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**Student Financial Assistance**

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THE U.S. Department of  
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# NSLDS: Transfer Monitoring Process

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THE U.S. Department of  
**EDUCATION**

Session 37- 2



# Agenda

- Financial Aid History - Policy Breakthroughs
- Transfer Monitoring Process
  - Inform
  - Monitor
  - Alert
- School Transfer Profile
- Recurring Questions & Concerns
- Future Enhancement
- Questions and Discussion



# Agenda

- **Financial Aid History - Policy Breakthroughs**
  - ┌ Transfer Monitoring Process
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# Financial Aid History Policy Development

- GEN-96-13 - July 1996 - Authorized use of NSLDS information for awarding aid **except** for mid-year transfer students
- GEN-00-12 - July 2000 - May use NSLDS for all applicants **including** mid-year transfer students
  - NSLDS had to be checked no more than 30 days prior to disbursing aid.
- GEN-01-09 - July 2001 - **Must** use NSLDS for mid-year transfer students using Transfer Monitoring Process



# *Transfer Monitoring Process Objectives*

- Reduce school workload to meet requirements
- School tells NSLDS students to monitor (Inform)
- NSLDS monitors data received (Monitor)
- NSLDS alerts school of relevant changes (Alert)
- Distribute results only to school requesting monitoring
- Provide convenient input and output options
- Continue Prescreening/Postscrening to report on defaults, overpayments and aggregates
  - Transfer Monitoring Process an addition to, not replacement of current process.



# *Transfer Monitoring Process - School Responsibilities*

- Inform NSLDS of students identified as mid-year transfers
- Wait at least 7 days before disbursing aid unless:
  - Check NSLDSFAP.ed.gov on date of disbursement;
  - or
  - Receive an Alert before 7 days expire
- Access Alerts sent to school
- Review student eligibility and adjust scheduled disbursements if needed



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# ***NSLDS Transfer Monitoring Who Is Monitored? (Inform)***

- School tells NSLDS which students/applicants to monitor
  - Applicant identifiers - SSN, first name, DOB
  - Enrollment Begin Date - for the period for which aid is being awarded
  - Monitor Begin Date (optional)
- Input methods (may use either or both):
  - Enter on NSLDSFAP
  - Send data file to NSLDS



### Transfer Monitoring List

Add Student to Monitoring List

Sort By:

Display Only: SSN:

Last Name:

Enrollment Begin Date:  (MMDDCCYY)

Monitor Begin Date:  (MMDDCCYY)

Last Changed By:

|                   | SSN         | Name              | DOB        | Enrollment Begin Date | Monitor Begin Date | Last Changed By                            |
|-------------------|-------------|-------------------|------------|-----------------------|--------------------|--|
| <a href="#">1</a> | 043-88-3117 | MICHAEL GALLIAH   | 05/29/1960 | 11/11/2001            | 07/18/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |
| <a href="#">2</a> | 043-85-9668 | THOMAS SANDLER    | 09/01/1973 | 08/08/2001            | 08/01/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |
| <a href="#">3</a> | 043-86-5256 | MAXWELL SHEFFIELD | 01/02/1958 | 01/14/2002            | 07/18/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |





SSN:  First Name:  DOB:  (MMDDCCYY)

Logged on as: DUMMY SCHOOL ID FOR TRAINING from [FAIRFAX HOSPITAL MEDICAL TECHNOLOGY PROGRAM](#)



Return To Transfer  
Monitoring List

No student currently selected.

### Student Monitoring Add

SSN:

First Name:

Last Name:

Date of Birth:  (MMDDCCYY)

Enrollment Begin Date:  (MMDDCCYY)

Monitor Begin Date:  (MMDDCCYY)





SSN:  First Name:  DOB:  (MMDDCCYY)

Logged on as: DUMMY SCHOOL ID FOR TRAINING from [FAIRFAX HOSPITAL MEDICAL TECHNOLOGY PROGRAM](#)

Return To Transfer Monitoring List

TANYA J LANGLAIS  
SSN: 043-90-5190 DOB: 01/15/1973

### Student Monitoring Add

SSN:

First Name:

Last Name:

Date of Birth:  (MMDDCCYY)

Enrollment Begin Date:  (MMDDCCYY)

Monitor Begin Date:  (MMDDCCYY)





SSN:  First Name:  DOB:  (MMDDCCYY)

Logged on as: DUMMY SCHOOL ID FOR TRAINING from [FAIRFAX HOSPITAL MEDICAL TECHNOLOGY PROGRAM](#)

Return To Transfer Monitoring List

TANYA J LANGLAIS  
SSN: 043-90-5190 DOB: 01/15/1973

### Student Monitoring Add



Please enter an Enrollment Begin Date in the MMDDCCYY format.

SSN:   
First Name:   
Last Name:   
Date of Birth:  (MMDDCCYY)  
Enrollment Begin Date:  (MMDDCCYY)  
Monitor Begin Date:  (MMDDCCYY)



### Transfer Monitoring List



Successfully added.

Add Student to Monitoring List

Sort By:

Display Only: SSN:

Last Name:

Enrollment Begin Date:  (MMDDCCYY)

Monitor Begin Date:  (MMDDCCYY)

Last Changed By:

|                   | SSN         | Name              | DOB        | Enrollment Begin Date | Monitor Begin Date | Last Changed By                            |
|-------------------|-------------|-------------------|------------|-----------------------|--------------------|--|
| <a href="#">1</a> | 043-88-3117 | MICHAEL GALLIAH   | 05/29/1960 | 11/11/2001            | 07/18/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |
| <a href="#">2</a> | 043-90-5190 | TANYA LANGLAIS    | 01/15/1973 | 03/10/2002            | 07/18/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |
| <a href="#">3</a> | 043-85-9668 | THOMAS SANDLER    | 09/01/1973 | 08/08/2001            | 08/01/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |
| <a href="#">4</a> | 043-86-5256 | MAXWELL SHEFFIELD | 01/02/1958 | 01/14/2002            | 07/18/2001         | DUMMY SCHOOL ID FOR TRAINING<br>07/18/2001 |



Return To Transfer  
Monitoring List

### Student Monitoring Detail

[Update](#)

[Delete](#)

|                               |  |
|-------------------------------|--|
| <b>SSN:</b>                   | 043-90-5190                                |
| <b>First Name:</b>            | TANYA                                      |
| <b>Last Name:</b>             | LANGLAIS                                   |
| <b>Date of Birth:</b>         | 01/15/1973                                 |
| <b>Enrollment Begin Date:</b> | 03/10/2002                                 |
| <b>Monitor Begin Date:</b>    | 07/18/2001                                 |
| <b>Last Changed By:</b>       | DUMMY SCHOOL ID FOR TRAINING on 07/18/2001 |





Return To Student  
Monitoring Detail

### Student Monitoring Update

|                        |   |            |
|------------------------|---|------------|
| SSN:                   | 043-90-5190                             |            |
| First Name:            | <input type="text" value="TANYA"/>      |            |
| Last Name:             | <input type="text" value="LANGLAIS"/>   |            |
| Date of Birth:         | <input type="text" value="01/15/1973"/> | (MMDDCCYY) |
| Enrollment Begin Date: | <input type="text" value="03/10/2002"/> | (MMDDCCYY) |
| Monitor Begin Date:    | <input type="text" value="07/18/2001"/> | (MMDDCCYY) |

Submit



[PRIVACY ACT OF 1974 \(AS AMENDED\)](#)



Return To Student  
Monitoring Detail

### Student Monitoring Delete

You are asking that this Student Monitoring record be DELETED from your List. Student Monitoring records should be deleted only if the student will not be attending your institution or the student was entered in error. Please do not DELETE a student simply to stop monitoring him or her. **To complete this DELETE, please click CONFIRM.**

**SSN:** 043-90-5190  
**First Name:** TANYA  
**Last Name:** LANGLAIS  
**Date of Birth:** 01/15/1973  
**Enrollment Begin Date:** 03/10/2002  
**Monitor Begin Date:** 07/18/2001  
**Last Changed By:** DUMMY SCHOOL ID FOR TRAINING on 07/18/2001

Confirm





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

Logged on as: DUMMY SCHOOL ID FOR TRAINING from ST MARKS HOSP SCH OF MED-TECH

TANYA J LANGLAIS  
SSN: 043-90-5190 DOB: 01/15/1973

**i** Student is on your school's Transfer Monitoring List.

Student Monitoring Detail

**!**  
Defaulted

**i**  
Pell Grants

? **Aggregate Loan Information**

| Loan Type          | Outstanding Principal Balance (OPB) | Pending Disbursements | Total   |
|--------------------|-------------------------------------|-----------------------|---------|
| Subsidized Loans   | \$3,938                             | N/A                   | \$3,938 |
| Unsubsidized Loans | \$124                               | N/A                   | \$124   |
| Combined Loans     | \$4,062                             | N/A                   | \$4,062 |
| FFEL Consolidation | N/A                                 |                       | N/A     |
| Perkins            | N/A                                 |                       | N/A     |



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

Logged on as: DUMMY SCHOOL ID FOR TRAINING from FAIRFAX HOSPITAL MEDICAL TECHNOLOGY PROGRAM

MAXWELL J KLINGER  
SSN: 561-49-1551 DOB: 09/04/1932

**i** Student is not on your school's Transfer Monitoring List.

Add Student to Monitoring List



Overpayments



Discharge



### Aggregate Loan Information

| Loan Type          | Outstanding Principal Balance (OPB) | Pending Disbursements | Total |
|--------------------|-------------------------------------|-----------------------|-------|
| Subsidized Loans   | N/A                                 | N/A                   | N/A   |
| Unsubsidized Loans | N/A                                 | N/A                   | N/A   |
| Combined Loans     | N/A                                 | N/A                   | N/A   |
| FFEL Consolidation | N/A                                 |                       | N/A   |
| Perkins            | \$0                                 |                       | \$0   |



# Batch Process

- Batch file specifications (IFAP)
  - <http://www.ifap.ed.gov/nsldsmaterials/NSLDSFATBatch062801TransMoniProceBatch.html>
  - SAIG message classes
    - TRNINFIN—School Inform file
    - TRNINFOP—Error/Acknowledgment file
    - TRLTRPOP—Alert - Report format
    - TRALRTOP—Alert - Extract format
- Any future additions to Batch File will be added to current “filler” space.
- Can be used by school and/or Servicer



# *Inform Data File*

- Record length = 150 bytes
- Header record
- Detail record (one per student)
  - Applicant identifiers
  - Enrollment Begin Date
  - Monitor Begin Date
  - Remove applicant from monitoring list
    - Allows school to delete student from list
    - One byte - 'Y' or 'N'
- Trailer record



# *Error/Acknowledgment File*

- Record length = 120 bytes
- Header record
- Detail record (one per error)
  - Applicant identifiers
  - Field in Error
  - Error/Warning Code
  - Value of Field in Error
    - Value that caused the Error/Warning code generation



# *Error/Acknowledgment File (cont'd)*

- Trailer record
  - Includes total count each of errors and warnings
  - Includes total count each of records with errors and/or warnings
- Errors vs. Warnings
  - Errors are values edits won't allow
    - School has not set up their School Transfer Profile
    - Invalid dates
    - School OPEID code does not exist
    - Non-numeric SSNs



# *Error/Acknowledgment File (cont'd)*

- Warnings are values that might require review
  - Student SSN not found - student is not on NSLDS, but has been added to school's Transfer Monitoring list
  - SSN found, but name &/or DOB submitted does not match. Student has been added to school's Transfer Monitoring list
- Will be returned to school/servicer within 24 hours of Inform submittal
  - If not received:
    - File was not readable by NSLDS - file not processed



# *Error/Acknowledgment File (cont'd)*

- Header record not correct - NSLDS cannot determine from where the file originated, so cannot return Error/Acknowledgment file
  - **Students on Inform file have NOT been added to Monitoring process**
- Action:
- Call NSLDS Customer Service Center to determine problem and resolve - 1-800-999-8219



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# *Transfer Monitoring Process (Monitor)*

- Is there new data affecting applicant's eligibility?
  - New data means a new loan or Pell Grant was added or changed for attendance at another school (since last ISIR or alert)
    - New loan originated
    - New or cancelled disbursement on a loan
    - New or reduced Pell Grant Award
    - New or cancelled disbursement on a Pell Grant
  - Data for attendance at school to which the applicant is transferring is not monitored
  - Changes in default status or overpayments would continue as done currently (postscreening) so that all schools on application are notified



# *Transfer Monitoring Process Monitor (cont'd)*

- Monitoring program currently run weekly (Wednesday night) - Alerts and e-mail notifications disseminated on Thursdays
- May change at future date



# Monitor Period

- Starts on Monitor Begin Date
  - Date student is added to list (default); or
  - Future date requested by school
    - Cannot be AFTER Enrollment Begin Date
- Ends on 91st day after Enrollment Begin Date
  - Stops automatically
  - Monitoring period duration will be evaluated periodically to determine if it should be altered



# Monitor Rules

- FFEL/FDLP Loans
  - Loan at school A overlaps Enrollment Begin date at school B; or
  - Loan period begin date at school A is less than 30 weeks before Enrollment Begin date at school B
  - Loan period begin date at another school begins after Enrollment Begin Date at school B



# *Monitor Rules (cont'd)*

## ■ Perkins Loans

- Disbursement at school A is in the same award year as Enrollment Begin date at school B

## ■ Pell Grants

- Grant at school A is in the same award year as the Enrollment Begin date at school B



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# How Are Results Communicated? (Alert)

- NSLDS communicates results only to the school to which the applicant is transferring
  - The school that informed NSLDS
- Output methods:
  - NSLDSFAP
  - Financial aid history data file - shows entire FA history
- Email notification that an Alert has been generated (**be sure to include email address in School Profile**)



# *Email Alert Notification - Example*

**For schools set up for Web Alerts Only:**

Subject Line: Transfer Monitoring Alert from NSLDS

NOTICE:

An Alert has been generated for one or more students on your institution's Transfer Monitoring list. Please access [www.NSLDSFAP.ed.gov](http://www.NSLDSFAP.ed.gov) to review.

Do not respond to this address – this mailbox is not monitored. If you have any questions regarding this e-mail, please call the NSLDS Customer Service Center at 800-999-8219 or e-mail them at [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

Thank you.



### Monitoring Alert Review

Monitoring Results as of : 09/18/2001

Sort By:

Display Only: SSN:  Last Name:

Date Alerted:  (MMDDCCYY) Enrollment Begin Date:  (MMDDCCYY)

Loans Only  Pell's Only

| SSN         | Name               | DOB        | Change               | Reviewed                            | Date Alerted | Enrollment Begin Date | Monitor Begin Date |
|-------------|--------------------|------------|----------------------|-------------------------------------|--------------|-----------------------|--------------------|
| 570-98-8111 | WARREN PEESE       | 01/02/1961 | <a href="#">Loan</a> | <input type="checkbox"/>            | 05/15/2001   | 03/12/2000            | 10/12/2000         |
|             |                    |            | <a href="#">Pell</a> | <input type="checkbox"/>            | 05/15/2001   | 03/12/2000            | 10/12/2000         |
| 556-88-1003 | ANDREW SINGH       | 08/08/1968 | <a href="#">Pell</a> | <input type="checkbox"/>            | 05/15/2001   | 01/12/2001            | 10/12/2000         |
| 645-98-8103 | BEN STARR          | 12/10/1966 | <a href="#">Loan</a> | <input type="checkbox"/>            | 02/12/2004   | 01/18/2001            | 10/18/2000         |
|             |                    |            | <a href="#">Loan</a> | <input type="checkbox"/>            | 02/12/2004   | 01/18/2001            | 10/18/2000         |
| 987-65-4321 | KUTRIANA VON FLORA | 03/11/1981 | <a href="#">Pell</a> | <input type="checkbox"/>            | 05/15/2001   | 06/01/2001            | 10/12/2000         |
| 570-98-8111 | WARREN PEESE       | 01/02/1961 | <a href="#">Loan</a> | <input checked="" type="checkbox"/> | 05/15/2001   | 03/12/2000            | 10/12/2000         |





# *Alert Data File*

- Record length = 260 bytes
  - Set up to follow current FAT layout
- Header record
- Detail records



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## *Alert Data File (cont'd)*

- Aggregates, match flags, MPN
- Name history
- Overpayment record(s)
- Pell Grant payment record(s)
- Loan detail record(s)
- Trailer record



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[Menu](#) | [Aid](#) | [Org](#) | [Report](#) | [Tran](#)



[Transfer Monitoring List](#) | [Monitoring Alert Review](#) | [School Transfer Profile](#)

Logged on as: DUMMY SCHOOL ID FOR TRAINING from [ST MARKS HOSP SCH OF MED-TECH](#)

### School Transfer Profile

[Update](#)

|                         |  |                            |  |
|-------------------------|--|----------------------------|--|
| <b>First Name:</b>      | BETH                                       |                            |  |
| <b>Last Name:</b>       | MARCH                                      |                            |  |
| <b>Title:</b>           | FINANCIAL AID DIRECTOR                     |                            |  |
| <b>Phone:</b>           | 159-156-8799                               | <b>Ext:</b>                |  |
| <b>E-Mail:</b>          | Alcott@stmarks.edu                         |                            |  |
| <b>Inform:</b>          |  |                            |  |
| <b>Alert:</b>           | Web Only                                   |                            |  |
| <b>TIV WAN Mailbox:</b> |  | <b>Batch Alert Method:</b> |  |
| <b>Last Update By:</b>  | DUMMY SCHOOL ID FOR TRAINING on 07/11/2001 |                            |  |



Return To School  
Transfer Profile

### School Transfer Profile Update

|                     |   |      |                      |
|---------------------|---|------|----------------------|
| First Name:         | <input type="text" value="BETH"/>   |      |                      |
| Last Name:          | <input type="text" value="MARCH"/>  |      |                      |
| Title:              | <input type="text" value="FINANCIAL AID DIRECTOR"/>                               |      |                      |
| Phone:              | <input type="text" value="159-156-8799"/>   | Ext: | <input type="text"/> |
| E-Mail:             | <input type="text" value="Alcott@stmarks.edu"/>                                   |      |                      |
| Inform:             | Designated Batch TIV WAN Mailbox for Servicer (Optional): <input type="text"/>    |      |                      |
| Alert:              | <input checked="" type="checkbox"/> Web Only                                      |      |                      |
|                     | <input type="checkbox"/> Web and Batch File TIV WAN Mailbox: <input type="text"/> |      |                      |
| Batch Alert Method: | <input type="checkbox"/> Extract <input type="checkbox"/> Report                  |      |                      |
| Last Update By:     | DUMMY SCHOOL ID FOR TRAINING on 07/11/2001  |      |                      |

Submit



# School Transfer Profile

- Email address to send alert notice:
  - New results are available - go to NSLDSFAP
  - New data file being sent - access SAIG mailbox
  - Could be group email address
- SAIG Mailbox of person to receive data file (only for schools wanting a file sent)
- Add contact person for Transfer Monitoring questions on Organization Contact List



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# Recurring Questions & Concerns

## ■ School Transfer Profile

- Online page MUST be completed prior to attempting to submit any students for Monitoring
- Must include an e-mail address for Alert notifications

## ■ Error/Acknowledgment file

- If submitting Batch file Inform, school/servicer will receive an Error/Ack file within 24 hours
  - If Error/Acknowledgment file not received, Inform file did not process - call NSLDS CSC



# Recurring Questions & Concerns

## ■ Audit trail

- As of 12/3/01, a new Transfer Monitoring Summary Report is available online
- Report ID = SCH07B
- Provides a listing of all students on school's Transfer Monitoring List for a specific time frame



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# *Transfer Monitoring Process: Possible Future Enhancement*

- Enable schools to request a financial aid history file for selected students and add students to Transfer Monitoring list in same batch file

*What are your ideas for changes or additions?*



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# NSLDS

## Web sites:

For Financial Aid Professionals:

[www.NSLDSFAP.ed.gov](http://www.NSLDSFAP.ed.gov)

For Students:

[www.NSLDS.ed.gov](http://www.NSLDS.ed.gov)

## Customer Service questions:

Call: 1-800-999-8219

**OR**

e-mail: [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com)

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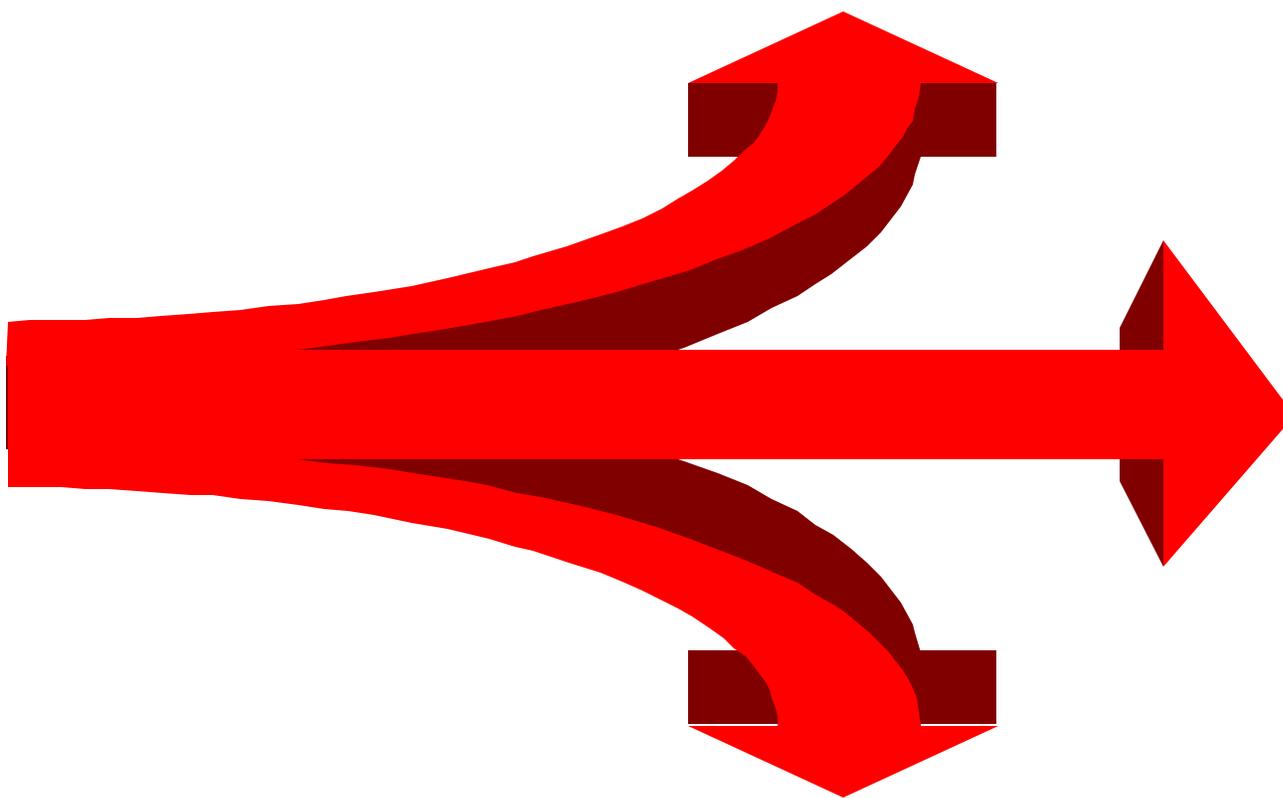
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Electronic Access Conference  
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# Questions and Discussion



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