannot equal Certification Date.
	Enrollment Status Effective Date	
35	Enrollment Status Code	Certification Date cannot be more than 180 days after Enrollment Status Effective Date for Enrollment Status of 'A'.
36	Enrollment Status Effective Date	If a school has 10 or more students on its previous Enrollment Reporting roster file and more than 10 percent of the records on a Submittal File have an Enrollment Status Code of 'D', Roster Receipt will reject all the detail records that contain that status.
37/11	Certification Date is Invalid	Invalid Date of Certification. Must be a valid date in CCYYMMDD format.

Error Code	Field Name	Error Message
38/13	Certification Date is too Old	The certification date has preceded the earliest allowable date for certification of data. This date is controlled by a validation parameter and is calculated by subtracting the number of parameter days from the current date.
39/21	Certification Date is in the future	The certification date is in the future. Future certification of data is not allowed.
41	Street address line 1 Street address line 2 city Postal code	Must be left justified
42	State code	Invalid code
43	Term begin/Term End	Invalid date format ccyymmdd
44	Good Address Flag	Valid values Y,N if address is supplied, spaces when no address
45	Address Effective date	Required if an address is supplied
46	Address Effective date	Invalid date format ccyymmdd
47	Address Effective date	Cannot be a future date
48	Country code	Invalid Country code
49	Term begin/End	Begin Term must be less than end if begin and end are both reported
50	School/Br	Invalid School code
51	Move To Location	Invalid Move To location
52	School/Br and Move To Location	Not authorized to process input based on the Batch TG# or the Web user id
53	Credential Level	Invalid permitted value 01 -07
54	Address effective date	Date supplied with no address data.

Appendix D: Error Checking

Check your data for errors before submitting the completed Submittal File or Error Correction File to NSLDS. The following tables list common reasons that files and records are rejected.

Header Record

Data Element	Validation Criteria	Action
Sequence Number	Must be 0000000 .	Accept only if the sequence number of the first record is 0000000 .
Create Date/Timestamp	Must be a valid date in CCYYMMDD format. Must match the date/timestamp in the Enrollment Reporting roster file sent to the school.	Reject if the date/timestamp in the Submittal File does not match the date/timestamp in the Enrollment Reporting roster file received from NSLDS.
Certification Date	Must be a valid date in CCYYMMDD format. Must be greater than or equal the Enrollment Status Effective Date.	Accept when both criteria are met.
File Type	For the Submittal File, must be 'R'. For the Error Correction File, must be 'E'. For the ad hoc file, must be 'A'.	Reject if neither 'R', 'E', nor 'A'.

Detail Record

Data Element	Validation Criteria	Action
Student's SSN Student's Last Name Student's First Name Date of Student's Birth	Every field's contents must match the original field contents in the Enrollment Reporting roster file sent to the school.	Reject if any field contents have changed compared to the Enrollment Reporting roster file transmitted to the school.
Date of Anticipated Completion	Must be a valid date in CCYYMMDD format. If the Enrollment Status Code equals 'G', this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code equals 'A', 'F', or 'L', this date must be greater than the Certification Date.	Accept when all criteria are met.
Code for Enrollment Status	Must be one of the values in the Enrollment Status Codes table.	Accept if in the Enrollment Status Codes table; reject otherwise.
Date Enrollment Status Effective	Must be a valid date in CCYYMMDD format. If the Code for Enrollment Status is 'D', this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.
Student Branch Designator	None	Optional field used by schools to identify students within their own systems.

Trailer Record

Data Element	Validation Criteria	Action
Enrollment Update Sequence Number	Must be 9999999 .	Accept only if the sequence number of the last record is 9999999 .
Number of Detail records	Must equal total number of Detail records.	Accept only if the count is equal to the number of Detail records.
*Note: Before returning the file, update positions 27–34 in the Trailer record. This number must match the total number of error records being returned.		

Appendix E: State Codes

Appendix E displays the valid State Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site.

State Codes			
Code	State	Code	State
AA	Military Location Code	MX	Mexico
AB	Alberta, Canada	NB	New Brunswick, Canada
AE	Military Location Code	NC	North Carolina
AK	Alaska	ND	North Dakota
AL	Alabama	NE	Nebraska
AP	Military Location Code	NF	Newfoundland, Canada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
AZ	Arizona	NL	Newfoundland and Labrador, Canada
BC	British Columbia, Canada	NM	New Mexico
CA	California	NR	Not Available
CN	Canada	NS	Nova Scotia, Canada
CO	Colorado	NT	Northwest Territories, Canada
CT	Connecticut	NU	Nunavut, Canada
CZ	Canal Zone	NV	Nevada
DC	District of Columbia	NY	New York
DE	Delaware	OH	Ohio
FC	Foreign Country	OK	Oklahoma
FL	Florida	ON	Ontario, Canada
FM	Federated States of Micronesia	OR	Oregon
GA	Georgia	PA	Pennsylvania
GU	Guam	PQ	Quebec, Canada
HI	Hawaii	PE	Prince Edward Island, Canada
IA	Iowa	PR	Puerto Rico
ID	Idaho	PW	Republic of Palau
IL	Illinois	QC	Quebec, Canada
IN	Indiana	RI	Rhode Island
IQ	Other U.S. Territory/Possession	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	SK	Saskatchewan, Canada
LA	Louisiana	TN	Tennessee

State Codes			
Code	State	Code	State
MA	Massachusetts	TT	Trust Territories of the Pacific
MB	Manitoba, Canada	TX	Texas
MD	Maryland	UT	Utah
ME	Maine	VA	Virginia
MH	Marshall Islands	VI	Virgin Islands
MI	Michigan	VT	Vermont
MN	Minnesota	WA	Washington
MO	Missouri	WI	Wisconsin
MP	Northern Marianas Islands	WV	West Virginia
MS	Mississippi	WY	Wyoming
MT	Montana	YT	Yukon, Canada

Appendix F: Country Codes

Appendix F displays the valid Country Codes to be used in a Submittal File or for Enrollment Update on the NSLDS web site.

Country Codes			
Code	State	Code	State
AF	Afghanistan	LR	Liberia
AL	Albania	LY	Libyan Jamahiriya
DZ	Algeria	LI	Liechtenstein
AD	Andorra	LT	Lithuania
AO	Angola	LU	Luxembourg
AI	Anguilla	MO	Macao, China (People's Republic)
AG	Antigua and Barbuda	MG	Madagascar
AR	Argentina	MW	Malawi
AM	Armenia	MY	Malaysia
AW	Aruba	MV	Maldives
SH	Ascension	ML	Mali
AU	Australia	MT	Malta
AT	Austria	MH	Marshall Islands
AZ	Azerbaijan	MQ	Martinique
BS	Bahamas	MR	Mauritania
BH	Bahrain	MU	Mauritius
BD	Bangladesh	MX	Mexico
BB	Barbados	FM	Micronesia (Federated States of)
BY	Belarus	MD	Moldova
BE	Belgium	MC	Monaco
BZ	Belize	MN	Mongolia
BJ	Benin	MS	Montserrat
BM	Bermuda	MA	Morocco
BT	Bhutan	MZ	Mozambique
BO	Bolivia	MM	Myanmar
BA	Bosnia and Herzegovina	NA	Namibia
BW	Botswana	NR	Nauru
BR	Brazil	NP	Nepal
IO	British Indian Ocean Territory	AN	Netherlands Antilles
VG	British Virgin Islands	NL	Netherlands
BN	Brunei Darussalam	NC	New Caledonia
BG	Bulgaria (Republic)	NZ	New Zealand (including the Ross Dependency)
BF	Burkina Faso	NI	Nicaragua
BI	Burundi	NE	Niger
KH	Cambodia	NG	Nigeria
CM	Cameroon	NU	Niue
CA	Canada	NF	Norfolk Island
CV	Cape Verde	NO	Norway
KY	Cayman Islands	OM	Oman
CF	Central African Republic	PK	Pakistan
TD	Chad	PW	Palau

Country Codes			
Code	State	Code	State
CL	Chile	PA	Panama (Republic)
CN	China (People's Republic)	PG	Papua New Guinea
CO	Colombia	PY	Paraguay
KM	Comoros	PE	Peru
CG	Congo (Republic)	PH	Philippines
CK	Cook Island	PN	Pitcairn, Henderson, Ducie and Oeno
CR	Costa Rica	PL	Poland
CI	Cote d'Ivoire (Republic)	PT	Portugal
HR	Croatia	PR	Puerto Rico
CU	Cuba	QA	Qatar
CY	Cyprus	RE	Reunion
CZ	Czech Republic	RO	Romania
KP	Democratic People's Republic of Korea	RU	Russian Federation
CD	Democratic Republic of the Congo	RW	Rwanda
DK	Denmark	KN	Saint Christopher (St Kitts) and Nevis
DJ	Djibouti	LC	Saint Lucia
DM	Dominica	VC	Saint Vincent and the Grenadines
DO	Dominican Republic	WS	Samoa
TP	East Timor	AS	Samoa
EC	Ecuador	SM	San Marino
EG	Egypt	ST	Sao Tome and Principe
SV	El Salvador	SA	Saudi Arabia
GQ	Equatorial Guinea	RE	Scattered Islands
ER	Eritrea	SN	Senegal
EE	Estonia	YU	Serbia and Montenegro
ET	Ethiopia	SC	Seychelles
FK	Falkland Islands (Malvinas)	SL	Sierra Leone
FO	Faroe Islands	SG	Singapore
FJ	Fiji	SK	Slovakia
FI	Finland (including the Aland Islands)	SI	Slovenia
FR	France	SB	Solomon Islands
GF	French Guiana	SO	Somalia
PF	French Polynesia (including Clipperton)	ZA	South Africa
TF	French Southern and Antarctic Territories	GS	South Georgia and the South
GA	Gabon	ES	Spain
GM	Gambia	LK	Sri Lanka
GE	Georgia	SH	St Helena
DE	Germany	SD	Sudan
GH	Ghana	SR	Suriname
GI	Gibraltar	SZ	Swaziland
GB	Great Britain	SE	Sweden
GR	Greece	CH	Switzerland
GL	Greenland	SY	Syrian Arab Republic
GD	Grenada	TJ	Tajikistan
GP	Guadeloupe (incl. St Barthelemy)	TZ	Tanzania (United Republic)
GU	Guam	YT	Territorial Community of Mayotte
GT	Guatemala	PM	Territorial Community of St Pierre

Country Codes			
Code	State	Code	State
GN	Guinea	TH	Thailand
GW	Guinea-Bissau	MK	The former Yugoslav Rep of Macedonia
GY	Guyana	TG	Togo
HT	Haiti	TK	Tokelau
HN	Honduras (Republic)	TO	Tonga (including Niufo'ou)
HK	Hong Kong, China (People's Republic)	TT	Trinidad and Tobago
HU	Hungary (Republic)	SH	Tristan da Cunha
IS	Iceland	MP	Trust territory of the Pacific Islands
IN	India	TN	Tunisia
ID	Indonesia	TR	Turkey
IR	Iran (Islamic Republic)	TM	Turkmenistan
IQ	Iraq	TC	Turks and Caicos Islands
IE	Ireland	TV	Tuvalu
IL	Israel	UG	Uganda
IT	Italy	UA	Ukraine
JM	Jamaica	AE	United Arab Emirates
JP	Japan	US	United States of America
JO	Jordan	UY	Uruguay
KZ	Kazakhstan	UZ	Uzbekistan
KE	Kenya	VU	Vanuatu
KI	Kiribati	VA	Vatican
KR	Korea (Republic)	VE	Venezuela
KW	Kuwait	VN	Viet Nam
KG	Kyrgyzstan	VI	Virgin Islands of the USA
LA	Lao People's Democratic Republic	WF	Wallis and Futuna Islands
LV	Latvia	YE	Yemen
LB	Lebanon	ZM	Zambia
LS	Lesotho	ZW	Zimbabwe