

## TABLE OF CONTENTS

### CHAPTER 4: BUILDING THE SUBMITTAL AND ERROR CORRECTION FILES

4.1 RECEIVING THE SSCR ROSTER FILE .....	4-1
4.2 MATCHING THE STUDENT RECORDS .....	4-2
4.3 READING AND UPDATING THE SSCR ROSTER FILE .....	4-3
4.4 EDITING THE COMPLETED SSCR FILE .....	4-6
4.5 SENDING THE SSCR SUBMITTAL FILE .....	4-8
4.5.1 SENDING THE SUBMITTAL FILE VIA TITLE IV WAN.....	4-8
4.5.2 SENDING THE SUBMITTAL FILE ON MAGNETIC TAPE .....	4-8
4.6 ERROR NOTIFICATION AND CORRECTION .....	4-10

## BUILDING THE SUBMITTAL AND ERROR CORRECTION FILES

This chapter explains in detail:

- How to receive your SSCR Roster File from NSLDS
- How to build a complete SSCR Submittal File from the SSCR Roster File
- What to expect in the SSCR Error Notification File you receive back from NSLDS
- How to build an SSCR Error Correction File in response to the SSCR Error Notification File

This chapter also explains how the SSCR data is processed by NSLDS.

If your school uses a servicer, this chapter applies to the servicer's role. You must make sure that the servicer has the latest student enrollment information.

### 4.1 RECEIVING THE SSCR ROSTER FILE

At the beginning of each SSCR cycle, NSLDS prepares an SSCR Roster File for your school. This roster contains student borrowers who are recorded as attending your school. As noted in Chapter Three, you determine the delivery method (telecommunications or magnetic tape) when you complete the sign-up forms for the Title IV WAN. You can later change your choice through the Title IV WAN's online functions, as described in Chapter Six. The online screens also let you schedule the SSCR cycles in accordance with your school's needs and federal requirements.

*To sign up for Title IV WAN, contact Title IV WAN Customer Service at 1-800-615-1189.*

In brief:

- **Telecommunications**—Users log on to the Title IV WAN and use the Store-and-Forward facility to receive the Roster File in an electronic mailbox.
- **Magnetic Tape**—Users receive the SSCR Roster File by mail, on a cartridge or reel.
- **Servicers**—Schools using a servicer will not receive the Roster File directly because it will be sent to the servicer on magnetic tape or by telecommunications.

For data transmission details, refer Chapter Three, Section 3.2, Sending and Receiving SSCR Data.

## **4.2 MATCHING THE STUDENT RECORDS**

After you receive the SSCR 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. One way to do this is to use software developed by your administrative computing department. The information in this chapter and the next provide guidelines that will help you develop that software.

If you received the SSCR Roster File by electronic transmission through the Title IV WAN, you can process the file on a PC. The EDEExpress software that is part of the Title IV WAN package can display the Roster File records one at a time and let you update them individually or as part of a batch process. EDEExpress also builds the Submittal File for you, for transmission through the Title IV WAN.

### 4.3 READING AND UPDATING THE SSCR ROSTER FILE

This section details the file definitions and processing rules that apply to the SSCR files.

- **Header, Detail and Trailer Records**—Each SSCR 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 or creation date. The Detail Records, one for each student, contain current information on file with NSLDS in the mandatory fields. The Trailer Record shows the number of Detail Records contained in the file.
- **Format Data**—Any data that you add to the file or change, including any Detail Records that you may add for additional students, must be formatted according to the record layout and field definition specifications in Chapter Five. You should verify your changes and check for formatting errors before returning the SSCR Roster File to the NSLDS as the SSCR Submittal File.
- **Record Sequence Numbers**—Each Detail Record begins with a Record Sequence Number, which NSLDS uses to ensure security and auditability. Sequence Numbers are sorted by NSLDS in ascending order. *Do not change the Record Sequence Number.*
- **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 by schools in the Submittal File. The student identifiers uniquely identify the Detail Record.

The student identifiers are:

- Student’s Social Security Number (also a record identifier)
- Student’s Last Name
- Student’s First Name (also a record identifier)
- Student’s Middle Initial
- Date of Student’s Birth (also a record identifier)

*NSLDS provides all five student identifiers and you must not change them.*

- **New Student Identifiers**—If you believe any of the student identifiers are outdated or incorrect, you should provide the corrected data in the fields prefixed with the word “New.”

The “New” student identifiers are:

- New Student’s Social Security Number
- New Student’s Last Name

*You must not change the SSN provided by NSLDS to match your student identification number. Use the “New” identifiers.*

- New Student's First Name
- New Student's Middle Initial
- New Date of Student's Birth

Do not change identifier provided.

- **School Identification Designator**—If your school uses a number other than the student's SSN to identify the student in your registration records, you may enter that number in the School Identification Designator field also provided in the Detail Record. NSLDS will not remove or change the School Identification Designator, so you can use it in later SSCR cycles to easily match SSCR Detail Records to your registration records. You must *not* change the SSN provided by NSLDS.
- **Pseudo SSN**—Sometimes the Student's Social Security Number contains a pseudo-SSN, constructed by the data provider in the absence of the real SSN. This happens most often with older loans, 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 Indicator field. If you believe you have found a match between other NSLDS student identifiers and a student's enrollment record, and you know the student's real SSN, propose the real SSN in the New Student's Social Security Number field. NSLDS will forward the proposed SSN to the data provider, who will try to confirm that the NSLDS record and the school's record are for the same student. If the data provider can confirm the SSN, NSLDS will change the SSN in the Student's Social Security Number field in the next SSCR cycle following that confirmation.
- **"New" Name**—If you fill in any of the "New" name fields, you must fill in the other "New" name fields. For example, if a student's last name changes, you must enter the new last name in the New Student's Last Name field, and you must also enter the student's first name and middle initial in the New Student's First Name and New Student's Middle Initial fields, even though those names have not changed.
- **Withdraw or Maintain "New" Student Identifiers**—Sometimes the "New" student identifier fields in the SSCR Roster File contain the same values that you provided during the last SSCR cycle. This means that the data provider has not yet made the proposed corrections or has not agreed to the change. You may withdraw your proposed changes by filling the field with spaces or zeroes, according to the field type, or you may leave the fields as they are, thereby resubmitting the proposed changes for further consideration by the data provider and helping you match the record in subsequent SSCR processing.
- **Enrollment Related Fields**—Each Detail Record in the SSCR Roster File includes three enrollment-related fields: Date of Anticipated Completion, Code for Enrollment Status, and Enrollment Status Effective Date. You must review these three fields each SSCR cycle and update them if there is a change.

- **Student Address**—You must fill in all address fields for all students. You should also fill in the Address Effective Date field, if you know the effective date. If you do not know the exact effective date, provide the nearest approximate date. NSLDS will forward the address information to the data providers for their use in borrower tracking. In later SSCR cycles, you should compare the address information to your student records and update it as needed, paying attention to dates.
- **Withdrawn or Graduated Students**—Sometimes you may report that a student has withdrawn or graduated, but the SSCR Roster File that you receive in the next cycle still includes the student’s Detail Record. This may mean that the data provider has not changed the student’s loan status in its files. When this occurs, verify that the student has not re-enrolled and update the enrollment status fields accordingly. Students who have withdrawn stay on the roster for 180 days past Enrollment Status Effective Date.
- **Adding Students**—If you know of students who should be in the SSCR Roster File but are not, add a Detail Record for each student to the SSCR Submittal File. This occurs most frequently when a student transfers into your school and has a loan that needs to be deferred. The Record Sequence Number for all added students must be **9999998**, and you must fill in all other mandatory fields as specified in Chapter Five. However, it is imperative that the Student Identifiers in the added records match the Student Identifiers on the NSLDS system. If you are unsure about the Student Identifiers (Student’s Social Security Number, Student’s Last Name, Student’s First Name, Student’s Middle Initial and Student’s Date of Birth), you must contact the data provider and verify these data. If a loan has not been reported to NSLDS by a data provider, the student record will cause the Submittal File or Error Notification File to reject. If this occurs, remove the rejected student from the file and resend.
- **Enrollment Status Update**—If you know of students whose enrollment status has changed multiple times since the last submittal, or for whom an earlier enrollment status change was missed, add a Detail Record for each student enrollment status change. The Record Sequence Number for all added students must be **9999998**.

The following table illustrates a sample Detail Record as first provided by NSLDS in the SSCR Roster File, then as returned by the school in the SSCR Submittal File, and then as processed by NSLDS and returned in the next SSCR cycle as the new Roster File. In this example, the school has proposed changes to the student’s SSN, name, and birth date, but thus far the data provider has only accepted the name changes. The school has also added the student’s address and School Identification Designator, and has updated several other fields.

Field	Reporting Requirement (Do Not Change, or Conditional)	As Provided by NSLDS	As Returned by School	As Returned by NSLDS in Next Cycle
Record Sequence Number	Mandatory, DNC	0000001	0000001	0000001
Student's SSN	Mandatory, DNC	123456789	123456789	123456789
Student's SSN Indicator	Mandatory, DNC	R	R	R
Student's Last Name	Mandatory, DNC	Jones	Jones	Janes
Student's First Name	Mandatory, DNC	Helen	Helen	Helene
Student's Middle Initial	Mandatory, DNC	R	R	R
Date of Student's Birth	Mandatory, DNC	19481223	19481223	19481223
New Student's SSN	Mandatory, Conditional	Spaces	223456789	223456789
New Student's Last Name	Mandatory, Conditional	Spaces	Janes	Spaces
New Student's First Name	Mandatory, Conditional	Spaces	Helene	Spaces
New Student's Middle Initial	Mandatory, Conditional	Spaces	R	Spaces
New Date of Student's Birth	Mandatory, Conditional	00000000	19681223	19681223
Date of Anticipated Completion	Mandatory, Conditional	19960528	19961215	19961215
Street Address 1	Mandatory, Conditional	Spaces	17 Magnolia Street	17 Magnolia Street
Street Address 2	Mandatory, Conditional	Spaces	Apartment 3	Apartment 3
City	Mandatory, Conditional	Spaces	Atlantic Beach	Atlantic Beach
State	Mandatory, Conditional	Spaces	FL	FL
Country	Mandatory, Conditional	Spaces	Spaces	Spaces
Zip Code	Mandatory, Conditional	Spaces	32233	32233
Address Effective Date	Optional	199590101	19950305	19950305
Code for Enrollment Status	Mandatory	F	H	H
Date Enrollment Status Effective	Mandatory	19940523	19950425	19950425
School Identification Designator	Optional	Spaces	98Z654321	98Z654321

Figure 4-1, Data Reporting and Changes over Cycles

#### 4.4 EDITING THE COMPLETED SSCR FILE

Before transmitting the completed file as the SSCR Submittal File, your administrative computing department should run the file through an error-checking or editing routine. Use the record layout specifications, file definitions, and error checking table in Chapter Five to develop the routine. Be sure to check the Header and Trailer Records as well as the Detail Records for errors.

Detecting and correcting errors in the SSCR Submittal File *before* sending it to NSLDS can reduce the number of times NSLDS sends back the file for correction, as well as reduce the number of errors that NSLDS finds.

## 4.5 SENDING THE SSCR SUBMITTAL FILE

You must return the SSCR Submittal File to NSLDS within 30 days from when NSLDS sent the SSCR Roster File. This date is found on the SSCR Roster File Header Record.

### 4.5.1 SENDING THE SUBMITTAL FILE VIA TITLE IV WAN

If your school uses the Store-and-Forward Facility of the Title IV WAN, deposit the completed Submittal File in the NSLDS electronic mailbox.

### 4.5.2 SENDING THE SUBMITTAL FILE ON MAGNETIC TAPE

If your school received the SSCR Roster File on magnetic tape, do not use the same tape or cartridge to return the SSCR Submittal File. Use an equivalent high quality tape so NSLDS can load and process the data quickly. NSLDS will reject any tapes that cannot be read, and you will have to resubmit the Submittal File on a new tape.

Refer to the following guidelines when preparing the tape:

- **Compression**—Use tape cartridges (IBM 3480-compatible) and compress the data whenever possible. If you submit the file on reel tape, you must provide the tape density and other required information on the external label. See the “External Tape Labels” bullet on the following page.
- **Submittal File Name**—The naming convention for the Submittal Files is NSLINPTP.CRgggggg.Bbb.Dmmdd, where:

NSLINPTP	=	constant for NSLDS files*
CR	=	constant to indicate School Code follows
gggggg	=	numeric School Code for your school, which must be a valid ED Office of Postsecondary Education code (OPEID)
B	=	constant to indicate Branch Code follows
bb	=	numeric School Branch Code
D	=	constant to indicate date follows
mmdd	=	month and day file was transferred to tape

Servicers should replace the constant CR with SR and the school code with their NSLDS servicer code.

\* You may change the first node, NSLINPTP, to any value (provided it is a valid MVS dataset node name) if it is not convenient to use NSLINPTP. Include at least one character in the name selected for the node.

For DOS-based platforms where it is difficult (though possible) to name the files as above, the acceptable naming convention is Rgggggg.Bbb.Dmdd, where:

R	=	constant to indicate report
gggggg	=	numeric School Code for your school (OPEID)
B	=	constant to indicate Branch Code follows
bb	=	numeric School Branch Code
D	=	constant to indicate date follows
mmdd	=	numeric code for month and day the tape was generated

- **Standard Internal Label**—Each tape must have a standard internal IBM MVS tape label, as defined by the IBM MVS operating system. If you use a system other than IBM MVS, you need to create the internal tape label using a tape copy utility with an IBM MVS standard tape label creation option.
- **External Tape Labels**—The magnetic media external label must contain:
  - School Code (OPEID)
  - Internal volume serial number
  - Date the SSCR Submittal File was transferred to tape
  - Data provider name
  - Block size
  - Logical record length
  - Record format
  - Volume sequence number (for example, 1 of 2 and 2 of 2)
  - Tape density (if reel tape is used)

*Be sure to include the volume sequence number (1 of 3, 2 of 3, and so on) on the external tape label.*

The volume sequence number is critical to processing. *You must identify the sequence in which the tapes must be read—1 of 4, 2 of 4, and so on—on the external label.* This step ensures that the complete file is received by NSLDS.

- **Mailing Instructions**—Using a tracking number, mail the tape reel or cartridge to arrive by the scheduled receive date and time at the following address:

NSLDS Data Center  
Computer Science Corporation  
71 Deerfield Lane  
Meriden, CT 06450  
ATT: Tape Librarian

For assistance, telephone the NSLDS Customer Service Center at 1-800-999-8219.

For express mail, using a tracking number, address the mailing label as above.

## **4.6 ERROR NOTIFICATION AND CORRECTION**

After NSLDS receives and processes the file, you will receive back either of the following:

- An SSCR Error Notification File that includes a count of all accepted records and no Detail Records, because the Detail Records in the Submittal File contained no errors
- An SSCR Error Notification File, which includes any Detail Records that could not be processed and the applicable error codes, along with counts of accepted and rejected records

These files serve as the acknowledgment that NSLDS has received and processed the SSCR Submittal File. You should retain a copy of the SSCR Error Notification File for auditing purposes.

If you received an Error Notification File containing Detail Records in error, you must correct the errors and return the file as the Error Correction File within ten days. You build and return the Error Correction File the same way you built and returned the Submittal File. Refer to the Error Notification and Error Correction File record layout specifications in Chapter Five for formatting differences. The error codes occupy an additional 30 bytes at the end of each Detail Record. You may also use the NSLDS online screens to correct errors contained in the Error Notification File. If you correct errors online, you do not need to return the Error Correction File as well.

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