



Number 40

November 20, 2012

## Summary

This newsletter discusses additional enhancements to the National Student Loan Data System (NSLDS) Enrollment Reporting Process, announces the release of the NSLDS Enrollment Reporting Guide, and describes updates to the School Portfolio Report (SCHPR1). Topics covered in this newsletter include:

- Enrollment Spreadsheet Submittal
- Enrollment Certification Monitoring Tools
- NSLDS Enrollment Reporting Guide
- Selection Deadline Reminder
- School Portfolio Report: New Scheduled Report Option
- New Data in the School Portfolio Report
- Additional Information

Previously-posted guidance and information about enhancements to the NSLDS Enrollment Reporting process include [Dear Colleague Letter GEN-12-06](#), posted to the Information for Financial Aid Professionals (IFAP) Web Site on March 30, 2012, an [April 6, 2012 Electronic Announcement](#), and [NSLDS Newsletter 39](#), posted to the IFAP Web site on July 6, 2012.

## Enrollment Reporting

### Enrollment Spreadsheet Submittal

We have added the ability for schools to report enrollment data to NSLDS by loading enrollment data into a spreadsheet (saved in a spreadsheet format with an .xls or .xlsx extension) and then uploading that locally-stored information to NSLDS using the Enrollment Spreadsheet Submittal Web page. The data is then validated and the user may specify how the errors are viewed when they are returned.

The Enrollment Spreadsheet Submittal File layout, found in Appendix A of the Enrollment Spreadsheet Submittal Instruction Guide, should be used to format the data in a spreadsheet prior to using the Enrollment Spreadsheet Submittal Web page. This layout is slightly different than either of the two batch layouts. Please pay particular attention to the necessary fields and formats. The NSLDS Enrollment Spreadsheet Submittal Format can be used to assist with the spreadsheet creation.

**NOTE:** Both the Enrollment Spreadsheet Submittal Instruction Guide and the Enrollment Spreadsheet Submittal Format will be posted in early December 2012 to the "Software and Associated Documents" section of the [Federal Student Aid Download \(FSAdownload\) Web site](#).

To select the locally-stored Enrollment Spreadsheet Submittal file, click **Browse** from the Enrollment Spreadsheet Submittal Web page. This will open a standard Windows file search window, allowing for the selection of

the Enrollment Spreadsheet Submittal file.

Additionally, this page allows for the selection of how the errors will be displayed in the Results File spreadsheet when it is returned by NSLDS to the school. The selection options are:

- All records or only records with errors
- Background color of yellow, grey, or white
- Comments added to the error cell, or no comments

The screenshot shows the NSLDS Enrollment Spreadsheet Submittal web page. The page header includes the NSLDS logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID" and "National Student Loan Data System (NSLDS)". The navigation menu includes "Menu", "Aid", "Enroll", "Org", "Report", and "Tran". The main content area shows a form for "Enrollment Spreadsheet Submittal" with fields for "Name: FSA NSLDS COLLEGE" and "Code: 00301000". Below the form, there are radio button options for "Rows in Result File", "Background color for cells with error in Result File", and "Mouseover comment for cells with error in Result File". The "Validate" and "Validate and Submit" buttons are at the bottom of the form.

Once the data from the spreadsheet has been validated by NSLDS, there will be a pop-up box which allows the user to choose to save the Result File spreadsheet locally or to open the Result File immediately. If Open is selected, the Result File will open using the computer's default spreadsheet software. Any errors found during the validation process will be presented according to the selections made on the Enrollment Spreadsheet Submittal Web page. Additionally, there will be an additional column added at the end of the data columns which displays the errors and error messages. Errors can be resolved in the Result File, saved locally, and re-submitted until all records have been uploaded to the system.

**NOTE:** With the new enrollment reporting file layouts and options, the SSCR for Windows, Release 3.0 software will no longer be compatible for downloading and processing the enrollment roster. The spreadsheet submittal process described above is one alternative to consider, as it allows a school to use a spreadsheet format to process the data and update NSLDS. Schools can opt to receive the Enrollment Roster in a CSV (Comma Separated Values) format, make updates in a spreadsheet, and submit the response using the Enrollment Spreadsheet Submittal Web page.

## Enrollment Certification Monitoring Tools

Awareness of what has and has not been reported, and of what data has been applied to the NSLDS database can aid a school in ensuring compliance with Enrollment Reporting requirements. NSLDS now provides two reports for schools to monitor the certified enrollments that have been reported by the school or its servicer and have been applied to NSLDS. One of these reports provides a summary of certified enrollments received from the school during specific calendar quarters and the other provides student specific enrollment certification data.

### Enrollment Certification by Quarter

This online report displays a quarterly count by enrollment status of certified enrollments received by NSLDS during the four most recent calendar quarters, beginning with the calendar quarter ending June 30, 2012. At the end of each quarter (March 31, June 30, September 30, and December 31), NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter. This quick snapshot provides the school with a view of the numbers and types of enrollment status last applied to NSLDS during the prior quarters(s). This report is specific to a single 8-digit OPEID school location.

Retrieve the report from the Enrollment Reporting Profile page.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, there is a header with the NSLDS logo and the text "START HERE GO FURTHER FEDERAL STUDENT AID". Below the header is a navigation menu with buttons for "Menu", "Aid", "Enroll", "Org", "Report", and "Tran". The "Report" button is highlighted. Below the navigation menu is a search bar with a dropdown menu for "Type" (set to "--Select--"), a "Code" field, a "Name" field, and a "Retrieve" button. Below the search bar is a message: "FSA ID: NSL.SCTST2.FSA logged on as: SCTST2 ONLINE SCHOOL ID TESTING from FSA NSLDS COLLEGE / TG54560 / SCTST2". Below the message is a box containing the school information: "Name: FSA NSLDS COLLEGE", "Code: 00301000", and "Type: School". Below this box is the title "Enrollment Reporting Profile". Below the title are three buttons: "View Certification by Quarter" (highlighted with a red box), "Request Ad Hoc Roster", and "Set Up Perkins Notification". At the bottom of the page is a "Portfolio Type" label.

Click the **View Certification by Quarter** button to display the report page with data from the last four quarters.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu | Aid | Enroll | Org | Report | Tran

Enrollment Summary | Enrollment Add | Enrollment Update | Enrollment Reporting Profile | Exit Counseling Submittal | Enrollment Notification Override List | GE List | GE Reporting List | GE Submittal | GE Mass Update/Deactivate

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

Return To Enrollment Reporting Profile

Name: FSA NSLDS COLLEGE  
Code: 00301000 Type: School

Enrollment Certification by Quarter

Display Location: 00 - FSA NSLDS COLLEGE Submit

Enrollment Status	Most Recent Certification 04/01/2012 - 06/30/2012	Most Recent Certification 01/01/2012 - 03/31/2012	Most Recent Certification 10/01/2011 - 12/31/2011	Most Recent Certification 07/01/2011 - 09/30/2011
Full Time	2,751	0	0	0
Half Time	809	0	0	0
Less than Half Time	134	0	0	0
Leave of Absence	0	0	0	0
Graduated	441	0	0	0
Withdrawn	583	0	0	0
Death	0	0	0	0
Never Attended	0	0	0	0
No Record Found	43	0	0	0

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The count is based on when NSLDS received the certification record, not on the certification date of the record. Data received prior to the implementation of enrollment reporting enhancements at the end of June 2012 will not be included in this report.

### Enrollment Reporting Certification Report (SCHER4)

The Enrollment Reporting Certification Report extract file, available from the Reports List on the Report tab, provides a list of students who were active on the school's enrollment portfolio as of the parameter date provided by the user requesting the report. For that group of students, the most recent certification date prior to the chosen parameter date is used.

Each student currently active in the school's enrollment portfolio will be added to the report, along with the latest certification date, enrollment status code, status effective date, and the anticipated completion date (ACD). Calculations of the number of days since the record was certified and the number of days since the record was applied to NSLDS are included. This information can help focus a school's attention on ensuring that data on NSLDS is current for all students. This report is specific to a single 8-digit OPEID school location.

### Report List

Search Report ID:

	Report ID	Names	Log Page
<a href="#">1</a>	DELQ01	DELINQUENT BORROWER REPORT	
<a href="#">2</a>	DER001	DATE ENTERED REPAYMENT REPORT	
<a href="#">3</a>	DRC015	24 MONTH REPAYMENT INFO LOAN DETAIL	
<a href="#">4</a>	DRC016	36 MONTH REPAYMENT INFO LOAN DETAIL	
<a href="#">5</a>	DRC035	SCHOOL COHORT DEFAULT RATE HIST RPT	
<a href="#">6</a>	FAT001	REQUEST FOR FINANCIAL AID HISTORY	
<a href="#">14</a>	SCHDF1	BORROWER DEFAULT SUMMARY REPORT	
<a href="#">15</a>	SCHER1	ENROLLMENT REPORTING SUMMARY REPORT	
<a href="#">16</a>	SCHER4	ENROLLMENT REPORTING CERTIFICATION	
<a href="#">17</a>	SCHLL1	SCHOOL LOAN LIST	
<a href="#">18</a>	SCHPR1	SCHOOL PORTFOLIO REPORT	
<a href="#">19</a>	SCH01A	EXIT COUNSELING BY SSN	
<a href="#">20</a>	SCH01B	EXIT COUNSELING	
<a href="#">21</a>	SCH07B	TRANSFER MONITORING SUMMARY REPORT	
<a href="#">22</a>	TEACH1	TEACH OVERSIGHT SUMMARY REPORT	

Schools can select the extract date of their choice in order to review data as it appeared on NSLDS as of a specific date. This may be helpful for audit purposes when looking for specific information regarding data as it appeared on NSLDS as of a specific date in the past. For example, if your school is having an audit for a prior award year, you can enter a date in the past, such as June 30, 2012.

START HERE  
GO FURTHER  
FEDERAL STUDENT AID

National Student Loan Data System (NSLDS)

Menu Aid Enroll Org Report Tran

Report List | Web Report List

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

ID: SCHER4 Type: Extract  
Name: ENROLLMENT REPORTING CERTIFICATION

Report Parameters

SCHOOL CODE: 00301000  
EXTRACT DATE: 08/15/2012 MM/DD/CCYY  
Sort By: 1 SSN  
Output Medium: SAIG

Submit

REPORT DESCRIPTION: The Enrollment Reporting Certification Report (SCHER4) is an extract of students in a school's portfolio. The user enters an extract date as a point in time to extract the enrollment data. The extract detail records will contain for each student the certification date, enrollment status code, status effective date, and the anticipated completion date (ACD) as of that selected extract date. NSLDS will provide the date on which the values of those fields were applied to the database. The extract calculates days since certified based on the extract date and the certification date, as well as days since certification applied based on the extract date and date the certification was applied to NSLDS. The report output is sorted by social security number (SSN). The NSLDS Record Layout for the extract file is available in the NSLDS Reference Materials section of the Information for Financial Aid Professionals (IFAP) Web site. The report will be delivered using message class AHSLDEOP to the SAIG mailbox (TG number) associated with the FSA User ID that requested the report.

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The extract file, with the message class of AHSLDEOP, will be sent to the Student Aid Internet Gateway (SAIG) TG Mailbox of the user that requested the report.

We have posted the associated file layout to the [NSLDS Record Layouts page on the IFAP Web site](#).

### NSLDS Enrollment Reporting Guide

The [NSLDS Enrollment Reporting Guide](#) covers step by step functionality for reporting enrollment and includes the reporting file formats. An updated version is now posted on the IFAP Web site, in the [NSLDS Reference Materials – NSLDS User Documentation section](#).

The Guide contains an overview of enrollment reporting compliance rules, reporting guidelines, and administrative functions and responsibilities. The batch reporting process is described and file layouts and error codes are included in the Guide's Appendix. Instructions for using the [NSLDS Professional Access Web site](#) for researching, reporting, and updating student enrollment as well as establishing administration for the enrollment process are included.

The updated Enrollment Reporting Guide includes the following notable changes related to the June 2012 enrollment reporting enhancements:

- The Enrollment Reporting Profile page replaced the prior enrollment schedule page and contains important information about:
  - Formats and File Preferences
  - Enrollment Administration

	<ul style="list-style-type: none"> <li>○ Enrollment Reporting Schedules</li> <li>● The Enrollment Administration option allows school locations with the same 6-digit OPEID to establish a single location to report enrollment. With the new file layouts, each student record contains the student's location code (last 2-digits of the OPEID) making this a convenient option for a single location to report while retaining the integrity of the actual or physical location where the student is enrolled.</li> <li>● The amount of time a student remains on the roster after the reporting of a terminating status ('W', 'G', 'D', 'X', 'Z') has changed. The student will appear on the roster for two certifications of the same status, after which the student will not be included again unless new aid is reported. Previously with a 'W' and 'G', the student remained on the roster for 180 days. In the past when a 'D', 'X', or 'Z' was reported, the student was removed from the roster immediately.</li> <li>● Ad-hoc rosters are requested in real time and are no longer scheduled in advance. The school has a single button to click to generate a roster with the next production run.</li> </ul> <p>Remember, the use of a third party servicer does not relieve the school of the responsibility for enrollment reporting. Use the monitoring tools and information in the Guide to ensure that your school is in compliance with enrollment requirements.</p>
<p><b>Selection Deadline Reminder</b></p>	<p>One of the new NSLDS Enrollment Reporting batch file types must be selected by <b>March 31, 2013</b>. Schools will be required to exchange electronic batch files using an enhanced fixed-width flat file, a Comma Separated Values (CSV) file, or an XML reporting schema. The file layouts, message classes, and other technical information are provided in the updated NSLDS Enrollment Reporting Guide.</p> <p>Schools will be allowed a transition period, until March 31, 2013, to change to one of the new file formats. Once the school is ready to begin receiving and processing enrollment roster files in one of the new file types, the selection is made in the Preferences section on the Enrollment Reporting Profile Page on the <a href="#">NSLDS Professional Access Web site</a>.</p> <p><b>NOTE:</b> Schools using an enrollment reporting servicer will need to have their servicer contact the NSLDS Customer Support Center to change the preference for the servicer. The servicer's preference will apply to all schools for which it provides enrollment reporting services.</p>

## School Portfolio Report

### New Scheduled Report Option

The School Portfolio Report, previously only available as an ad-hoc report, is now available as a scheduled report on the [NSLDS Professional Access Web site](#). The scheduled report provides six years' worth of data. The six-year window includes the three years prior to the current cohort year, the current cohort year, and two years after the current cohort year.

The scheduled report can be requested to be created and sent to a designated SAIG TG Mailbox on a bi-weekly, monthly, or quarterly basis. The chart below provides an example of what time period would be included in a scheduled report.

	Scheduled Date (example)	Current Cohort Year	Cohort Year Begin Date	Cohort Year End Date
Bi-Weekly	10/05/2012	2012	10/01/2008	9/30/2014
Monthly	10/21/2012	2012	10/01/2008	9/30/2014
Quarterly	10/21/2012	2012	10/01/2008	9/30/2014

Users can establish the School Portfolio Report to be automatically created based on the selected frequency on the School Profile page under the Org Tab.

The screenshot shows the NSLDS (National Student Loan Data System) interface. At the top, there is a navigation menu with options: Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, there is a search bar with fields for Type (set to SCHOOL), Code, and Name, and a Retrieve button. The user is logged in as TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2. The main content area displays the School Profile for NORTH SOUTH UNIVERSITY (Code: 06789900, Status: OPEN, Address: 2300 MARYLAND AVE, WASHINGTON, DC 20001). Below the profile, there is a section for Scheduled Reporting, which includes a School Portfolio box with the following details: Reporting Type: FIXED WIDTH, Frequency: MONTHLY, School Branch ID: ALL, and SAIG Mailbox: TGS0002 - SCHOOL ORGANIZATION. An Update button is located below the School Portfolio box. At the bottom of the page, there is a link to the PRIVACY ACT OF 1974 (AS AMENDED).

Click the Update icon to select the Reporting Type, Frequency, School location/branch option, and enter the SAIG TG Mailbox. The reporting type may be an extract in comma separated value (CSV) format or a fixed-width formatted file. The school branch ID allows the selection of all locations or the selection of a specific school location by entering the 2-digit location code.

The option also exists to cancel the scheduled report any time should you

	<p>decide you no longer wish to receive the report automatically or want to refine your report parameters using the ad-hoc report.</p> <p>The ad-hoc report will be delivered to the SAIG mailbox (TG number) associated with the User ID that requested the report and the scheduled report output is sent to the (SAIG) mailbox entered under the schedule reporting profile section on the School Profile Page. Two new message classes were created for the ad-hoc and scheduled reports to differentiate between the file types and are unique to the School Portfolio Report.</p> <ul style="list-style-type: none"> <li>• SCHRPFOP (fixed-width)</li> <li>• SCHRPCOP (comma separated values)</li> </ul> <p>Note: The ad-hoc report is also available in a comma separated value file type as well as the existing fixed-width format. The selection option will be available on the parameters page when you request the ad-hoc report.</p>
<p><b>New Data in the School Portfolio Report</b></p>	<p>The School Portfolio Report has been enhanced to provide schools with additional information regarding their William D. Ford Federal Direct Loan (Direct Loan) and Federal Family Education Loan (FFEL) program loans. The report will include information on repayment, deferment, and forbearance:</p> <ul style="list-style-type: none"> <li>• The following data element has been added to the record layout to identify repayment information if it is available from the data provider: <ul style="list-style-type: none"> <li>• Day of the Month Payment is Due, field position 504-505</li> </ul> </li> <li>• The following data elements have been added to the record layout to identify current deferment loan information: <ul style="list-style-type: none"> <li>• Most Recent Deferment Begin Date, field position 506-513</li> <li>• Most Recent Deferment End Date, field position 514-521</li> <li>• Most Recent Deferment Reason Code, field position 522-523</li> </ul> </li> <li>• The following data elements have been added to the record layout to identify the current forbearance loan information: <ul style="list-style-type: none"> <li>• Most Recent Forbearance Begin Date, field position 524-531</li> <li>• Most Recent Forbearance End Date, field position 532-539</li> <li>• Most Recent Forbearance Reason Code, field position 540-541</li> </ul> </li> </ul> <p>The file layouts that include the additional data fields have been posted to the <a href="#">NSLDS Record Layouts page on the IFAP Web site</a>.</p>

<b>Additional Information</b>	<p>The <a href="#">NSLDS Professional Access Web site</a> is a powerful tool for ensuring timely, accurate reporting. For more detail on the use of any of the Web pages on the site, click on the question mark icon  on the page to view corresponding Help text.</p> <p>Please remember to keep your <a href="#">NSLDS Professional Access Web site</a> ORG contacts current and always list at least the Primary Contact for your organization.</p>
<b>Customer Service Reminder</b>	<p>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 <a href="mailto:nsls@ed.gov">nsls@ed.gov</a>. Callers in locations without access to an 800 number may call 785/838-2141.</p>