



Number 28

September 2010

**Summary**

This newsletter describes new National Student Loan Data System (NSLDS) report functionality added to the [NSLDS Professional Access Web site](#) for schools users. In the [June 21, 2010 Electronic Announcement](#) posted on the Information for Financial Aid Professionals (IFAP) Web site, we indicated plans to give schools the ability to automatically receive the Exit Counseling Completion Results report via the Student Aid Internet Gateway (SAIG). In addition, [NSLDS Newsletter 27](#), posted on August 26, 2010 to the IFAP Web site, stated the intention to provide the Delinquent Borrower report for automatic delivery. This new functionality provides the opportunity for schools to receive these reports on a schedule of their choosing.

**Enhancements to NSLDS Professional Access Web Site**

The enhancements to the [NSLDS Professional Access Web site](#) allow users to create scheduled reporting profiles for the automatic distribution of the Exit Counseling Completion Results and the Delinquent Borrower reports. The school will set the reporting type, format (if appropriate), distribution frequency, the school code to be included in the report, and a destination SAIG mailbox (TG#) for delivery.

The enhancements are described below.

**Scheduled Reporting Functionality**

A new **Scheduled Reporting** section has been added to the **School Profile** page found under the ORG tab of the [NSLDS Professional Access Web site](#). This section displays the reporting profile (pre-filled for current DLSS reports) and allows the authorized school user to update the frequency, destination SAIG mailbox, report type, and other report-specific parameters.

**School Profile Page**

Access the **School Profile** page from the ORG Tab on the [NSLDS Professional Access Web site](#). Below the **School Profile and Program Status** sections of this page is the new **Scheduled Reporting** section. The school user will see only the profile associated with their organization. Both of the reports available for this functionality, Exit Counseling Completion Results (EXTC01) and Delinquent Borrower (DELQ01), will display with separate boxes.

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National Student Loan Data System (NSLDS)

NSLDS Menu Aid Enroll Org Report Tran

Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile

Type: SCHOOL Code: Name: Retrieve

Logged on as: SCTST2 SCHOOL USER from FAA UNIVERSITY

Name: FAA UNIVERSITY  
Code: 03101300 Type: School  
Status: OPEN  
Address: 8 OLD SUNCOOK ROAD  
CONCORD, NH 033016400

? School Profile

Eligibility Status: Y  
Certification Type: C - CERTIFIED  
Approval Indicator: Y  
Initial Approval Date: 09/01/1972  
PPA Approval Date: 01/10/2007  
PPA Expiration Date: 09/30/2012  
Loan Deferment Only: N  
Action Code: 05 - REAPPROVE ELIG/FULL CERT  
Action Reason Code: 12 - MEETS REQUIREMENTS  
Action/Reason Date: 12/13/2006  
Main/Location Reason Code: N/A  
Main/Location Code Date: N/A  
School Type: 1 - PUBLIC  
Program Length: 6 - BACHELOR'S DEGREE  
Academic Calendar: SH - SEMESTER HOURS  
Ethnic Code: 5 - ETHNICITY NOT REPORTED  
Congressional District: 02  
Region Code: 01 - BOSTON, MA  
Change of Affiliation Code: N/A  
Change of Affiliation Effective Date: N/A  
Branch Indicator: N  
Web Address: <http://WWW.GRANITE.EDU>

? Program Status

Pell Start Date: 04/22/1994  
FFEL Stafford Start Date: 04/22/1994  
FFEL Stafford Unsubsidized Start Date: 09/01/1972  
FFEL PLUS Start Date: 09/01/1972  
FFEL SLS Start Date: 04/22/1994  
FDSLP Stafford Start Date: 07/01/1994  
FDSLP Stafford Unsubsidized Start Date: 07/01/1994  
FDSLP PLUS Start Date: 07/01/1994  
Perkins Start Date: 04/22/1994  
SEOG Start Date: 04/22/1994

New

? Scheduled Reporting

Exit Counseling  
Reporting Type:  
Extract Format:  
Frequency:  
School Branch ID:  
SAIG Mailbox:  
Update

Delinquent Borrower  
Reporting Type:  
Frequency:  
School Branch ID:  
SAIG Mailbox:  
Update

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A profile needs to be defined for each report if it has not previously been established by the DLSS profile. The Update button for each report profile will take the user to the **Profile Update** page where parameters can be customized to the user's need.

## Exit Counseling Profile Update Page



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Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile

Logged on as: SCTST2 SCHOOL USER from [FAA UNIVERSITY](#)

Name: FAA UNIVERSITY  
Code: 03101300      Type: School  
Status: OPEN  
Address: 8 OLD SUNCOOK ROAD  
CONCORD, NH 033016400

### Exit Counseling Profile Update

Reporting Type: FIXED WIDTH

Extract Format: NSLDS

Frequency: WEEKLY

School Branch ID: ALL

SAIG Mailbox: TG50003

Submit    Cancel

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Scheduled reporting parameters for the Exit Counseling Completion Results (EXTC01) report include:

- **Reporting Type** includes options for Comma Delimited, Fixed Width, or Report (pre-formatted).
- For the Comma Delimited and Fixed Width Reporting Types, a user must indicate an **Extract Format\***, either NSLDS or Direct Loan.
- **Frequency** includes the following schedule options for report delivery:
  - Daily (generated and distributed Monday through Friday)
  - Weekly (generated and distributed every Thursday)
  - Monthly (generated and distributed every 8<sup>th</sup> day of the month)
  - Quarterly (generated and distributed every 8<sup>th</sup> day of the first month of each calendar quarter—January, April, July, and October)
  - Cancel (to stop report delivery)
- A user can also select to receive exit counseling results for “ALL” school campuses/branches associated with the user’s school code in the **School Branch ID** selection, or just those for the school branch of the user setting up the profile.
- To route the output results to a specific SAIG mailbox, enter the **SAIG Mailbox (TG#)** of the user making the updates or enter a different TG mailbox associated with the user’s organization.

**\*Note:** To minimize disruption to Direct Loan schools currently using reports from the Direct Loan Servicing System, we provide each report in

its current “Direct Loan” extract format. However, we encourage schools to begin using the new “NSLDS” extract format as soon as possible, as this format contains updated data field lengths that meet current standards.

After parameters have been selected, select the Submit button to save the profile. To ensure the accuracy of the selected parameters, including the SAIG mailbox (TG#) destination, edits may prompt the user to confirm the selections before saving. Once the profile saves, the **School Profile** page displays all selected parameters. The parameters can be updated at any time by selecting the Update button again.

In order for users to identify Exit Counseling Completion Results scheduled reports in their SAIG Mailbox (TG#), the following messages classes have been implemented:

- EXITFFOP – Fixed Width Reporting Type and Direct Loan Extract Format (may be imported into EDEExpress)
- EXITCMOP – Comma Delimited Reporting Type and Direct Loan Extract Format
- EXNSFFOP – Fixed Width Reporting Type and NSLDS Extract Format
- EXNSCMOP – Comma Delimited Reporting Type and NSLDS Extract Format
- AHSLDSOP and EXITFMOP – Report (Pre-formatted) Reporting Type (Direct Loan and NSLDS Extract Formats do not apply to this Reporting Type). **Note: These reports will be delivered in the AHSLDSOP message class up to October 24, 2010. After that date, the reports will be distributed in the EXITFMOP message class.**

**Note for EDEExpress Users:** EDEExpress for Windows 2010-2011 software has been enhanced to enable the import of the new Fixed Width Direct Loan extract format exit counseling report message class, EXITFFOP. The data in the file is used to automatically update the Loan Exit Counseling Completed Date field on the Demo tab of EDEExpress student records.

The [NSLDS Record Layouts for the \*\*Exit Counseling Completion Results\*\* report are posted on the IFAP Web site](#) to provide technical information on the Fixed Width and Comma Delimited Types of the report for both the Direct Loan and NSLDS Extract Formats.

## Delinquent Borrower Profile Update Page

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Org Contact List | Org Search | Data Provider Schedule | Repayment Information | Cohort Default Rate | School Profile

Logged on as: SCTST2 SCHOOL USER from [FAA UNIVERSITY](#)

Name: FAA UNIVERSITY  
Code: 03101300 Type: School  
Status: OPEN  
Address: 8 OLD SUNCOOK ROAD  
CONCORD, NH 033016400

**Delinquent Borrower Profile Update**

Reporting Type: REPORT  
Frequency: QUARTERLY  
School Branch ID: ALL  
SAIG Mailbox: TG50003

Submit Cancel

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Scheduled reporting parameters for the Delinquent Borrower (DELQ01) report include:

- **Reporting Type** includes options for Comma Delimited, Fixed Width or Report (pre-formatted).
- **Frequency** includes the following schedule options for report delivery:
  - Daily (generated and distributed Monday through Friday)
  - Weekly (generated and distributed every Thursday)
  - Monthly (generated and distributed every 8<sup>th</sup> day of the month)
  - Quarterly (generated and distributed every 8<sup>th</sup> day of the first month of each calendar quarter—January, April, July, and October)
  - Cancel (to stop report delivery)
- A user can also select to receive delinquent borrower information for “ALL” school campuses/branches associated with the user’s school code in the **School Branch ID** selection, or just those for the school branch of the user setting up the profile.
- To route the output results to a specific SAIG mailbox, enter the **SAIG Mailbox (TG#)** of the user making the updates or enter a different TG mailbox associated with the user’s organization.

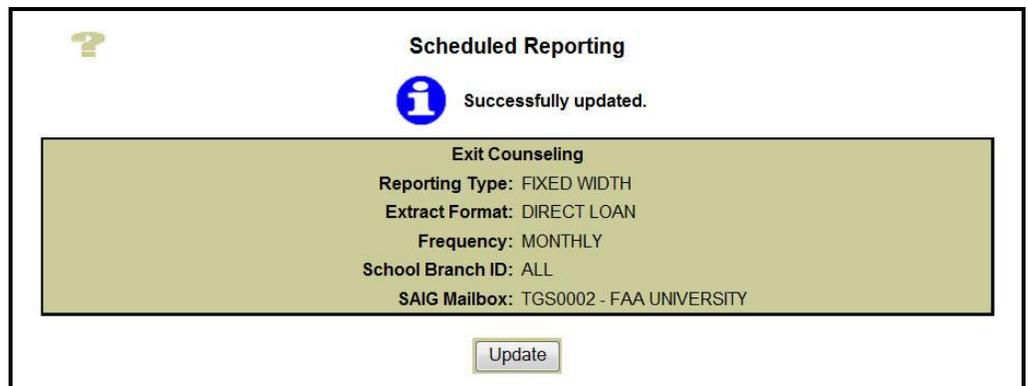
After parameters have been selected, select the Submit button to save the profile. To ensure the accuracy of the selected parameters, including the SAIG Mailbox (TG#) destination, edits may prompt the user to confirm the selections before saving. Once the profile saves, the **School Profile** page displays all selected parameters. The parameters can be updated at any time by selecting the Update button again.

In order for users to identify Delinquent Borrower scheduled reports in their SAIG Mailbox (TG#), the following messages classes have been implemented:

- DELQFFOP – Fixed Width Reporting Type
- DELQCMOP – Comma Delimited Reporting Type
- AHSLDSOP and DELQFMOP – Report (Pre-formatted) Reporting Type. **Note: These reports will be delivered in the AHSLDSOP message class up to October 24, 2010. After that date, the reports will be distributed in the DELQFMOP message class.**

The [NSLDS Record Layouts for the Delinquent Borrower report](#) are posted on the IFAP Web site to provide technical information on the Fixed Width and Comma Delimited Types of the report.

After completing each profile, a confirmation message will display.



The updated scheduled reporting parameters will now display on the School Profile page for the school to view. To cancel the receipt of scheduled reports, select the Update button on the School Profile page to return to the Profile Update page. Select Cancel as the Frequency to stop automatic delivery of the report.

**School Profile Page**

Please be aware that the data in the **School Profile** and **Program Status** sections of the School Profile page are provided to NSLDS from the Postsecondary Education Participation System (PEPS). Questions about any of the information in these sections must be directed to PEPS. Schools can direct concerns to the [FSA PEPS mailbox](#), or contact the [appropriate School Participation Team](#) as listed on the IFAP Help–Contact Information page.

**Customer Support Reminder**

Please remember to keep your NSLDS Professional Access Web site ORG contacts current and always list at least a Primary Contact for your organization.

The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8:00 A.M. to 9:00 P.M. (ET). You may also contact Customer Support by e-mail at [nslds@ed.gov](mailto:nslds@ed.gov). Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).