



Number 39

July 6, 2012

Summary

This newsletter discusses enhanced Web pages and new reporting functionality that are now available on the [NSLDS Professional Access Web site](#) and the [NSLDS Student Access Web site](#). Enhancements that will be covered in this newsletter include:

- New Enrollment Reporting File Format Choices
- Enrollment Administrator Options
- New Move to School Location Functionality
- Enrollment Reporting of Pell Grant and Perkins Loan Recipients
- New Enrollment Reporting Data
- Reporting Student Address
- Enhancements to the NSLDS Student Access Web Site
- Additional Information

[Dear Colleague Letter GEN-12-06](#), posted to the Information for Financial Aid Professionals (IFAP) Web Site on March 30, 2012 provided information regarding enhancements to the National Student Loan Data System (NSLDS) Enrollment Reporting Process and important reminders regarding a school's NSLDS Enrollment Reporting responsibilities. On April 6, 2012, we posted to IFAP [an Electronic Announcement titled Upcoming Enhancements to NSLDS to Accommodate Enrollment Reporting Process Changes](#), to provide schools with details regarding the changes and links to the new enrollment reporting file formats.

This newsletter does not cover the step by step functionality of enrollment reporting. That will be available in a new version of the NSLDS Enrollment Reporting Guide which will be posted to IFAP later this summer.

For more detail on the use of any of the Web pages on the NSLDS Professional Access Web site, click on the question mark icon  on the page to bring up the Help text for the corresponding page.

New Enrollment Reporting File Format Choices

An NSLDS Enrollment Reporting batch file can now be exchanged between the school and NSLDS using an enhanced fixed width flat file, a Comma Separated Values (CSV) file, or an XML reporting schema. To assist schools in preparing for the new file formats, the file layouts are posted in the [NSLDS Record Layouts section on the IFAP Web site](#).

Schools will be allowed a transition period, through March 31, 2013, to change to one of the new file formats. While schools may continue to use the current fixed length format during the transition period, they must begin using the one of the new formats no later than March 31, 2013.

The current NSLDS Enrollment Reporting Schedule has been replaced by the Enrollment Reporting Profile page. On this new page, schools will

indicate their preferences for their Enrollment Reporting roster files.

NSLDS

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | **Enrollment Reporting Schedule** | Exit Counseling Submittal | GE List | GE Reporting List | GE Submittal

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Add | Enrollment Update | **Enrollment Reporting Profile** | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List

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

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: Original Fixed Length
Sort Order: Student SSN

Update

Clicking on Update opens the Enrollment Reporting Preferences Update page where choices can be made on roster format, file type, and sort order.

Name: FSA NSLDS COLLEGE
Code: 00301000 Type: School

Enrollment Reporting Preferences Update

Destination SAIG Mailbox: TG50167

Roster Format: Single File
Single File
Multiple Files

File Type: Enhanced Fixed Length
Original Fixed Length
Enhanced Fixed Length
Comma Separated Values
eXtensible Markup Language

Sort Order: Student Last Name
Student Last Name
Student SSN
Student Last Name

Submit Reset

Once a school makes its file choices on the Enrollment Reporting Profile, NSLDS will initiate the school's next Enrollment Reporting roster in accordance with those choices. The school will then respond using the same file specifications and will receive its enrollment response file from NSLDS in the same format.

Preferences

Destination SAIG Mailbox: TG50167
Servicer Name: None
Administrator Name: None
Roster Format: Single File
File Type: Enhanced Fixed Length
Sort Order: Student Last Name

New Value

Update

Enrollment Administrator Options

NSLDS continues to track student enrollment at the eight-digit school code (OPEID) level. However, many schools have switched to a single OPEID for originating and managing federal student aid funds. The Common Origination and Disbursement (COD) System is now capturing the eight-digit school code (“Enrollment School Code”) of the actual physical location (identified by the last two digits of the OPEID) where the student is physically attending.

To assist schools that report for their own campus locations (i.e., do not use a servicer) NSLDS has created a new option to allow a single location of a 6-digit school OPEID to act as the “Enrollment Administrator” for more than one location (2-digit OPEID location code) of the school. Schools with multiple locations can designate one or more Enrollment Administrator locations to report enrollment for students at other locations that share the same six-digit OPEID school code.

Using the Enrollment Reporting Profile Page, the school can establish an Enrollment Administrator for multiple locations of the school. In the example below, each location of the school is set up to administer its own enrollment reporting rosters:

Enrollment Administration

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

Update

Select Update to set Enrollment Administrator authorization:

Enrollment Administration Update

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

A drop down box displays locations with the same 6-digit OPEID. Select the location to act as Enrollment Administrator:

Enrollment Administration Update

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

Then click on Submit and Confirm your selection. The new administration set up displays on the Enrollment Profile Page:

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	
08 - FSA NSLDS COLLEGE - DENVER	
Administered By: 10 - FSA NSLDS COLLEGE - SEATTLE	
10 - FSA NSLDS COLLEGE - SEATTLE	

Once the Enrollment Administrator location is established for a location, NSLDS will provide the Enrollment Administrator at the assigned location with Enrollment Rosters that include all the students who are enrolled at all locations that the Enrollment Administrator is responsible for reporting on. An Enrollment Roster can be received with students from all of the

assigned locations in one file or in multiple files for each assigned location. Make that choice in the Preference Box as demonstrated below:

Enrollment Reporting Preferences Update

Destination SAIG Mailbox: TG50167

Roster Format: Multiple Files

File Type: Multiple Files Length

Sort Order: Student Last Name

Submit Reset

Once Enrollment Administrator is assigned, only an authorized online user from that location will be able to make a selection for Roster Format, File Type, and Sort Order.

New Move to School Location Functionality

We are also providing a method for school locations that share an Administrator to inform NSLDS of the student's current enrollment location code (the 8-digit OPEID of the school's location where the student is physically attending). NSLDS is providing a location field both online and in the roster file for schools to ensure that the appropriate enrollment location is being used for enrollment reporting. If the student moves from one location of the school to another location of the same school that shares the same Enrollment Administrator, using this field allows NSLDS to do the work of withdrawing the student from the previous location and adding the student to the new enrollment location.

Note that this new option should only be used if the student is no longer to be reported as enrolled at the prior location, and is to be reported as enrolled at a new location (8-digit OPEID) of the school under the same Enrollment Administrator. This could be due to the student actually changing locations or because the student was previously reported at a location (for example 00) different from the attending location just for enrollment reporting purposes. NSLDS will create an enrollment record with status of W – Withdrawn for the student at the prior location, and this will be reported to loan holders with interest in the student, along with the new status and location.

The **new** field is available in all the new file layouts (identified as "Move To School Branch Code) and also on the NSLDS Enrollment Maintenance Web page (identified as "Loc").

Note the Enrollment Summary display prior to the location change:

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

Enrollment Summary

	School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method
1	FSA NSLDS COLLEGE	00301000	Full Time	01/02/2010	07/01/2014	04/02/2012	NSLDS Web

The student was previously certified as enrolled in the 00 location and is now moving to the 02 location of the same 6-digit school code. Select Enrollment Maintenance (or provide in the roster file) to update the student's transfer to a different location in the **Loc** field:

Enrollment Maintenance

Retrieve/Sort by: Begin Value: Exact Match Only

Currently Retrieved/Sorted by: SSN Begin Value: 623
 Enrollment Codes: A, D, F, G, H, L, W, X, Z

Recertification Date: 06/15/2012

Cert. Date:	Enroll. Code:	Eff. Date:	ACD:	Loc:	Student Desig.:	Term Begin:	Term End:	Cred. Lvl.:
04/02/2012	F	01/02/2010	07/01/2014	00		01/01/0001	01/01/0001	-Sel-

Recertification Date: 06/15/2012

Cert. Date:	Enroll. Code:	Eff. Date:	ACD:	Loc:	Student Desig.:	Term Begin:	Term End:	Cred. Lvl.:
06/15/2012	F	05/20/2012	07/01/2014	02		05/20/2012	08/15/2012	-Sel-

NSLDS will use this information (in this example) to create an enrollment code of W for the 00 location and create a new certified enrollment at the 02 location with the enrollment data provided by the school.

View Enrollment Summary after change is applied:

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

Enrollment Summary

	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	06/15/2012	NSLDS Web

With new options for providing the correct location code in COD disbursement records, by establishing an Enrollment Administrator, and using new fields in the file layout and online, Federal Student Aid expects to capture the location code where the student is physically attending, and

use this location for tracking enrollment status.

Enrollment Reporting of Pell Grant and Perkins Loan Recipients

Beginning June of 2012, NSLDS Enrollment Reporting files will include **Pell Grant** and **Perkins Loan** recipients who have not received a Direct Loan or FFEL program loan. The first new students to be included will be those who are Pell Grant recipients for the 2012-2013 Award Year. This addition of Pell Grant and Perkins Loan recipients to a school's Enrollment Reporting file should not result in a significant increase of students for whom enrollment must be reported since many Pell Grant and Perkins Loan recipients are also Direct Loan recipients and each student will be included on the school's Enrollment Reporting file only once.

The inclusion of Pell Grant and Perkins Loan recipients does not impact the file layout nor the fields or field values that are used for NSLDS enrollment reporting. Students will be listed on the roster without reference to the aid type received.

New Enrollment Reporting Data

The following new data items have been included in the new Enrollment Reporting file layout and are also able to be added or updated online from the Enrollment Maintenance Web page:

Credential Level – To report the Credential Level of the academic program that the student completed when reporting an Enrollment Status of "Graduated – G". This field provides a drop down box with the possible values. A description of each of the Credential Level values is available in the Help pages online and in the file layouts posted to the IFAP Web site.

Recertification Date:	06/14/2012	Check All							
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-
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: 01
3	SSN: 618-00-9999	NAME: JESSICA B SMITH	DOB: 07/17/1992						
Cert. Date:	05/02/2012	Enroll. Code: H	Eff. Date: 05/14/2011	ACD: 11/30/2012	Loc: 00	Student Desig.:	Term Begin: 01/01/0001	Term End: 01/01/0001	Cred. Lvl: 02
4	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: 03

Term Dates – For term based programs, to report the beginning and ending dates of the academic term of the student's current (or most recent) enrollment.

Recertification Date:	06/14/2012	Check All							
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-
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-
3	SSN: 618-00-9999	NAME: JESSICA B SMITH	DOB: 07/17/1992						
Cert. Date:	05/02/2012	Enroll. Code: H	Eff. Date: 05/14/2011	ACD: 11/30/2012	Loc: 00	Student Desig.:	Term Begin: 01/01/0001	Term End: 01/01/0001	Cred. Lvl: -Sel-
4	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-

Student's Address – To report the student's permanent home address. Student address data will now be available to view, add, or update online. To navigate to the student address page from the Enrollment Maintenance page, click on the 'house' icon  beside the student identifiers. More information on providing address data is provided below.

Recertification Date: 06/14/2012		Check All	
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
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
3	SSN: 618-00-9999	NAME: JESSICA B SMITH	DOB: 07/17/1992
Cert. Date: 05/02/2012	Enroll. Code: H	Eff. Date: 05/14/2011	ACD: 11/30/2012
4	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

Reporting Student Address

NSLDS is now collecting the student address to provide to loan holders and to display for users with an interest in the student. Using the 'house' icon on the Enrollment Maintenance page, schools can navigate to the Address History page under the Aid tab.

4  SSN: 619-00-9999 NAME: THOMAS C GOLD

Cert. Date: 05/02/2012 Enroll. Code: F Eff. Date: 05/14/2011 ACD: 05/14/2012 Loc: 00 Student Desig.: []

Menu Aid **Enroll** Org Report Tran

History Overpayment List Grants Delinquent Borrowers Exit Counseling History Student Access Interface **Address History** SSN C

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

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

THOMAS C GOLD
***-**-9999 + DOB: 05/16/1987

Address History

Add Address

Display Only: All ▾
Sort By: Effective Date ▾ Submit

	Good	Effective Date	Address	Source
1	<input checked="" type="checkbox"/>	05/01/2011	Street Line 1: 123 MAIN ST Line 2: APT 5C City: GOODTOWN State: VA Country: UNITED STAT + Postal Code: 12345	00301000

Update

Here, a new permanent address can be added if there has been a change. Click the Add Address button:

THOMAS C GOLD
 ***-**-9999 + DOB: 05/16/1987

Address Add

Good Address:
 Effective Date: 06/14/2012 (MMDDCCYY)
 Street Address Line 1:
 Street Address Line 2:
 City:
 State: -Select-
 Country: -Select-
 Postal Code:

Add address, Submit, Confirm, and new address displays in history.

THOMAS C GOLD
 ***-**-9999 + DOB: 05/16/1987

Address History

 Address successfully added.

Display Only: All
 Sort By: Effective Date

#	Good	Effective Date	Address	Source
1	<input checked="" type="checkbox"/>	06/14/2012	Street Line 1: 987 OAK LANE Line 2: City: CENTRAL State: MD Country: UNITED STAT + Postal Code: 98765	00301000
2	<input checked="" type="checkbox"/>	05/01/2011	Street Line 1: 123 MAIN ST Line 2: APT 5C City: GOODTOWN State: VA Country: UNITED STAT + Postal Code: 12345	00301000

To update the **Good** flag, the school clicks the checkmark in the old address that it entered, and clicks the Update button. This will remove the flag to display the checkmark in just the new address.

THOMAS C GOLD
 ***-**-9999 + DOB: 05/16/1987

Address History

Address successfully updated.

[Add Address](#)

Display Only: All
 Sort By: Effective Date

	Good	Effective Date	Address	Source
1	<input checked="" type="checkbox"/>	06/14/2012	Street Line 1: 987 OAK LANE Line 2: City: CENTRAL State: MD Country: UNITED STAT + Postal Code: 98765	00301000
2	<input type="checkbox"/>	05/01/2011	Street Line 1: 123 MAIN ST Line 2: APT 5C City: GOODTOWN State: VA Country: UNITED STAT + Postal Code: 12345	00301000

The Address History page can be viewed by all NSLDS users for students with whom they have a relationship. When more than one source has provided a permanent address for the student, all addresses in NSLDS can be viewed. The user can select **Display Only** 'All' for all reported addresses or 'Good' for only those addresses marked as 'Good' in the database. The school provider of an address may update the **Good** field indicator for addresses they provided, by clicking "Update" and unchecking the **Good** box.

Enhancements to the NSLDS Student Access Web Site

To reach the new pages on the [NSLDS Student Access Web site](#), the student selects Financial Aid Review and logs on with his/her SSN, first two letters of the last name, date of birth, and PIN. The menu bar then displays the links to the new Enroll and Address pages.

Enrollment

As described in [Dear Colleague Letter GEN-12-06](#), students wanting to have their loans maintained in an in-school status or an in-school deferment status are often negatively impacted because of the timing of their school's NSLDS Enrollment Reporting. To address this issue, the [NSLDS Student Access Web site](#) has been enhanced to allow a student to report enrollment at a new school or reenrollment at one of the student's former schools. When the student provides this information, NSLDS will add the student to the school's enrollment roster for confirmation of the current enrollment.

To review enrollment information, the student selects the Enroll menu link:

Address

To assist in keeping current addresses for students, NSLDS has also added a current home address page to the [NSLDS Student Access Web site](#). The student’s reported address will be available on the Address History page of the [NSLDS Professional Access Web site](#).

Additional Information

This newsletter provides an overview of many of the enhancements to the NSLDS Enrollment Reporting Process implemented on June 24, 2012. Additional enhancements that will be made available in the near future include a new Excel online upload process for reporting enrollment and new enrollment reporting tools for schools to monitor their enrollment certifications. Look for more details in the Enrollment Reporting User Guide to be published late this summer and posted to the IFAP Web site.

**Customer Service
Reminder**

Please remember to keep your [NSLDS Professional Access Web site](#) ORG contacts current and always list at least the Primary Contact for your organization.

The NSLDS Customer Support Center can be contacted by calling 800/999-8219 and is available Monday through Friday from 8 A.M. to 9 P.M. (ET). You may also contact Customer Support by e-mail at nsls@ed.gov. Callers in locations without access to an 800 number may call 785/838-2141.