

SSCR Roster File or Submittal File Detail Record

NAME:	Record Sequence Number
DESCRIPTION:	A 7-digit number that identifies the position of the student record in the SSCR Roster File.
TYPE:	Numeric
SIZE:	7
COMMENTS:	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 SSCR Roster File is produced and must not be changed. <i>If you are adding one or more students to the SSCR Roster File, you must add the new Detail Record(s) after the last NSLDS-provided Detail Record(s) and the sequence number for all added records must be 9999998.</i>
EDIT(S):	Must be all numeric.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory, must contain 9999998.</i>
POSITION:	1-7
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in the SSCR record produced by NSLDS, except for school-added records.
NAME:	Student's Social Security Number
DESCRIPTION:	Social Security Number of a Title IV aid recipient.
TYPE:	Character
SIZE:	9
COMMENTS:	Valid or pseudo-SSN reported to NSLDS by the data provider. If a school believes the NSLDS data is incorrect, enter the correction in the New Social Security Number for Student field. <i>If you add a student to the SSCR 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.</i>
EDIT(S):	Must be greater than spaces. For school-initiated records, the value must match an SSN on the NSLDS database.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	8-16
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records.

SSCR Roster File or Submittal File Detail Record	
NAME:	Student's Social Security Number Indicator
DESCRIPTION:	A single-character indicator showing whether the Student's Social Security Number is real or pseudo.
TYPE:	Character
SIZE:	1
COMMENTS:	SSN indicator reported to NSLDS by the data provider. <i>If you add a student to the SSCR Roster File, you must fill in this field with R (for "real").</i>
EDIT(S):	Must be R (for "real") or P (for "pseudo"); cannot be a space.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	17-17
NAME:	Student's Last Name
DESCRIPTION:	Current last name of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	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 is incorrect, enter the correction in the New Student's Last Name field. <i>If you add a student to the SSCR Roster 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.</i>
EDIT(S):	This field must contain a value greater than spaces and be left-justified.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	18-52

SSCR Roster File or Submittal File Detail Record	
NAME:	Student's First Name
DESCRIPTION:	First name of the Title IV aid recipient.
TYPE:	Character
SIZE:	12
COMMENTS:	First name reported to NSLDS by the data provider. If the student has no first name, this field contains NFN . If you believe NSLDS data is incorrect, enter the correction in the New Student's First Name field. <i>If you add a student to the SSCR Roster 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.</i>
EDIT(S):	This field must contain a value greater than spaces and be left-justified.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	53–64
NOTE:	Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records.
NAME:	Student's Middle Initial
DESCRIPTION:	Middle initial of the Title IV aid recipient.
TYPE:	Character
SIZE:	1
COMMENTS:	Middle initial (MI) reported to NSLDS by the data provider. If you believe NSLDS data is incorrect, enter the correction in the New Student's Middle Initial field. <i>If you add a student to the SSCR Roster File and the student has no middle initial, leave this field blank.</i>
EDIT(S):	None
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory, conditional (if MI is known).</i>
POSITION:	65–65

SSCR Roster File or Submittal File Detail Record	
NAME:	Date of Student's Birth
DESCRIPTION:	Date (year, month, and day) on which the Title IV aid recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	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 is incorrect, enter the correction in the New Date of Student's Birth field. <i>If you add a student to the SSCR Roster File, you must fill in this field. If the Date of Student's Birth is unknown, fill in the field with 19000101.</i>
EDIT(S):	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. CCYY must be less than the CCYY of the Submittal Date from the Header Record.
REPORTING:	For NSLDS-provided records: Mandatory, do not change. <i>For school-initiated records: Mandatory.</i>
POSITION:	66–73
NOTE:	Values in Record sequence number, Student's SSN, Student's First Name, and Date of Student's Birth must match unless in SSCR record produced by NSLDS, except for school added records.

SSCR Roster File or Submittal File Detail Record

NAME:	New Student's Social Security Number
DESCRIPTION:	Proposed change to the Social Security Number of the Title IV aid recipient.
TYPE:	Character
SIZE:	9
COMMENTS:	Fill in this field only if you propose a change to the student's SSN. NSLDS uses the Student's SSN as a record identifier. NSLDS changes identifiers only when the data provider agrees to the change, as the data provider is considered the data's owner. If the SSN change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Social Security Number field, and the New Student's Social Security Number field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If filled, must contain all 9 characters.
REPORTING:	Mandatory, conditional (if NSLDS SSN data are believed to be in error).
POSITION:	74-82

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's Last Name
DESCRIPTION:	Proposed change to the last name of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	Fill in this field only if you propose a change to the student's name. If you propose either a New Student's First Name or New Student's Middle Initial, you must also fill in this field. 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. NSLDS changes a student's last name only when the data provider agrees to the change, as the data provider is considered the data owner. If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Last Name field and the New Student's Last Name field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If the New Student's First Name or New Student's Middle Initial field contains a value greater than spaces, this field must contain a value greater than spaces and be left-justified.
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	83-117

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's First Name
DESCRIPTION:	Proposed change to the first name of the Title IV aid recipient.
TYPE:	Character
SIZE:	12
COMMENTS:	Fill in this field only if you propose a change to the student's name. If you propose either a New Student's Last Name or New Student's Middle Initial, you must also fill in this field. If a 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. NSLDS uses the Student's First Name field as a record identifier. NSLDS changes a student's first name only when the data provider agrees to the change, as the data provider is considered the data's owner. If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's First Name field and the New Student's First Name field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	If the New Student's Last Name or New Student's Middle Initial field contains a value greater than spaces, this field must contain a value greater than spaces and be left-justified.
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	118–129

SSCR Roster File or Submittal File Detail Record	
NAME:	New Student's Middle Initial
DESCRIPTION:	Proposed change to the middle initial of the Title IV aid recipient.
TYPE:	Character
SIZE:	1
COMMENTS:	Fill in this field only if you propose a change to the student's name. If either a New Student's Last Name or New Student's First Name is proposed, you must also fill in this field. If the student does not have a middle initial, this field must contain a space. NSLDS changes a student's middle initial only when the data provider agrees to the change, as the data provider is considered the data's owner. If a middle initial change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Middle Initial field and the New Student's Middle Initial field contains a space. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with a space to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain a space.</i>
EDIT(S):	None
REPORTING:	Mandatory, conditional (if the NSLDS name data are believed to be in error).
POSITION:	130-130

SSCR Roster File or Submittal File Detail Record	
NAME:	New Date of Student's Birth
DESCRIPTION:	Proposed change to the date (year, month, and day) on which the Title IV aid recipient was born.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. Fill in this field only if you propose a change to the student's birth date. NSLDS uses the Date of Student's Birth field as a record identifier. NSLDS changes a student's birth date only when the data provider agrees to the change, as the data provider is considered the data's owner. If a birth date change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Date of Student's Birth field and the New Date of Student's Birth field contains spaces. If your change was not implemented, this field contains the value that you previously supplied. If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with zeros to withdraw the request. <i>If you add a student to the SSCR Roster File, this field must contain spaces.</i>
EDIT(S):	Must be all numeric. If the field contains a value other than zeros, MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year. CCYY must be less than the CCYY of the SSCR Create Date/Timestamp Date from the Header Record.
REPORTING:	Mandatory, conditional (if the NSLDS data are believed to be in error).
POSITION:	131–138

SSCR Roster File or Submittal File Detail Record	
NAME:	Date of Anticipated Completion
DESCRIPTION:	Date (year, month, and day) when a student is scheduled to complete course requirements.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format. For degree programs, this is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS. 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 each SSCR cycle and updated as appropriate, especially when an enrollment status change occur. If the date seems reasonable, given the student's academic progress, do not modify. If the Enrollment Status Code = G, this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code = A, F, H, or L, this date must be greater than the Certification Date (See Section 5.2 for Enrollment Code descriptions). <i>If you add a student to the SSCR Roster File, this field must contain the school's most current estimate.</i>
EDIT(S):	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.
REPORTING:	Mandatory, Conditional if Enrollment Status Code = G, A, F, H, or L.
POSITION:	139–146

SSCR Roster File or Submittal File Detail Record	
NAME:	Street Address 1
DESCRIPTION:	Permanent street address (line 1) of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the address in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	147–181
NOTE:	Street Address 1 is mandatory. Street Address 2 is conditional for when addresses are lengthy.
NAME:	Street Address 2
DESCRIPTION:	Permanent street address (line 2) of the Title IV aid recipient.
TYPE:	Character
SIZE:	35
COMMENTS:	If the student's permanent address changes, you must change any address in this field. This field contains data that does not fit into Street Address 1, such as post office box or apartment number. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	182–216
NOTE:	Street Address 1 is mandatory. Street Address 2 is conditional for when addresses are lengthy.

SSCR Roster File or Submittal File Detail Record	
NAME:	City
DESCRIPTION:	City of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	24
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the city in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	217–240
NAME:	State
DESCRIPTION:	State of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	2
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the code in this field. The State field may contain a state code, a military location code, or a U.S. territory code from the State Codes Table (See State and Territory Codes listed in Section 5.3). If the address is in a foreign country, enter FC in this field and place the name of the foreign county in the Country field that follows. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	241–242

SSCR Roster File or Submittal File Detail Record

NAME:	Country
DESCRIPTION:	Country (other than U.S. or its territories) of permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	25
COMMENTS:	Full name or common abbreviation of the foreign country where the student permanently resides, sufficient for mailing purposes. If the student's permanent address changes and is outside the U.S., you must change the country in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. <i>If you add a student to the SSCR Roster File, you must enter the student's current address information.</i>
EDIT(S):	None
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File, and the country is other than U.S.).
POSITION:	243–267
NOTE:	If the permanent residence is not outside the U.S. or its territories, leave this field blank.

SSCR Roster File or Submittal File Detail Record	
NAME:	Zip Code
DESCRIPTION:	Zip code of the permanent residence of the Title IV aid recipient.
TYPE:	Character
SIZE:	14
COMMENTS:	If this field is blank, or the student's permanent address changes, you must change the zip code (or postal code, if in a foreign country) in this field. NSLDS does not maintain address information, but forwards it to the data provider to update student records. If you add a student to the SSCR Roster File, you must enter the student's current address information. <i>If you add a student to the SSCR Roster File, this field must contain the school's most current information, left-justified, and filled with spaces if the full field is not used.</i>
EDIT(S):	If the Street Address 1 or Street Address 2, City, State, or Zip Code field is filled in, then all the other address fields must be filled in (except Country).
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	268–281
NOTE:	The Zip Code field is more than nine characters to accommodate foreign postal codes.
NAME:	Address Effective Date
DESCRIPTION:	Effective date (month, day, year) of the address, or the date on which your school first became aware of the address.
TYPE:	Date
SIZE:	8
COMMENTS:	CCYYMMDD format.
EDIT(S):	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.
REPORTING:	Mandatory, conditional (if you have been advised of a new permanent address since the last SSCR cycle, or if you are adding a student to the Roster File).
POSITION:	282-289

SSCR Roster File or Submittal File Detail Record	
<p>NAME:</p> <p>DESCRIPTION:</p> <p>TYPE:</p> <p>SIZE:</p> <p>COMMENTS:</p> <p>EDIT(S):</p> <p>REPORTING:</p> <p>POSITION:</p>	<p>Code for Enrollment Status</p> <p>Code reflecting student's current (as of the Certification Date in the Header Record) enrollment status.</p> <p>Character</p> <p>1</p> <p>This field in the SSCR 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 SSCR process. Together they 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 from the Enrollment Status Codes Table.</p> <p>Must be a valid code from the Enrollment Status Codes Table (provided at the end of this chapter), and must have a corresponding value in the Date Enrollment Status Effective field.</p> <p>Mandatory</p> <p>290–290</p>
<p>NAME:</p> <p>DESCRIPTION:</p> <p>TYPE:</p> <p>SIZE:</p> <p>COMMENTS:</p> <p>EDIT(S):</p> <p>REPORTING:</p> <p>POSITION:</p>	<p>Date Enrollment Status Effective</p> <p>Effective date (year, month, and day) a borrower entered current enrollment status.</p> <p>Date</p> <p>8</p> <p>CCYYMMDD format. Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in the Enrollment Status Codes Table later in this chapter. If the enrollment status has not changed, do not change this field.</p> <p>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.</p> <p>Mandatory</p> <p>291-298</p>

SSCR Roster File or Submittal File Detail Record

NAME: **School Identification Designator (ID)**
DESCRIPTION: School-assigned designation used instead of the SSN to identify the Title IV aid recipient.
TYPE: Character
SIZE: 20
COMMENTS: 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 SSCR Roster File, to ease the task of subsequently matching NSLDS records to school data. This data is not forwarded to the data provider.
EDIT(S): None, although left-justification is recommended.
REPORTING: Optional
POSITION: 299–318

NAME: **Filler**
DESCRIPTION: Blank field to complete full record length.
TYPE: Character
SIZE: 12
COMMENTS: Not Applicable
EDIT(S): Not Applicable
REPORTING: Mandatory
POSITION: 319–330