

## Welcome

### Purpose of this page

The Welcome page enables you to logon to the NSLDS Professional Access Web site, which requires a FSA ID and Password. After successfully logging on, the Welcome page will allow the selection of your organization code. Once you successfully navigate through the User Access Verification page the NSLDS main Menu appears.

### Sign-Up Information/System Requirements/News & Events/ FAQ/Download Help

The Sign-Up Information, System Requirements, News & Events, FAQ, and Download Help links appear at the top of this page:

- If you are not an authorized user and would like information on how to become one, click **Sign-Up Information**.
- If you have any questions about the browser configuration, click **System Requirements**.
- If you want to access the NSLDS Newsletters on IFAP, including the latest Newsletter, click **News & Events**.
- If you have any other questions about NSLDS, click **FAQ** to review a list of Frequently Asked Questions.
- If you wish to download all or part of the help pages, click **Download Help**.

### How to log on

Below the authorized personnel warning in the center of the page, the Click to Continue button appears.

To logon:

**Click to Continue button.** After selecting the Click to Continue button, you will be directed to the FSA Logon page to enter your FSA ID and Password for user access authentication. After successfully logging into NSLDS, you will be directed to the Welcome page of the NSLDS Professional Access Web site to select the organization code.

Once you have selected the organization code that you wish to access on NSLDS, you will then be prompted to complete the User Access Verification page. On the User Access Verification page, enter the text you see in the image displayed on your screen. The text may include both alphabetical and numerical characters. Then, click **Submit Response**. If you entered the text incorrectly on the page, a second image will appear. Enter the text displayed in that image and submit it again. After three unsuccessful attempts, the organization code you previously selected will be locked.

To resolve your User Access Verification failure attempts, you can contact the NSLDS Customer Support Center to have the organization code unlocked. The NSLDS Customer Support Center can be reached at 1-800-999-8219, Monday through Friday from 8 a.m. to 9 p.m. ET. Callers in locations without access to 800 numbers may call 785-838-2141 (this is not a toll free number).

Once the User Access Verification information has been entered correctly, you will be directed to the Main Menu page.

### Tips

- FSA IDs will be locked after 3 unsuccessful logon attempts and cannot be used for 30 minutes. After automatically becoming unlocked after 30 minutes, users can try again or select "forgot password" link at the FSA Logon page and answer the challenge questions to reset the password.
- Passwords are valid for 90 days and a warning that your password needs to be changed will be issued 15 days before expiration. The password can be changed anytime during those 15 days using the "Change Password" link on the FSA Login page.
- Passwords must contain at least one (1) numeric character and 2 of the 3 following characters:
  - UPPERCASE letter
  - Lowercase letter
  - Special characters (!, @, #, \$, &, \*)
- The Password must be a minimum of 8 characters.
- Passwords are case sensitive. Passwords must be unique and may not be the same as your previous five passwords. Unauthorized passwords include:
  - Matches that resemble the word "password" in any form (e.g. capitalized, adding a number)

- Matches that pertain in any way the user's name in any form (e.g. login name, first or last name)
- Need Help?:
  - Contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov for user sign-up, FSA ID access and passwords.
  - Contact NSLDS Customer Support Center at 800/999-8219, Monday through Friday from 8 a.m to 9 p.m ET or by e-mail at NSLDS@ed.gov for NSLDS related questions.

Last updated: March 22, 2015

close



You are not logged on



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## System Requirements

To use NSLDS, we recommend one of the following supported browsers from Microsoft. If you do not have this browser, we recommend you download it.

In the past, NSLDS provided technical support for Netscape Navigator, but it is no longer supported as of February 2008.

To identify the version of the browser that you are currently using, use the **Help** menu item on your browser and select **About browser name**.

If you still have questions, please [Contact NSLDS](#).

### Microsoft Internet Explorer

<b>Supported Versions</b>	<p><b>Version 7.x, 8.x, 9.x, 10.x, 11.x</b></p> <p>If you are having difficulties with your browser and your browser supports compatibility mode, you can attempt turning on compatibility mode by opening the browser, navigating to the Menu bar, selecting Tools and clicking Compatibility View as a remedy.</p>
<b>Download</b>	<p>To download a Microsoft browser, use this link.</p> <p><a href="#">Microsoft Internet Explorer</a></p>
<b>Configuration</b>	<p>For help with the configuration of Microsoft I.E. browsers, use this link <a href="#">NSLDS I.E. configuration</a>.</p>

### MS Excel™

<b>Supported Versions</b>	<p><b>Version 2003 or later</b></p> <p>NSLDS has been tested with versions of MS Excel™ 2003 (spreadsheets with a .xls extension) and later. If you have an earlier version than this you may have problems. It is recommended that you use one of the versions specified above.</p>
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## Menu

### Purpose of this page

The Menu page allows you to view system messages and access Financial Aid, Enrollment and Transfer Monitoring data.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### System Help Links

- Click **System Requirements** for instructions on the minimum system requirements and how to download and configure the Microsoft Internet Explorer browser.
- Click **Contact Us** for the Customer Service Center phone number, e-mail address, and hours of operation.
- Click **FAQ** to view the list of Frequently Asked Questions about this site.
- Click **Download Help** to download all or part of the Help page.

### Messages

A list of system messages appears under the Messages heading on the Menu page. Each line of the list displays the date a message was posted and the beginning words of the message. To display the full message, click the message line you wish to see. The message text appears at the bottom of the Menu page.

**Note:** If you see N/A on any of the following pages, it indicates the field is Not Applicable.

### Financial Aid

Links to the Financial Aid pages appear under the Financial Aid heading on the Menu page. The Financial Aid pages contain data about a borrower's loans, grants, and overpayments. Based on your access authority, you can view some or all of these pages.

To access a borrower's financial aid data:

1. Type the **SSN, First Name**, and **DOB** of the borrower.
2. Click one of the following links:
  - **Loan History** to view a complete history of the student's Title IV loan portfolio as reported to the NSLDS database.
  - **Overpayment List** to view or update any Perkins Loan, SEOG, Pell Grant, Academic Competitiveness Grant, National Science and Mathematics Access to Retain Talent (SMART) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant overpayments, or Iraq and Afghanistan Service Grant.
  - **Grants** to view all the Pell Grants, Academic Competitiveness Grants, National Science and Mathematics Access to Retain Talent (SMART) Grants, and Teacher Education Assistance for College and Higher Education (TEACH) Grants that have been reported for a student.
  - **Delinquent Borrowers** to view borrowers who have been reported as delinquent in making loan payments to one of the federal loan servicers.
  - **Exit Counseling History** to view a completed exit counseling history which occurred on the NSLDS Student Access Web site, StudentLoans.gov, or have been reported by a school.
  - **Student Access Interface** to go to the Student Access Interface page.
  - **Loan Forgiveness Submittal** to add any Teacher Loan Forgiveness (TLF) data via a TLF selection web page using all three student/borrower identifiers for 30 or less student/borrower's or by uploading an MS Excel™ spreadsheet file for up to 50 students at a time.
  - **Loan Discharge Submittal** to add any Loan Discharge data by uploading an MS Excel™ spreadsheet file for up to 50

students at a time.

- o **Student Contact Information** to view address, email, and phone numbers that have been reported for a student.
- o **SSN Conflict** to identify contact information for organizations that have previously reported on an SSN that conflicts with records the school may be trying to submit to NSLDS.

## Enrollment

Links to the Enrollment pages appear under the Enrollment heading on the Menu page. The Enrollment pages contain information about student enrollment at every school where enrollment has been reported for a student. Based on your access authority, you can view some or all of these pages.

To access a borrower's enrollment data:

1. Type the **SSN**, **First Name**, and **DOB** of the borrower.
2. Click one of the following links:
  - o **Enrollment Summary** for a quick overview of a student's current enrollment status.
  - o **Enrollment Update** to retrieve enrollment information for students attending your school to be updated on the Enrollment Maintenance page.
  - o **Enrollment Reporting Profile** to view file preferences, administrator relationships for school locations sharing the same institution code, and the reporting schedule one year into the future and six months into the past.
  - o **Enrollment Submittal** to certify student enrollment through the spreadsheet submittal file.
  - o **Enrollment Notification Override List** to view history of overrides for specific students or schools to ensure the reporting of any certification to a selected loan holder for a designated time period.
  - o **Exit Counseling Submittal** to report Exit Counseling completion through the spreadsheet submittal file.
  - o **Foreign School Reporting** to view a list of all foreign schools that are reporting enrollment data for their students to NSLDS.
  - o **GE List** to view information about students reported by the institution for its GE programs.
  - o **GE Reporting List** to view the Student Aid Internet Gateway (SAIG) Mailboxes (TG Numbers) that will be used to submit GE information in batch files via SAIG.
  - o **GE Mass Update/Deactivate** to mass update or deactivate existing GE records for a specified Award Year.
  - o **GE Submittal** to report GE records through the spreadsheet submittal file.

## Transfer Monitoring

Links to the Transfer Monitoring pages appear under the Transfer Monitoring heading on the Menu page. The Transfer Monitoring pages contain data about the students your school has submitted for Transfer Monitoring. Based on your access authority, you can view some or all of these pages.

### Note:

- For those ED authorized users, a valid OPEID code is required to view a specific school's Transfer Monitoring information.
  - o The Org Search button provides the capability to search for a school's OPEID code.

To access your school's transfer monitoring data, click one of the following links:

- **Transfer Monitoring List** to view your school's list of students being monitored by the NSLDS.
- **Monitoring Alert Review** to view the list of students for whom your school has received alerts.
- **Transfer Monitoring Re-Populate** allows school users to retrieve and re-populate their monitoring list with students previously listed but no longer displayed on their Transfer Monitoring List page.
- **School Transfer Profile** to review and/or update your school's Transfer Monitoring Profile.

### Note:

- The access privilege you requested in the NSLDS section of the Title IV Enrollment document determines the pages you can access. To review or update your enrollment, go to <http://www.fsawebenroll.ed.gov/>, or contact CPS/SAIG Customer Service at 1-800-330-5947 .

Last updated: April 13, 2014

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## Navigation

### Purpose of this page

The Navigation page lists the Navigation Tabs that allow you to link to the main pages of each section of the NSLDS FAP Web site. It also provides a glossary of the icons and symbols used.

### Navigation Tabs and Navigation Bar

The Navigation Tabs are located across the top of every page. Each tab provides a link to the main page of a corresponding section. These tabs allow you to navigate without having to return to the Menu page.

- Click **Menu** to access the Menu page.
- Click **Aid** to access the Loan History page.
- Click **Enroll** to access the Enrollment Summary page.
- Click **Org** to access the Organization Contact List page.
- Click **Report** to access the Report List page.
- Click **Tran** to access the Transfer Monitoring List.

The Navigation Bar is directly below the Navigation Tabs, and includes links to the other pages within that section. Your name and your institution's name display below the specified links.

### Legend of Icons and Symbols

Icon/ Symbol	Definition
	Contact icon links you to the NSLDS contact information page for help by phone or email.
	Help icon links you to the specific Help page.
	Session End icon ends your session and returns you to the Welcome page.
	A two-dimensional colored tab with white text indicates that you are in the active subject area.
	A three-dimensional colored tab with white text indicates that other subject areas are available to you by clicking that tab.
	Popup text appears near the mouse pointer explaining an icon's function. (This is an example of that text.)
	Underlined <a href="#">blue</a> text links you to additional information.
	Left arrow icon returns you to a specified page. For example:  Return to Menu.
	Right arrow icon links you to the next page in a series of pages. For example:  Go to Report Log.
	Previous group arrow icon links you to the previous list of items for this page.
	Next group arrow icon links you to the next list of items for this page.

	
	Alert symbol warns you of critical information that is not in error. For example: The borrower has defaulted loans.
	Information symbol notifies you that additional facts are available. For example: The borrower has received Pell Grants.
	Error symbol alerts you of an error. If the error is an entry error, the prompt for the box is displayed in bold <b>RED</b> .
	Under Review icon displays to the left of the grant being reviewed when the Grant History page is accessed via a link from the Monitor Alert Review page.
	Reaffirmation symbol displays to the left of the Loan Detail button on the Loan History page indicating a reaffirmation was reported on a loan.
	Capitalized Interest symbol indicates a capitalize interest amount is included in the Outstanding Principal Balance.
	Loan Discharge symbol notifies you that a loan has been partially or totally discharged. View the loan detail page for loan discharge details.
	Grant converted to loan symbol notifies you that a TEACH Grant has been converted to a loan. Passing your cursor over the symbol displays date of conversion. Clicking on the symbol will link you to the Loan Detail page for the associated loan.
	Dependency status symbol notifies you that the borrower's dependency status is/was a Dependent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Dependency status symbol notifies you that the borrower's dependency status is/was an Independent. The dependency status is based on the Undergraduate and/or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status.
	Lock icon indicates the loan is locked and cannot be updated.
	History icon links you to the Borrower Name History page or Borrower SSN History page if history exists in the database.
	Active Bullet Number icon allows you to update, delete, or see more details. Blue is the active selection color.
	Inactive Bullet Number indicates that no additional information is available regarding this item.
	Plus symbol provides you more detailed information. It is activated when the mouse pointer is on the symbol.
	Report Log Page icon links you to the Report Log.
	E-mail icon links you to e-mail.
	Glossary icon links you to the Glossary page.
	Print icon allows you to print the Help page.
	Close icon allows you to close the Help page.

Last updated: February 22, 2015

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## Glossary

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### Academic Competitiveness (AC) Grant

A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.

### Academic Level

Student's academic level at the time the loan was provided. See the table below for codes and definitions.

Code	Definition
0	1st year undergraduate/never attended college (Grants)
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown
N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)

### ACD

See [Anticipated Completion Date](#).

### ACG

See [Academic Competitiveness \(AC\) Grant](#).

### Acad. Yr Level

Student's grade level submitted by the school (ACG, SMART and TEACH only).

### Active

A flag identifying whether a record reflects the NSLDS's current understanding of a student's enrollment history. Active records reflect that history. Inactive records reflect enrollment data previously submitted to the NSLDS but corrected by a later submission.

### Ad Hoc

A file type indicating that the file is generated for some special reason and not as part of the organization's regular schedule. When the NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

**Additional Eligibility**

From the 2009-2010 award year through the 2010-2011 award year, eligible students could receive up to two Federal Pell Grants within a single award year. Additional eligibility indicates a student was eligible for two Pell Grants in a single award year (Pell Grant only).

**Aggregate Loan Types**

See [Subsidized Loans](#), [Combined Loans](#), [FFEL Consolidation Loans](#) and [Federal Perkins Loans](#).

**Aggregate Outstanding Principal Balance**

The cumulative dollar value due for the given aggregate loan type. The Loan History page also provides the amount per loan that contributes to the Aggregate OPB.

**Aggregate Pending Disbursements**

The cumulative net loan amount that is awaiting disbursement to a borrower for the given aggregate loan type.

**Aggregate Total**

The amount of Outstanding Principal Balance plus Pending Disbursements for the given aggregate loan type. Amount used when considering whether a borrower is "Close or Equal to" or "Exceeding" aggregate limits.

**Alert**

See [Transfer Monitoring Alert](#).

**Amount Forgiven**

The dollar amount that a student/borrower received in Teacher Loan Forgiveness or Loan Discharge.

**Amount of Disbursement**

See [Disbursement Amount](#).

**Amount of Loan**

See [Loan Amount](#).

**Amount of Outstanding Interest**

See [Outstanding Interest Amount](#).

**Amount of Outstanding Principal Balance**

See [Outstanding Principal Balance Amount](#).

**Anticipated Completion Date**

The date the student completed, or was expected to complete, his or her studies.

**Approved Loan Amount**

For Direct Loans and Perkins Loans, the original amount, before any cancellations.

**Award Amount**

The amount of the Grant the school expects to pay the student based on the student's enrollment and school's cost of attendance.

**Award ID**

21 character identifier that uniquely identifies a grant or a loan.

**Award Year (Grants page)**

The school year that the student received a COD grant, as reported by the school. The Award Year runs from July 1 through the following June 30.

### **Award Year (Loan History page)**

The award year used in the student's undergraduate or graduate loan limits determination.

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### **Batch File**

Data file submitted or received via a Student Aid Internet Gateway mailbox. See [Student Aid Internet Gateway](#).

### **Batch Upload MS Excel™ File**

A MS-Excel™ spreadsheet template with identifying data elements that GA Online Loan Update/TLF users update and submit to NSLDS using an Excel file of up to 50 existing NSLDS students and their TLF or Loan Discharge data.

### **Begin Effective Date**

Allows you to display on the Enrollment Detail page only records with an Effective Date later than or equal to the date you enter.

### **Begin Value**

Allows you to set a lower limit for retrieving records from the Enrollment Update page. If you leave Exact Match Only unchecked, Enrollment Update will retrieve any student records that match the Begin Value you type or come after it in ascending alphanumeric order.

### **Begin Program Enrollment Reporting**

Date School would like to start receiving rosters with program-level enrollment data.

### **Borrowed Amount**

The cumulative net amount of the loan actually disbursed to a borrower.

### **Borrowed at Name**

The name of the school where the student was enrolled or accepted at the time the loan was guaranteed or originated.

### **Borrowed at OPEID**

The eight-digit Office of Postsecondary Education ID (OPEID) for the school where the student was enrolled or accepted for enrollment at the time the loan was guaranteed or originated.

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### **Canceled Amount**

The cumulative amount of the Title IV loan that was canceled.

### **Canceled Date**

The latest date that all or part of the Title IV loan was canceled.

### **Capitalized Interest**

The cumulative amount of unpaid accrued interest that has been added to the outstanding principal balance.

### **Cert. Date**

See [Certification Date](#).

### **Cert. Method**

See [Certification Method](#).

### **Certification Date**

The date as of which a school certifies that a student's enrollment information is accurate and up-to-date.

### **Certification Method**

The method a school uses to certify enrollment information. Schools can certify enrollment information using either the [batch](#) enrollment reporting process or the [Enrollment Maintenance](#) page on this site.

### **Classification of Instructional Programs (CIP) Code**

The six-digit Classification of Instructional Programs (CIP) code, without period, identifying a program's academic content.

### **Combined Loans**

Includes both subsidized and unsubsidized Stafford Direct loans.

### **Credential Level (Cred. Lvl)**

The Credential Level of the program. Valid values are:

- '01' (Undergraduate Certificate or Diploma Program)
- '02' (Associate's Degree)
- '03' (Bachelor's Degree)
- '04' (Post Baccalaureate Certificate)
- '05' (Master's Degree)
- '06' (Doctoral Degree)
- '07' (First Professional Degree)
- '08' (Graduate / Professional Certificate)
- '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])

### **CSC**

NSLDS Customer Support Center.

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### **Data Provider Loan ID**

A code used by a data provider (Guaranty Agency, Direct Loan Servicer, Debt Collection Service or Perkins school) for internal loan identification.

### **Date Entered Repayment**

The date the loan entered repayment.

### **Date of Anticipated Completion**

See [Anticipated Completion Date](#).

### **Date of Disbursement**

See [Disbursement Date](#).

### **Date of Loan**

See [Loan Date](#).

**Date of Outstanding Interest**

See [Outstanding Interest Date](#).

**Date of Outstanding Principal Balance**

See [Outstanding Principal Balance Date](#).

**DCS**

Department of Education's Debt Collection Service.

**Default School for Consolidated Loan**

Listed as school name when the loan is an FFEL Consolidation Loan. This is in accordance with reporting requirements, and has no bearing on the status of the loan. These loans may be entered into after a student completes his/her program of study at a particular school and consolidates loans received while in school.

**Denominator**

Number of loans that entered repayment during a particular Cohort fiscal year (October 1-September 30).

**Dependency Indicator**

The dependency status (dependent or independent) used in the student's undergraduate or graduate loan limits determination.

**Direct Loan**

A federal student loan, made through the William D. Ford Direct Loan Program, for which eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans and Direct Consolidation Loans are types of Direct Loans.

**Disbursed Amount**

The amount of the grant the school has disbursed to the student.

**Disbursement Amount**

The cumulative amount of funds released to a borrower.

**Disbursement Date**

The date the loan disbursement was made.

**Discharge Date**

The date of the Loan Discharge.

**Discharge Type**

The discharge reason codes for discharging all or part of a loan.

**Distribution Medium**

How enrollment information is sent to an organization. Valid values are [SAIG](#) or Tape.

**Distribution SAIG User ID**

For organizations that receive enrollment information by the [Student Aid Internet Gateway](#), the address of the mailbox to which that information is sent.

**DL**

Federal Direct Student Loan.

**DOB**

Date of Birth.

**DP**

Data Provider.

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**ED**

U.S. Department of Education.

**ED Servicer**

ED Servicers aid in the administration of FFELP loans that have been sold to the Department as well as FDLP loans and TEACH grants originated and distributed from COD.

**ED Region**

A Department of Education Student Financial Assistance Program's Regional Offices.

**EFC**

See [Expected Family Contribution](#).

**Eff. Date**

See [Effective Date](#).

**Effective Date**

The date when a student's [enrollment status](#) first took effect. Used for Campus-Level and Program-level enrollment status.

**End Effective Date**

Allows you to display on the Enrollment Detail page only records with an Effective Date earlier than or equal to the date you enter on certain Enrollment pages.

**Enroll. Code**

See [Enrollment Status/Code](#).

**Enrollment Status/Code**

An alphabetic character that represents a student's current or past enrollment status. Used for Campus-Level and Program-level enrollment.

Code	Status
A	Approved leave of absence
D	Deceased
F	Full time
G	Graduated
H	Half time
L	Less than half time
M	Moved
Q	Three-quarter time

W	Withdrawn
X	Never Attended
Z	No record found

**Exact Match Only**

On the Enrollment Update page, allows you to retrieve only records that match exactly with the Begin Value you typed. This option must be used in combination with a Begin Value.

**Expected Family Contribution**

An index produced by Congressional Methodology (CM) that assesses an applicant's financial need.

**Extract Format**

Batch file format in which the information is sent as a "string" of data. User then downloads data into a format on site. (See also [Report Format](#)).

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**FAQ**

Frequently Asked Questions.

**FDLP**

Federal-Direct Loan Program. See [Direct Loan](#).

**FFEL**

Federal Family Education Loan.

**Federal Perkins Loans**

Campus based loans that are reported to NSLDS. This family of loans includes the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).

**FFEL Consolidation Loans**

Loans consolidated under the Federal Family Education Loans program.

**First Time (1<sup>st</sup> Time Pell)**

For purposes of the Federal Pell Grant Program, this indicates if a student received a Pell Grant for the first time during a period of enrollment between the 2008-2009 award year and ending with the 2011-2012 award year.

**Full Time Teacher Of**

The type of qualifications for Teacher Loan Forgiveness, detailed below:

<b>Full Time Teacher Of</b>
Elementary (up to \$5000)
Secondary (up to \$5000)
Highly Qualified(up to \$5000)
Secondary Mathematics (up to \$17500)
Secondary Science (up to \$17500)
Elementary Spec. Ed. (up to \$17500)

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## GA

See [Guaranty Agency](#).

## GA Code

Three digit code that identifies the GA.

## Guaranteed Loan Amount

For FFEL loans, the original amount, before any cancellations.

## Guaranty Agency

A state agency or private, nonprofit institution or organization that administers the financial aid programs within the Federal Family Education Loans (FFEL) Program.

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## HS Program

School submitted High School program code (ACG only).

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## IASG

**Iraq and Afghanistan Service Grant** - A federal grant for students who are not eligible for Pell grants due to their EFC and who had a parent or guardian die as a result of military service in Iraq or Afghanistan after September 11, 2001.

## Inform

See [Transfer Monitoring Inform](#).

## Interest Rate

See [Loan Interest Rate](#).

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## Last Anticipated Comp. Date

The [Anticipated Completion Date](#) most recently reported to NSLDS for a given enrollment status.

**Last Disbursed Amt**

The dollar amount of the most recent disbursement to the borrower for a specific loan.

**Last Disbursed Date**

The date of the most recent disbursement to the borrower for a specific loan.

**Latest Disb**

Latest disbursement date COD processed the payment record.

**Lender**

An eligible party that provides an FFEL loan to a student, whether it is a bank, a college, the government or another organization.

**Lender Branch Servicer**

An agency that services a lender's loans.

**Lifetime Eligibility Used (LEU)**

The Lifetime Eligibility Used (LEU) is the sum of all Pell Grant % Scheduled Award Used by Award Year for all award years, beginning with students that receive their first Pell disbursement on or after July 1, 2008. The LEU displays in the range value between 0 percent and 900 percent. COD calculates this for students flagged as 1<sup>st</sup> Time Pell Grant recipients, based on having received their first Pell Grant award disbursement in the 2008-2009 Award Year or thereafter. NSLDS displays the most recently reported value from COD.

**Loan Amount**

The original loan amount, before any cancellations.

**Loan Date**

For FFEL loans, the date the loan was originally guaranteed. For Direct Loans and Perkins loans, the date the loan was originally disbursed.

**Loan Discharge**

An entitlement to students, under the Federal Family Education Loan (FFEL) programs, to discharge their debt based on conditions outlined in the Higher Education Act, as amended.

**Loan Holder**

The Lender or GA who holds the loan.

**Loan Interest Rate**

The interest rate that is applied to the loan. A variable interest rate is indicated by the abbreviation VAR.

**Loan Period Begin**

The date classes are (or were) to begin for the period covered by the loan.

**Loan Period End**

The date classes ended (or were to end) for the period covered by the loan.

**Loan Records Extracted**

The total number of detail records extracted from the data provider database for this submission. This number may include records that were in error and did not update the NSLDS database.

## Loan Status

The two-character code that indicates the status of a loan.

Loan Status Code	Definition
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Canceled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, other
DP	Defaulted, Paid in Full
DR	Defaulted, Loan in Roll-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, then missed payment
FB	Forbearance
FC	False Certification Discharge
FR	Fraud
FX	Fraud Satisfied
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In post-deferment grace(Perkins only)
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full

PM	Presumed Paid in Full
PN	Non-defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RP	In Repayment
UA	Temporarily Uninsured - No Default Claim Requested
UB	Temporarily Uninsured - Default Claim Denied
UC	Permanently Uninsured-No Default Claim Requested
UD	Permanently Uninsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled
XD	Defaulted, six consecutive payments

### Loan Status Date

The date a Loan Status became effective.

### Loan Type

The type of Title IV award made with a formal agreement for repayment with interest.

Code	Loan Type
CL	FFEL Consolidation Loan
D0	Direct Stafford Subsidized Loan (SULA Eligible)
D1	Direct Stafford Subsidized Loan
D2	Direct Stafford Unsubsidized Loan
D3	Direct PLUS Loan for Graduate/Professional
D4	Direct PLUS Loan
D5	Direct Consolidation Unsubsidized Loan
D6	Direct Consolidation Subsidized Loan
D7	Direct Consolidation PLUS Loan
D8	Direct Unsubsidized Loan (TEACH)
D9	Direct Consolidation Subsidized Loan (SULA Eligible)
DU	National Defense Loan
EU	Perkins Expanded Lending Loan
FI	Federally Insured Student Loan (FISL)
GB	FFEL PLUS Loan for Graduate/Professional
IC	Income-Contingent Loan (ICL)
NU	National Direct Student Loan (NDSL)
PL	FFEL PLUS Loan
PU	Federal Perkins Loan
RF	FFEL Refinanced Loan
SF	FFEL Stafford Subsidized Loan
SL	Supplemental Loan (SLS)

**Loans with Errors**

The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.

**Location**

The Office of Postsecondary Education ID (OPEID) for the location where the student is attending or has attended. In Enrollment Maintenance, the school user can use this field to move a student from one location to another location within the same administration group. When a new location code is entered, NSLDS will add the student and the enrollment record to the new location and display 'Moved' as the enrollment status for the prior location.

**Loss of Subsidy**

This field indicates that a D0 or D9 loan has lost interest subsidy.

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**Major**

Student's major course of study also known as Classification of Instructional Programs (CIP) (SMART only).

**Maximum Eligibility Period**

The Maximum Eligibility Period is a period of time that is equal to 150% of the published length of the student's academic program.

**Monitor Begin Date**

Date school requests the NSLDS to start monitoring a transfer student's record for change(s).

**Most Recent Status**

The [Enrollment Status](#) most recently reported for a student at a school.

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**National SMART Grant**

National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign language determined critical to national security). Student must have earned at least a 3.0 GPA.

**Navigation**

The traversal of the Financial Aid Professionals System. See [Navigation](#) page.

**Navigation Legend**

Legend of icons and symbols used in the FAP Web site.

**No Progs. (No Programs)**

Indicates that a student is not enrolled in at least one program. If this field is checked the school is not required to report the program-level enrollment data. If this field is not checked the school is required to report the student's program-level enrollment data. Program-level enrollment data must be reported regardless of whether the program is eligible for Title IV aid.

**Non-Subsidized Loans**

Subsidized loans with no subsidy provided. Pre-date Unsubsidized loan program.

## **NSLDS**

National Student Loan Data System.

## **NSLDS Label**

Unique identifier for a loan on NSLDS. When loans are consolidated, the NSLDS label is used to link underlying loans to the Consolidation Loan.

## **NSLDS Web**

As a [Certification Method](#), indicates that the school certified the enrollment information using the Enrollment Maintenance page on this site.

## **Numerator**

Number of borrowers entering repayment in the cohort fiscal year who defaulted in the cohort default period. (Two year period that begins on October 1 of the fiscal year the borrower enters repayment and ends on September 30 of the following fiscal year.)

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## **OPB**

Outstanding Principal Balance.

## **OPEID**

The eight-digit Office of Postsecondary Education (OPE) code used to identify the school.

## **Original Schedule**

Enrollment Reporting Schedule items generated by the schedule that was assigned to an organization when it first signed up with the NSLDS.

## **Other Fees**

The accumulated fees added to late or defaulted loans. Examples of other fees are late fees, collection costs, or court costs.

## **Output Medium**

The output format the user selected for the report. Options are Report, which results in an organized, easily readable document, and Extract, which results in a raw data document. Reports generated in Extract are usually imported into a spreadsheet software program.

## **Outstanding Interest Amount**

The cumulative accrued outstanding interest balance on the loan.

## **Outstanding Interest Date**

The date that the outstanding interest balance was updated.

## **Outstanding Principal Balance Amount**

The cumulative dollar value due on a loan. If the field is preceded by an exclamation mark, the amount may include capitalized interest and/or other fees.

## **Outstanding Principal Balance Date**

The date the outstanding principal balance was updated.

## Overpayment

A Title IV overpayment is the amount of any Title IV student assistance funds received by a student that exceeds the amount the student is eligible to receive.

### Overpayment Create Date

The date the overpayment was entered into the NSLDS.

### Overpayment Indicator

The code identifying the status of the overpayment.

- **Overpayment**-This is the value that a school uses when first entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
- **Repaid**-This value means that a previously reported overpayment that was in either Overpayment or Satisfactory Arrangement Made status has been fully repaid by the student. Schools should update NSLDS when the final payment has been made. The date that the final payment of the overpayment was made should be entered at that time. A value of Repaid does not produce the overpayment flags and messages on SARs and ISIRs.
- **Satisfactory Arrangement Made**-This value means that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. A status of Satisfactory Arrangement Made reported to other schools on a SAR or ISIR (or in the FAT process of NSLDS) provides documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made with the school for the arrangements to repay, the school should immediately reset the overpayment Indicator field to Overpayment.
- **Fraud**-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

### Overpayment Repayment Date

The date the overpayment was paid in full.

### Overpayment Source

The code identifying where the overpayment exists.

- **Transfer**-When a school has transferred an overpayment to the U.S. Department of Education's Debt Collection Service (DCS), the school should update the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change does not invalidate the overpayment but it does inform any user of the system that the debt is in the process of being transferred from the school to DCS.
- **School**-Whenever a school is attempting to add a new, or update an existing overpayment record; this field is automatically updated with SCH.
- **ED Region**-The debt is now held by one of the U.S. Department of Education's Debt Collection Service regional offices.

### Overpayment Type

The Title IV student assistance funds type (Perkins, SEOG, Pell, Academic Competitiveness Grant, National SMART Grant, TEACH Grant or Iraq and Afghanistan Service Grant) for which the student has received an amount in excess of what the student is eligible to receive.

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### Paid Date

The date the GA pays the holder; if the GA is the holder, the date applied to the borrowers account.

### PDPA

Primary Destination Point Administrator. Person at an organization who is responsible for enrolling new, modifying existing or

deactivating NSLDS online user IDs. PDPAs should work closely with those at their organization to ensure the appropriate access is established for NSLDS batch services. The PDPA manages NSLDS access by using the [www.fsawebenroll.ed.gov](http://www.fsawebenroll.ed.gov) website.

**Pell Grant**

A Title IV grant program for undergraduate students who have not completed a first baccalaureate degree.

**Pending Disbursement Amount**

The cumulative net loan amount that is awaiting disbursement to a borrower.

**Percent (%) Scheduled Award Used by Award Year**

Percent of Pell Grant eligibility the student has used for the specified Award Year.

**Percent (%) Eligibility Used Scheduled Award**

Percent of eligibility the student has used (ACG and SMART Grants only).

**Perkins**

See [Federal Perkins Loans](#).

**PLUS**

Parent Loan for Undergraduate Student.

**PLUS Graduate/Professional**

PLUS Loan for Graduate and Professional Students.

**Portfolio**

Every organization involved in the Enrollment Reporting process has a portfolio that contains all the students for whom the organization reports or receives enrollment information. A student who belongs to an organization's portfolio is said to participate in that portfolio. Schools report enrollment information to the NSLDS for the students in their portfolios. All other organizations receive enrollment information from the NSLDS for the students in their portfolios.

**Portfolio Participation**

A student participates in the portfolio of an organization involved in the Enrollment Reporting process when that organization reports or receives enrollment information about the student. Participation is based on the organizational interest that is created when the student receives a Direct Loan or FFELP loan.

**Post 9/11 Deceased Veteran Dependent**

Indicator for a student receiving the maximum Pell Grant eligibility because their parent or guardian was a member of the Armed Forces and has passed away as a result of military service in Iraq or Afghanistan after 9/11/2001 (Pell Grant only).

**Posted by COD**

The date when the grant is listed as disbursed on the COD system.

**Previously Applied**

Indicates whether a student has previously applied for Teacher Loan Forgiveness.

**Processed Date**

The date on which NSLDS completely processed the submittal.

**Program Begin Date**

The date on which the student began attending the program.

## Program Length

The Published Program Length and unit of measure for the length of the instructional program in years, months, or weeks as published by the school.

## Program Status

The Program Enrollment Code identifying a student's current program enrollment status. Valid values are:

- 'A'-Approved Leave of Absence
- 'D'-Deceased
- 'F'-Full Time
- 'G'-Graduated
- 'H'-Half Time
- 'L'-Less Than Half Time
- 'Q'-Three-Quarter Time
- 'W'-Withdrawn
- 'X'-Never Attended
- 'Z'-No Record Found

## Protected Subsidy

This field indicates that a D0 or D9 loan has protected interest subsidy.

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## Received Date

The date the NSLDS received the incoming submittal.

## Record Format (Non-Schools Only)

The format in which a guaranty agency, lender, or lender servicer receives batch enrollment information from the NSLDS.

## Records Received (Non-Schools Only)

An option that allows non-schools to receive either all the enrollment records for students in their portfolios or only those records that contain a change to [Enrollment Status/Code](#), [Effective Date](#), or [Anticipated Completion Date](#).

## Regular

A file type indicating that the file is a regularly scheduled Enrollment Reporting file. When the NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

## Remaining Eligibility Period

The Remaining Eligibility Period is a student's remaining period of time for which the borrower may receive Direct Subsidized Loans under the 150% limit.

## Report Format

File format in which the information looks and reads as a report. (See also [Extract Format](#)).

## Reported By

Indicates the type of organization that reported information displayed on Enrollment pages. Current sources are schools, Guaranty Agencies (GAs), and Direct Loans.

## Reported By ID

The identification number of the organization that reported information displayed on Enrollment pages. For schools, this number is their [OPEID](#); for guaranty agencies, it is their guaranty agency number.

## Return of Funds

The amount of funds returned to a lender for a loan disbursed to a student who is no longer eligible due to withdrawing from courses, or never attending class for which the loan was intended.

## Return of Funds Date

The date a lender receives a return of funds disbursed for a student from the school.

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## SAIG

See [Student Aid Internet Gateway](#).

## Scheduled Amount

Scheduled amount of the Pell Grant award (Pell Grant only).

## Scheduled Award

Scheduled amount of the ACG and SMART Grant award. For TEACH Grants every grant displays the maximum scheduled award (\$4,000).

## Scheduled Submittal Date

The date that the NSLDS expects to process or has processed a data provider input.

## School

A postsecondary educational institution.

## School Reason

School submitted eligibility/payment reason (ACG only).

## School Batch

As a [Certification Method](#), indicates that the school certified enrollment information through the batch enrollment reporting process.

## SEOG

See [Supplemental Education Opportunity Grant](#).

## Separate Loan Indicator

An indicator used to differentiate among multiple loans with the same loan date for the same borrower and student attending the same school.

## Servicer Name (Schools Only)

For schools that use a third-party servicer to send enrollment information to NSLDS, the name of the servicer.

## SMART

See [National SMART Grant](#)

**Source**

The entity (i.e. GA code) that reports specified data.

**Special Program Indicator**

The Indicates that the program belongs to one of the following groups:

- 'A'-(Special Admission Associate Degree Program)
- 'B'-(Bachelor's Degree Completion Program)
- 'N'-(Not Applicable)
- 'P'-(Preparatory Coursework Graduate Professional Program)
- 'T'-(Non-Credential Teacher Certification Program)
- 'U'-(Preparatory Coursework Undergraduate Program)

**Split Files Indicator (Schools Only)**

For schools that use a third-party servicer, a Yes or No option indicating whether the servicer submits enrollment information for all the schools it services as a single file (No) or as a series of separate files (Yes).

**SSCR**

Student Status Confirmation Report.

**SSN**

Social Security Number.

**State Code**

The state the student/borrower applied for the TLF.

**Status**

The enrollment status indicated by a student's [Enrollment Status/Code](#).

**Status Effective Date**

The Program Effective Date, which is the date when the student's current program status first took effect..

**Statuses in Effect**

On the Enrollment Timeline page, the dates during which a set of enrollment statuses were in effect.

**Student Aid Internet Gateway (SAIG)**

The virtual network used to send and receive student aid data files over the Internet.

**Student Designator (Student Desig.)**

The student identifier used by a school on its own internal database or tracking system.

**Submittal File**

The validated, snapshot image of a data provider's database file that is transmitted to and updates the NSLDS database.

**Submittal Pass Rate (%)**

The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

**Submittal Processed Date**

The date that the NSLDS completely processed the submittal file.

**Submittal Received Date**

The date that the NSLDS received the incoming submittal file.

### **Subsidized Loans**

A loan for which the federal government pays the interest during in-school, grace and deferment periods.

### **Subsidy Status**

The status of the interest subsidy on the loan.

### **Subsidized Usage Period**

The Subsidized Usage Period is the period of time, expressed in years or portions of years, for which the borrower received a Direct Subsidized Loan.

### **SULA**

Subsidized Usage Limit Applies

### **Supplemental Education Opportunity Grant**

A Title IV campus-based grant program for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.

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### **TEACH Grant**

Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8)

### **Teacher Loan Forgiveness (TLF)**

The Teacher Loan Forgiveness program allows borrowers to apply for forgiveness of their Title IV loans for a maximum of \$17,500.

### **Term Begin**

The beginning date of the academic term of the student's current (or most recent) enrollment.

### **Term End**

The end date of the academic term of the student's current (or most recent) enrollment.

### **TG Number**

The number assigned to a user's [SAIG](#) mailbox. This is the mailbox to which all Reports are sent.

### **Total % Elig. Used by Academic Yr Level**

The student's total percent of eligibility used by academic year level (ACG and SMART Grants only).

### **Total Records Extracted**

The total number of detail records extracted from the data provider database for submission to the NSLDS. This number may include records that were in error and did not update the NSLDS database.

### **Tran**

Transaction number on the SAR or ISIR for the payment accepted by the school.

## Transfer Monitoring Alert

Information generated by the NSLDS as a result of the Transfer Monitoring process. The Alert tells a school that new information has been reported that may affect eligibility for Title IV Financial Aid on one or more students on that school's Transfer Monitoring List.

## Transfer Monitoring Inform

Information provided to the NSLDS by a school or servicer. The Inform consists of identifiers and Enrollment Begin dates for one or more students that the school has identified as Transfer students. The Inform tells the NSLDS to monitor those student records for information being reported that may affect eligibility for Title IV Financial Aid.

## Transfer Monitoring List

List of students a school has identified as Transfer Students, and requested the NSLDS to monitor for reported record changes.

## Transfer Monitoring Process

Process through which the NSLDS reviews records of students submitted by various schools/servicers and looks for reported changes which may affect Title IV eligibility.

## Type

Indicates what form of Enrollment Reporting file the NSLDS will send an organization. Files can be either [Ad Hoc](#) or [Regular](#).

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## Update date

The date when the update was performed.

## Update user name

The name of the person that performed the update.

## URL

Uniform Resource Locator. A URL consists of an access method (http, ftp, etc.), an internet address, and a page or file name.

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## Ver. Flag

Result of verification by school.

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## Web Report List

List of reports that can be viewed directly from the NSLDS Web site as Portable Document Format (PDF) files. Selected report may also be transmitted to the requestor's SAIG mailbox.

## Weeks in Acad. Yr.

The Weeks in Title IV Academic Year, the total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

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## Grant History

### Purpose of this page

The Grant History page allows you to view Pell Grants, Academic Competitiveness Grants (ACG), National Science Mathematics Access to Retain Talent (SMART) Grants and Teacher Education Assistance for College and Higher Education (TEACH) Grants that a student has been awarded. If you have any questions about a grant, please call the Common Origination and Disbursement (COD) School Relations Center at 1-800-474-7268.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan, Grant, Overpayment Lists pages and the Student Access Interface page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan List page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**-The borrower has one or more loans in active bankruptcy status.
- **Defaulted**-The borrower has one or more loans in default status.
- **Overpayments**-The student has one or more active overpayments in the NSLDS database.
- **Discharged**-The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
  - *Death*
  - *Permanent*
- **Additional Unsub**-The borrower has a Direct Stafford Unsubsidized (D2) or FFEL Stafford Unsubsidized (SU) loan with Additional Health Profession or PLUS Denial indicators.
- **Close or Equal to Undergrad Sub. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized loans.
- **Exceeds Undergrad Sub. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized loans.
- **Close or Equal to Undergrad Comb. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Undergrad Comb. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Close or Equal to Graduate Sub. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- **Exceeds Graduate Sub. Limit**-The borrower exceeds the graduate aggregate limit for subsidized loans.
- **Close or Equal to Graduate Comb. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Graduate Comb. Limit**-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.

- **Close to Pell Grant LEU Limit**-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Meets or Exceeds Pell Grant LEU Limit**-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Grants**-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- **Fraud**-The borrower has been convicted of fraud.
- **Teacher Loan Forgiveness**-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- **Loan Discharge**-The student/borrower has one or more loans discharged.
- **Subsidized Usage Limit Applies (SULA)**-The borrower is subject to the 150% Direct Subsidized Loan Limit provision.
- **Loss of Subsidy**-The borrower has one or more Direct Stafford Subsidized (SULA Eligible) (D0) and/or Direct Consolidation Subsidized (SULA Eligible) (D9) loans that have lost interest subsidy.

### How to add and view the Transfer Monitoring information

Directly below the student identifiers is a message that states whether this student is on the school's Transfer Monitoring list. If the student is not on the Transfer Monitoring List for your school, there will be a message that states "Student is not on your school's Transfer Monitoring List." If the student is on the Transfer Monitoring List for your school, there will be a message that states "Student is on your school's Transfer Monitoring List."

To add a student to the Transfer Monitoring List:

- Click **Add Student to Monitoring List**.

To view this student's information on the Transfer Monitoring List:

- Click **Student Monitoring Detail**.

### How to interpret the Aggregate TEACH Grant Information

The Aggregate TEACH Information table displays the Academic Levels, Total Disbursements, Percent (%) Eligibility Used, and Eligible Remaining Amounts. Only TEACH Grants that the borrower has received affects the aggregate totals and dynamically displays it at the top of the Grants page.

- **Academic Level Aggregates**-Aggregate disbursed amounts displayed for the following Academic Levels:
  - **Undergraduate/Post Baccalaureate**-Undergraduate/Post Baccalaureate TEACH Grants for 1st year undergraduate/never attended college (0), 1st year undergraduate/attended college before (1), 2nd year undergraduate/sophomore (2), 3rd year undergraduate/junior (3), 4th year undergraduate/senior (4), and 5th year/other undergraduate (5).
  - **Graduate**-Graduate TEACH Grants for 1st year graduate/professional (6) and continuing graduate/professional or beyond (7).
- **Total Disbursements**-Sums the Disbursed Amounts for all TEACH grants received by the borrower.
- **% Eligibility Used**-The percent used by Academic Levels:
  - **Undergraduate/Post Baccalaureate**-Percentage of the cumulative disbursed amounts to the total aggregate limit of \$16,000.
  - **Graduate**-Percentage of the cumulative disbursed amounts to the total aggregate limit of \$8,000
- **Eligible Remaining Amount**-The remaining eligible amount by Academic Levels:
  - **Undergraduate/Post Baccalaureate**-Of the \$16,000 total aggregate limit, the remaining amount the student is eligible

to receive.

- o **Graduate**-Of the \$8,000 total aggregate limit, the remaining amount the student is eligible to receive.

### How to interpret Grant History

The Grant History table displays:

- **Lifetime Eligibility Used-(Pell Grant only)** -The Lifetime Eligibility Used (LEU) is based on a 12 semester or 6 year regulation, which is calculated based on the percentage of Pell Grant disbursed versus the amount of Pell Grant Scheduled, beginning with the 1973 and 1974 award year. The LEU maximum has been set to 600 percent for the total of all Pell awards received. The LEU will display as a percent value in the range between 0 percent and 999.999 percent. For example, if a student received 100 percent of his Pell Grant eligibility during the 2008-2009 award year, 100 percent in the 2009-2010 Award Year, and three quarters for 2010-2011, his LEU at that point in time during the 2010-2011 Award Year is 275 percent (100% + 100% + 75% = 275%). NSLDS displays the most recently reported value from COD.
- **Award Year**-The school year in which the student received a grant, as reported by the awarding campus.
- **Scheduled Amount**-Scheduled amount of the Pell Grant award (Pell Grant only).
- **Scheduled Award**-Scheduled amount of the ACG and SMART Grant award. For TEACH Grants every grant displays the maximum scheduled award (\$4,000).
- **Award Amount**-The amount of the grant the school expects to pay the student.
- **Disbursed Amount**-The amount of the grant the school has disbursed to the student.
- **% Sched. Award Used by Award Yr-(Pell Grant only)** - Percent of eligibility the student has used for the specified Award Year. For example, if a student received three quarters of his scheduled Pell Grant eligibility for 2007-2008, his % Schedule Award Used by Award Year is 75 percent.
- **%Elig. Used by Sched. Award**-Percent of eligibility the student has used (ACG and SMART Grants only).
- **Latest Disb**-Latest disbursement date COD processed the payment record.  
**Note:** Beginning with the school year 1999/2000, this field is the date a disbursement is made to the student.
- **Posted by COD**-The date when the grant is listed as disbursed on the COD system.
- **Name and OPEID**-The name and OPEID of the school the student currently attends or attended. From this field, you can link to the Organization Contact List page.
- **EFC**-(Expected Family Contribution) Index produced by the Congressional Methodology (CM) program that assesses an applicant's financial needs.
- **Tran**-Transaction number on the SAR or ISIR for the payment accepted by the school.
- **1st Time (First Time Pell)**-For purposes of the Federal Pell Grant Program, this field indicates a student received a Pell Grant for the first time during a period of enrollment between the 2008-2009 award year and ending with the 2011-2012 award year.
- **Additional Eligibility**-From the 2009-2010 award year through the 2010-2011 award year, eligible students could receive up to two Federal Pell Grants within a single award year. This field indicates a student was eligible for two Pell Grants in a single award year.
- **Post 9/11 Deceased Veteran Dependent**-Indicator for a student receiving the maximum Pell Grant eligibility because their parent or guardian was a member of the Armed Forces and has passed away as a result of military service in Iraq or Afghanistan after 9/11/2001 (Pell Grant only).
- **Total % Elig. Used by Academic Yr Level**-The student's total percent of eligibility used by academic year level (ACG and SMART Grants only).
- **Award ID**-21 character identifier that uniquely identifies a grant or a loan.
- **Acad. Yr Level**-Student's grade level submitted by the school (ACG, SMART and TEACH only).

- **School Reason**-School submitted eligibility/payment reason (ACG only).
- **HS Program**-School submitted High School program code (ACG only).
- **Major**-Student's major course of study also known as Classification of Instructional Programs (CIP) (SMART only).
- **Ver. Flag**-Result of verification by school. The flag values are defined as follows:

Flag	Value
Blank	Not selected for Verification.
V	Selected for Verification.
W	Institution made first payment without documentation to complete application data verification.
S	Selected not verified.

- For Ed Users-The line numbers next to each grant will allow you to navigate to the Grant Update Page where you may update the LEU percentage.
- **Grant converted to loan**-A symbol (🔒) designates which grant has converted to a loan. Pass your cursor over the symbol for additional information (TEACH only).

Last updated: April 13, 2014

close

## Loan History

### Purpose of this page

The Loan History page displays the following:

- Icons warning or informing users that the student or PLUS borrower meets one or more conditions that may affect his or her eligibility for further aid.
- Aggregate information about all loans for which the student or PLUS borrower is personally responsible.
- Information about Master Promissory Notes on Direct Stafford or Direct PLUS loans taken out by the student or PLUS borrower, or on Direct PLUS loans taken out by a parent or guardian on behalf of the student.
- Summary information about all loans received by the student or PLUS borrower, as well as PLUS loan(s) taken out on behalf of the student.
- Summary information about Teacher Loan Forgiveness.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access a student's Loan History

To access a student's loan history:

1. Type **SSN, First Name**, and **DOB**.
2. Click **Retrieve**.

### How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan, Grant, Overpayment Lists pages and the Student Access Interface page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan History page for the PLUS borrowers and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**-The borrower has one or more loans in active bankruptcy status.
- **Defaulted**-The borrower has one or more loans in default status.
- **Overpayments**-The borrower has one or more active overpayments that have not been deferred, waived, or had satisfactory arrangements made for them.
- **Discharged**-The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
  - *Death*
  - *Permanent*
- **Additional Unsub**-The borrower has a Direct Stafford Unsubsidized (D2) or FFEL Stafford Unsubsidized (SU) loan with Additional Health Profession or PLUS Denial indicators.
- **Close or Equal to Undergrad Sub. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized loans.

- **Exceeds Undergrad Sub. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized loans. By clicking on this warning symbol, the Loan Summary will only display undergraduate subsidized loans or consolidated loans with underlying subsidized loans (using the "Exceeds Undergrad Sub Limit" filtering "Display Only" option).
- **Close or Equal to Undergrad Comb. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Undergrad Comb. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined. By clicking on this warning symbol, the Loan Summary will only display undergraduate combined loans (subsidized and unsubsidized loans) or consolidated loans with underlying subsidized and unsubsidized loans (using the "Exceeds Undergrad Comb Limit" filtering "Display Only" option).
- **Close or Equal to Graduate Sub. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- **Exceeds Graduate Sub. Limit**-The borrower exceeds the graduate aggregate limit for subsidized loans. By clicking on this warning symbol, the Loan Summary will only display graduate subsidized loans or consolidated loans with underlying subsidized loans (using the "Exceeds Graduate Sub Limit" filtering "Display Only" option).
- **Close or Equal to Graduate Comb. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Graduate Comb. Limit**-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined. By clicking on this warning symbol, the Loan Summary will only display graduate combined loans (subsidized and unsubsidized loans) or consolidated loans with underlying subsidized and unsubsidized loans (using the "Exceeds Graduate Comb Limit" filtering "Display Only" option).
- **Close to Pell Grant LEU Limit**-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Meets or Exceeds Pell Grant LEU Limit**-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Grants**-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent (SMART) Grants, or Teacher Education Assistance for College and Higher Education (TEACH) Grants.
- **Fraud**-The borrower has been convicted of fraud.
- **Teacher Loan Forgiveness**-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- **Loan Discharge**-The student/borrower has one or more loans discharged. Note: A blue "D" symbol located to the left of the Loan Period label will indicate those loans having a discharge.
- **Subsidized Usage Limit Applies (SULA)**-The borrower is subject to the 150% Direct Subsidized Loan Limit provision.
- **Loss of Subsidy**-The borrower has one or more Direct Stafford Subsidized (SULA Eligible) (D0) and/or Direct Consolidation Subsidized (SULA Eligible) (D9) loans that have lost interest subsidy.
- **Reaffirmation(s)**-The borrower has an active reaffirmation on one or more loans. Note: A blue "R" symbol located to the left of the Loan Detail button in the Loan Summary indicates the loan has reaffirmation data associated with it.

### How to add information to Transfer Monitoring List

Directly below the warning icons, if any appear, school users will see a message that states whether the borrower is on their school's Transfer Monitoring list and a button that will allow them either to add the borrower to their Student Monitoring list or to view the borrower's status if he or she is already on their Transfer Monitoring list.

To add a student to Transfer Monitoring List:

- Click **Add Student to Monitoring List**.

To view this student's information on the Transfer Monitoring List:

- Click **Student Monitoring Detail**.

## How to interpret the Aggregate Loan Information

The Aggregate Loan Information table displays the Loan Type, Outstanding Principal Balance, Pending Disbursements, and Total for various aggregates separated out into corresponding undergraduate and graduate portions dynamically displayed. Award Year and Dependency Indicator used for undergraduate and graduate aggregate loan limit determination are also included. Only loans for which the borrower is directly responsible affect the aggregate totals. PLUS loans taken out by a parent on behalf of a student do not figure into the student's aggregate totals. Direct Unsubsidized Loans (TEACH) do not figure into a student's aggregate totals so it is itemized separately.

- **Loan Type**-Aggregate amounts are displayed for the following loan types:
  - **Undergraduate, Graduate and Total (sum of Undergraduate and Graduate) Subsidized Loans**-Direct Stafford Subsidized (SULA Eligible) (D0), Direct Stafford Subsidized (D1), FFEL Stafford Subsidized (SF), Direct Consolidation Stafford Subsidized (D6), Direct Consolidation Subsidized (SULA Eligible) (D9), and that portion of FFEL Consolidation (CL) loans that can be attributed to underlying subsidized loans.
  - **Undergraduate, Graduate and Total (sum of Undergraduate and Graduate) Unsubsidized Loans**-Direct Stafford Unsubsidized (D2), Direct Consolidation Unsubsidized (D5), FFEL Refinanced Loan (RF), Non-subsidized FFEL Stafford Loan (SF), FFEL Supplemental Loan (SL), FFEL Stafford Unsubsidized (SU), FISL Federally Insured Loan (FI), and that portion of FFEL Consolidation (CL) loans that can be attributed to underlying unsubsidized loans.
  - **Undergraduate, Graduate and Total (sum of Undergraduate and Graduate) Combined Loans**-Direct Stafford Subsidized (SULA Eligible) (D0), Direct Stafford Subsidized (D1), Direct Stafford Unsubsidized (D2), Direct Consolidation Unsubsidized (D5), Direct Consolidation Subsidized (D6), Direct Consolidation Subsidized (SULA Eligible) (D9), FFEL Refinanced Loan (RF), Subsidized and Non-subsidized FFEL Stafford Loan (SF), FFEL Subsidized Loan Supplemental (SL), FFEL Unsubsidized Stafford Loan (SU), FISL Federally Insured Loan (FI), FFEL Consolidation (CL).
  - **Undergraduate, Graduate and Total (sum of Undergraduate and Graduate) Consolidation Loans, Unallocated**-That portion of FFEL Consolidation (CL), Direct Consolidation Subsidized (D6) and Direct Consolidation Unsubsidized (D5) loans that cannot be attributed to underlying subsidized or unsubsidized loans.
  - **Perkins**-Federal Perkins Loans - National Defense Loan (DU), Perkins Expanded Lending (EU), Income Contingent Loan (IC), National Direct Student Loan (NU), Federal Perkins Loan (PU).
  - **PLUS/PLUS Graduate Loans**-FFEL PLUS Loan (PL), Direct PLUS (D4), FFEL PLUS Graduate (GB), Direct PLUS Graduate (D3) Direct PLUS Consolidated (D7). A PLUS/PLUS Graduate Loan row appears in the Aggregate Loan Information table *only* when the student/borrower displayed on the page holds a PLUS and/or a PLUS Graduate Loan.
  - **Direct Unsubsidized Loans (TEACH)**-Direct Unsubsidized Loan (D8). A Direct Unsubsidized Loan (TEACH) row appears in the Aggregate Loan Information table only if the student/borrower's TEACH Grant was converted to a Loan.
- **Outstanding Principal Balance**-Sums the Aggregate Outstanding Principal Balance for all loans held by the borrower, separated out by Undergraduate and Graduate and Total (sum of Undergraduate and Graduate) portions.

**Note:** For a PLUS loan borrower's PLUS Loans [FFEL PLUS Loan (PL), Direct PLUS (D4), FFEL PLUS Graduate (GB), Direct PLUS Graduate (D3) and Direct PLUS Consolidated (D7)] it sums the Outstanding Principal Balance (OPB).

**Note:** For a student/borrower's Direct Unsubsidized Loan (D8 - TEACH Grant converted to a loan), it sums the Outstanding Principal Balance (OPB).
- **Pending Disbursements**-Sums the net loan amount that is awaiting disbursement to the borrower for this aggregate, separated out by Undergraduate and Graduate and Total (sum of Undergraduate and Graduate) portions.
- **Total**-Sums Aggregate Outstanding Principal Balance and Pending Disbursements, separated out by Undergraduate and Graduate and Total (sum of Undergraduate and Graduate) portions. Amount used when considering whether a borrower is "Close or Equal to" or "Exceeding" aggregate limits.
- **Award Year**-Field that indicates the award year used in the student's undergraduate or graduate loan limits determination. This award year is calculated based on the loan period begin date from the most recently reported loan for the student.
- **Dependency Indicator**-Field that indicates the dependency used in the student's undergraduate or graduate loan limits determination. The dependency indicator is based on the Undergraduate or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status. In some cases, when an Undergraduate

Award Year cannot be linked to a corresponding ISIR, additional steps are used to determine this value (i.e. academic level from the reported loans and/or age of the applicant at the time of the Undergraduate Award Year).

**Note:** The sorting and filtering on the Loan Summary table below does not affect these aggregates.

### How to interpret Master Promissory Notes

The Master Promissory Note (MPN) table displays codes to indicate whether the student or PLUS borrower whose information is displayed on the Loan History page has any MPNs on Direct Stafford or Direct PLUS loans. In addition, it displays an MPN code for any PLUS borrowers who have taken out Direct PLUS loans on behalf of the student displayed on the page. The codes are defined as follows:

- **A**-Active Status
- **C**-Closed Status
- **I**-Inactive Status
- **E**-Inactive, Endorsed Status (applies only to PLUS and Graduate PLUS MPNs)
- **N**-No MPN

**Note:** For the student or PLUS borrower displayed on the Loan History page, a code of "N" can mean either that the student or PLUS borrower has not taken out any Direct Stafford or Direct PLUS loans at all, or that the student or PLUS borrower has taken out such loans but that they do not have MPNs associated with them.

For PLUS borrowers who have taken out loans on behalf of the student displayed on the Loan History page, a code of "N" can only mean that the PLUS borrower has taken out one or more Direct PLUS loans on behalf of the student but there aren't any MPNs associated with those loans.

### Teacher Loan Forgiveness

Authorized GA users can add new Teacher Loan Forgiveness information.

- Click **TLF Add**

The Teacher Loan Forgiveness information, displays the total amount of Teacher Loan Forgiveness dollars.

- **Total Forgiven**-This amount is the total forgiven amount for a student/borrower.

To view this student/borrower's Teacher Loan Forgiveness detail:

- Click **TLF List**

**Note:** The TLF totals dynamically displays only when the student/borrower displayed on the page has any TLF amounts.

### Award ID Bypass

Authorized users can associate an Award ID to an existing borrower. The Award ID Bypass page displays the Award ID activity for the borrower.

To view the Award ID activity of an existing borrower:

- Click **Award ID Bypass**

Note: After an Award ID has been associated to an existing borrower the Federal Loan Servicer will be able to successfully report the loan with the same Award ID to NSLDS. The Award ID Bypass functionality will not resolve Social Security Number (SSN) conflicts.

### How to sort and filter the Loan Summary

The default setting for the Loan Summary displays data for every loan taken out by the student, or taken out by a PLUS borrower on behalf of a student, sorted by Loan Date.

You may choose which loans to display and the sort order by using the Sort by and Display Only options.

To use Sort by:

- In the **Sort by** list, select a sort option.
- Click **Submit**.
- The page is updated with the new sequence numbers.

To use Display Only:

- In the **Display Only** list, select an option.
- Click **Submit**.

The sorting and filtering options that are currently in use display below the box containing the sort and filter options. Please remember that the filtering options you select will affect which of the borrower's loans display on the page. If you don't see a loan you are looking for, check the filter option to make sure that it hasn't excluded from display the loan you seek.

If undergraduate and/or graduate loan totals exceed loan limits and the following options are selected from the **Display Only** dropdown selection box or by clicking the exceed loan limits icon(s), the **Award Year** and **Dependency Indicator** display below the current sorting and filtering options: **Exceeds Undergrad Sub. Limit**, **Exceeds Undergrad Comb. Limit**, **Exceeds Graduate Sub. Limit**, and **Exceeds Graduate Comb. Limit**.

Only 20 loans display per page. If the student has more than 20 loans, the Next Group arrow icon appears. Click this to view the next page of loans. Click the Previous Group arrow icon to view the previous page of loans.

### How to interpret Loan Summary

Using the default filter, Loan Summary displays information about every loan taken out by the student or PLUS borrower. If a student's parent borrowed PLUS loans on behalf of the student, those loans are also in the student's Loan Summary, and they do not affect the student's warning icons or aggregate totals. The name of the parent taking out a PLUS loan on behalf of the student displays on the Loan Detail page for that loan.

The Loan Summary information displays the following:

- **Loan Type**-The type of Title IV award made with a formal agreement for repayment with interest. The Loan Types are defined as follows:

Program	Code	Description
<b>FFEL</b>	CL	FFEL Consolidation
	GB	FFEL PLUS Graduate/Professional
	PL	FFEL PLUS
	RF	FFEL Refinanced
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
	SL	Supplemental Loan (SLS)
	SU	FFEL Stafford Unsubsidized
	<b>FDLP</b>	D0
D1		Direct Stafford Subsidized
D2		Direct Stafford Unsubsidized
D3		Direct PLUS Graduate/Professional
D4		Direct PLUS
D5		Direct Consolidation Unsubsidized
D6		Direct Consolidation Subsidized
D7		Direct PLUS Consolidation

	D8	Direct Unsubsidized (TEACH)
	D9	Direct Consolidation Subsidized (SULA Eligible)
<b>FISL</b>	FI	Federally Insured (FISL)
<b>Perkins</b>	DU	National Defense Loan
	EU	Perkins Expanded Lending
	IC	Income Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

- **Status-A** two-character code and description indicating the status of a loan.

<b>Code</b>	<b>Description</b>
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge
FR	Fraud
FX	Fraud Satisfied

IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-Defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RH	Loan Transferred by DCS to Sallie Mae
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled
XD	Defaulted, six consecutive payments

The loan status code is blue and underlined if the student is not in default, yellow and underlined if the student is in default. The loan status codes are hyperlinks back to the Loan Status Code list above.

- A blue "R" to the left of the Loan Detail button indicates reaffirmation data exists for a specific loan. Pass your cursor over the symbol for an explanation. The explanation will also display as a note at the bottom of the page.
- **School Name and OPEID**-The school that the student currently attends or attended when the loan was obtained. School Name and OPEID are not displayed for Consolidation Loans (CL, D5, D6, D7, and D9) or Refinanced Loans (RF).
- **Guaranteed Amt** (for FFEL)-The original loan amount, before any cancellations.
- **Approved Amt** (for Direct Loans and Perkins Loans)-The original loan amount, before any cancellations.
- **Disbursed Amt**-The cumulative net amount of the loan actually disbursed to a borrower.
- **OPB (Outstanding Principal Balance)**-The cumulative dollar amount due on a loan, as reported by the data provider.

A red 'C' to the left of the label indicates capitalized interest. This icon will appear on open loans when capitalized interest has been reported by the data provider or when the reported OPB is greater than the amount disbursed. If no capitalized interest has been reported by the data provider or if the OPB is less than the amount disbursed, the red 'C' icon will not appear.

If there is no dollar value in this field, but the loan is still in an open status, an informational icon will display in this field. Pass your cursor over the icon for an explanation. The explanation and capitalized interest will also display as a note at the bottom of the page.

- **Agg. OPB**-The calculated loan level amount that is added to the student's Aggregate Loan Information Outstanding Principal Balance, and is the amount, plus pending disbursements, that counts against the student's overall loan limits. How this value is calculated depends on the loan type and when the loan was issued.

**Note:** Additional considerations for FFEL Consolidation loan (CL) Agg OPB: For a FFEL Consolidation loan, any underlying Perkins and/or PLUS loans are factored out of the unallocated amount(s). Results of this adjustment will be displayed in the Agg OPB field on the Loan Summary page.

**Note:** Additional considerations for Direct Consolidation Sub loan (D6) Agg OPB: For a Direct Consolidation Sub loan, any underlying Perkins loans are factored out. Results of this adjustment will be displayed in the Agg OPB field on the Loan Summary page.

**Note:** Additional considerations for PLUS Graduate/Professional loan Agg. OPB: FFEL PLUS Graduate/Professional (GB) and Direct PLUS Graduate/Professional (D3) loans taken out by the Graduate/Professional student will not have calculated amounts.

**Note:** Additional considerations for Direct Unsubsidized (TEACH) loan Agg. OPB: Direct Unsubsidized Loans (D8) taken out by the student/borrower will not have calculated amounts.

- **Loan Date**-For FFEL, the date the loan was originally guaranteed; for Direct Loan and Perkins loans, the date the loan was originally approved.
- **Sep. Loan Ind (Separate Loan Indicator)**-An indicator used to differentiate among multiple FFEL loans awarded on the same loan date to the same borrower attending the same school. This field is used mostly by Guaranty Agencies.
- **Loan Period**-The period of study for which the loan was originally taken out.

A blue "D" to the left of the label indicates discharge(s) exist for the loan. Pass your cursor over the symbol for an explanation. The explanation will also display as a note at the bottom of the page.

- **Last Disbursement Date**-The date of the most recent disbursement to the borrower for a specific loan.
- **Last Disbursement Amt.**-The dollar amount of the most recent disbursement to the borrower for a specific loan.
- **Acad. Lv (Academic Level)**-The student's academic level at the time the loan was provided. The codes are defined as follows:

Code	Definition
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown
N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)

- **Additional Unsubsidized Code**-Indicates that a Direct Stafford Unsubsidized (D2) or an FFEL Stafford Unsubsidized (SU) loan was awarded as an Additional Unsubsidized loan. Additional Unsubsidized loans are identified by the following codes:
  - P-PLUS loan denial

- H-Enrollment in eligible Health Profession programs
- B-Both
- **Discharge Code**-Indicates that the loan has been discharged. Discharges are identified by the following codes:
  - D-Death
  - P-Permanent
- **Loss of Sub**-Indicates that a Direct Stafford Subsidized (SULA Eligible) (D0) or Direct Consolidation Subsidized (SULA Eligible) (D9) loan has lost interest subsidy. When populated this field will contain a 'Y'. All other times, this field will not appear.
- **GA (Guaranty Agency) or ED Servicer**-The name and code of the Guaranty Agency or ED Servicer associated with the loan.
- **Lender**-The name and code of the lender associated with the loan.
- **Servicer**-The name and code of the lender servicer associated with the loan.

When reviewing the Loan Summary information, keep in mind the following:

- If a lock icon appears to the left of the Loan Type, the loan is batch locked.
- PLUS Loans-FFEL PLUS (PL), Direct PLUS (D4), and Direct Consolidation PLUS (D7) taken out on behalf of a student appear in the student's Loan Summary information but do not figure into the student's Aggregate totals. Such loans are added to the Aggregate totals on the PLUS borrower's Loan History.
- Direct Unsubsidized Loans (D8) taken out by the student/borrower appear in the student's Loan Summary information but do not figure into the student's Aggregate totals.

To obtain detailed information about each loan, click the number to the left of the loan header or click the Loan Detail button to the right of the header to view the Loan Detail page for that loan. The numbering of the list is for display purposes only. Sorting or filtering the list renumbers it.

At the bottom of the page, links are provided to view the next page of the student's record, to view the previous page or the top of the current page or to view the Privacy Act page. There is also a legend defining the various icons that may appear within the Loan Summary section of this page.

Last updated: May 22, 2016

close

## Loan Detail

### Purpose of this page

The Loan Detail page displays historical information for a loan: loan details; loan amounts; loan activities; loan status changes; loan claim details; loan collection details; and Guaranty Agency/Lender/Servicer Agent History. If you have authorized access, you can update or add discharge and/or reaffirmation information from this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Information for Loan Detail

The Loan Last Updated date is the date on which the loan was last modified.

If reaffirmation data for the loan is present, the Reaffirmation History button will be available.

### How to interpret Details for Loan

The Details for Loan table displays the following information:

- **Loan Type**-The type of Title IV award made with a formal agreement for repayment with interest. The loan types are defined as follows:

Program	Code	Description	
FFEL	CL	FFEL Consolidation	
	GB	FFEL PLUS Graduate/Professional	
	PL	FFEL PLUS	
	RF	FFEL Refinanced	
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub	
	SL	Supplemental Loan (SLS)	
	SU	FFEL Stafford Unsub	
	FDLP	D0	Direct Stafford Subsidized (SULA Eligible)
		D1	Direct Stafford Subsidized
D2		Direct Stafford Unsubsidized	
D3		Direct PLUS Graduate/Professional	
D4		Direct PLUS	
D5		Direct Consolidation Unsub	
D6		Direct Consolidation Sub	
D7		Direct PLUS Consolidation	
D8		Direct Unsubsidized (TEACH)	
	D9	Direct Consolidation Sub (SULA Eligible)	
FISL	FI	Federally Insured (FISL)	
Perkins	DU	National Defense Loan	

	EU	Perkins Expanded Lending
	IC	Income-Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

- Loan Period Start-The beginning date of when classes are (or were) to begin for the period covered by the loan.
- Loan Period End-The ending date of when classes ended (or were to end) for the period covered by the loan.
- Sched. Repayment Date-The date the student entered or is scheduled to enter repayment.
- Date of Default for CDR-The date on which the loan defaulted used for cohort default rate calculation.
- Next Payment Due Date-The date of the earliest unpaid installment as of reporting.
- Academic Year Begin Date-The date when the student's academic year begins (or has begun) for the period covered by the loan.
- Academic Year End Date-The date when the student's academic year ended (or will end) for the period covered by the loan.
- Borrowed at OPEID-The eight-digit ED code for the school where the student was enrolled or accepted for enrollment at the time the loan was originated. "N/A" displays as the Borrowed at OPEID for consolidation loans (CL, D5, D6, D7, D9) and FFEL refinanced loans (RF).
- Borrowed at Name-The name of the school where the student was enrolled or accepted for enrollment at the time the loan was originated. Click the name of the organization to link to its Organization Contact list.

"N/A" displays as the school name for consolidation loans (CL, D5, D6, D7, D9) and FFEL refinanced loans (RF). This is in accordance with reporting requirements and has no bearing on the status of the loan. Consolidation loans may be entered into when a student completes his/her program of study at a particular school and wants to consolidate loans received from different schools.

- NSLDS Label-A unique code used by NSLDS to identify a loan and used for reporting a link between a Consolidation Loan and its underlying loans.
- Academic Level-The student's academic level at the time the loan was provided. The codes are defined as follows:

Code	Definition
1	Freshman/First Year (including proprietary institution programs that are less than 1 year in duration)
2	Sophomore/Second Year
3	Junior/Third Year
4	Senior/Fourth Year
5	Fifth/Other Undergraduate (may include sixth year undergraduate and continuing education students)
A	First Year Graduate/Professional
B	Second Year Graduate/Professional
C	Third Year Graduate/Professional
D	Beyond Third Year Graduate/Professional
G	Graduate/Professional, year of study unknown
N	Not available (to be used only if the date of the first disbursement is prior to July 23, 1992, and data provider does not have required attribute)

- Award ID-21 character identifier that uniquely identifies a grant or a loan.
- Separate Loan Ind-An indicator used to differentiate among multiple loans of the same loan date for the same borrower or student attending the same school. This field is used mostly by Guaranty Agencies.
- Delinquency Begin Date-The date reported on which a loan became delinquent.
- Interest Rate-The interest rate that is applied to the loan. A variable interest rate is indicated by the abbreviation VAR.

### How to interpret Amounts for Loan

The Amounts for Loan table displays the loan amount, outstanding principal balance, and outstanding interest balance:

- Date
  - Loan-The date the loan was originated.
  - Outstanding Principal Balance-The date the outstanding principal balance was updated.
  - Outstanding Interest Balance-The date the outstanding interest balance was updated.

Note: If the history icon  displays next to the Outstanding Interest Balance, click the icon to navigate to the Outstanding Amount Balance History page.

- Amount
  - Loan-The original loan amount before any cancellations.
  - Capitalized Interest-The cumulative amount of unpaid accrued interest that has been added to the outstanding principal balance.
  - Outstanding Principal Balance-The cumulative dollar value due on a loan, as reported by the data provider.
  - Outstanding Interest Balance-The cumulative accrued outstanding interest balance on the loan, as reported by the data provider.
  - Calculated Subsidized Agg. OPB-For Consolidation loans, the amount of the loan, calculated by NSLDS on the basis of the underlying loans, that counts toward a student's aggregate subsidized outstanding principal balance.
  - Calculated Unsubsidized Agg. OPB-For Consolidation loans, the amount of the loan, calculated by NSLDS on the basis of the underlying loans, that counts toward a student's aggregate unsubsidized outstanding principal balance.
  - Calculated Combined Agg. OPB-For Consolidation loans, the amount of the loan, calculated by NSLDS on the basis of the underlying loans, that counts toward a student's aggregate combined outstanding principal balance.
  - Consolidation, Unallocated Agg. OPB-For Consolidation loans, the amount of the loan, calculated by NSLDS on the basis of the underlying loans, that does not count toward subsidized or unsubsidized aggregate outstanding principal balance.
  - Other Fees-The accumulated fees added to late or defaulted loans. Examples of other fees are late fees, collection costs, or court costs.

### How to interpret Activities for Loan

The Activities for Loan table displays the disbursement, cancellation, refund, deferment, discharge and forgiveness activities for each loan. The table shows the date and amount for each activity. If the loan has no event activity, the table displays N/A (not available) for the disbursements. If a loan was discharged, a cumulative discharge dollar amount will be displayed.

- Disbursements
  - Date- The date that the latest loan disbursement was made.
  - Amount- The amount of disbursements released to a borrower.

- Cancellation

- Date- The date when all or part of the Title IV loan was canceled
- Amount- The cumulative amount of the Title IV loan that was canceled.
- Perkins Cancellation Type-The reason a Federal Perkins Loan (National Defense Loan (DU), Perkins Expanded Lending (EU), Income-Contingent Loan (IC), National Direct Student Loan (NU), or Federal Perkins Loan (PU)) was cancelled.

Perkins Cancellation Type	Definition
DT	Defense Teacher/Military Prior To 1972
FF	Firefighter
LB	Librarian
PB	Perkins Bankruptcy
PD	Perkins Death
PE	Perkins Early Intervention
PI	Perkins Disability
PL	Perkins Law Enforcement
PM	Perkins Military Service
PN	Perkins Nurse/Medical Technician
PS	Perkins Subject Matter Area
PT	Perkins Teacher Service
PV	Perkins Volunteer Service
SP	Speech Language Pathologist
TB	Faculty Member at Tribal College or University

- Refunds

- Date - The date that a lender received a refund from a school.
- Amount - The amount of refund paid to a lender on a loan.

- Deferments

- Start Date - The date when a deferment actually begins.
- End Date - The date when a deferment is projected to end or actually ends. Includes post-deferment grace period if applicable.
- Type - One of the deferment reasons for postponing repayment of loan principal and interest. The codes for the deferment types are defined as follows:

Deferment Type	Description
AC	Action Programs
AP	Armed Forces or PHS
EH	Economic Hardship

EP	Full-Time Family Service to High Risk
FM	Full-Time Teacher of Math
FN	Full-Time Nurse/Medical Tech
FP	Full-Time Provider
FS	Full-Time Special Ed Teacher
FT	Full-Time Student
GF	Graduate Fellowship Program
HD	Head Start
HS	Hardship
HT	Half-Time Student
IR	Internship/Residency
LE	Law Enforcement
LF	Deferred Pending Loan Forgiveness Cancellation
MO	Active Duty Military/Military Operation
MR	National Guard, Reservist or Retired Military
NO	National Oceanic and Atmospheric Administration Corps
PC	Peace Corps
PD	Parent Plus In-School Deferment Type Code
PE	Six Month Post-Enrollment Period Deferment Type Code
PL	Parental Leave
PP	Parental PLUS Borrower
RT	Rehabilitation Training
TD	Temporary Disability
TE	Tax-Exempt Organizations
TL	Teacher Low-Income Institution
TS	Teacher Shortage
UE	Unemployment less than 3 years
UN	Unemployment less than 2 years
WM	Working Mother

- Repayment Plan

- Disclosure Date - The date the servicer distributed the disclosure of loan repayment terms to the borrower.
- 1<sup>st</sup> Payment Due Date - The first payment due following the disclosure date.
- IDR Plan Anniv. Date (MMDDCCYY) - The date on which the income-driven payment amount resets based on a borrower's recertification. (For ED Servicers, this is record type AM, field code 017, as described in Appendix A of the NSLDS Data Provider Instructions.)
- Type - A code indicating the type of current repayment plan for a loan that has entered repayment.

The Repayment Plan Type codes are defined as:

Code	Description
C1	Income-Contingent Repayment Plan - Formula Amount (Pre-HERA/CCRAA)
C2	Income-Contingent Repayment Plan - Capped Amount (Pre-HERA/CCRAA)
C3	Income-Contingent Repayment Plan (Post-HERA/CCRAA)
CG	Consolidation Graduated Repayment
CS	Consolidation Standard Repayment
EF	Extended Fixed Repayment
EG	Extended Graduated Repayment
FE	Fixed Payment, Extended Term
FF	Fixed Payment, Fixed Term
GR	Graduated Repayment
I3	Income-Based Repayment Plan 2014 With Financial Hardship
I4	Income-Based Repayment Plan 2014 Without Financial Hardship
I5	Revised Pay as You Earn (REPAYE) Repayment Plan
IB	Income-Based Repayment - Partial Financial Hardship
IC	Income-Contingent
IL	Income-Based Repayment Plan - No Partial Financial Hardship
IS	Income-Sensitive Repayment Plan
J1	Alternative Fixed Payment Repayment Plan
J2	Alternative Fixed Term Repayment Plan
J3	Alternative Graduated Payment Repayment Plan
J4	Alternative Negative Amortization Repayment
J5	Alternative Fixed Post REPAYE Repayment Plan
P1	Pay as You Earn - No Partial Financial Hardship
PA	Pay as You Earn - Partial Financial Hardship
SF	Standard Repayment
SG	Graduated 10-Year Repayment
SK	Perkins Standard Repayment
SP	Special Plan/Secretary's Option

- Term - The term or length of the repayment period in months for the current repayment plan.
- Discharge
  - Date - The date when all or part of the Title IV loan was discharged.
  - Posted Date - The date on which loan discharge was posted to a borrower's account.
  - Amount - The discharge amount, displayed by type, for the Title IV loan displayed.
  - Type - One of the discharge reason codes for discharging all or part of a loan. The codes for the discharge types are defined as follows:

Identifying	Assigned Discharge	
-------------	--------------------	--

Discharge Code	Code/Value	Description
BC	BC01	Bankruptcy, Chapter 13
BD	BD01	Borrower Defense Discharges
BO	BO01	Bankruptcy, Other
BR	BR01	Borrower Payment Returns
CB	CB01	Co-Borrower partial discharges
CS	CS01	Closed School
DE	DE01	Death
DI	DI01	Disability
FC	FC01	False Certification
HC	Hurricanes and other natural disasters.	
	HC01	Designated for hurricanes Rita and Katrina
ID	ID01	Identity Theft
UR	UR01	Unpaid Refund Discharges
SC	SC11	9-11 Limited Special Circumstances

- OPEID - The eight-digit Office of Postsecondary Education Identification number for the school that awarded the loan receiving a discharge.
  - Note: - Consolidation loans (CL) only
- Source - The Guaranty Agency code or ED Region code that reported the loan discharge.
- Partial or Full Discharge Indicator - Indicates if the loan discharge reported is a partial or full discharge.

- Forgiveness

- Date - The date when all or part of a direct loan was reduced due to a loan forgiveness program.
- Posted Date - The date on which loan forgiveness was posted to a borrower's account.
- Amount - The discharge amount, displayed by type, for the Title IV loan displayed.
- Type - The type of forgiveness applied to the loan account. The code for the forgiveness types are defined as follows:

Loan Forgiveness Type	Description
EE	Teacher Loan Forgiveness - Elementary Special
ES	Teacher Loan Forgiveness - Elementary School
HQ	Teacher Loan Forgiveness - Highly Qualified
PS	Public Service Loan Forgiveness
SC	Teacher Loan Forgiveness-Secondary Science
SE	Teacher Loan Forgiveness - Secondary Spec. Ed.
SM	Teacher Loan Forgiveness - Secondary Mathematics
SS	Teacher Loan Forgiveness - Secondary School
PT	Teacher Loan Forgiveness - Other (Teacher Service)
R1	Income Based Repayment Loan Forgiveness - Remaining loan balance under an

	Income-Based Repayment (IBR) plan with Partial Financial Hardship
R2	Income Based Repayment Loan Forgiveness - Remaining loan balance under an Income-Based Repayment (IBR) plan without Partial Financial Hardship
R3	Pay As You Earn Loan Forgiveness - Remaining loan balance under a Pay As You Earn (PAYE) plan with Partial Financial Hardship
R4	Pay As You Earn Loan Forgiveness - Remaining loan balance under a Pay As You Earn (PAYE) plan without Partial Financial Hardship
R5	Income Contingent Repayment Loan Forgiveness - Remaining loan balance under an Income-Contingent Repayment (ICR) plan
R6	Income - Based Repayment Loan Forgiveness for New Borrowers on/after July 1, 2014 - Remaining loan balance under an Income-Based Repayment (IBR) plan for New Borrowers on/after July 1, 2014 with Partial Financial Hardship
R7	Income-Based Repayment Loan Forgiveness for New Borrowers on/after July 1, 2014 - Remaining loan balance under an Income-Based Repayment (IBR) plan for New Borrowers on/after July 1, 2014 without Partial Financial Hardship
R8	Revised Pay As You Earn Forgiveness - Remaining undergraduate-only loan balance under Revised Pay As You Earn (REPAYE)
R9	Revised Pay As You Earn Forgiveness - Remaining loan balance under Revised Pay As You Earn (REPAYE), which include GRADUATE loans.

- Prev. Applied - Specifies if the borrower has previously applied for Teacher Loan Forgiveness.
- State - The state in the US where a person applied for Teacher Loan Forgiveness.
- Eligible Institution Type - The institution type where the borrower/student taught during the period that qualifies for loan forgiveness.
- Partial or Full Forgiveness Indicator - Indicates if the loan forgiveness reported is a partial or full forgiveness.
- Forbearance
  - Start Date - The date when forbearance actually begins.
  - End Date - The date when forbearance is projected to end or actually ends.
  - Type - The type of forbearance that has been approved for the borrower. The code for forbearance types are as follows:

Forbearance Types	Description
DC	Discretionary
MN	Mandatory
AD	Administrative
MA	Mandatory Administrative

### How to add, update, or delete loan discharge information

Within the Discharge table, authorized Guaranty Agency users will see an Add button.

To add a new loan discharge:

- Click Add (this will redirect users to the Loan Discharge Add page).

To update or delete an existing loan discharge:

- Click Update (this will redirect users to the Loan Discharge Update page).

#### How to link loans to Special Consolidation

Above the Public Service Loan Forgiveness table, an authorized user will see a Special Consolidation button.

To link a loan to a Special Consolidation: Click Special Consolidation (this will redirect users to the Special Direct Consolidation Loan page).

#### How to Interpret Payment

The Payment table displays the most recent Payment data for the loan.

Most Recent Payment Date - The date when the latest payment was received by the loan holder.

Cumulative Amount Paid - The total amount paid on the loan as of the Most Recent Payment Effective Date.

#### How to Interpret Public Service Loan Forgiveness

The Public Service Loan Forgiveness table displays the Cumulative Matched Months which is the total number of qualifying payments made on the loan while employed in a qualifying public service. Matched months are reported to NSLDS by fiscal year (e.g., FY2012 is from October 1, 2011-September 30, 2012).

#### How to Interpret Status Changes for Loan

The Status Changes for Loan table displays a history of the loan status codes and the dates the statuses became effective for the loan. The most current loan status and effective date are displayed at the top of the list:

- Date Changed-The date a loan status first became effective, with no interruptions. (This date is not necessarily the date the status was reported to the NSLDS. A loan status may have changed but not updated in NSLDS for various reasons until months or years thereafter.)
- Status-The two-character code and description indicating the status of a loan. The loan status codes are defined as follows:

Note: If the history icon  displays next to the Status column, click the icon to navigate to the Outstanding Amount Balance History page.

Code	Description
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved

DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge
FR	Fraud
FX	Fraud Satisfied
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-Defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RH	Loan Transferred by DCS to Navient
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled

## How to Interpret Claim Details for Loan

The Claim Details for Loan table displays the following information:

- Date
  - Insurance Claim Payment-The date when a Guaranty Agency paid an insurance claim or supplemental claim to a lender. [The *Loan Record Detail Report (LRDR)* may show an insurance claim payment date that is different than the one that displays here.]
  - Insurance Claim Refund-The date when a Guaranty Agency received an insurance claim refund from a lender.
  - Reinsurance Claim Payment-The date when a Guaranty Agency requested reinsurance.
  - Bankruptcy Claim Refund-The date when a bankruptcy claim (previously paid as a reinsurance claim) was refunded to ED by a Guaranty Agency.
  - Supplemental Reinsurance Payment Request-The date when a supplemental reinsurance claim request is submitted to ED by a Guaranty Agency
  - Repurchase-The date when a loan previously paid by a claim is repurchased by a lender (reasons may include loan rehabilitation).
- Cumulative Amount
  - Insurance Claim Payment-The cumulative amount of principal and interest including supplemental claims paid to a lender by a Guaranty Agency for an insurance claim on an FFELP loan. Amount does not include claims that were made prior to repurchase.
  - Insurance Claim Refund-The cumulative dollar amount of refund(s) from a lender to a Guaranty Agency. Refunds may occur because of an overpayment of a claim, late refunds from the institution to the lender, or borrower payments to the lender after default and prior to the request for reinsurance. If reinsurance has been requested from ED, report the amount as a collection. Amount does not include refunds that were made prior to repurchase.
  - Reinsurance Claim Payment-The dollar amount of a reinsurance claim requested of ED by a Guaranty Agency. Amount does not include claims that were made prior to repurchase.
  - Bankruptcy Claim Refund-The cumulative amount remitted to ED for bankruptcy claim refund(s) on a loan. A guarantor refunds reinsurance to ED after the following sequence of events: the guarantor pays a bankruptcy claim to a lender before the bankruptcy court decides whether the loan is discharged; the guarantor collects reinsurance from ED; and the loan is not discharged by bankruptcy court. Amount does not include refunds that were made prior to repurchase.
  - Supplemental Reinsurance Payment Request-The cumulative dollar amount of supplemental reinsurance claim request(s) of ED by a Guaranty Agency. Amount does not include requests that were made prior to repurchase.
  - Repurchase-The principal dollar amount of repurchased claims (including repurchases of bankruptcy claims).
- Reason Code
  - Insurance Claim Payment-The code indicating the reason the latest insurance claim, including supplemental claims, was paid to a lender.
  - Reinsurance Claim Payment-The code indicating the reason the latest reinsurance claim, including supplemental insurance, was paid to a Guaranty Agency.

The reason codes include the following:

Reason Code	Description
BC	Bankruptcy, Chapter 13

BO	Bankruptcy, Other
CS	Closed School
DE	Death
DF	Default
DI	Disability
EX	Exempt
FC	False Certification
ID	Identity Theft
IN	Income-Contingent Negative Amortization
IX	Direct Loan Default

- Paid Date
  - Reinsurance Claim Payment-The date when the government pays a reinsurance claim to a guaranty agency.
- Rate Code
  - Reinsurance Claim Payment-The code indicating the rate at which the government paid a claim to the Guaranty Agency on a specific loan. The rate codes include: Code 1 (100%); Code 2 (90%); Code 3 (80%); Code 0 (0%).
- Ind. of Rehab.
  - Repurchase-The code indicating whether a repurchased loan was rehabilitated (9 consecutive payments within 10 months were made and the Guaranty Agency sold it back to a lender). Indicators are 'Y' for yes (indicating loan has been rehabilitated), 'N' for no (indicating loan has been repurchased but not rehabilitated), or 'E' for error (indicating loan has been repurchased due to a claim made in error). This field will be populated with an N/A if the loan has not been repurchased.

### How to Interpret Recovery Details for Loan

The Recovery for Loan table displays the following:

- Date
  - TOP-The date when the Guaranty Agency/TIVAS last applied TOP (formerly IRS) offset principal and/or interest collections to a loan.
  - GA/TIVAS-The date when the Guaranty Agency/TIVAS last applied default collections (excluding TOP [formerly IRS] offset) or bankruptcy recovery to the loan principal and/or interest.
  - DCS-The date when the ED Servicer last applied DCS principal and/or interest collections to a loan.
  - Wage Garnishment-The date when the ED Servicer last applied Wage Garnishment principal and/or interest collections to a loan.
  - Department of Justice-The date when the ED Servicer last applied Department of Justice principal and/or interest collections to a loan.
- Cumulative Principal Amount
  - TOP-The cumulative amount collected and applied to principal through TOP (formerly IRS) offset. Amount does not include collections that were made prior to repurchase.
  - GA/TIVAS-The cumulative amount of Guaranty Agency/TIVAS default collections (excluding TOP [formerly IRS] collections) or bankruptcy recovery applied to loan principal. Amount does not include collections that were made prior to repurchase.
  - DCS-The cumulative amount collected and applied to principal through the part of a collection that was applied toward reducing the outstanding principal amount on the loan.
  - Wage Garnishment-The cumulative amount collected and applied to principal through the part of a collection that

was applied toward reducing the outstanding principal amount on the loan.

- Department of Justice-The cumulative amount collected and applied to principal through the part of a collection that was applied toward reducing the outstanding principal amount on the loan.
- Cumulative Interest Amount
  - TOP-The cumulative amount collected and applied to interest through TOP (formerly IRS) offset. Amount does not include collections that were made prior to repurchase.
  - GA/TIVAS-The cumulative amount of Guaranty Agency default collections (excluding TOP [formerly IRS] collections) or bankruptcy recovery applied to loan interest. Amount does not include collections that were made prior to repurchase.
  - DCS-The cumulative amount of a collection that was applied to interest through the part of a collection that was applied toward reducing the outstanding interest amount on the loan.
  - Wage Garnishment-The cumulative amount of a collection that was applied to interest through the part of a collection that was applied toward reducing the outstanding interest amount on the loan.
  - Department of Justice-The cumulative amount of a collection that was applied to interest through the part of a collection that was applied toward reducing the outstanding interest amount on the loan.

### How to interpret Guaranty Agency/Lender/Servicer Agent History

The Guaranty Agency/Lender/Servicer Agent History table displays a history of the holders of the loan:

- Start
  - Guaranty Agency-The date the agency started overseeing the loan.
  - Lender-The date the lender started holding the loan.
  - Servicer Agent-The date the agent started servicing the loan.
- End
  - Guaranty Agency-The date the agency stopped overseeing the loan. The value of Current indicates the agency is overseeing the loan now.
  - Lender-The date the lender stopped holding the loan. The value of Current indicates the lender is holding the loan now.
  - Servicer Agent-The date the servicing agent stopped servicing the loan. The value of Current indicates the agent is servicing the loan now.
- Code-An ED-assigned number for each GA, Lender, or Servicer Agent for the specified loan.
- Name-The name of the GA, Lender, or Servicer Agent for the specified loan. Click the name of the Guaranty Agency, Lender, or Servicer Agent to link to its Organization Contact List.

When viewing the Loan Detail page, keep in mind the following:

- PLUS Loan information may appear at the top of this page below the Identifier information. It displays either the PLUS borrower's or the student's Name, SSN, and DOB (that is, you can view information on this loan by either typing the PLUS borrower's SSN or by typing the child's SSN when accessing Loan History).
- A PLUS Loan is a loan whereby the borrower is a parent who borrows on behalf of a student. Any PLUS loans appear on the student's Loan History. They are not added into the student's aggregate amounts, nor does a default status on any PLUS loans prevent a student from borrowing for himself or herself.

Last updated: February 21, 2016

close

## Perkins Spreadsheet Submittal

### Purpose of this page

The Perkins Spreadsheet Submittal allows school users the ability to report Perkins Loan data to NSLDS. The page allows for a size limit of the spreadsheet file up to 1,000 KB (1 MB) of data to be loaded at a time. Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of spreadsheet software used. Access to this page is limited to domestic School and ED users.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to submit loan records using the Perkins Spreadsheet Submittal

To submit loan records via spreadsheet:

1. The user must put the data into a spreadsheet utilizing the file layout found in the NSLDS Perkins Spreadsheet Submittal Instruction Guide. It will give the user instructions regarding data formats and permitted values for each field.

**Note:** This process accepts spreadsheets in Excel 97-2003 Workbook (\*.XLS) or Excel Workbook (\*.XLSX) format.

2. After the data has been entered into the spreadsheet provide the **File Name** where the Perkins Spreadsheet Submittal File is located.
  - o Click the **Browse** button to choose the file location/name.
  - o Click the **Rows in Result File** radio button which indicates how the Result file will be presented after the spreadsheet has been uploaded:
    - Result File contains all rows submitted
    - Result File contains only input rows with errors
  - o Click the **Background color for cells with error in Result File** radio button which indicates how errors within the Result file will be colored after the spreadsheet has been uploaded:
    - Yellow background for errors
    - Grey background for errors
    - White background for errors
  - o Click the **Mouseover comment for cells with error in Result File** radio button which indicates how the comments for errors will be presented after the spreadsheet has been uploaded:
    - Add comment to error cell
    - Do not add comment to error cell
  - o Click the **Validate** button within the Perkins Spreadsheet Submittal box to validate the data without uploading the data from the spreadsheet to the database.
  - o Click the **Validate and Submit** button within the Perkins Spreadsheet Submittal box to validate the data and upload the data from the spreadsheet to the database.

**Note:** The **Validate and Submit** button is only visible to School and authorized ED users.

### How to identify errors

If any row has data which fails edit, the name of the field in error is placed in the next available column at the right hand side of the spreadsheet. An error code and associated error message will appear in the adjacent column to the right.

If the radio button Add comment to error cell is selected, the cell containing an error displays a red triangle. To see the error message for a field, run your cursor over the field and the error message displays as a ToolTip.

**Note:** A maximum of fifteen errors per record will be returned. If more than fifteen errors exist in a single record the next fifteen errors will be returned when the initial fifteen errors are corrected and the record is resubmitted.

### How to correct errors

Only records which have passed all of the edits will be loaded to NSLDS. Records which contain errors must be corrected in the spreadsheet and re-submitted. The spreadsheet displaying the errors may be used to re-submit the records in error. Be sure to save this spreadsheet in a secure manner, and with a unique name for future reference.

Please reference the NSLDS Perkins Data Provider Instructions Appendix A for field definitions, error codes and possible reasons for error.

Last updated: April 17, 2016

close

## Borrower Name History

### Purpose of this page

The Borrower Name History page lists name changes for a borrower in the NSLDS.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Borrower Name History

The borrower's Name, SSN, and Date of Birth display in the identifier box. In the table below, you can view the history of first and last names provided to NSLDS. The names are listed with the most recent first.

**Note:**

If the history icon (the letter **H**) displays next to the borrower's SSN, click the icon to navigate to the **Borrower SSN History** page.

Last updated: July 1, 2001

close

## Borrower SSN History

### Purpose of this page

The Borrower SSN History page lists the Social Security Numbers with which the borrower has been reported in the past.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Borrower SSN History

The borrower's Name, SSN, and Date of Birth display in the identifier box. In the table below, you can view the borrower's list of previous SSNs, which are listed with the most recent first.

If the history icon (the letter **H**) displays next to the borrower's name, click the icon to link to the Borrower Name History page.

Last updated: November 15, 2001

close

## Student Contact Information

### Purpose of this page

The Student Contact Information page displays postal addresses, email addresses, and phone numbers that have been reported to NSLDS for a student. Users can view historical (all) and valid (good) information based on effective dates and the source of the reported information. Schools that reported contact information for a student can use this page to update a contact records. Online users with Enrollment Update capabilities can use the Add Postal Address, Add Email Address, and Add/Update Phone Number buttons to report or update new information for the student.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access student contact information

To display student contact information:

1. Type SSN
2. Type First Name
3. Type DOB (date of birth)
4. Click Retrieve

### How to interpret Student Contact Information page

The Student Contact Information page displays the following information:

- **Display Only** option: allows users to filter address records by 'All' or 'Good'
- **Sort By** option: allows users to filter address records by 'Effective Date' or 'Source'
- **Add Postal Address** button: navigates users to the Address Add page to report a new postal address for student.
- **Postal Address** table: displays student borrower's postal addresses by Street, City, State, Country, and Postal Code.
- **Add Email Address** button: navigates users to the Email Address Add page to report a new email address for student.
- **Email Address** table: displays student borrower's email addresses.
- **Add/Update Phone Number** button: navigates users to the Phone Number Add/Update page to update or report a new Phone Number for student.
- **Phone Number** table: displays student borrower's phone numbers.
- **Good** column: when checked, indicates that the source believes the address to be valid; when unchecked, indicates historical data.(Postal Address and Email only)
- **Preferred** column: when checked, indicates that the phone number listed is the student borrower's preferred contact number; when unchecked, another phone number is preferred. (Phone Number only)
- **Effective Date** column: displays the effective date provided by the source.(Postal Address and Email only)
- **Type** column: displays the phone number type provided by the source.
- **Country Code** column: displays the country code provided by the source.
- **Source** column: identifies the reporting organization or student that provided the address to NSLDS. Valid values are:
  - OPEID when provided by a school
  - GA/ED Servicer Code when provided by agency
  - 'COD' for Income-Driven Repayment (IDR)
  - 'DLORGN' for Direct Loan (DL) Origination
  - 'EXITCNS' for Exit Counseling
  - 'CPS' from the Central Processing System's (CPS) resulting FAFSA/ISIR
- **Update** button: allows the original reporting school to change the 'Good' button checkmark.(Postal Address and Email only)

### How to filter student contact data

1. To filter data by 'All' or 'Good/Preferred', select an option from the **Display Only** drop-down menu and click Submit.

2. To sort by 'Effective Date' (descending) or 'Source' (ascending), select a sort option from the **Sort By** drop-down menu and click Submit.

### How to change the status of a record

School users from the original reporting school will see checkboxes in the 'Good' and 'Preferred' columns.

1. To change the status of a record that was previously known to be Good/Preferred, uncheck the box and click **Update Contact Information**
2. To change the status of a historical record, check the box and click **Update Contact Information**

Last updated: October 16, 2016

close

## Address Add

### Purpose of this page

The Address Add Page allows school users who have Enrollment access to create new address records for students at their schools.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a new address record

To add a new address record:

1. Indicate if the Address is valid by checking or leaving blank the 'Good' check box.
2. Type the Effective Date of the address. This date may be current or a future date.
3. Type the Street Address using both lines if necessary.
4. Type City.
5. Select State from drop down menu.
6. Select County from drop down menu.
7. Type Postal Code.
8. Click Submit button to submit new record.

Last updated: June 24, 2012

close

## Email Address Add

### Purpose of this page

The Email Address Add Page allows school users to update or create new email address records for students at their schools.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a new email address record

To add a student email address:

1. Indicate that the Email Address is valid by checking the 'Good' check box.
2. Type the Effective Date of the email address. This date may be a current or future date.
3. Type the Email Address.
4. Click the Submit button to submit the new record.

Last updated: April 13, 2014

close

## Phone Number Add/Update

### Purpose of this page

The Phone Number Add/Update Page allows school users to update or create phone number records for students at their schools.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a new phone number record

To add or update a student phone number:

1. Indicate that the Phone Number is valid by checking the 'Good' check box.
2. Select Type from the drop down menu. Types are H-Home, C-Cell, W-Work, O-Other.
3. Enter Country Code. For U.S. phone numbers, leave blank
4. Enter Phone Number.
5. Click Submit to submit the new record.

Note: Updating a phone number will override the existing phone number data provided by the source for the type selected.

Last updated: April 13, 2014

close

## Student/Borrower Selection

### Purpose of this page

The Student/Borrower Selection page displays the names of student borrowers or PLUS borrowers that are identified or have been identified with a particular Social Security Number. It will allow you to identify borrowers in the NSLDS database who have shared the same Social Security Number.. For example, one person may have borrowed as a student, and then taken out a PLUS loan for their dependent child. This page allows you to select the record you wish to view - the borrower as a student or as a PLUS borrower.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Student/Borrower Selection table

**Student**—Person who enrolled in an accredited institution and received Title IV aid.

- **Name**—name of Title IV Aid recipient.
- **Date of Birth**—date when a Title IV aid recipient was born.
- **SSN**—Social Security Number of a Title IV aid recipient.

**PLUS Borrower**—parent borrowing from an education loan program for their dependent child.

- **Name**—name of PLUS Borrower.
- **Date of Birth**—date when PLUS borrower was born.
- **SSN**—Social Security Number of PLUS Borrower.

To access the Loan History of the student or PLUS borrower, click on the numbered bullet next to the name of the borrower.

Last updated: July 1, 2001

close

## Outstanding Amount Balance History

### Purpose of this page

The Outstanding Amount Balance History Page displays loan balance information in chronological order. It displays the NSLDS System Effective Dates in descending order, the Outstanding Principal Balances (OPB), the Outstanding Interest Balances (OIB), and Loan Status Code changes. Each row represents a change in one or more of the following: OPB, OIB, or Loan Status Code. OPB, OIB, and Loan Status Code columns display values as reported by the Data Provider. A fifth column indicates whether the reported Loan Status Code is still considered historically correct. If a cell is shaded and marked N/A (not available), there is no data that pertains to the NSLDS System Effective Dates, OPB or OIB.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to filter the Outstanding Amount Balance History

The default setting for the Outstanding Amount Balance History page displays information in chronological order by NSLDS System Effective Dates.

You may choose which entries to display by filtering data using the Display Only options.

To use Display Only:

- In the Display Only list, select an option for one or multiple selection criteria.
- Click Retrieve.

Please remember that the filtering options you select will affect which line of information display on the page. If you do not see a specific line, check the filter option to make sure that it has not been excluded from display. Alternatively, change all selection criteria options to "All" and click Retrieve to remove filtering.

### How to interpret Details for Outstanding Amount Balance History

The Details for the Outstanding Amount Balance History table displays the following information:

- NSLDS System Effective Begin Date/End Date-The date range during which an OPB, OIB, and/or a Loan Status Code was in effect.
- Outstanding Principal Balance/Date Of-The amount of Outstanding Principal Balance and the date of the Outstanding Principal Balance as reported to NSLDS.
- Outstanding Interest Balance/Date Of-The amount of Outstanding Interest Balance and the date of the Outstanding Interest Balance as reported to NSLDS.
- Status Code/Date Of-The two-character code and description indicating the status of a loan and the date the loan status became effective.
- Historically Correct Loan Status-The yes or no indicator signifies whether the loan status reported in the "Status Code/Date Of" column is considered to be correct when a subsequent Loan Status update is made. If a Data Provider reports a new loan status with a date prior to a previously reported status code date, this indicator is changed to "No."

### Example

Because documentation was not received on time, a Subsidized Stafford Loan moved into Repayment Status even though the

student was still in attendance at least half time. When the documentation was received, the reporting Data Provider updated the current loan status. Based upon this loan status change from the reporting Data Provider, NSLDS changed the value in the "Historically Correct Loan Status" field to "No" for the period that the loan had been reported in Repayment status.

Note: If the Information Icon (i) is displayed next to a value, it indicates changed data.

NSLDS System Effective Begin Date/End Date		Outstanding Principal Balance/ Date Of	Outstanding Interest Balance/ Date Of	Status Code/ Date Of	Historically Correct Loan Status
08/02/2005	Current	\$2,750	\$0	(i) IG	Yes
		01/05/2004	01/05/2004	08/02/2005	
12/02/2004	08/01/2005	\$2,750	(i) \$0	(i) IA	Yes
		01/05/2004	01/05/2004	01/05/2004	
11/02/2004	12/01/2004	\$2,750	(i) \$35	(i) RP	No
		01/05/2004	05/01/2004	11/01/2004	
05/02/2004	11/01/2004	\$2,750	\$0	(i) IG	No
		01/05/2004	01/05/2004	05/01/2004	
01/05/2004	05/01/2004	(i) \$2,750	(i) \$0	(i) IA	No
		01/05/2004	01/05/2004	01/05/2004	

Last updated: January 22, 2012

close

## Overpayment List

### Purpose of this page

The Overpayment List page displays the most current Pell Grant, Perkins Loan, Supplemental Educational Opportunity Grant (SEOG), Academic Competitiveness Grant, National Science and Mathematics Access to Retain Talent (SMART) Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant and Iraq and Afghanistan Service Grant overpayments for students. To view a detailed history of a student's overpayment status, use the Overpayment History page. You can add an overpayment if you have authorized access.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan, Grant, Overpayment Lists pages and the Student Access Interface page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan List page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**-The borrower has one or more loans in active bankruptcy status.
- **Defaulted**-The borrower has one or more loans in default status.
- **Overpayments**-The student has one or more active overpayments in the NSLDS database.
- **Discharged**-The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
  - *Death*
  - *Permanent*
- **Additional Unsub**-The borrower has a Direct Stafford Unsubsidized (D2) or FFEL Stafford Unsubsidized (SU) loan with Additional Health Profession or PLUS Denial indicators.
- **Close or Equal to Undergrad Sub. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized loans.
- **Exceeds Undergrad Sub. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized loans.
- **Close or Equal to Undergrad Comb. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Undergrad Comb. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Close or Equal to Graduate Sub. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- **Exceeds Graduate Sub. Limit**-The borrower exceeds the graduate aggregate limit for subsidized loans.
- **Close or Equal to Graduate Comb. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Graduate Comb. Limit**-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.

- **Close to Pell Grant LEU Limit**-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Meets or Exceeds Pell Grant LEU Limit**-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Grants**-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- **Fraud**-The borrower has been convicted of fraud.
- **Teacher Loan Forgiveness**-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- **Loan Discharge**-The student/borrower has one or more loans discharged.
- **Subsidized Usage Limit Applies (SULA)**-The borrower is subject to the 150% Direct Subsidized Loan Limit provision.
- **Loss of Subsidy**-The borrower has one or more Direct Stafford Subsidized (SULA Eligible) (D0) and/or Direct Consolidation Subsidized (SULA Eligible) (D9) loans that have lost interest subsidy.

### How to add, update, and view Overpayment Information

- To add an overpayment, click **Add Overpayment**.
- To display an overpayment, click the number (i.e., **1**) to the left of the Overpayment Type on the Overpayment Display; if you have authorized access, you can update or delete the overpayment.
- To view the detailed history of an overpayment, click the History Icon () to access the Overpayment History page.
- To access the Organization Contact page, click the school name.

### How to interpret the Overpayment List

The Overpayment List table, sorted in ascending order by school, school branch, disbursement date, and type, displays the following information:

- **Type**-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in NSLDS:
  - **FEDERAL PELL GRANT**-A federal grant to help undergraduates pay for their education after high school.
  - **PERKINS LOAN**-Campus-based federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the Income Contingent Loan (IC), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
  - **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT**-A federal campus-based grant for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
  - **ACADEMIC COMPETITIVENESS GRANT**-A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.
  - **NATIONAL SMART GRANT**-National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign language determined critical to national security). Student must have earned at least a 3.0 GPA.
  - **TEACH GRANT**-Teacher Education Assistance for College and Higher Education Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8).
  - **IRAQ AND AFGHANISTAN SERVICE GRANT**-A federal grant for students who had a parent or guardian die as a result

of military service in Iraq or Afghanistan after September 11, 2001 and are not eligible for Pell grants due to their EFC.

- **Ind (Indicator Code)**-One of four identifiers that indicate the most recent status of the overpayment.
  - **OVERPAYMENT**-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
  - **SATISFACTORY ARRANGEMENT MADE**-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to OVERPAYMENT. A status of SATISFACTORY ARRANGEMENT MADE will not produce the Overpayment flags and messages on SARs and ISIRs.
  - **REPAID**-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A status of REPAID will not produce the Overpayment flags and messages on SARs and ISIRs.
  - **FRAUD**-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.
- **Disbursement Date**-The date the student was issued the aid.
- **Indicator Date**-the effective date corresponding to the overpayment indicator that was set.
- **Outstanding Principal Balance**-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- **Outstanding Interest Balance**-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- **Repayment Date**-The date the overpayment was satisfied or N/A if repayment has not occurred.
- **Create Date**-The date the overpayment was entered into NSLDS. This is automatically updated with the system date.
- **Source**-The Codes identifying where the overpayment exists:
  - **School**-The school currently holds the overpayment record.
  - **Transfer**-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will indicate the debt is in the process of being transferred from the school to DCS.
  - **EDR**-ED Regional office that holds the overpayment record.
  - **Updated**-The date the overpayment was last updated and the person performing the update is shown under the Source. This information is automatically updated by the system.

Last updated: April 13, 2014

close

## Overpayment History

### Purpose of this page

The Overpayment History page displays a detailed history of the selected overpayment from the Overpayment List.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan, Grant, Overpayment Lists pages and the Student Access Interface page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan List page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**-The borrower has one or more loans in active bankruptcy status.
- **Defaulted**-The borrower has one or more loans in default status.
- **Overpayments**-The student has one or more active overpayments in the NSLDS database.
- **Discharged**-The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
  - *Death*
  - *Permanent*
- **Additional Unsub**-The borrower has a Direct Stafford Unsubsidized (D2) or FFEL Stafford Unsubsidized (SU) loan with Additional Health Profession or PLUS Denial indicators.
- **Close or Equal to Undergrad Sub. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized loans.
- **Exceeds Undergrad Sub. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized loans.
- **Close or Equal to Undergrad Comb. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Undergrad Comb. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Close or Equal to Graduate Sub. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- **Exceeds Graduate Sub. Limit**-The borrower exceeds the graduate aggregate limit for subsidized loans.
- **Close or Equal to Graduate Comb. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Graduate Comb. Limit**-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Close to Pell Grant LEU Limit**-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Meets or Exceeds Pell Grant LEU Limit**-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.

- **Grants**-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- **Fraud**-The borrower has been convicted of fraud.
- **Teacher Loan Forgiveness**-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- **Loan Discharge**-The student/borrower has one or more loans discharged.
- **Subsidized Usage Limit Applies (SULA)**-The borrower is subject to the 150% Direct Subsidized Loan Limit provision.
- **Loss of Subsidy**-The borrower has one or more Direct Stafford Subsidized (SULA Eligible) (D0) and/or Direct Consolidation Subsidized (SULA Eligible) (D9) loans that have lost interest subsidy.

### How to interpret the Overpayment History Information

The Overpayment History displays the data reported to NSLDS on an overpayment including the following information:

- **Type**-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in NSLDS:
  - **FEDERAL PELL GRANT**-A federal grant to help undergraduates pay for their education after high school.
  - **PERKINS LOAN**-Campus-based federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
  - **SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT**-A federal campus-based grant for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
  - **ACADEMIC COMPETITIVENESS GRANT**-A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.
  - **NATIONAL SMART GRANT**-National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign language determined critical to national security). Student must have earned at least a 3.0 GPA.
  - **TEACH GRANT**-Teacher Education Assistance for College and Higher Education Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8).
  - **IRAQ AND AFGHANISTAN SERVICE GRANT**-A federal grant for students who had a parent or guardian die as a result of military service in Iraq or Afghanistan after September 11, 2001 and are not eligible for Pell grants due to their EFC.
- **Borrowed At**-The school the student was attending when the overpayment occurred.
- **Disbursement Date**-The date the student was issued the aid.
- **Create Date**-The date the overpayment was entered into NSLDS. This is automatically updated with the system date.
- **Ind (Indicator Code)**-One of four identifiers that indicate the status of the overpayment:
  - **OVERPAYMENT**-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
  - **SATISFACTORY ARRANGEMENT MADE**-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on

a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to OVERPAYMENT. A status of SATISFACTORY ARRANGEMENT MADE will not produce the Overpayment flags and messages on SARs and ISIRs.

- **REPAID**-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A status of REPAID will not produce the Overpayment flags and messages on SARs and ISIRs.
- **FRAUD**-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.
- **Indicator Date** - the effective date corresponding to the overpayment indicator that was set.
- **Outstanding Principal Balance** - the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- **Outstanding Interest Balance** - the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- **Repayment Date**-The date the overpayment was satisfied or N/A if repayment has not occurred.
- **Source**-The Codes that identify where the overpayment exists:
  - **School**-The school that reported the Indicator status for the overpayment record.
  - **TRF**-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will indicate the debt is in the process of being transferred from the school to DCS.
  - **EDR**-ED Regional office (ED Region Code and ED Regional office's city and state) that holds the overpayment record.
- **Update Date**-The date of the status update.
- **Update By**-The name of the person who made the status update.

Last updated: April 13, 2014

close

## Overpayment Add

### Purpose of this page

The Overpayment Add page allows you to add overpayment information about a Title IV grant or a Perkins loan.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add Overpayment information

To add overpayment information:

1. In the School OPEID box, type the school code.
2. In the Type list, click an option. (See list of definitions below)
3. In the Disbursement Date box, type the Disbursement Date.
4. In the Indicator list, click an option. (See list of definitions below)
5. In the Indicator Date box, type the effective date the indicator was set.
6. In the Outstanding Principal Balance box, type the amount of grant or the principal amount of a Perkins loan currently owed.
7. In the Outstanding Interest Balance box, type the outstanding interest balance on a Perkins loan.
8. In the Repayment Date box, type the Repayment Date, if applicable.
9. In the Source list, click an option. (See list of definitions below)
10. Click Submit.

Notes:

1. The School OPEID will automatically appear if you represent a school.
2. Org Search allows ED users to search and select a School OPEID. Click Org Search and select a School OPEID by clicking the numbered bullet next to the school. Your selection will appear in the School OPEID box.

### How to interpret Overpayment Add information

The Overpayment Add page displays the following information:

- School OPEID-An eight-digit ED OPE code used to identify the school and school branch.
- Type-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in NSLDS:
  - FEDERAL PELL GRANT-A Federal grant to help undergraduates pay for their education after high school.
  - PERKINS LOAN-Campus-based federal Loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
  - SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT-Federal campus-based grants to undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
  - ACADEMIC COMPETITIVENESS GRANT-A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.
  - NATIONAL SMART GRANT-National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign

language determined critical to national security). Student must have earned at least a 3.0 GPA.

- TEACH GRANT-Teacher Education Assistance for College and Higher Education Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8).
- IRAQ AND AFGHANISTAN SERVICE GRANT-A federal grant for students who had a parent or guardian die as a result of military service in Iraq or Afghanistan after September 11, 2001 and are not eligible for Pell grants due to their EFC.

- Disbursement Date-The date the student was issued the aid.

Note: It is important to note that the Disbursement Date the school uses must be the same date that the school used on the letters and forms assigning the obligation to the Department of Education's (ED) Debt Collection Service (DCS).

- Ind (Indicator Code)-One of four code identifiers that indicate the status of the overpayment:

- OVERPAYMENT-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

Note: When OVERPAYMENT is selected and submitted, the Ind box on the Overpayment List page will display OVERPAYMENT in red shading.

- SATISFACTORY ARRANGEMENT MADE-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to OVERPAYMENT. A status of SATISFACTORY ARRANGEMENT MADE will not produce the Overpayment flags and messages on SARs and ISIRs.

Note: When SATISFACTORY ARRANGEMENT MADE is selected and submitted, the Ind box on the Overpayment List page will display SATISFACTORY ARRANGEMENT MADE.

- REPAID-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A REPAID status will not produce the Overpayment flags and messages on SARs and ISIRs.

Note: When REPAID is selected and submitted, the Ind box on the Overpayment List page will display REPAID.

- FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

Note: When FRAUD is selected and submitted, the Ind box on the Overpayment List page will display FRAUD in red shading.

- Indicator Date-the effective date corresponding to the overpayment indicator that was set.
- Outstanding Principal Balance-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- Outstanding Interest Balance-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- Repayment Date-The date the overpayment was paid in full or N/A if repayment has not occurred.

- Source-The Codes identifying where the overpayment exists:
  - EDR - ED REGION-ED Regional office that holds the overpayment record.
  - TRF - TRANSFER-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source from School to Transfer. This change will not invalidate the overpayment, but it will indicate that the debt is in the process of being transferred from the school to DCS.
  - SCH - SCHOOL-The school currently holds the overpayment record.

Last updated: February 20, 2011

close

## Overpayment Add and Student Add

### Purpose of this page

The Overpayment Add and Student Add page allows you to add student identifier information for a student who owes an overpayment on a Title IV grant or a Perkins loan.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add Student Details and Overpayment Details

If you represent a school, the school OPEID will automatically appear. If you represent the Department of Education, you may enter the school OPEID.

To add Student Details and Overpayment Details:

1. In the First Name box, type student's first name.
2. In the Middle Name box, type student's middle name.
3. In the Last Name box, type student's last name.
4. In the Date of Birth box, type student's date of birth.
5. In the School OPEID box, type the school code.
6. In the Type list, click an option. (See list of definitions below.)
7. In the Disbursement Date box, type the Disbursement Date.
8. In the Indicator list, click an option. (See list of definitions below.)
9. In the Indicator Date box, type the effective date the indicator was set.
10. In the Outstanding Principal Balance box, type the amount of grant or the principal amount of a Perkins loan currently owed.
11. In the Outstanding Interest Balance box, type the outstanding interest balance on a Perkins loan.
12. In the Repayment Date box, type the Repayment Date, if applicable.
13. In the Source list, click an option. (See list of definitions below.)
14. Click Submit.

Notes:

- The First Name field has been increased from 12 to 35 characters. The first name will continue to display as 12 characters.
- The Middle Name field has been increased from 12 to 35 characters. The middle name will only display as the middle initial containing only the 1<sup>st</sup> character.
- The Social Security Number appears in a display only field. If your original search found a PLUS borrower in the NSLDS database, the SSN that displays will be the current SSN of that PLUS borrower. Otherwise, it will be the SSN you entered for the search. If the SSN that displays is not the current SSN of the student you wish to add to the NSLDS database, please call the Customer Support Center at 1-800-999-8219, Monday through Friday from 8 a.m. to 9 p.m. ET.
- The Social Security Number will automatically appear because the student's SSN was typed in previously.
- The School OPEID will automatically appear if you represent a school.
- Org Search allows ED users to search and select a School OPEID. Click Org Search and select a School OPEID by clicking the numbered bullet next to the school. Your selection will appear in the School OPEID box.

### How to interpret the Overpayment Details

The text boxes in Overpayment Details are defined as follows:

- School OPEID-An eight-digit ED OPE code used to identify the school and school branch.
- Type-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in the NSLDS:
  - FEDERAL PELL GRANT-A federal grant to help undergraduates pay for their education after high school.
  - PERKINS LOAN-Campus-based federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
  - SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT-Federal campus-based grant for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
  - ACADEMIC COMPETITIVENESS GRANT-A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.
  - NATIONAL SMART GRANT-National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign language determined critical to national security). Student must have earned at least a 3.0 GPA.
  - TEACH GRANT-Teacher Education Assistance for College and Higher Education Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8).
  - IRAQ AND AFGHANISTAN SERVICE GRANT-A federal grant for students who had a parent or guardian die as a result of military service in Iraq or Afghanistan after September 11, 2001 and are not eligible for Pell grants due to their EFC.
- Disbursement Date-The date the student was issued the aid.

Note: It is important to note that the Disbursement Date the school uses must be the same date that the school used on the letters and forms assigning the obligation to the Department of Education's (ED) Debt Collection Service (DCS).

- Indicator-One of four options identifying the status of the overpayment:
  - OVERPAYMENT-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

Note: When OVERPAYMENT is selected and submitted, the Ind box on the Overpayment List page will display OVERPAYMENT in red shading.

- SATISFACTORY ARRANGEMENT MADE-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to OVERPAYMENT. A status of SATISFACTORY ARRANGEMENT MADE will not produce the Overpayment flags and messages on SARs and ISIRs.

Note: When SATISFACTORY ARRANGEMENT MADE is selected and submitted, the Ind box on the Overpayment List page will display SATISFACTORY ARRANGEMENT MADE.

- REPAID-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A REPAID status will not produce the Overpayment flags and messages on SARs and

## ISIRs.

Note: When REPAID is selected and submitted, the Ind box on the Overpayment List page will display REPAID.

- FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

Note: When FRAUD is selected and submitted, the Ind box on the Overpayment List page will display FRAUD in read shading.

- Indicator Date-the effective date corresponding to the overpayment indicator that was set.
- Outstanding Principal Balance-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- Outstanding Interest Balance-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- Repayment Date-The date the overpayment was paid in full or N/A if the repayment has not occurred.
- Source-The Codes identifying where the overpayment exists.
  - EDR - ED REGION-ED Regional office that holds the overpayment record.
  - TRF - TRANSFER-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source from School to Transfer. This change will not invalidate the overpayment, but it will indicate that the debt is in the process of being transferred from the school to DCS.
  - SCH - SCHOOL-The school currently holds the overpayment record.
- Region Code-ED Regional office Region Code that holds the overpayment record.

Last updated: March 20, 2011

close

## Overpayment Display

### Purpose of this page

The Overpayment Display page displays the selected overpayment from the Overpayment List page. If you have authorized access, you can update or delete the overpayment from this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update and delete an Overpayment

To update an overpayment:

- Click Update.

To delete an overpayment:

- Click Delete.

### How to interpret the Overpayment Display

The Overpayment Display table displays the following information, if applicable:

- School-The school the student was attending when the overpayment occurred.
- Type-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in NSLDS:
  - FEDERAL PELL GRANT-A federal grant to help undergraduates pay for their education after high school.
  - PERKINS LOAN-Campus-based federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the Income Contingent Loan (IC), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).
  - SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT-A federal campus-based grant for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.
  - ACADEMIC COMPETITIVENESS GRANT-A federal grant available to first and second year college students who are eligible for the Pell Grant and have successfully completed a rigorous secondary school program. Second-year students must also have earned at least a 3.0 GPA in their first year.
  - NATIONAL SMART GRANT-National Science and Mathematics Access to Retain Talent Grant. A federal grant available to third and fourth year college students who are eligible for the Pell Grant and are pursuing a degree in designated majors (physical, life, or computer sciences; math, technology, or engineering; or in a foreign language determined critical to national security). Student must have earned at least a 3.0 GPA.
  - TEACH GRANT-Teacher Education Assistance for College and Higher Education Grant Program. TEACH Grant is a non-need-based grant program that provides up to \$4,000 per year to students who are enrolled in an eligible program and who agree to teach in a high-need field, at a low-income elementary or secondary school for at least four years within eight years of completing the program for which the TEACH Grant was awarded. If the grant recipient fails to complete the required teaching service, the TEACH grant is treated as a Federal Direct Unsubsidized Loan (D8).
  - IRAQ AND AFGHANISTAN SERVICE GRANT-A federal grant for students who had a parent or guardian die as a result of military service in Iraq or Afghanistan after September 11, 2001 and are not eligible for Pell grants due to

their EFC.

- Disbursement Date-The date the student was issued the aid.
- Ind (Indicator Code)-One of four identifiers that indicate the status of the overpayment:
  - OVERPAYMENT-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
  - SATISFACTORY ARRANGEMENT MADE-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on a SAR or ISIR (or in the FAT process of the NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to OVERPAYMENT. A status of SATISFACTORY ARRANGEMENT MADE will not produce the Overpayment flags and messages on SARs and ISIRs.
  - REPAID-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A REPAID status will not produce the Overpayment flags and messages on SARs and ISIRs.
  - FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.
- Indicator Date-the effective date corresponding to the overpayment indicator that was set.
- Outstanding Principal Balance-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- Outstanding Interest Balance-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- Repayment Date-Date the overpayment was satisfied or N/A if repayment has not occurred.
- Source-The Codes that identify where the overpayment exists:
  - School-The school currently holds the overpayment record.
  - Transfer-When a school has transferred an overpayment to DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change does not invalidate the overpayment, but it will indicate the debt is in the process of being transferred from the school to DCS.
  - EDR-ED Regional office that holds the overpayment record.
  - Region Code-ED Regional office Region Code that holds the overpayment record. N/A if Source is not EDR.

Last updated: February 20, 2011

close

## Overpayment Update

### Purpose of this page

The Overpayment Update page allows you to update the overpayment status (Indicator), the repayment date, the source of overpayment, and the region, depending on access authority.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update an overpayment

To update an overpayment:

1. In the Indicator list, click an overpayment status. (See list of definitions below.)
2. In the Indicator Date box, type the effective date the indicator was set.
3. In the Outstanding Principal Balance box, type the amount of grant or the principal amount of a Perkins loan currently owed.
4. In the Outstanding Interest Balance box, type the outstanding interest balance on a Perkins loan.
5. In the Repayment Date box, type the date the overpayment was repaid (if applicable).
6. In the Source list, click a source. (See list of definitions below.)
7. In the Region Code list, click a region code. (Only applicable to Department of Education users.)
8. Click Submit.

### How to interpret the Indicator list

- Indicator-One of four options identifying the status of the overpayment:
  - OVERPAYMENT-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.
  - SATISFACTORY ARRANGEMENT MADE-This value indicates that while the student still owes the overpayment, he or she has made arrangements that are satisfactory to the school to repay the overpayment. This status, when reported on a SAR or ISIR (or in the FAT process of NSLDS), will provide documentation that the student may continue to receive Title IV aid. In the event that the student fails to meet the commitment made for the arrangements to repay, the Indicator field is reset to Overpayment. A status of Satisfactory Arrangement Made will not produce the Overpayment flags and messages on SARs and ISIRs.
  - REPAID-This value means that a previously reported overpayment that was in either an active Overpayment or Satisfactory Arrangement Made status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to Repaid and enter the date the final payment was made. A status of Repaid will not produce the Overpayment flags and messages on SARs and ISIRs.
  - FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

### How to interpret the Source list

- Source-The Codes that identify where the overpayment exists:
  - SCH - School-The school currently holds the overpayment record.
  - TRF - Transfer-When a school has transferred an overpayment to the DCS, the school should update the

previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will inform any user of the system that the debt is in the process of being transferred from the school to DCS.

- EDR (ED Region)-ED Regional office that holds the overpayment record.

Last updated: February 20, 2011

close

## Overpayment Delete

### Purpose of this page

The Overpayment Delete Confirmation page allows you to delete an Overpayment added in error.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to Delete an overpayment

1. Read the Confirmation statement.
2. Review the Overpayment information displayed below the Confirmation statement.
3. To delete, click **Confirm**.
4. If you do not want to delete, click the **Return to Overpayment Display** icon in the upper left corner of the page.

Last updated: July 1, 2001

close

## Student Access Interface

### Purpose of this page

The Student Access Interface page links the NSLDS Professional Access (NSLDSFAP) Web site to the NSLDS Student Access (NSLDS) Web site. This interface allows you to view the borrower's financial aid records as the borrower would view them.

**Note:** The MyStudentData Download button, located on the NSLDS Student Access Web site, is available for borrower access only. The borrower is provided with a downloadable copy of their loan, grant, and aid overpayment history. The data is available for download in a text version only.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Warning Symbols and Information Icons

The warning and informational icons at the top of the Loan, Grant, Overpayment Lists pages and the Student Access Interface page reflect the status of loans and other aid for which the borrower is personally responsible. Users wishing to check the status of PLUS borrowers who have taken out loans on behalf of students should view the Loan List page for the PLUS borrower and not rely on the student's page to verify the eligibility of the PLUS borrower for further aid.

- **Bankruptcy**-The borrower has one or more loans in active bankruptcy status.
- **Defaulted**-The borrower has one or more loans in default status.
- **Overpayments**-The student has one or more active overpayments in the NSLDS database.
- **Discharged**-The borrower has one or more loans with a discharge code. Discharges are identified according to the following order of precedence.
  - *Death*
  - *Permanent*
- **Additional Unsub**-The borrower has a Direct Stafford Unsubsidized (D2) or FFEL Stafford Unsubsidized (SU) loan with Additional Health Profession or PLUS Denial indicators.
- **Close or Equal to Undergrad Sub. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized loans.
- **Exceeds Undergrad Sub. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized loans.
- **Close or Equal to Undergrad Comb. Limit**-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Undergrad Comb. Limit**-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- **Close or Equal to Graduate Sub. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- **Exceeds Graduate Sub. Limit**-The borrower exceeds the graduate aggregate limit for subsidized loans.
- **Close or Equal to Graduate Comb. Limit**-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- **Exceeds Graduate Comb. Limit**-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans

combined.

- **Close to Pell Grant LEU Limit**-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Meets or Exceeds Pell Grant LEU Limit**-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- **Grants**-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- **Fraud**-The borrower has been convicted of fraud.
- **Teacher Loan Forgiveness**-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- **Loan Discharge**-The student/borrower has one or more loans discharged.
- **Subsidized Usage Limit Applies (SULA)**-The borrower is subject to the 150% Direct Subsidized Loan Limit provision.
- **Loss of Subsidy**-The borrower has one or more Direct Stafford Subsidized (SULA Eligible) (D0) and/or Direct Consolidation Subsidized (SULA Eligible) (D9) loans that have lost interest subsidy.

#### How to link to the Student Access Web site

1. Enter the **SSN, First Name**, and **DOB** at the top of the page.
2. Click the **Retrieve** button.
3. Once the desired borrower is found, click the **Link** button.
4. To return to the NSLDSFAP Web site, click **Return** on the NSLDS Student Access Web site menu bar.

**Note:** If you stay in the Student Access Web site for over 30 minutes, you will be *timed out* of the NSLDS FAP Web site.

Last updated: April 26, 2015

close

## Teacher Loan Forgiveness List

### Purpose of this page

The Teacher Loan Forgiveness (TLF) List page displays all active TLF records.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Teacher Loan Forgiveness List

The Teacher Loan Forgiveness List information is defined as follows:

- **GA (Guaranty Agency)**-The name and code of the Guaranty Agency associated with the TLF.
- **Lender**-The name and code of the lender associated with the TLF.
- **Full Time Teacher Of**-The type of Teacher Loan Forgiveness the student/borrower has applied to request loan forgiveness based on the following certifications: Secondary School, Highly Qualified, Secondary Math, Secondary Science, Elementary Special Ed., Secondary Special Ed.
- **Previously Applied**-Indicates whether a student/borrower has previously applied for TLF.
- **State**-The state code in which the borrower has applied for TLF.
- **Amount**-The amount of forgiveness applied to the student.
- **Paid Date**-The date the GA pays the holder; if GA is the holder, the date applied to the borrowers account.
- **Posted Date**-The date on which loan forgiveness was posted to a borrower's account.

### How to add a new TLF for a borrower

Clicking on the **Add Teacher Loan Forgiveness** button will redirect the page to display the TLF Add page with pre-populated information from the student/borrower being displayed.

### How to view, update and delete TLF detail information

- To display TLF detail information, click the blue active bullet number icon (i.e., **1**) to the left of the TLF record.
- If you have authorized access, you can then update or delete the TFL record.
- To access the Organization Contact page, click the GA or Lender name(s).

Last updated: November 16, 2014

close

## Teacher Loan Forgiveness Detail

### Purpose of this page

The Teacher Loan Forgiveness (TLF) Detail page displays detailed TLF information for a student/borrower that can be updated or deleted. If you have authorized access, you can update or delete the TLF information from this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Teacher Loan Forgiveness Detail

- GA-The name and code of the Guaranty Agency associated with the TLF.
- Lender-The name and code of the lender associated with the TLF.
- Full Time Teacher Of-The type of Teacher Loan Forgiveness the student/borrower has applied to request loan forgiveness based on the following certifications: Secondary School, Highly Qualified, Secondary Math, Secondary Science, Elementary Special Ed., Secondary Special Ed.
- Previously Applied-Indicates whether a student/borrower has previously applied for TLF.
- State-The state code in which the student/borrower has applied for TLF.
- Amount-The amount of forgiveness applied to the student/borrower.
- Paid Date-The date the GA pays the holder; if GA is the holder, the date applied to the student/borrowers account.
- Eligible Institution Type-The institution type where the student/borrower taught during the period that qualifies for loan forgiveness: IE=Elementary School, IS=Secondary School, and IA=Educational Service Agency.

### How to update or delete the Teacher Loan Forgiveness Detail

To update a TLF record:

- Click Update.

To delete a TLF record:

- Click Delete.

Last updated: January 01, 2013

close

## Exit Counseling History

### Purpose of this page

The Exit Counseling History page displays the following:

- Information about the Loan Exit Counseling session (Completion Date, Completion Time, Source and Media Type) and schools (Name and OPEID Code) that the student has selected to be notified regarding their completion of the session on NSLDS.
- Information about the TEACH Grant Exit Counseling session (Completion Date and Completion Time) and schools (Name and OPEID Code) that the student has selected to be notified regarding their completion of the session on NSLDS.
- Information about the Loan Exit Counseling session that schools have uploaded to NSLDS.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Source

The Source of the Exit Counseling session describes from where NSLDS received the completion data.

- **NSLDS**-The student completed the Loan and/or TEACH Exit Counseling session on the NSLDS Student Access Web site.
- **SCHOOL**-The school used the Spreadsheet Submittal page on the NSLDS Financial Aid Professional Access Web site to upload the Loan Exit Counseling data.
- **STUDENTLOANS.GOV**-The student completed the Loan Exit Counseling session on the StudentLoans.gov Web site.

### How to access a student's Exit Counseling History

To access a student's exit counseling history:

1. Type **SSN, First Name, and DOB**.
2. Click Retrieve.

Last updated: July 21, 2013

close

## Delinquent Borrowers

### Purpose of this page

The Delinquent Borrowers page displays borrowers who have been reported as delinquent in making loan payments to one of the federal loan servicers (ED servicers). The report does not include borrowers who have loans held by Guaranty Agencies.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access the Delinquent Borrowers page

To access the Delinquent Borrowers page:

1. Select a **Sort By** option (**SSN** or **Name**). Borrowers with delinquent loans will be sorted by SSN or Last Name. Default is **SSN**.
2. Provide an eight-digit OPEID in the **Branch Code** field, which is associated with the **School Code** or leave \* (default) for all branches.
3. Provide the **Federal Loan Servicer** three-digit code for a list of all delinquent loans reported by the selected servicer. Leave \* (default) to select all ED servicers. Use the **Org Search** button next to this field for a list of all currently available servicers.
4. Provide a **Cohort Year** for a list of all delinquent loans falling under the specified **Cohort Year**. Leave \* (default) to select all **Cohort Years**.
5. Select the **Delinquency Period** (in number of days) for a list of all delinquent loans falling under the specified period. A single **Delinquency Period** or a combination of periods may be selected. Periods that are not selected (not marked as **Yes**) will automatically default to **No**.
6. Click **Retrieve**.

### How to interpret the Delinquent Borrowers page

The Delinquent Borrowers page, sorted in SSN or Last Name descending order, displays the following information:

- **#**-Delinquency page list number for the borrower. Selecting the borrower's # link displays the borrower's **Loan History** page.
- **SSN**-The SSN of the borrower who owns a delinquent loan for the specified School and Branch Codes.
- **Name**-The borrower's last name, first name, and middle initial.
- **Address**-The borrower's reported address.
- **Phones**-The borrower's phone numbers by type (Home, Cell, Work, Fax, and Other) and with the name of the ED servicer that reported the phone number. An asterisk at the start of the phone number indicates the preferred number reported by the servicer.
- **E-mail**-The borrower's reported e-mail address.
- **Loan Type**-The type of loan that is delinquent.
- **Cohort Year**-Cohort fiscal year (October 1-September 30) when the borrower entered repayment for the delinquent loan.
- **Days Delq**-Number of days since the borrower last made a full payment.
- **Federal Loan Servicer**-Name of the ED servicer reporting the delinquent loan.
- **OPB**-Outstanding Principal Balance of the delinquent loan.

Last updated: April 13, 2014

close

## SSN Conflict

### Purpose of this page

The SSN Conflict page allows school users to identify contact information for organizations that have previously reported on a SSN that conflicts with records the school may be trying to submit to NSLDS.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access SSN Conflict

To access organizations reporting on a specific SSN:

1. Type SSN.
2. Click Submit.

### How to interpret SSN Conflict

Once a SSN has been entered, the SSN Conflict page displays a list of organizations that have records in NSLDS for that SSN. You will not see the other identifiers of the data they have provided, but will have the names of organizations to contact. Any of the organizations can be contacted for information regarding this SSN.

- Active Bullet Number - Each record on the page is identified by an active number. Click the Number Icon to display the organization's contact information.
- Organization - The name of the school, ED Servicer or Guaranty Agency that previously reported on the SSN in conflict.
- Type - Indicates the type of organization that previously reported on the SSN in conflict.
  - School
  - ED Servicer
  - Guaranty Agency
- Code - An ED-assigned number for each school, ED Servicer, or GA that reported on the SSN in conflict.
- Used As - Identifies the SSN in conflict is associated with:
  - Student
  - Plus Borrower
  - Both

Last updated: August 28, 2011

close

## Reaffirmation History

### Purpose of this page

The Reaffirmation History page displays the history of reaffirmations related to one or more of a borrower's loans.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access Reaffirmation History

To access Reaffirmation History:

1. Click on the Reaffirmation History link on the menu bar of the AID tab.
2. Type **SSN, First Name, and DOB**.
3. Click Retrieve.

This page can also be accessed directly from the Loan History page, by clicking on the 'R' icon appearing on the loan, or by clicking the Reaffirmation History button found on the Loan Detail page.

### How to interpret Reaffirmation History

The Reaffirmation History page displays the following information:

- **Loan Type:** The type of Title IV award made with a formal agreement for repayment with interest.

The loan types for reaffirmation are defined as follows:

Loan Type	Definition
D0	Direct Stafford Subsidized Loan (SULA Eligible)
D1	Direct Stafford Subsidized Loan
D2	Direct Stafford Unsubsidized Loan
D3	Direct PLUS Graduate/Professional Loan
D4	Direct PLUS Loan
D5	Direct Consolidation Unsubsidized Loan
D6	Direct Consolidation Subsidized Loan
D7	Direct Consolidation PLUS Loan
D8	Direct Unsubsidized Loan (TEACH)
D9	Direct Consolidation Subsidized Loan (SULA Eligible)
CL	FFELP Consolidation
GB	FFELP Graduate PLUS
PL	FFELP PLUS
RF	FFELP Refinanced
SF	FFELP Stafford Subsidized
SL	Supplemental Loan (SLS)
SU	FFELP Stafford Unsubsidized

- **Loan Date:** Date when a Direct loan was originally disbursed or a FFELP loan was originally guaranteed.
- **OPEID:** The eight-digit identifier for the school where the student was enrolled or accepted for enrollment at the time the loan was originated.
- **Indicator of Separate Loan:** An indicator used to differentiate among multiple loans of the same type with the same date of guaranty for the same borrower or student.
- **Award ID:** A unique identifier for a financial award across programs and systems, and across academic years.
- **Reaffirmation Date:** The date on which the signed reaffirmation agreement was received by the servicer.
- **Begin Date:** The date the reaffirmation was entered into NSLDS.
- **End Date:** The date the reaffirmation was ended on NSLDS.
- **1<sup>st</sup> Disbursement Date:** The date the loan disbursement was made.
- **Loan Amount:** The original guarantee or disbursed amount of the loan.
- **Interest Rate:** The statutory interest rate for the loan.
- **Reaffirmation Date:** The date on which the signed reaffirmation agreement was received by the servicer.
- **Annual Exceeded Amount:** The amount that exceeds the annual loan limit.
- **Aggregate Undergraduate Subsidized Exceeded Amount:** The dollar amount, as determined by the loan servicer, to be in excess of the borrower's aggregate undergraduate subsidized loan limit.
- **Aggregate Undergraduate Combined Exceeded Amount:** The dollar amount, as determined by the loan servicer, to be in excess of the borrower's aggregate undergraduate combined loan limit.
- **Aggregate Graduate Subsidized Exceeded Amount:** The dollar amount, as determined by the loan servicer, to be in excess of the borrower's aggregate graduate subsidized loan limit.
- **Aggregate Graduate Combined Exceeded Amount:** The dollar amount, as determined by the loan servicer, to be in excess of the borrower's aggregate graduate combined loan limit.
- **Source:** The code for the servicer which reported the reaffirmation.

Last updated: February 22, 2015

close

## Organization Contact List

### Purpose of this page

The Organization Contact List page displays contact information for an organization. The contact's function, first name/last name, phone/ext., and e-mail are listed on this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's **Name**, **Code**, **Status**, **Type** and **Address**, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The **Status** is displayed for schools and Guaranty Agencies only and contains one of the following:

- **Open** - Organization is an open organization.
- **Closed** - Organization has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The **Type** indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- **Not-For-Profit** - **Y** identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. **N** identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- **Trustee** - **Y** identifies a lender that uses an Eligible Lender Trustee (ELT). **N** identifies a lender that does not use an Eligible Lender Trustee (ELT)
- **Third Party Servicer** - **Y** identifies a third-party servicer/or lender meets the definition of a third party servicer. **N** identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

## How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.
2. Type the **Code** or **Name** of the organization.
3. Click **Retrieve**.

### Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

## How to navigate on this page

- Under **Function**, click the numbered bullet to view more information about this contact.
- Under **Email**, click the envelope icon to send e-mail to this contact. It will use your computer's default e-mail package.
- If you are authorized to add a new contact for this organization, click **Add New Contact**.
- If you are authorized to update or delete a contact for this organization, click the number of the contact to access the Organization Contact Detail page.

**Note:** No list will be displayed when no contacts have been entered on the NSLDS.

Last updated: June 29, 2008

close

## Organization Contact Detail

### Purpose of this page

The Organization Contact Detail page displays contact information for one of the organization's contacts.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's **Name**, **Code**, **Status**, **Type** and **Address**, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The **Status** is displayed for schools and Guaranty Agencies only and contains one of the following:

- **Open** - Organization is an open organization.
- **Closed** - Organization has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The **Type** indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- **Not-For-Profit** - **Y** identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. **N** identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- **Trustee** - **Y** identifies a lender that uses an Eligible Lender Trustee (ELT). **N** identifies a lender that does not use an Eligible Lender Trustee (ELT)
- **Third Party Servicer** - **Y** identifies a third-party servicer/or lender meets the definition of a third party servicer. **N** identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

### How to update contact detail

To update organization contact:

1. Click **Update**.
2. Type the contact information in the **Organization Contact Update** fields.
3. Click **Submit**.

After you submit the form, the page displays the updated information.

### How to delete an Organization contact

To delete an organization contact:

1. Click **Delete**.
2. Review the contact information in the **Organization Contact Delete Confirm** page.
3. Click **Confirm**.

After you submit the form, the page displays the updated information.

Last updated: June 29, 2008

close

## Organization Contact Update

### Purpose of this page

The Organization Contact Update page allows users to update organization contact information that appears on the Organization Contact Detail page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's **Name**, **Code**, **Status**, **Type** and **Address**, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The **Status** is displayed for schools and Guaranty Agencies only and contains one of the following:

- **Open** - Organization is an open organization.
- **Closed** - Organization has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The **Type** indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- **Not-For-Profit** - **Y** identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. **N** identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- **Trustee** - **Y** identifies a lender that uses an Eligible Lender Trustee (ELT). **N** identifies a lender that does not use an Eligible Lender Trustee (ELT)
- **Third Party Servicer** - **Y** identifies a third-party servicer/or lender meets the definition of a third party servicer. **N** identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

### Updating Organization Contact Information

The Organization Contact Detail page displays organization contact information that can be updated by clicking **Update** above the displayed contact information. The Organization Contact Update page displays the contact information boxes, where the information can be updated.

To update contact information:

1. Type updated information in the text boxes.
2. Click **Submit**.

#### Notes:

- Under **Functions**, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.
- The name of the person who last updated the organization contact information and the date will be displayed on the Organization Contact Detail page.

Last updated: June 29, 2008

close

## Organization Contact Delete

### Purpose of this page

The Organization Contact Delete Confirmation page allows you to delete a Contact on the Organization Contact List.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's **Name**, **Code**, **Status**, **Type** and **Address**, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The **Status** is displayed for schools and Guaranty Agencies only and contains one of the following:

- **Open** - Organization is an open organization.
- **Closed** - Organization has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The **Type** indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- **Not-For-Profit** - **Y** identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. **N** identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- **Trustee** - **Y** identifies a lender that uses an Eligible Lender Trustee (ELT). **N** identifies a lender that does not use an Eligible Lender Trustee (ELT)
- **Third Party Servicer** - **Y** identifies a third-party servicer/or lender meets the definition of a third party servicer. **N** identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

### How to delete a Contact

1. Read the Confirmation statement.
2. Review the Contact information displayed below the Confirmation statement.
3. To delete the Contact, click **Confirm**.

Last updated: June 29, 2008

close

## Organization Contact Add

### Purpose of this page

The Organization Contact Add page allows you to add the organization contact information.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's **Name**, **Code**, **Status**, **Type** and **Address**, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The **Status** is displayed for schools and Guaranty Agencies only and contains one of the following:

- **Open** - Organization is an open organization.
- **Closed** - Organization has been reported as closed.
- **Merged** - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The Type indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- **Not-For-Profit** - **Y** identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. **N** identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- **Trustee** - **Y** identifies a lender that uses an Eligible Lender Trustee (ELT). **N** identifies a lender that does not use an Eligible Lender Trustee (ELT)
- **Third Party Servicer** - **Y** identifies a third-party servicer/or lender meets the definition of a third party servicer. **N** identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

### How to add the organization contact information

To add the organization contact information:

1. In the **Available Functions** box, click a selection. (See Function Descriptions table below.)
2. In the **First Name** box, type the first name of the organization contact.
3. In the **Last Name** box, type the last name of the organization contact.
4. In the **Title** box, type the title of the organization contact.

5. In the **Phone** box, type the phone number of the organization contact.
6. In the **Ext** box, type the phone number extension of the organization contact.
7. In the **Fax** box, type the Fax number of the organization contact.
8. In the **E-Mail** box, type the e-mail address of the organization contact.
9. In the **URL** box, type the URL (Web site address, for example: <http://www.stateuniversity.edu>) of the organization contact.
10. In the **Address** box, type the address of the organization contact.
11. In the **City** box, type the city of the organization contact.
12. In the **State** box, click a selection.
13. In the **Zip Code** box, type the Zip code of the organization contact.
14. Click **Submit**.

When adding the organization contact information, keep in mind the following:

- In the Available Functions box, you may select multiple functions by holding down the SHIFT key or CTRL key and clicking your selections.
- One person in an organization can be assigned multiple functions, but a function can only be assigned to one person in an organization.

#### Function Descriptions

Function	Description
Primary Contact	For schools, the person responsible for overall NSLDS compliance, including Perkins submissions, Enrollment Reporting, and overpayment reporting. For guaranty agencies, the person responsible for compliance with monthly data feeds to the NSLDS. This person may <i>not</i> be able to answer questions on individual loans or students.
SSN/ID Issues	The person who can answer inquiries from schools and other data providers about student identifier conflicts. In most cases, the contact should be familiar with the monthly data provider feeds to the NSLDS, either Perkins or FFEL.
IS (Information Systems) Technical Issues	The person who can answer questions about the technical specifications of a school's or guaranty agency's computing environment.
Enrollment Reporting Issues	For schools, the person responsible for supplying enrollment information directly to the NSLDS or to the school's servicer. For guaranty agencies, the person responsible for updating loan records with enrollment data.
FAT/SAR/ISIR Issues	For schools, this person should be able to address a variety of financial aid issues, including Perkins, FFEL, Direct Loan, Aid Overpayment, and Grant issues. For guaranty agencies, this person should be able to address the most recent information submitted to the NSLDS on a particular student.
Default Issues	For schools and guaranty agencies, the person involved in loan servicing who can respond to inquiries about an individual loan's repayment status.
Overpayment Issues	The school contact responsible for inputting and updating overpayment information.
Federal Perkins Issues	The school contact who can monitor cumulative amounts and discuss Perkins eligibility for individual students.
FFEL Issues	The school contact who can monitor cumulative amounts and discuss FFEL eligibility. For guaranty agencies, the person who can answer school inquiries on eligibility.

Direct Loan Issues	The school contact who can monitor cumulative amounts and discuss Direct Loan eligibility.
Pell Grant Issues	The school contact who can respond to Pell disbursement inquiries from other schools.
ACG Grant Issues	The school contact who can respond to Academic Competitiveness Grant inquiries from other schools.
SMART Grant Issues	The school contact who can respond to National Science and Math Access to Retain Talent Grant inquiries from other schools.
Cohort Default Rate Issues	For schools, the person who monitors the school's default rates or manages the school's default prevention program. For guaranty agencies, the person who can respond to school inquiries about default rates.
Perkins Data Provider Contact	The school or school servicer contact for monthly Perkins submissions. This person should be able to answer questions about the individual data elements that are reported to the NSLDS.
Guaranty Agency Contact	For guaranty agencies, this person should be the same as the primary contact.
Lender NSLDS Contact	Guaranty agencies should supply the contact person at specific lenders.
Customer Service	For borrowers, the main point of contact.
TLF Issues	The guaranty agency contact who can respond to Teacher Loan Forgiveness inquiries or who is responsible for adhoc reporting.
Loan Discharge Issues	The guaranty agency contact who can respond to Loan Discharge inquiries or who is responsible for adhoc reporting.
Ombudsman Contact	For guaranty agencies and federal loan servicers, a point of contact who can help students and borrowers resolve disputes and solve other problems with federal student loans.
Disability Processing	For schools, lenders, lender servicers, guaranty agencies, Perkins data providers and federal loan servicers, the person who can provide information for Total and Permanent Disability processing.

### How to interpret the organization description

The organization description appears at the top of the page and displays the following information:

- **Name**-The name of the organization or school as reported by the Postsecondary Education Participants System (PEPS).
- **Code**-The school's OPEID code as reported by PEPS.
- **Type**-The type of organization.
- **Status**-The school's status as reported by PEPS. The status is one of the following:
  - *Open*-The school is an open institution.
  - *Closed*-The school is a closed institution.
  - *Merged*-The school has merged with another institution. This also displays the OPEID code of the institution that this school merged with. The OPEID code links to the Organization Contact List page for the remaining/merged institution.
- **Address**-The address of the organization or school as reported by PEPS.

close

## Organization Search

### Purpose of this page

The Organization Search page allows you to search for an organization and view information about the organization. An organization can be an ED Servicer, a Department of Education (ED) region, a guaranty agency, state agency, a lender, a lender branch servicer, or a school.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to search for an organization

The Organization Search Bar is located directly below the Navigation Bar. The Type, Code, and Name boxes appear here. Below this, the Optional filter criteria appears, where the search results can be filtered by typing and selecting information in the City and State boxes. When an organization is retrieved or selected, the organization identifier information will appear at the top of each of the organization pages.

To search for an organization:

1. Select the Type of organization you want to search for by clicking the down-arrow.
2. Type the Code or Name of the organization.
3. Click Retrieve.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.
- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).
- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

To filter the search results:

1. In the City box, type in a city.
2. In the State box, select a state by clicking the down-arrow.
3. Click Retrieve.
4. Click Clear to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA

AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA
CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA

NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: March 20, 2011

close

## Cohort Default Rate History List

### Purpose of this page

The Cohort Default Rate History List page allows a user to view a history of the Cohort Default Rates (CDR) and request a Cohort Default Rate History Report for their organization.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's Name, Code, Status, Type and Address, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The Status is displayed for schools and Guaranty Agencies only and contains one of the following:

- Open - Organization is an open organization.
- Closed - Organization has been reported as closed.
- Merged - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

The Type indicates the type of organization displayed and contains one of the following:

- Direct Loan Servicer
- Dept of Ed Region
- Guaranty Agency
- Lender
- Lender Servicer
- School
- State Agency

When Lender data is displayed, additional fields will also display:

- Tax Exempt Eligible - Y identifies lenders that hold loans issued with eligible tax-exempt bonds. N identifies lender that do not hold loans issued with eligible tax-exempt bonds.
- Not-For-Profit - Y identifies lenders that have indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition. N identifies lenders that have not indicated that they are not-for-profit under the College Cost Reduction Act (CCRAA) definition.
- Trustee - Y identifies a lender that uses an Eligible Lender Trustee (ELT). N identifies a lender that does not use an Eligible Lender Trustee (ELT)
- Third Party Servicer - Y identifies a third-party servicer/or lender meets the definition of a third party servicer. N identifies the lender is not a third-party servicer/or does not meets the definition of a third party servicer.

### How to Request the Cohort Default Rate History Report

To Request a Cohort Default Rate History Report, click the Loan Detail Request button.

Note:

- If the Loan Detail Request button is clicked, the Report List page for the Cohort Default Rate History Report will open.

### How to interpret the Cohort Default Rate History List Page

The Cohort Default Rate History List displays the following information:

- Fiscal Year - The Federal Fiscal Year for which a cohort default rate is calculated. Federal Fiscal Years begin October 1 of a calendar year and end September 30 of the following calendar year.
- Rate Type - The status of an organization's defaulted borrower calculation. The Rate Types are defined as follows (if applicable):
  - Two-year Official - A default rate authorized for viewing by all organizations.
  - Three-year Official - A default rate authorized for viewing by all organizations.
  - Two-year Draft - A default rate that is available for viewing only by the rated organization and the Default Management Division (DMD).
  - Three-Draft - A default rate that is available for viewing only by the rated organization and the DMD.
  - Official Susp'd - A default rate that has been appealed by the school. (This is not a Rate Type, but the status of a Rate Type.)
- Rate Sub Type - Within each rate type there are five possible sub types that can be in effect for a default rate history occurrence. The Rate Sub Types are defined as follows:
  - ACTUAL - The "raw" rate calculated using the actual list of borrowers of a school prior to any adjustments.
  - AVERAGE - The rate used for a school with 29 or fewer borrowers entering repayment during a fiscal year that had a cohort default rate calculated for the two previous fiscal years.
  - COMBINED - The rate is calculated from the defaulted borrowers of schools that have been grouped together.
  - MERGED - The rate is calculated from the defaulted borrowers of schools that have been merged.
  - LEAD SCH COMBO - The rate is taken from a lead school in a group of schools.
  - SUBSTITUTED - The calculated rate was replaced by a rate that was derived through other means.
- Original/Current - Displays the status of the lender for whom rates are being calculated. The statuses are defined as follows:
  - Original Lender - The lender who created the initial loan. In the table this status is represented with an 'OL'.
  - Current Lender - The lender who is currently responsible for the loan. In the table this status is represented with a 'CL'.
- Numerator - The number of borrowers that entered repayment during the cohort year and have defaulted on those loans within the same cohort year or the next cohort year.

Note: If this field is populated with "N/A" this is a non-press package school for the corresponding year.
- Denominator - The number of borrowers that entered repayment during the cohort year.

Note: If this field is populated with "N/A" this is a non-press package school for the corresponding year.
- Rate - The default rate for the organization, which is calculated as a percentage of the Numerator to Denominator and truncated to one decimal place.

Note: If this field is populated with an "N/A" this is a non-press package school for the corresponding year.
- Process Date - This date is the date that the CDR calculation was completed.

Notes:

- The Rate Type column will only appear for Default Management Division (DMD) users, Financial Partners Partner Service (FPPS) users, and school users viewing their CDR history.

- The Rate Sub Type column will only appear for DMD users when viewing school's CDR history.
- The Originating/Current column will only appear for FFPS users, Department of Education (ED) users viewing lender's CDR history, or schools viewing lender's CDR history.
- The Numerator and Denominator columns will only appear for Guaranty Agency (GA) users viewing their CDR history, ED users viewing lender's CDR history, school users viewing their CDR history, school users viewing lender's CDR history, or FFPS users viewing lender's CDR history.

Last updated: January 01, 2013

close

## Data Provider Schedule

### Purpose of this page

The Data Provider Schedule displays a history of current, past, and future scheduled data provider submittals. The table is populated with information based on your logon ID and cannot be updated from this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's Name, Code, Status, Type and Address, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The Status is displayed for schools and Guaranty Agencies only and contains one of the following:

- Open - Organization is an open organization.
- Closed - Organization has been reported as closed.
- Merged - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

### How to interpret the Data Provider Schedule

The Data Provider Schedule displays a list of up to 65 submittals. Data providers who have more than 65 submittals will see future submittals with the balance consisting of the most recent submittals. The records are sorted in descending order by the Scheduled Submittal Date and by the Received Date. Data providers who do not have a schedule set up with the NSLDS will see a message indicating this.

The Data Provider Schedule's Submission Details displays the following information for all data providers other than Guaranty Agencies:

- Scheduled Submittal Date -The date NSLDS expects to process the submittal.
- Received Date -The date NSLDS received the incoming submittal from the Student Aid Internet Gateway (SAIG).
- Processed Date -The date on which NSLDS completely processed the submittal.
- Loan Records Submitted - The total number of detail records on the submittal file transmitted to NSLDS. This number may include records that were in error and did not update the NSLDS database.
- Loan Records Extracted -The total number of detail records extracted from the data provider database for this submission.
- Loans with Errors -The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.
- Submittal Pass Rate (%) -The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

#### Notes:

- The Loans with Errors and Submittal Pass Rate (%) columns will not appear for Guaranty Agency users, or for users viewing an organization other than their own.
- NSLDS no longer provides an Earliest Extract Date. Data Providers are expected to provide their information in a timely manner in accordance with the schedule. Submittals are not expected to be made more than one week prior to or after the scheduled submittal date. Submittals made too early will error out. Submittals made too late will not process, and the Data Provider will receive a "missed submittal" message.

## Organization Description - for Guaranty Agencies (GA)

The Data Provider Schedule displays information about a Guaranty Agency's Profile and previous loan submission details. You can view this page to determine the GA's Submittal Frequency and the e-mail address that has been designated for late submission alert messages. The content displayed on the Web page is based on your logon ID.

Below the navigation bar, the Guaranty Agency Name, GA code, Status, Type and Address, appear as reported by the Guaranty Agencies. The Status contains one of the following:

- Open - GA is an open agency.
- Closed - GA has been reported as closed.

## How to interpret the GA Current Profile

Below the Organization Description the GA Current Profile and the Submittal Frequency established by Guaranty Agencies are displayed. Each GA data provider has one person who establishes their submittal frequency. The GA Current Profile information includes:

- Submittal Frequencies - Displays the reporting pattern for loan batch submittals. Options include:
  - Monthly - Guaranty Agency will provide loan submittals once per month (examples: every 6th of each month, or the 1st Sunday of every month).
  - Semimonthly- Guaranty Agency will provide loan submittals two times per month (examples: every 10th and 25th of each month, or the 1st Tuesday and 3rd Tuesday of every month).
  - Biweekly- Guaranty Agency will provide loan submittals once every two weeks (example: every other Friday).
  - Weekly- Guaranty Agency will provide loan submittals once a week (example: every Monday).
  - Every Weekday- Guaranty Agency will provide loan submittals every work day (example: every day, Monday through Friday).
  - Every Day- Guaranty Agency will provide loan submittals every day.
- GA Primary E-mail Address - Displays the e-mail address provided by the GA to receive late submission alert notification messages. Note: It could be set up at the GA as a group e-mail so multiple users can receive the alert notifications.
- Created by - Displays the GA user name and create date of changes to the Submittal Frequency or GA Primary E-mail Address.

Note: If the history icon displays next to the GA Primary E-mail Address, click the icon to navigate to the GA Profile History page.

## How to interpret the GA Data Provider Schedule

The Data Provider Schedule displays a list of up to 65 submission details. GAs who have more than 65 submissions will see the most recent records sorted in descending order by the Received Date. GAs not having a schedule set up with the NSLDS will see a message indicating this.

The Submission Details table displays the following information for Guaranty Agencies:

- Received Date - The date NSLDS received the incoming submittal from the Student Aid Internet Gateway (SAIG).
- Received Time - The time NSLDS received the incoming submittal from the Student Aid Internet Gateway (SAIG). (Central Time zone).
- Processed Date - The date on which NSLDS completely processed the submittal.
- Processed Time - The time NSLDS finished processing the submittal (Central Time zone).
- Loan Records Submitted - The total number of detail records on the submittal file transmitted to NSLDS. This number may include records that were in error and did not update the NSLDS database during the load process.
- Loan Records Extracted - The total number of detail records extracted from the data provider database for this submission.
- Loans with Errors - The total number of detail records extracted from the data provider database that included errors and did not update the NSLDS database.
- Submittal Pass Rate (%) - The percentage of detail records extracted from the data provider database that contained no errors and updated the NSLDS database.

Notes:

- The Loans with Errors and Submittal Pass Rate (%) columns will not appear for users viewing an organization other than their own.
- NSLDS no longer provides an Earliest Extract Date. Guaranty Agency Data Providers are expected to provide their information in a timely manner in accordance with their Submittal Frequency. Missed Submittals, based on expected frequencies, will generate an automated e-mail alert to the GA Primary E-mail Address. This will serve as a reminder for GAs to adhere to their submittal frequencies and ensures consistent reporting of loan data.

Last updated: November 20, 2011

close

## Repayment Information

### Purpose of this page

The Repayment Information page displays the current repayment status of certain borrowers who attended a school during a specific period. This information has no relationship to the calculation of a draft or final cohort default for a school and will not be used in that process. This data is provided solely for informational purposes and may not be used in any administrative procedure. The information reported is based on information provided by the Guaranty Agency that guaranteed the loan or by the Federal Servicer.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's Name, Code, Status, Type and Address, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS).

The Status is displayed for schools and contains one of the following:

- Open - Organization is an open organization.
- Closed - Organization has been reported as closed.
- Merged - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

### How to interpret the Repayment Information Table

- Numerator Date Range-Identifies the 24-month period or 36-month period used to determine whether any borrowers have defaulted or met other specified conditions on loans that entered repayment in the first 12 months of the identified 24-month or 36-month periods.
- Denominator Date Range-Identifies the 12-month period used to determine the borrowers that have entered into repayment.
- Numerator-
  - For the 24-month period Numerator Date Range, this is the total number of borrowers that entered repayment during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 12-month period.
  - For the 36-month Numerator Date Range, this is the total number of borrowers that entered repayment during a specified 12-month period and have defaulted on those loans during the same 12-month period or the next 24-month period.
- Denominator-The total number of borrowers that entered repayment during a specified 12-month period.
- %-Student repayment history rate.
- Date Processed-Identifies the date the Student Repayment History Report was processed.

### How to Request the Loan Detail Report for the Latest Month

To Request a School Repayment Information Loan Detail Report:

- Click the Request 24-Month Loan Detail for Latest Month button for the report which has a 24-month period in the Numerator Date Range.
- Click the Request 36-Month Loan Detail for Latest Month button for the report which has a 36-month period in the Numerator Date Range.

Note: If the Request Loan Detail for Latest Month button is clicked, the Report List page for the School Repayment Information Loan Detail Report will open.

Last updated: January 01, 2013

[close](#)

## School Profile Page

### Purpose of this page

The School Profile page allows you to view a school's Title IV grant and loan program information, as well as the school's academic and program schedule information and frequency of scheduled report(s) requested by school users. The institutional information displayed on this page is reported by the Postsecondary Education Participation System (PEPS). This page also allows authorized school users to schedule designated reports to be sent automatically to the designated TG destination mailbox.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Organization Description

Below the navigation bar, the organization's Name, Code, Status, Type and Address, appear as reported by the appropriate source of record. School data is reported by the Postsecondary Education Participants System (PEPS), Lender data is reported by the Financial Management System (FMS) and Guaranty Agency Data is maintained by NSLDS.

The Status is displayed for schools and Guaranty Agencies only and contains one of the following:

- Open - Organization is an open organization.
- Closed - Organization has been reported as closed.
- Merged - School has merged with another institution. This also displays the New School Code field, which shows the OPEID number of the institution with which this school merged. The OPEID number links to the Organization Contact page for the remaining/merged institution. This status is available for schools only.

### How to interpret the School Profile

The school profile box displays the following information:

- Eligibility Status - Indicates whether the institution is eligible to participate in Title IV programs.
- Certification Type - Certification status of the institution.
- Approval Indicator - Indicates whether the location is approved for eligibility and/or certification.
- Initial Approval Date - Date the main/location was approved for Title IV eligibility.
- PPA Approval Date - Date that the Program Participation Agreement was approved.
- PPA Expiration Date - Date that the Program Participation Agreement is to expire.
- Loan Deferment Only - Indicates that the school is not eligible to disburse Title IV aid, but only eligible to certify loan deferments.
- Action Code - Overall Eligibility action code for the Main Institution and any underlying locations.
- Reason Code - Overall Eligibility reason code for the Main Institution and any underlying locations.
- Action/Reason Date - Overall Eligibility action date for the Main Institution and any underlying locations.
- Main/location Reason Code - Main/location reason for loss of Title IV eligibility.
- Main/Location Code Date - Date the main/location was disapproved for Title IV eligibility.
- School Type - Identifies the ownership control type of the institution.

- Program Length - Length of the longest program offered by the institution.
- Academic Calendar - Academic calendar of the institution.
- Ethnic Code - Ethnic affiliation of the institution.
- Congressional District - Congressional district(s) of the Main Institution.
- Region Code - Main Institution's ED region code.
- Change of Affiliation Code - Code designating Change of Affiliation.
- Change of Affiliation Effective Date - Date the school changed affiliation.
- Branch Indicator - Indicates whether the location is a branch.
- Web Address - The school's official web address. You can click this address to view the school's web site. If the web site does not launch correctly, you can type the address in your web browser using proper URL syntax.

### How to interpret Program Status

The Program Status box displays the following information:

Note: Only dates that have been reported to NSLDS will be displayed. NSLDS receives this information for the main institutions only. Thus, the information for School Program Status is displayed at the main institution.

- Pell Start Date - Current start date for Federal Pell Grant certification.
- Pell End Date - Current end date for Federal Pell Grant certification.
- FFEL Start Date - Current start date for Federal Family Education Loan (FFEL) program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- FFEL End Date - Current end date for FFEL program certification. The programs covered by this are specified as Stafford Subsidized or Stafford Unsubsidized.
- FFEL PLUS Start Date - Current begin date for FFEL PLUS program certification.
- FFEL PLUS End Date - Current end date for FFEL PLUS program certification.
- FFEL SLS Start Date - Current start date for FFEL Supplemental Loan (SLS) program certification.
- FFEL SLS End Date - Current end date for FFEL SLS program certification.
- FDSLPL Stafford Start Date - Current start date for Federal Direct Student Loan Program (FDSLPL) certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- FDSLPL Stafford End Date - Current end date for FDSLPL certification. The programs covered by this are specified as Subsidized or Unsubsidized.
- FDSLPL PLUS Start Date - Current start date for FDSLPL PLUS certification.
- FDSLPL PLUS End Date - Current end date for FDSLPL PLUS certification.
- Perkins Start Date - Current start date for Federal Perkins certification.
- Perkins End Date - Current end date for Federal Perkins certification.
- SEOG Start Date - Current start date for Federal SEOG certification.
- SEOG End Date - Current end date for Federal SEOG certification.

### How to interpret Scheduled Reporting

For authorized users, the scheduled reporting section displays designated reports that will be produced and delivered on an established user-specified schedule. Authorized school users may update the parameter options.

#### How to update a Scheduled Reporting Profile (school users only)

To create/update the scheduled reporting profile for a report for which scheduling is available:

- Click the Update button under the type of report you wish to schedule or change designated parameters.

#### How to display a school's profile

To display a school's profile:

1. Enter Code and/or Name of the school you want displayed
2. Click Retrieve.

Last updated: July 24, 2011

close

## Scheduled Report Profile Update

### Purpose of this page

The Scheduled Report Profile Update page allows authorized school users to schedule and set parameters for designated reports to be sent automatically to the desired TG destination mailbox.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update a Scheduled Report Profile

The name of the report for which "Update" was selected will appear in the top of the box containing scheduling options and parameters. The various options include:

**Reporting Type**-an indication of the report layout style:

- **Comma Delimited**-results in a raw data document similar to a Fixed Width reporting type. However, with Comma Delimited, the fields are separated by commas, rather than an explicit number of spaces. Reports generated in Comma Delimited are designed to be downloaded (often into a spreadsheet) for formatting and analysis. They present data in a flat file with no descriptive headings or other formatting information. File layouts that provide the data element name, position, description and type of field are available at the [Information for Financial Aid Professionals Web Site](#).
- **Fixed Width**-results in a raw data document. Reports generated in Fixed Width are designed to be downloaded (often into a spreadsheet) for formatting and analysis. They present data in a flat file with no descriptive headings or other formatting information. File layouts that provide the data element name, position, description, type of field and field length are available at the [Information for Financial Aid Professionals Web Site](#).
- **Report**-results in an organized, easily readable pre-formatted output. Reports are formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation and/or instructions.

**Extract Format**-an indication of the output data format:

- **Direct Loan**-is the output data format that is identical to that which can be obtained from Direct Loan Servicing System (DLSS). However, this version of the format is available to all schools, whether or not the school has Direct Loans with DLSS. File layouts that provide the data element name, position, description and type of field are available at the [Information for Financial Aid Professionals Web Site](#).
- **NSLDS**-is an output data format similar to that of the **Direct Loan**, however it is a version with longer field lengths for some of the fields.

**Frequency**-an indication of rate of distribution of the scheduled report:

- **Daily**-denotes daily distribution of the report.
- **Weekly**-denotes weekly distribution of the report.
- **Bi-Weekly**-denotes distribution of the report every two weeks.
- **Monthly**-denotes monthly distribution of the report.
- **Quarterly**-denotes quarterly distribution of the report.
- **Cancel**-stops the distribution of the scheduled report.

**School Branch ID**-indicates the school branch ID range of the records included on the scheduled report:

- **ALL**-indicates records from all school branches of the 6-digit school code associated with the user creating/updating the Scheduled Report Profile.
- **00**-indicates records from the 00 main school branch of the 6-digit school code associated with the user creating/updating the Scheduled Report Profile.

**SAIG Mailbox**-indicates the SAIG Mailbox (TG Number) where the scheduled report will be delivered based on the TG Number of the user creating/updating the Scheduled Report Profile. The TG Number may be updated to another TG mailbox associated with your

organization. Web edits may prompt you to confirm your SAIG mailbox.

The output to the selected SAIG Mailbox will be delivered under the following message classes:

- **EXNSFFOP**-Fixed Width Reporting Type and NSLDS Extract Format for Loan Exit Counseling Detail extract.
- **EXNSCMOP**-Comma Delimited Reporting Type and NSLDS Extract Format for Loan Exit Counseling Detail extract.
- **EXITFFOP**-Fixed Width Reporting Type and Direct Loan Extract Format for Loan Exit Counseling Detail extract.
- **EXITCMOP**-Comma Delimited Reporting Type and Direct Loan Extract Format for Loan Exit Counseling Detail extract.
- **EXITFMOP**-Report (Pre-formatted) Reporting Type (NSLDS and Direct Loan Extract Formats are irrelevant to this Reporting Type) for Loan Exit Counseling Detail report.
- **EXSMFFOP**-Fixed Width Reporting Type for Loan Exit Counseling Summary extract.
- **EXSMCMOP**-Comma Delimited Reporting Type for Loan Exit Counseling Summary extract.
- **EXSMFMOP**-Report (Pre-formatted) Reporting Type for Loan Exit Counseling Summary report.
- **EXNTFFOP**-Fixed Width Reporting Type and NSLDS Extract Format for TEACH Grant Exit Counseling Detail extract.
- **EXNTCMOP**-Comma Delimited Reporting Type and NSLDS Extract Format for TEACH Grant Exit Counseling Detail extract.
- **EXTHFFOP**-Fixed Width Reporting Type and Direct Loan Extract Format for TEACH Grant Exit Counseling Detail extract.
- **EXTHCMOP**-Comma Delimited Reporting Type and Direct Loan Extract Format for TEACH Grant Exit Counseling Detail extract.
- **EXTHFMOP**-Report (Pre-formatted) Reporting Type (NSLDS and Direct Loan Extract Formats are irrelevant to this Reporting Type) for TEACH Grant Exit Counseling Detail report.
- **EXTSFFOP**-Fixed Width Reporting Type for TEACH Grant Exit Counseling Summary extract.
- **EXTSCMOP**-Comma Delimited Reporting Type for TEACH Grant Exit Counseling Summary extract.
- **EXTSFMOP**-Report (Pre-formatted) Reporting Type for TEACH Grant Exit Counseling Summary report.
- **DELQFFOP**-Fixed Width Reporting Type for Delinquent Borrower extract.
- **DELQCMOP**-Comma Delimited Reporting Type for Delinquent Borrower extract.
- **DELQFMOP**-Report (Pre-formatted) Reporting Type for Delinquent Borrower extract.
- **SCHRPFOFOP**-Fixed Width Reporting Type for School Portfolio extract.
- **SCHRPCOP**-Comma Delimited Reporting Type for School Portfolio extract.
- **SCHRECOP**-Fixed Width Reporting Type for Perkins Reconciliation extract.

To apply updates, click **Submit**. To discontinue a scheduled report, click **Cancel**.

Last updated: July 19, 2015

close

## Gainful Employment Debt Measures

### Purpose of this page

The Gainful Employment (GE) Debt Measures page allows institution and U.S. Department of Education users to view Debt Measures (Debt to Earnings Annual Ratio, Debt to Earnings Discretionary Ratio, Transitional Debt to Earnings Annual Ratio, and Transitional Debt to Earnings Discretionary Ratio), by GE Program at a given institution. By default, Debt Measures are arranged in descending order by Calculation Year, followed by ascending CIP Code and Credential Level, respectively. If any Debt Measure was not calculated for a given program, the relevant field on this page will display 'N/A'.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Clicking the active number icon to the left of a GE Program record links you to the Gainful Employment Debt Measures Detail page for that particular GE Program.

### How to Request the Backup Data Report

To request information used in the calculation, request Backup Data by clicking the Request Backup Data button.

Note:

If the Request Backup Data button is clicked, the Report Parameters page for the GE Debt Measures Backup by Program Report will open. Filter options made on this page will be prepopulated on the Backup Data Report page.

### How to sort and filter Gainful Employment Debt Measures

The default setting for GE Debt Measures displays data for every reported GE Program, sorted by descending Calculation Year, followed by ascending CIP Code and Credential Level, respectively.

You may choose the sort order and filtering option by using the Sort By and Display Only options.

To use Sort By:

- In the Sort By list, select a Sort By option.
- Click Search.
- The page is updated with the new selected Sort By option.

To use Display Only:

- In the Display Only list, select an option.
- Click Search.
- The page is updated with the new selected Display Only option.

### How to interpret the Gainful Employment Debt Measures page

The Gainful Employment Debt Measures page displays the following information:

- Calc. Year - Calculation year which is the current Federal fiscal year minus one. For example, if the current fiscal year is 2011 (from October 1, 2010 to September 30, 2011), the Calculation Year is 2010.
- CIP Code - Classification of Instructional Programs (CIP) Code for the educational program for which the Debt Measures were calculated.
- CIP Program Name - Name of the program designated by the CIP Code. The National Center for Education Statistics (NCES) assigns the names to the CIP Codes.
- Cred. Level - Level of degree/certificate/credential for the GE Program. Options include:
  - 01 = Undergraduate Certificate or Diploma Program

- o 02 = Associate's Degree
- o 03 = Bachelor's Degree
- o 04 = Post Baccalaureate Certificate
- o 05 = Master's Degree
- o 06 = Doctoral Degree
- o 07 = First-Professional Degree
- o 08 = Graduate / Professional Certificate
- Debt to Earnings Annual - Debt to earnings annual ratio calculated for former students of the institution in a GE Program.
- Debt to Earnings Discretionary - Debt to earnings discretionary ratio calculated for former students of the institution in a GE Program.
- Transitional Debt to Earnings Annual - Transitional Debt to earnings annual ratio calculated for former students of the institution in a GE Program.
- Transitional Debt to Earnings Discretionary - Transitional Debt to earnings discretionary ratio calculated for former students of the institution in a GE Program.

Last updated: September 20, 2015

close

## Gainful Employment Debt Measures Detail

### Purpose of this page

The Gainful Employment (GE) Debt Measures Detail page allows institution and U.S. Department of Education users to view Debt Measures (Debt to Earnings Annual, Debt to Earnings Discretionary, Transitional Debt to Earnings Annual, and Transitional Debt to Earnings Discretionary) details for a GE Program at a given institution. If any Debt Measure was not calculated for a given program, the relevant field on this page will display 'N/A'.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Clicking the Return to Gainful Employment Debt Measures arrow at the top left of the page takes you back to the Gainful Employment Debt Measures page.

### How to Request the Backup Data Report

To request the Backup Data used for the calculation, click the Request Backup Data button.

**Note:**  
If the Request Backup Data button is clicked, the Report Parameters page for the GE Debt Measures Backup by Program Report will open. Filter options displayed on this page will be prepopulated on the Backup Report Page.

### How to interpret the Gainful Employment Debt Measures Detail page

The Gainful Employment Debt Measures Detail page displays the following information:

- **Debt Measure Name** - Name of the type of Debt Measure:
  - Debt to Earnings Annual
  - Debt to Earnings Discretionary
  - Transitional Debt to Earnings Annual
  - Transitional Debt to Earnings Discretionary
- **Cohort** - Cohort refers to the group of borrowers who entered repayment during the timeframe listed below for repayment rate or the group of former students who completed a program during the timeframe listed below for debt to earnings ratios:
  - 2YP = Calculation Year minus 4 through Calculation Year minus 3 (for example: 2YP would be Federal fiscal years (FY) 2010-2011 and 2011-2012 for Calc Year 2015).
  - 4YP = Calculation year minus 6 through Calculation Year minus 3 (for example: 4YP would be Federal fiscal years (FY) 2008-2009, 2009-2010, 2010-2011 and 2011-2012 for Calc year 2015).
- **Rate** - Calculated rate of a GE Program for each of the four Debt Measures:
  - Debt to Earnings Annual
  - Debt to Earnings Discretionary
  - Transitional Debt to Earnings Annual
  - Transitional Debt to Earnings Discretionary
- **Numerator** - The Numerator of the calculated Rate is defined according to the type of Debt Measure.
- **Denominator** - The Denominator of the calculated Rate is defined according to the type of Debt Measure.
- **Pass/Zone/Fail** - Pass/Zone/Fail indicator of the calculated Rate is defined according to the type of Debt Measure.

Last updated: September 20, 2015

close

## Gainful Employment Loan Medians for Disclosure

### Purpose of this page

The Gainful Employment (GE) Loan Medians for Disclosure page allows institution and U.S. Department of Education users to view Loan Medians by GE Programs at a given institution. By default, Loan Medians are arranged in descending order by Calculation Year, followed by ascending CIP Code and Credential Level, respectively. If any Loan Median was not calculated for a given program, the relevant field on this page will display 'N/A'. These medians are for disclosures only and are not used in the Debt Measure calculations.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to Request the Backup Data Report

To request the Backup Data used for the calculation, click the Request Backup Data button.

Note:

If the Request Backup Data button is clicked, the Report Parameters page for the GE Loan Medians Backup by Program Report will open. Filter options displayed on this page will be prepopulated on the backup report page.

### How to sort and filter Gainful Employment Loan Medians

The default setting for GE Loan Medians displays data for every reported GE Program, sorted by descending Calculation Year, followed by ascending CIP Code and Credential Level, respectively.

You may choose the sort order and filtering option by using the Sort By and Display Only options.

To use Sort By:

- In the Sort By list, select a Sort By option.
- Click Retrieve.
- The page is updated with the new selected Sort By option.

To use Display Only:

- In the Display Only list, select an option.
- Click Retrieve.
- The page is updated with the new selected Display Only option.

### How to interpret the Gainful Employment Loan Medians page

The Gainful Employment Loan Medians page displays the following information:

- Calc. Year - Calculation year which is the current fiscal year minus one. For example, if the current fiscal year is 2011 (from October 1, 2010 to September 30, 2011), the Calculation Year is 2011 minus 1 or 2010.
- CIP Code - Classification of Instructional Program (CIP) Code for the educational program for which the Loan Medians were calculated.
- CIP Program Name - Name of the program designated by the CIP Code. The National Center for Education Statistics (NCES) assigns the names to the CIP Codes.
- Cred. Level - Level of degree/certificate/credential for the GE Program. Options include:
  - 1 = Undergraduate Certificate
  - 2 = Associate's Degree
  - 3 = Bachelor's Degree

4 = Post Baccalaureate Certificate

- 5 = Master's Degree
- 6 = Doctoral Degree
- 7 = First-Professional Degree
- Title IV Median - The Title IV Median represents the median amount of FFEL and Direct Loan Program loans. For specifics on the Medians, see the Gainful Employment Operations Manual.
- Institutional Debt Median - The Institutional Debt Median represents the median amount of all institutional financing reported by the institution. For specifics on the Medians, see the Gainful Employment Operations Manual.
- Private Loan Median - The Private Loan Median metric represents the median amount of all private loan amounts reported by the institution. For specifics on the Medians, see the Gainful Employment Operations Manual.

Last updated: March 4, 2012

close

## Report List

### Purpose of this page

The Report List page displays a list of reports available for your retrieval. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. A search feature is also included on this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Report List table

The Report List table displays the following information:

- **Report ID**--A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, GAERRS represents a report for Guaranty Agencies (GA) that lists their loan error rates and top 10 errors (ERRS).

Acronym	Report Category
APR	Audit and Program Review Planning
DRC	Default and Notional Reports Rate Calculations
GA	Guaranty Agency
MBR	Monitoring Guaranty Agency and Lender Billings for Reasonability
RCS	Refund Cancellation Support
SCH	School

- **Names**--Titles of the reports.
- **Log Page**--A link to the Report Log page. The Report Log displays detailed information pertaining to the specific report including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page.

### How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the Search Report ID box, enter your desired report ID (or partial ID).
2. Click Submit.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

### How to request a report

In the Report ID column, click the highlighted number of the report you wish to request. The Report Parameters page displays.

To submit a request for a report:

- Select the Type from the dropdown box beside the Report ID. Select Report or Extract.
  - Report results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
  - Extract results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- Make your selections in the Report Parameters box.
- Click Submit.
- After the page redisplay and you verify your parameters, click Confirm.

After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

### How to print a report

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click Format, then Font in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click Ok.
4. Click File, then Page Setup. Select the Margins tab.
5. Change the margins to:
  - Top = 1"
  - Bottom = 1"
  - Left = 0.7"
  - Right = 0.7"
  - Gutter = 0"
6. Click the Paper Size tab. Select the Landscape radio button.
7. Click Ok.

### How to view the Log Report

To review a Log Report:

- In the Log Page column, click a Log Page icon (this appears as a scroll graphic).

Last updated: July 24, 2011

close

## Report Log

### Purpose of this page

The Report Log keeps a record of each report requested by your organization. Each time a user requests a report, NSLDS registers the following information: the requestor's name, the output medium, the sort option selected, report parameters, the date and time the report was requested and completed, and the report type.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Report Log

The report's ID and Name display at the top of the page.

The Report Log tracks the following information each time your organization requests the report:

- Requested By-- The requestor's name.
- Output Medium-- The output device the user selected for the report. (The output medium options vary depending on the selected report and user profile.) If only one output medium option is available, the default output medium option displays.
- Sort-- The number corresponding to the sort option selected. (The sort options vary depending on the selected report.) If only one sort option is available, the default sort option displays.
- Parameters-- The variables selected that determined the report's results (separated by commas).
- Begin Date/Time-- The date and time the report was requested.
- End Date/Time-- The date and time the report was completed. (N/A means that the report has not completed processing.)
- Report Type-- This identifies whether the report was requested to be sent in a Report format or an Extract file. If only one report type option is available, the default report type option displays.

Note: The most recent request appears at the top of the page. A maximum of 50 log reports display on one page. If the report includes more than 50 logs, click the Next Group arrow.

Last updated: July 24, 2011

close

## Report Parameters

### Purpose of this page

The Report Parameters page allows you to choose report parameters before requesting a report.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to request a Report

The Report ID box appears at the top of the page and displays the ID, a Type selection drop down box, and Name of the report.

To request a report:

1. Select **Type** from the dropdown list, click **Extract** or **Report**. (Some reports will already have this field pre-populated.)
2. In the **Sort By** list, click an option, if available. (Some reports will already have this field pre-populated.)
3. In the **Output Medium** list, click an option, if available. (Some reports will already have this field pre-populated.)
4. Click **Submit**.
5. After the page redisplay and you verify your parameters, click **Confirm**.

If an error occurs, your page redisplay requesting that you type the required data.

The Report Description box appears at the bottom of the page and provides the name of the report and a brief description.

#### When requesting a report, keep in mind the following:

- The **Type** options are based upon the Report you select. Some reports will have this field pre-populated if the report is available only in one type. The two types are:
  - **Report**, which results in an organized, easily readable document. Processed report results are pre-formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
  - **Extract**, which results in a raw data document. Processed output results generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- The **Output Medium** is an option based on user profile.
- Users are only able to view or print their report/extract after receiving it from the Student Aid Internet Gateway (SAIG) network TG# mailbox using the transmission software EDConnect and/or TDClient. The report/extract is delivered to SAIG mailbox assigned to the TG number associated with the FSA User ID. Each online user ID has a separate TG number and therefore can find the requested report/extract output in that specific mailbox.
- If an error occurs, your page redisplay requesting that you re-enter the required data.
- Reports are delivered using a variety of message classes. Please refer to the documentation specific to the report you are requesting to identify the message class for the report. For a list of all message classes, please refer to the Message Class Table found on [FSAdownload.ed.gov](http://FSAdownload.ed.gov).
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Suggestions for improving reports, or new reports that you would like to receive are welcome. Please e-mail your suggestions to [nslds@ed.gov](mailto:nslds@ed.gov).

Last updated: September 18, 2016

[close](#)

## Web Report List

### Purpose of this page

The Web Report List page displays a list of reports available for you to view as a PDF file, MS Excel spreadsheet for some reports, SAIG, or download. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. The page also includes a search feature.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Web Report List table

The Web Report List table displays the following information:

- Report ID- A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, SECUS1 represents a security monitoring report for (SEC) that provides a usage summary (US).

Acronym	Report Category
EX	Exit Counseling
PLP	Participation Loan Program
SEC	Security Monitoring

- Names- Titles of the reports.
- Log Page- A link to the Report Log page. The Report Log displays detailed information on requests to be delivered as an extract file including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page. The Report Log will not list a record of reports requested as PDF or MS Excel.

### How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the Search Report ID box, enter your desired report ID (or partial ID).
2. Click Submit.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

### How to request a report

In the Report ID column, click the highlighted number of the report you wish to request. The Report Parameters page displays.

To submit a request for a report:

- Select the Type from the dropdown box beside the Report ID. Select Report or Extract.
  - Report results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and

other aids so they can be viewed or printed without further explanation.

- o Extract results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- Make your selections in the Report Parameters box.
- In the Output Medium list, click one of the following options:
  - o PDF- Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "BOTH". The Report Log will not list a record of the PDF output medium.
  - o XLS- Selecting the Output Medium of XLS allows the requestor to quickly view the results as an MS Excel report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "XLS&SAIG". The Report Log will not list a record of an XLS output.
  - o SAIG- User will receive the processed data in the TG mailbox associated with the User ID that requested the report. The report data will include the full SSN.
  - o BOTH (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
  - o XLS&SAIG (when available)- Report can be viewed as an MS Excel file and will also be sent to SAIG to be retrieved from the TG Mailbox.
  - o PDF&SAIG (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
  - o DOWNLOAD- ED user will receive processed data via TSO Download.
- Click Submit.
- After the page redisplay and you verify your parameters, click Confirm.

After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox. If you requested PDF, XLS, BOTH, XLS&SAIG, or PDF&SAIG as the Output Medium, allow a few seconds or minutes for the Adobe Portable Document Format TM version of the report or the MS Excel report to display in a browser window.

#### How to print a report

To print your report if you chose PDF as the Output Medium:

1. Click File, then Print in the Menu bar.

Note: Your Web browser or Adobe PDF reader may be slightly different.

To print your report if you chose XLS as the Output Medium:

1. Select the Print option in MS Excel

Note: Your Web browser or MS Excel may be slightly different.

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click Format, then Font in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click Ok.
4. Click File, then Page Setup. Select the Margins tab.
5. Change the margins to:
  - o Top = 1
  - o Bottom = 1
  - o Left = 0.7
  - o Right = 0.7
  - o Gutter = 0
6. Click the Paper Size tab. Select the Landscape radio button.
7. Click Ok.

#### How to view the Log Report

To review a Log Report:

- In the Log Page column, click a Log Page icon (this appears as a scroll graphic).

Last updated: July 24, 2011

close

## Web Report Parameters

### Purpose of this page

The Web Report Parameters page allows you to choose report parameters before requesting a report.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to request a Report

The Report ID box appears at the top of the page and displays the ID, a Type selection drop down box, and Name of the report.

To request a report:

1. Select Type from the drop down list, click Extract or Report.
2. Complete other parameters specific for the report being requested.
3. In the Sort By list, click an option if available. (Some reports will already have this field pre-populated.)
4. In the Output Medium list, click an option.
5. Click Submit.
6. After the page redisplay and you verify your parameters, click Confirm.

If an error occurs, your page redisplay requesting that you type the required data.

The Report Description box appears at the bottom of the page and provides the name of the report and a brief description.

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
  - Report, which results in an organized, easily readable document. Processed report results are pre-formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
  - Extract, which results in a raw data document. Processed output results generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the [IFAP Web site](#).
- The Output Medium options are:
  - PDF- Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "BOTH". The Report Log will not list a record of the PDF output medium.
  - XLS- Selecting the Output Medium of XLS allows the requestor to quickly view the results as an MS Excel report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "XLS&SAIG". The Report Log will not list a record of an XLS output.
  - SAIG- User will receive the processed data in the TG mailbox associated with the User ID that requested the report. The report data will include the full SSN.
  - BOTH (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox. Note: The Report Log will show SAIG and will not keep a record of the PDF output medium.
  - XLS&SAIG (when available)- Report can be viewed as an MS Excel file and will also be sent to SAIG to be retrieved from the TG Mailbox.
  - PDF&SAIG (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
  - DOWNLOAD- ED user will receive processed data via TSO Download.
- If you requested PDF, XLS, BOTH, XLS&SAIG, or PDF&SAIG as the Output Medium, allow a few seconds or minutes for the Adobe Portable Document Format TM version of the report or the MS Excel file to display in a browser window.
- Users are only able to view or print their report/extract after receiving it from the Student Aid Internet Gateway (SAIG) network TG# mailbox using the transmission software EDConnect and/or TDClient. The report/extract is delivered to SAIG

mailbox assigned to the TG number associated with the NSLDS User ID. Each online user has a separate TG number and therefore can find the requested report/extract output in that specific mailbox. After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Reports use the following message classes:

AHSLDSOP = Other Web reports in pre-formatted report output

AHSLDEOP = Other Web reports in extract format (for those Web reports that have Extract as an option Type)

EXNSFFOP = NSLDS fixed width extract format of Loan Exit Counseling Completion Results (schools, GAs, ED Servicers, lenders and lender servicers)

EXNSCMOP = NSLDS comma delimited extract format of Loan Exit Counseling Completion Results (schools only)

EXITFFOP = Direct Loan (DL) fixed width extract format of Loan Exit Counseling Completion Results (schools only)

EXITCMOP = DL comma delimited extract format of Loan Exit Counseling Completion Results (schools only)

EXITFMOP = Report format of Loan Exit Counseling Completion Results (schools, GAs, ED Servicers, lenders and lender servicers)

EXSMFFOP = Fixed width extract format of Loan Exit Counseling Summary (schools, GAs, ED Servicers, lenders and lender servicers)

EXSMCMOP = Comma delimited extract format of Loan Exit Counseling Summary (schools only)

EXSMFMOP = Report format of Loan Exit Counseling Summary (schools, GAs, ED Servicers, lenders and lender servicers)

EXNTFFOP = NSLDS fixed width extract format of TEACH Grant Exit Counseling Completion (schools and ED Servicers)

EXNTCMOP = NSLDS comma delimited extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHFFOP = DL fixed width extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHCMOP = DL comma delimited extract format of TEACH Grant Exit Counseling Completion (schools only)

EXTHFMOP = Report format of TEACH Grant Exit Counseling Completion (schools and ED Servicers)

EXTSFFOP = Fixed width extract format of TEACH Grant Exit Counseling Summary (schools and ED Servicers)

EXTSCMOP = Comma delimited extract format of TEACH Grant Exit Counseling Summary (schools only)

EXTSFMOP = Report format of TEACH Grant Exit Counseling Summary (schools and ED Servicers)

If an error occurs, your page redisplay requesting that you type the required data.

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to [nslds@ed.gov](mailto:nslds@ed.gov).

Last updated: March 4, 2012

close

## Organization Search Popup

### Purpose of this page

The Organization Search Pop-up Window page is a quick and easy tool for you to find an organization's name or code. It lists organization names and codes of schools, guaranty agencies, lenders, lender branch servicers, ED Servicer, or U. S. Department of Education regions.

### How to search for an organization

To search for an organization:

1. Type either the Name or the Code of the organization you wish to search for in the corresponding search boxes. Type a partial name or code, and the closest matches will be displayed.
2. Click Submit.
3. To clear search criteria, click Clear.

### How to select an organization

The results of the search include the organization names and codes that match your requested criteria or the closest matched organizations. This list displays a maximum of 50 organizations.

To select the desired organization:

- Click the numbered bullet next to the organization name. The Organization Search Pop-up window page automatically closes, and the organization code appears in the code box.

To filter the search results:

1. In the City box, type in a city.
2. In the State box, select a state by clicking the down-arrow.
3. Click Retrieve.
4. Click Clear to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA

CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO

OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

Last updated: March 20, 2011

close

## Transfer Monitoring List

### Purpose of this page

The Student Monitoring Detail page displays detailed transfer monitoring student information that can be updated or deleted.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Transfer Monitoring List

The Transfer Monitoring List information is defined as follows:

- **SSN**-The student's Social Security Number. (The blue numbered icon next to the SSN will change with sorting. If you click the icon, it will take you to the Transfer Monitoring Detail page for that student. If a student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the SSN.)
- **Name**-The student's name. (The Transfer Monitoring List by default is displayed in alphabetical order by last name, but you can change how the list is sorted.)
- **Enrollment Begin Date**-The date on which the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**-The date on which NSLDS began monitoring the student.
- **Last Changed By**-The name of the user who last changed the student's record, or the name of the user who added the student to the list.

### How to a retrieve a sorted/filtered Transfer Monitoring List

To sort/filter and retrieve a Transfer Monitoring List:

1. In the **Sort By** list, click the sort criteria.
2. In the **Display Only** boxes, type in the display criteria that you wish to view.
3. Click **Retrieve** to view the sorted/filtered list.

#### Notes:

- The Add Student to Monitor List button at the top of the page will take you to the Student

Monitoring Add page when you click it.

- If a student was added/updated via a batch file, the Last Changed By will read Batch.

Last updated: July 1, 2001

close

## Student Monitoring Add

### Purpose of this page

The Student Monitoring Add page allows you to add a student to the Transfer Monitoring List. If the user is adding a student to the Transfer Monitoring List who is not in the NSLDS database, the student will only be added to the Transfer Monitoring List and will not display on any other pages in the NSLDS FAP site.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a student to the Transfer Monitoring List

1. In the **SSN** box, type the student's Social Security Number. (The SSN appears automatically if you linked from the Loan or Grant History pages.)
2. In the **First Name** box, type the student's first name. (The First Name appears automatically if you linked from the Loan or Grant History pages.)
3. In the **Last Name** box, type the student's last name. (The Last Name appears automatically if you linked from the Loan or Grant History pages.)
4. In the **Date Of Birth** box, type the student's date of birth. (The Date of Birth appears automatically if you linked from the Loan or Grant History pages.)
5. In the **Enrollment Begin Date** box, type the date on which the student is expected to, or did begin classes at the school.
6. In the **Monitor Begin Date** box, type the date on which you want NSLDS to begin monitoring the student. The current date will appear by default, although the date can be changed.
7. Click **Submit**.

Last updated: December 31, 2006

close

## Student Monitoring Detail

### Purpose of this page

The Student Monitoring Detail page displays detailed transfer monitoring student information that can be updated or deleted.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Student Monitoring Detail

- **SSN**—The student's Social Security Number.
- **Name**—The student's current name in the NSLDS. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the name will display as provided by the school user.
- **DOB**—The student's date of birth. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB will display as provided by the school user.
- **Enrollment Begin Date**—The date on which the student was reported to begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who added or last changed the student information.

### How to update or delete the Student Monitoring Detail

- To update or delete the Student Monitoring Detail information, click **Update** or **Delete**.

**Note:** If a student was added/updated via a batch file, the Last Changed By will read Batch.

Last updated: July 1, 2001

close

## Student Monitoring Update

### Purpose of this page

The Student Monitoring Update page allows you to update the Enrollment Begin Date and/or the Monitoring Begin Date for student's Transfer Monitoring Detail information.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update Student Monitoring Detail

1. Type the new **Enrollment Begin Date** and/or the new **Monitoring Begin Date** in the respective box(es).
2. Click **Submit**.

#### Notes:

- If you are updating the Monitoring Begin Date to a date in the future, it cannot be later than the Enrollment Begin Date.
- After clicking Submit, your name will appear in Last Changed By until the record on the Transfer Monitoring List is changed again.

Last updated: July 1, 2001

close

## Student Monitoring Delete

### Purpose of this page

The **Student Monitoring Delete Confirmation** page allows you to delete the student from the **Transfer Monitoring List** page. Student Monitoring records should only be deleted if the student will not be attending your school, or the student was added to your school's list in error. Do not delete a student simply to stop monitoring him or her. Once the delete has been confirmed, the student's information will be removed from the Monitoring and, if applicable, Alert lists. It does not delete him or her from the NSLDS database.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to delete the student from the Transfer Monitoring List

To delete the student from the Transfer Monitoring List, read the Delete Confirmation statement, then click **Confirm**.

**Note:** If a student was added/updated via a batch file, the **Last Changed By field** will read **Batch**.

Last updated: July 1, 2001

close

## Monitoring Alert Review

### Purpose of this page

The Monitoring Alert Review page lists all transfer students on a school's Transfer Monitoring List to which changes have been reported.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Monitoring Alert Review

- **Monitoring Results as of**-The date on which the Transfer Monitoring Process last ran.
- **SSN**-The student's Social Security Number.
- **Name**-The first and last name of the student.
- **DOB**-The student's date of birth.
- **Change**-The type of change reported on the student's record.
  - If new information was reported on a student's loan, **Loan** will appear in the text box. **Loan** is a link to the Loan Detail page of the loan that had a change reported.
  - If new information was reported on a student's grant, the type of grant will appear in the text box and provide a link to the Grant page for this student. The Grant link will display as one of the following:
    - **Grant-PE**- Designates an alert generated by a Pell Grant change.
    - **Grant-AG**- Designates an alert generated by an Academic Competitiveness Grant (ACG) change.
    - **Grant-SG**- Designates an alert generated by a National Science Mathematics Access to Retain Talent (SMART) Grant change.
    - **Grant-TG**- Designates an alert generated by a Teacher Education Assistance for College and Higher Education (TEACH) Grant change.
- **Reviewed**-Indicates to other users at your school that this information was reviewed. Clicking the check box and then clicking **Submit** indicates that you have reviewed the Change immediately to the left of the box. The check boxes determine whether the change information is listed in the top section of the list or the section following.
- **Date Alerted**-The date on which the NSLDS alerted the school of the change to the student's record.
- **Enrollment Begin Date**-The date on which the school reported that the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**-The date on which the NSLDS began monitoring the student.

## How to a retrieve a sorted/filtered Monitoring Alert Review List

To use **Sort By** and **Display Only** at the top of the page:

1. In the **Sort By** list, click how the list should be sorted. The default sort is Non-reviewed records in alphabetical order by last name, then Reviewed records in alphabetical order by last name. Options include: SSN, Date Alerted, Enrollment Begin Date, Monitor Begin Date, Loan First and Grant First.
2. In the **Display Only** boxes, type the information that you wish to view.
3. Click **Loans Only** or **Grants Only**, if you wish to view only one type of Alert information.
4. Click **Retrieve** to view the sorted/filtered list.

To re-order the list by **Reviewed** check boxes selected, click **Submit**.

### Notes:

- Clicking the link in the Change box will not automatically place a check mark in the Reviewed box. To place a check mark in the Reviewed box when reviewing online, you must manually click it and then submit.
- If the school designated that Alerts be sent via Web and Batch, those records sent in the batch Alert file will automatically have check marks in the Reviewed boxes.
- The Monitoring Alert Review page can be viewed without accessing the student's record to view the change reported. The Batch Alert file cannot be viewed without reviewing the change information because it is the batch file.

Last updated: December 31, 2008

close

## School Transfer Profile

### Purpose of this page

The **School Transfer Profile** page displays information about the school contact for the Transfer Monitoring process. This page shows how your school is set up to submit Inform files and receive Alert notifications. This information is provided and updated by school users, and must be completed prior to submitting your school's first Inform.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update the School Transfer Profile

To update the School Transfer Profile information:

1. Click **Update** at the top of the page.
2. The School Transfer Profile Update page appears.

### How to interpret the School Transfer Profile

The **School Transfer Profile** information is defined as follows:

- **First Name** -The first name of the school's contact.
- **Last Name** -The last name of the school's contact.
- **Title** -The title of the school's contact.
- **Phone** -The phone number of the school's contact.
- **E-Mail** -The e-mail address provided by the school to receive Alert notification messages, which could be set up at the school as a group e-mail.
- **Inform** -The designated batch SAIG mailbox for the School, Servicer, or Central Administration Office. This may appear blank if the user is not using a batch interface (via the SAIG mailbox) and only wishes to use the Web. For example, many smaller schools do not have a batch interface and only use the Web.
- **Monitor** -The number of days, designated by the school, for NSLDS to monitor beyond a transfer student's enrollment begin date.
- **Transfer Monitoring Servicer** -The servicer that is responsible for receiving and/or sending the Transfer Monitoring information for a school. This indicates whether the school uses ('Yes') or does not use ('No') a Transfer Monitoring Servicer.

- **Alert** -Indicates how the school requested its Alert to be sent (Web Only or Web and Batch).
- **SAIG Mailbox** -The designated SAIG mailbox for Alerts. A TG number displays, which indicates that the school has designated Web and Batch as its output option for Alerts. This appears blank if the school designated Web Only.
- **Batch Alert Method** -If the school requested Web and Batch Alerts, in addition to providing a SAIG mailbox number, the school must select an Alert format. Extract indicates that the school requested the Alerts as a data file; Report indicates that the school requested the Alerts be in a Report format. If this field is not present, the school designated Web Only.
- **Last Update By** -The name of the user who last updated the school's Transfer Profile, and the date of that update.

Last updated: December 31, 2008

close

## School Transfer Profile Update

### Purpose of this page

The School Transfer Profile Update page allows you to update the School Transfer Profile information.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update the School Transfer Profile

To update the School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages.  
**Note:** This could be set up at the school as a group e-mail.
6. In the **Inform** section, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. Also in the **Inform** section, if the TG number provided is for your servicer, respond to "**Is this your Servicer for Transfer Monitoring?**" by clicking the check box to indicate Yes.
8. In the **Monitoring Duration** box type in the number of days you want NSLDS to monitor your students.  
**Note:** The **Monitoring Duration** defaults to 90 days, but can be updated for a number of days that is most appropriate for your institution's monitoring time period.
9. In the **Alert** section, click how you want your school's Alert information to be sent, **Web Only** or **Web and Batch File**.  
**Note:** If you choose to receive Alerts via Web and Batch File, type the TG number you want the batch file to be sent to in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box. Batch files will be sent in a data file (**Extract**) format, or in a report (**Report**) format.
10. If you use a Servicer, select either **Servicer Extract** or **Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
11. If you do not use a Servicer, select either **Non-Servicer Extract** or **Non-Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
12. Click **Submit**.

In Last Update By, the name of the user who last updated the School Transfer Profile and the date of the last School Transfer Profile update appear.

Last updated: December 31, 2008

close

## School Transfer Profile Add

### Purpose of this page

The School Transfer Profile Add page allows you to add School Transfer Profile information. You must complete this page before initiating the Transfer Monitor process.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a School Transfer Profile

To add a School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages.  
**Note:** This could be set up at the school as a group e-mail.
6. In the **Inform** section, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. Also in the **Inform** section, if the TG number provided is for your servicer, respond to "**Is this your Servicer for Transfer Monitoring?**" by clicking the check box to indicate Yes. Leave the box unchecked if the TG number is not for your servicer.
8. In the **Monitoring Duration** box type in the number of days you want NSLDS to monitor your students.  
**Note:** The **Monitoring Duration** defaults to 90 days, but can be updated for a number of days that is most appropriate for your institution's monitoring time period.
9. In the **Alert** section, click how you want your school's Alert information to be sent, **Web Only** or **Web and Batch File**.  
**Note:** If you choose to receive Alerts via Web and Batch File, type the TG number you want the batch file to be sent to in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box. Batch files will be sent in a data file (**Extract**) format, or in a report (**Report**) format.
10. If you use a Servicer, select either **Servicer Extract** or **Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
11. If you do not use a Servicer, select either **Non-Servicer Extract** or **Non-Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.

12. Click **Submit**.

When adding a School Transfer Profile, keep in mind the following:

- After the School Transfer Profile has been added, your name and the date appear on the School Transfer Profile page in Last Update By.
- If you attempt to add a student to your school's Transfer Monitoring List via batch file before completing this page, NSLDS sends back an error file. If you attempt to add a student to your school's Transfer Monitoring List via this Web site before completing this page, you are re-directed to this page.
- This page only displays once. After this page is completed, use the School Transfer Profile Update page to make any updates.

Last updated: December 31, 2008

close

## Transfer Monitoring Re-Populate

### Purpose of this page

The Transfer Monitoring Re-Populate page allows school users to retrieve those students previously submitted that no longer display on the Transfer Monitoring List page. This will allow the user to add students back to the Inform list for additional Transfer Monitoring.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to retrieve student information previously submitted for Transfer Monitoring

The Search/Retrieval Options allow you to designate which students you wish to retrieve. You may retrieve students based on SSN, Last Name, previously listed Enrollment Begin Date, or previously listed Monitor Begin Date. The selection is made in the **Sort By** option.

**Sort by** - Allows you to retrieve and display student Transfer Monitoring records by:

- *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
- *Last Name*-Displays student records in ascending alphabetic order by student last name.
- *Enroll. Begin Date*-Displays student records ordered by the Enrollment Begin Date.
- *Monitor Begin Date*-Displays student records ordered by the Monitor Begin Date.

To retrieve ALL students by one of these sort orders:

1. In the **Sort by** list, click the selection or leave the default selection of SSN.
2. Click **Retrieve**.
3. The **Re-Populate Transfer Monitoring List** page displays with all the most recent students previously listed for transfer monitoring who are no longer on your Inform list.

Use the additional Search/Retrieval Options to refine the list you wish to review.

#### Note:

- The Re-Populate Transfer Monitoring List displays 20 students per page. The search options you select on the Transfer Monitoring Re-Populate page apply to all results on subsequent

pages display using the arrow icons. To change search options, you must return to Transfer Monitoring Re-Populate page.

## How to use the Search/Retrieval Options

Search/Retrieval Options can be used to focus the students retrieved based on more defined criteria. You will still select the Sort By option to determine how the data is to be displayed but may further refine information to be retrieved by using any of the following:

- **Last Name Begin / End** - Allows you to retrieve records for students whose last names fall within an alphabetic range. You may use a single letter (such as 'A') rather than a whole name. Be careful to be inclusive when typing the End value if using single letters. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Ball') since the names come after the letter alphabetically. You also have the option of not entering an End value which will retrieve all students beginning with the name in the Begin value through the end of the alphabet.
- **SSN Begin / End** - Allows you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful to be inclusive when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically. To retrieve a single student, enter the SSN in both the Begin and End fields.
- **Previous Enrollment Begin Date Begin/ End** - Allows you to retrieve records for students whose previous reported Transfer Monitoring enrollment begin date fall within a specified date range. The Begin and End values are inclusive; that is, records with an Enrollment Begin Date equal to the Begin or End date are retrieved, as well as records Enrollment between those two dates.
- **Previous Monitor Begin Date Begin/ End** - Allow you to retrieve records for students whose previous reported Transfer Monitoring monitor begin date fall within a specified date range. The Begin and End values are inclusive; that is, records with a Monitor Begin Date equal to the Begin or End date are retrieved, as well as records Monitored between those two dates.

Last updated: December 31, 2008

close

## Re-Populate Transfer Monitoring List

### Purpose of this page

The Re-Populate Transfer Monitoring List page allows school users to update Transfer Monitoring information for students previously submitted and no longer displayed on the Transfer Monitoring List web page for their school. Students submitted from the re-populate page will be added to the school's current Transfer Monitoring List.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Re-Populate Transfer Monitoring List displays up to 20 student records at a time. If the search options you typed retrieve more than 20 records, those records are spread across as many pages as necessary to display them 20 at a time. Use the Next and Previous arrows to move from page to page.

You must submit and confirm any changes to the re-populate records displayed on an individual Re-Populate Transfer Monitoring List page before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another page, before submitting and confirming changes causes any new data you typed to be lost.

### How to update transfer student information on the re-populate monitoring list

To update transfer student monitoring information:

1. Type an Enrollment date in the **Enrollment Begin Date** box. This date is used to populate the Enroll. Begin Date box of the individual student records you select in step 3 below.
2. Type a Monitor date in the **Monitor Begin Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the Monitor Begin Date box of the individual student records you select in step 3 below.
3. Select the transfer student monitoring records you want to re-populate. There are two ways to do this:
  - a. Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
  - b. Select all the records displayed on the page by clicking **Check All** at the top of the form. (You may individually uncheck records if using the Check All option.)
4. Update as necessary for each individual student the information in the following boxes:
  - a. Enroll. Begin Date (Enrollment Begin Date)
  - b. Monitoring Begin Date

5. Click **Submit Checked Rows**.
6. If the information you submitted passes the edits applied by the NSLDS, the data is saved to the database.

When updating transfer student monitoring information, keep in mind the following:

- If you check records (Step 3) but then decide that you do not want to update them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the enrollment begin and monitoring begin dates revert to whatever date they were set to before you selected the record.
- Submitting an update to a student's transfer monitoring record causes that student to "disappear" from the Re-Populate Transfer Monitoring List page. This happens because your updates cause the record to be displayed on the Transfer Monitoring List page. To view your submitted record, navigate to the Transfer Monitoring List page and use the SSN search to find the student.
- Monitoring Duration is the number of days NSLDS will monitor your students beyond the enrollment period begin date. It will be displayed at the top of the transfer student re-populate page and can be updated on the School Transfer Profile web page.

### Understanding transfer student re-populate monitoring list records

The Re-Populate Transfer Monitoring List page displays individual student records across two rows. The first row is shaded and contains the following items, from left to right:

- **Check Box** - Click this box to select a record for re-populating the monitoring list page. You can check records one-by-one, or you can check all the records on the page by clicking **Check All**.
- **Number Icon** - Each record on the page has a number icon. Records are numbered in ascending sequence and displayed in groups of 20. As you submit records for update new records will roll up from the bottom keeping the list always at 20. Although individual records may "disappear" in this fashion, the group of records displayed on the page retains its integrity until you retrieve a new set of records or leave the re-populate transfer monitoring list page entirely.
- **SSN**-The student's Social Security Number.
- **Name**-The student's full name (first name, middle initial and last name).
- **DOB**-The student's date of birth.

The second row is not shaded and contains the following items, from left to right:

- **Enroll. Begin Date**- The date the student is expected to, or did begin classes at the school. There are two ways to change the enrollment begin date for an individual transfer student record:
  1. Type a new Enrollment Begin Date at the top of the page and then check the transfer student record. By default, the enrollment begin date is set to a blank date because enrollment start dates vary from institution to institution.

2. Check the transfer student record first and then edit the contents of the Enroll. Begin Date box directly.
- **Monitor Begin Date**-The date you would like NSLDS to begin monitoring the student. There are two ways to change the enrollment begin date for an individual transfer student record:
    1. Type a new Monitoring Begin Date at the top of the page and then check the transfer student record. By default, the monitoring begin date is set to the current date but can be modified for a future date if desired.
    2. Check the transfer student record first and then edit the contents of the Monitoring Begin Date box directly.

Last updated: December 31, 2008

close

## Enrollment Summary

### Purpose of this page

The Enrollment Summary page provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. To view detailed history of a student's enrollment status, use the Enrollment Detail page. To view detailed history of a student's program enrollment status, use the Program Enrollment Detail page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page. To view detailed subsidized usage information for the student, use the Subsidized Usage page. To update a student's enrollment status, use the Enrollment Maintenance page. To add a student to another school's roster, use the Enrollment Push to Roster page.

Wherever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by non-certifying school sources when the data provider has reported on a particular student but the school has not certified that enrollment record.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The buttons beneath the page title allow you to navigate to the following pages populated with information about the student displayed on Enrollment Summary:

- Enrollment Detail
- Program Enrollment Detail
- Enrollment Timeline
- Subsidized Usage
- Enrollment Maintenance (for users with Enrollment Update authority)
- Enrollment Push to Roster

Clicking the active number icon to the left of an Enrollment Summary record links you to the Enrollment Detail page for the student at that school.

### How to interpret Enrollment Summary

The Enrollment Summary page displays the following information:

- **School Name**-The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the information about the student's enrollment at this school was not reported by the school itself, a small warning icon appears after the school's name.
- **OPEID**-The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
- **Most Recent Status**-The status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.
- **Eff. Date**-The Effective Date, which is the date when the most recently reported status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
  - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment

Status of 'D' (Deceased).

- **ACD**-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:
  - NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
  - NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- **Cert. Date**-The Certification Date, is the date that the school certified the enrollment information.
- **Cert. Method**-The method the school used to certify the enrollment information.
  - *School Batch*-The school certified the enrollment information through the batch enrollment reporting process.
  - *NSLDS Web*-The school certified the enrollment information using the Enrollment Maintenance page.
  - *ED Authorized*-NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility.

Sources other than schools do not certify enrollment data. So if an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable).

Last updated: January 24, 2016

close

## Enrollment Detail

### Purpose of this page

The Enrollment Detail page displays a detailed history of a student's enrollment status at one or more schools. To view a brief overview of a student's current enrollment status, use the Enrollment Summary page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to use the Advanced Display Options

The Advanced Display Options allow you to filter and sort the enrollment information displayed by Enrollment Detail. The following Advanced Display Options are available:

- Enrollment At-Allows you to select enrollment information for All Schools (Default Setting) the student has attended or choose an individual school identified by name and OPEID in the drop down box.
- Show Records-Allows you to select which records to view:
  - *All Active and Inactive*-Allows you to view a complete record of what enrollment information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's enrollment history, and inactive records, which contain enrollment information previously reported to NSLDS but no longer current.
  - *Active Only*-Active records collectively constitute NSLDS's current understanding of a student's enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but then corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history as NSLDS currently understands it.
  - *Active Only, Changes Only, Earliest Certified*-Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
  - *Active Only, Changes Only, Latest Certified (Default Setting)*-Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
- Reported By-Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
  - *All*-Allows you to view information reported by both schools and non-school organizations.
  - *Schools (Default Setting)*-Allows you to view only information reported by schools.
  - *Non-Schools*-Allows you to view only information reported by organizations that are not the certifying organization including guaranty agencies, lenders, ED servicers, COD, and schools holding Perkins loans.
- Sort Schools By-Allows you to select the order in which the schools students have attended are displayed on the page.

- *OPEID (Default Setting)*-Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
- *Name*-Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, "Alaska, University of" rather than "University of Alaska").
- *Merge Schools*-Combines enrollment information from all the schools the student attended in a single table.
- Sort Records By-Allows you to select the order in which records for a student's enrollment at a given school are displayed.
  - *Reported By, Certification Date (Default Setting)*-Performs a primary sort on Reported By and a secondary sort on Certification Date.
  - *Reported By, Effective Date*-Performs a primary sort on Reported By and a secondary sort on Effective Date.
  - *Reported By, Anticipated Completion Date*-Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
  - *Date Received*-Performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by guaranty agencies and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.
- Begin Effective Date-Allows you to display records with an Effective Date after or on the date entered.
- End Effective Date-Allows you to display records with an Effective Date before or on the date entered.

### How to interpret the Enrollment Detail

The Enrollment Detail table displays the following information for each enrollment record that matches the Advanced Display Options you selected:

- School Name and OPEID-The name and OPEID of the school where enrollment has been reported for a student. These normally display on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' OPEIDs display in a single column at the left side of the Enrollment Detail table.
- Reported By-Identifies the type of organization that reported the enrollment information.
- Reported By ID-Contains the organizational code, such as the OPEID or guaranty agency number, for the organization that reported the enrollment information.
- Status-The student's enrollment status.
- Eff. Date-The Effective Date is the date when the reported enrollment status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
  - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- Active-A flag identifying whether a record reflects NSLDS's current understanding of a student's enrollment history.
  - Yes-Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.
  - No-Indicates that the record is no longer active. It contains enrollment information that was reported to NSLDS at

some point in the past but was subsequently corrected by a later submission.

- ACD-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:
  - NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), and 'W' (Withdrawn).
  - NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- Cert. Date-The Certification Date, which is the date as of which the school certified that the enrollment information was accurate.
- Cert. Method-The method the school used to certify the enrollment information.
  - *School Batch*-The school certified the enrollment information through the batch enrollment reporting process.
  - *NSLDS Web*-The school certified the enrollment information using the Enrollment Maintenance page on this site.
  - *ED Authorized*-NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility.
- Date Received-Indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to NSLDS and in what order.
- Term Begin-Optional field reported by the school which indicates the beginning date of the academic term of the student's current (or most recent) enrollment.
- Term End-Optional field reported by the school which indicates the end date of the academic term of the student's current (or most recent) enrollment.

Sources other than schools do not certify enrollment information. So if an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable). 'N/A' (Not Applicable) will also display in the Term Begin and Term End fields when the school did not report these optional fields.

Last updated: June 24, 2012

close

## Program Enrollment Detail

### Purpose of this page

The Program Enrollment Detail page displays a detailed history of a student's enrollment status for each program the student has attended.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to use the Display Options

The Display Options allow you to display and sort the program enrollment information. The following Display Options are available:

Display Only:

- **School Location**-Allows you to select program enrollment information for All Locations (Default Setting) the student has attended or an individual school location identified by name and OPEID in the drop down box.
- **Source**-Allows you to restrict the program enrollment information that displays to what was reported by specific types of organizations.
  - *All*-Allows you to view information reported by both schools and non-school organizations.
  - *Non-Schools*-Allows you to view only information reported by organizations that are not the certifying organization, including COD.
  - *Schools (Default Setting)*-Allows you to view only information certified by schools.
- **CIP Code**-Allows you to view program information reported for all Classification of Instructional Programs (CIP) codes or choose a specific CIP code from the drop down box.
- **Records**-Allows you to select which program enrollment status records to view:
  - *Active and Inactive (Default Setting)*-Allows you to view a complete record of what program enrollment status information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's program enrollment status, and inactive records which contain program enrollment status information that was reported to NSLDS at some time in the past but was corrected at a later date.
  - *Active Only*-Active records collectively constitute NSLDS's current understanding of a student's program enrollment history. Showing all active records allows you to view a complete record of a student's program enrollment history as NSLDS currently understands it.

Sort By:

- **School Location**-Allows you to select the order in which the school locations are displayed on the page.
  - *OPEID (Default Setting)*-Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
  - *School Location Name*-Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, "Alaska, University of" rather than "University of Alaska").
- **Program**-Allows you to select the order in which the programs for each school location are displayed on the page.
  - *CIP Code (Default Setting)*-Orders the programs by the six-digit CIP code.

- *Credential Level*-Orders the programs by Credential Level.
- *Program Length*-Orders the programs by Program Length.
- **Records**-Allows you to select the order in which records for a student's program enrollment at a given school are displayed. Each option performs a primary sort on the Reported By and Reported By ID fields.
  - *Reported By, Earliest Certification, Effective Date (Default Setting)*-Performs a secondary sort on Earliest Certification Date, then Effective Date.
  - *Reported By, Latest Certification, Effective Date*-Performs a secondary sort on Latest Certification Date, then Effective Date.
  - *Reported By, Effective Date, Earliest Certification*-Performs a secondary sort on Effective Date, then Earliest Certification Date.
  - *Reported By, Effective Date, Latest Certification*-Performs a secondary sort on Effective Date, then Latest Certification Date.
  - *Reported By, Latest Date Received, Effective Date*-Performs a secondary sort on Latest Date Received, then Effective Date.

### How to interpret the Program Enrollment Detail

The Program Enrollment Detail table displays the following information for each program enrollment record that matches the Display Options you selected. At the level of the school location:

- **School Location Name and OPEID**-The name and OPEID of the school location where program enrollment has been reported for a student. All the program and status records for a given school are grouped together. Each school location receives its own separate table.
- **Active Number Icon**-Each program on the page is identified by an active number icon. Clicking the icon takes you to the Program Certification Detail for that program. Records are numbered in ascending sequence.

At the level of the individual program:

- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content.
- **Name**-The official CIP title for that CIP code. Not the school's name for the program.
- **Credential Level**-The Credential Level of the program. Valid values are:
  - 01-Undergraduate Certificate or Diploma Program
  - 02-Associate's Degree
  - 03-Bachelor's Degree
  - 04-Post Baccalaureate Certificate
  - 05-Master's Degree
  - 06-Doctoral Degree
  - 07-First Professional Degree
  - 08-Graduate / Professional Certificate
  - 99-Non-Credential Program (Preparatory Coursework / Teacher Certification)
- **Published Prog. Length in Yrs.**-The Published Program Length of the instructional program in years. This value is calculated by NSLDS if the school uses a different unit (months or weeks) for reporting Published Program Length to NSLDS.

- **Special Program Indicator**-Indicates that the program belongs to one of the following groups:
  - 'A' (Special Admission Associate Degree Program)
  - 'B' (Bachelor's Degree Completion Program)
  - 'N' (Not Applicable)
  - 'P' (Preparatory Coursework Graduate Professional Program)
  - 'T' (Non-Credential Teacher Certification Program)
  - 'U' (Preparatory Coursework Undergraduate Program)
- **Prog. Begin Date**-The date on which the student began attending the program.
  - NSLDS will use COD's Payment Period Begin Date as the Program Begin Date for all program enrollment data reported by COD.
- **Reported Program Length**-The Published Program Length of the instructional program in years, months, or weeks as reported by the school.
- **Weeks in Academic Year**-The total number of weeks of instruction in the school's Title IV academic year.

At the program status level:

- **Reported By**-Identifies the type of organization that reported the program enrollment information.
- **Reported By ID**-Contains the organizational code, such as the OPEID, for the organization that reported the program enrollment information. (Note: Displays DLORGN for COD.)
- **Status**-The student's current program enrollment status. Valid values are:
  - Approved Leave of Absence
  - Deceased
  - Full Time
  - Graduated
  - Half Time
  - Less Than Half Time
  - Three-Quarter Time
  - Withdrawn
  - Never Attended
  - No Record Found
- **Eff. Date**-The Effective Date is the date when the reported program enrollment status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
  - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Active**-A flag identifying whether a record reflects NSLDS's current understanding of a student's program enrollment history.
  - *Active*-Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.

- *Inactive*-Indicates that the record is no longer active. It contains program enrollment information that was reported to NSLDS at some point in the past but was subsequently corrected by a later submission.
- **Earliest Cert.**-The earliest date as of which the school certified the program enrollment status.
- **Latest Cert.**-The latest date as of which the school certified the program enrollment status.
- **Latest Cert. Method**-The method the school used most recently to certify the program enrollment status.
  - *School Batch*-The school certified the program enrollment information through the batch enrollment reporting process.
  - *NSLDS Web*-The school certified the program enrollment information using the Enrollment Maintenance page on this site or through the Enrollment Spreadsheet Submittal upload.
  - *ED Authorized*-NSLDS certified program enrollment information for a student affected by a school closure, merger, or loss of eligibility.
- **Times Certified**-The number of certifications included in the range between the Earliest Certification Date and the Latest Certification Date for an enrollment status.
- **Latest Date Received**-Indicates the day when NSLDS processed the most recent report of that program enrollment status from that source. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to NSLDS by each source and in what order.
- **Current**-Indicates the most current program enrollment status reported by that source.

Sources other than schools do not certify program enrollment information. So if a Program Enrollment Detail record is based on non-school data, several boxes for that record will display 'N/A' (Not Applicable).

Last updated: November 20, 2016

close

## Program Certification Detail

### Purpose of this page

The Program Certification Detail page displays the detailed certification history of a student's enrollment in a single program at an individual school location.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to use the Display Option

The following Display Option is available:

- **Display Statuses**-Allows you to select which records to view:
  - *Active and Inactive (Default Setting)*-Allows you to view a complete record of what program enrollment status information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's program enrollment status, and inactive records which contain program enrollment status information that was reported to NSLDS at some time in the past but was corrected at a later date.
  - *Active Only*-Active records collectively constitute NSLDS's current understanding of a student's program enrollment history. Showing all active records allows you to view a complete record of a student's program enrollment history as NSLDS currently understands it.

### How to interpret the Program Certification Detail

The Program Certification Detail table displays the following information for the program you selected:

- **School Name and OPEID**-The name and OPEID of the school location where program enrollment has been reported for a student.
- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content.
- **Name**-The official CIP title for that CIP code, not the school's name for the program.
- **Credential Level**-The Credential Level of the program. Valid values are:
  - 01-Undergraduate Certificate or Diploma Program
  - 02-Associate's Degree
  - 03-Bachelor's Degree
  - 04-Post Baccalaureate Certificate
  - 05-Master's Degree
  - 06-Doctoral Degree
  - 07-First Professional Degree
  - 08-Graduate / Professional Certificate
  - 99-Non-Credential Program (Preparatory Coursework / Teacher Certification)

- **Published Prog. Length in Yrs.**-The Published Program Length of the instructional program in years.
- **Special Program Indicator**-Indicates that the program belongs to one of the following groups:
  - 'A' (Special Admission Associate Degree Program)
  - 'B' (Bachelor's Degree Completion Program)
  - 'N' (Not Applicable)
  - 'P' (Preparatory Coursework Graduate Professional Program)
  - 'T' (Non-Credential Teacher Certification Program)
  - 'U' (Preparatory Coursework Undergraduate Program)
- **Prog. Begin Date**-The date on which the student began attending the program.
  - NSLDS will use COD's Payment Period Begin Date as the Program Begin Date for all program enrollment data reported by COD.
- **Reported Program Length**-The Published Program Length of the instructional program in years, months, or weeks as reported by the school.
- **Weeks in Academic Year**-The total number of weeks of instruction in the program's Title IV academic year.
- **Status**-The student's current program enrollment status, along with the date range in which the status was in effect. Valid values are:
  - Approved Leave of Absence
  - Deceased
  - Full Time
  - Graduated
  - Half Time
  - Less Than Half Time
  - Three-Quarter Time
  - Withdrawn
  - Never Attended
  - No Record Found
- **Certification Date**-The date as of which the school certified the program enrollment status.
- **Date Received**-Indicates the day when NSLDS processed the school's certification of that program enrollment information.
- **Certification Method**-The method the school used to certify the program enrollment status.
  - *School Batch*-The school certified the program enrollment information through the batch enrollment reporting process.
  - *NSLDS Web*-The school certified the program enrollment information using the Enrollment Maintenance page on this site or through the Enrollment Spreadsheet Submittal upload.
  - *ED Authorized*-NSLDS certified program enrollment information for a student affected by a school closure, merger, or loss of eligibility.

Sources other than schools do not certify program enrollment information. So if a Program Enrollment Detail record is based on non-school data, several boxes for that record will display 'N/A' (Not Applicable).

Last updated: January 24, 2016

close

## Enrollment Timeline

### Purpose of this page

The Enrollment Timeline page displays a chronological view of a student's enrollment history. Within each time period displayed on this page, no organization reported a change in the student's enrollment status at any school. When any organization did report a new enrollment status for the student at any school, a new time period begins. This page is intended to help users, especially lenders, see all of a student's enrollment statuses at a given time in the past and how long those statuses remained in effect.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to use the Advanced Display Options

To use the advanced display options:

1. In the **Reported By** list, click a selection.
2. Type a date in the **Date** box.
3. Click **Apply**.

### How to interpret the Advanced Display Options

The following advanced display options are available:

- **Reported By**—Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
  - *All*—Allows you to view information reported by both schools and non-school organizations, including guaranty agencies and lenders.
  - *Schools (Default Setting)*—Allows you to view only information reported by schools.
  - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including guaranty agencies and lenders.
- **Date**—Causes the time range that contains the date you type to display at the top of your screen. You

will still be able to scroll up or down to earlier or later time periods.

## How to interpret the Enrollment Timeline

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered by Effective Date. Within any time period, no organization reported a new enrollment status for the student at any school.

- **Statuses in Effect**—The dates within which a set of enrollment statuses were in effect. This information occupies the banners that extend across the page and divide one time period from the next.
- **School OPEID**—The Office of Postsecondary Education Identification number (OPEID) of the school for which enrollment was reported.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Identifies the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.
- **Status**—The student's enrollment status.
- **Eff. Date**—The Effective Date, which is the date when the status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
  - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:
  - The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
  - The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
  - The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).

Last updated: January 30, 2003

close

## Subsidized Usage

### Purpose of this page

The purpose of this page is to allow users to determine the length of time students are eligible to receive Direct Subsidized loans subject to usage limits, how much of that time they have been enrolled already, and how much longer they can attend without losing subsidies on loans they hold.

This page displays the following information about an individual student's eligibility for, and use of, Direct Subsidized loans subject to subsidy limits:

- Summary information about the student's subsidized usage and remaining eligibility.
- Detailed information about the student's subsidized usage at the level of individual loan award originations.
- Information about the student's program enrollment.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The buttons beneath the Usage Detail title allow you to navigate to the following pages populated with information about loan awards and overrides to their usage or status values:

- Subsidized Usage Override List
- Subsidy Status Override List

### How to interpret Usage Summary information

The Usage Summary displays the following information:

- **Maximum Eligibility Period**-The Maximum Eligibility Period is a period of time that is equal to 150% of the published length of the student's longest current academic program. NSLDS determines this value on the basis of program enrollment certified by schools.
- **Subsidized Usage Period**-The Subsidized Usage Period is the total period of time, expressed in years or portions of years, for which the borrower received Direct Subsidized Loans subject to usage limits. NSLDS determines this value by summing the subsidized usage associated with individual loan award originations reported by COD.
- **Remaining Eligibility Period**-The Remaining Eligibility Period is the remaining period of time for which the borrower may receive Direct Subsidized Loans under the 150% limit defined by current enrollment.

### How to interpret Usage Detail information

The Usage Detail section displays the following information for all the Direct Subsidized loans subject to subsidy limits held by an individual student, as reported by the Common Origination and Disbursement (COD) system:

- **Active Number Icon**-The award origination records in this section of the page are ordered by award begin date, starting with the most recent. To the left of each record is a number icon. If the award origination can be linked to a loan with the same award identification number (award ID) on NSLDS, this number icon displays with a blue background and is a link to the Loan Detail page for that loan. If the award origination cannot be linked to a loan, the number icon is greyed out and does not function as a hyperlink. The latter situation can happen because NSLDS normally receives award origination records from COD before it receives the associated loan records from Federal Loan Servicers.
- **School Name**-The name of the school location the student attended during the loan award period. Click the school name to access the school's Organization Contact List page.
- **OPEID**-The eight-digit Office of Postsecondary Education ID (OPEID) of the school location the student attended during the loan award period.

- **Earliest Disb. Date**-The date of the first disbursement for the loan award.
- **Loan Per. Beg. Date**-The begin date for the period covered by the loan award.
- **Loan Per. End Date**-The end date for the period covered by the loan award.
- **Acad. Yr. Beg. Date**-The begin date for the academic year in which the student received the loan award.
- **Acad. Yr. End Date**-The end date for the academic year in which the student received the loan award.
- **Usage in Yrs.**-The period of time, expressed in years or portions of years, the student attended school while funded by the loan award.
- **Subsidy Status**-The status of the interest subsidy on the loan award.
- **Loss of Sub. Eff. Date**-For loans that have lost subsidy, the date that loss took effect. Otherwise, N/A.
- **Information Symbol**-A small blue information symbol to the right of the value for Usage in Yrs. and/or Subsidy Status indicates that the value displayed is the result of a current override to the value reported by COD or determined by NSLDS .

### How to interpret Program Enrollment information

The Program Enrollment section displays the following enrollment information, as certified by schools:

- **School Name**-The name of the school location at which enrollment was reported for the student. Click the school name to access the school's Organization Contact List page. If the enrollment information was not reported by the school, a small warning icon appears after the school's name.
- **OPEID**-The eight-digit Office of Postsecondary Education ID number for the school location at which enrollment was reported.
- **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without period, identifying a program's academic content.
- **Description**-The official CIP title for that CIP code, not the school's name for the program.
- **Cred. Lvl.**-The Credential Level of the program. Valid values are:
  - '01' (Undergraduate Certificate or Diploma Program)
  - '02' (Associate's Degree)
  - '03' (Bachelor's Degree)
  - '04' (Post Baccalaureate Certificate)
  - '05' (Master's Degree)
  - '06' (Doctoral Degree)
  - '07' (First Professional Degree)
  - '08' (Graduate / Professional Certificate)
  - '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])
- **Spec. Prog. Ind.**-Indicates that the program belongs to one of the following groups:
  - 'A' (Special Admission Associate Degree Program)
  - 'B' (Bachelor's Degree Completion Program)
  - 'N' (Not Applicable)
  - 'P' (Preparatory Coursework Graduate Professional Program)
  - 'T' (Non-Credential Teacher Certification Program)
  - 'U' (Preparatory Coursework Undergraduate Program)
- **Length in Yrs.**-The period of time required to complete the program, expressed in years or portions of years, as published by the school.
- **Program Beg. Date**-The date on which the student began attending the program.
- **Status Eff. Date**-The date on which the student's current program status first took effect.

● **Enrl. Status**-The student's current program enrollment status. Valid values are:

- 'A'-Approved Leave of Absence
- 'D'-Deceased
- 'F'-Full Time
- 'G'-Graduated
- 'H'-Half Time
- 'L'-Less Than Half Time
- 'Q'-Three-Quarter Time
- 'W'-Withdrawn
- 'X'-Never Attended
- 'Z'-No Record Found

Last updated: December 11, 2016

close

## Subsidized Usage Override List

### Purpose of this page

The purpose of the Subsidized Usage Override List page is to display the award origination records for all of a student's Direct Subsidized loans subject to usage limits and a history of overrides to the Actual Subsidized Usage Period values of those award originations.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Award Origination information

The Subsidized Usage Override List page displays the following information about award originations:

- **Active Number Icon**-The award origination records in this section of the page are ordered by award begin date, starting with the most recent. To the left of each record is a number icon. If the award origination can be linked to a loan with the same award identification number (Award ID) on NSLDS, this number icon displays with a blue background and is a link to the Loan Detail page for that loan. If the award origination cannot be linked to a loan, the number icon is greyed out and does not function as a hyperlink. The latter situation can happen because NSLDS normally receives award origination records from the Common Origination and Disbursement (COD) system before it receives the associated loan records from Federal Loan Servicers.
- **School**-The name of the school location the student attended during the loan award period. Click the school name to access the school's Organization Contact List page.
- **OPEID**-The eight-digit Office of Postsecondary Education ID (OPEID) of the school location the student attended during the loan award period.
- **Award ID**-21-character identifier that uniquely identifies this award.
- **Earliest Disb.**-The date of the first disbursement for the loan award.
- **Loan Beg.**-The begin date for the period covered by the loan award.
- **Loan End**-The end date for the period covered by the loan award.
- **Acad. Yr. Beg.**-The begin date for the academic year in which the student received the loan award.
- **Acad. Yr. End**-The end date for the academic year in which the student received the loan award.
- **COD SUP**-The Subsidized Usage Period (SUP) value reported by COD. SUP is the period of time, expressed in years or portions of years, for which the borrower received a Direct Subsidized Loan subject to usage limits.
- **Override** button-Takes user to the Subsidized Usage Override Update page.

### How to interpret Override information

The Subsidized Usage Override List page displays the following information about overrides to Actual Subsidized Usage Period values reported by COD:

- **User**-The FSA User ID of the user who entered the override.
- **Override Begin**-The begin date for the override.
- **Override End**-The end date for the override. "Current" indicates that the override is still in effect.

- **SUP**-The Subsidized Usage Period (SUP) value that overrides the value reported by COD.
- **Ticket**-The number of the tracking ticket associated with the override.
- **Reason**-The reason for the override.

Last updated: December 31, 2014

close

## Subsidy Status Override List

### Purpose of this page

The purpose of the Subsidy Status Override List page is to display the award origination records for all of a student's Direct Subsidized loans subject to usage limits and a history of overrides to the subsidy status values determined by NSLDS for those award originations.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Award Origination information

The Subsidy Status Override List page displays the following information about award originations:

- **Active Number Icon**-The award origination records in this section of the page are ordered by award begin date, starting with the most recent. To the left of each record is a number icon. If the award origination can be linked to a loan with the same award identification number (Award ID) on NSLDS, this number icon displays with a blue background and is a link to the Loan Detail page for that loan. If the award origination cannot be linked to a loan, the number icon is greyed out and does not function as a hyperlink. The latter situation can happen because NSLDS normally receives award origination records from the Common Origination and Disbursement (COD) system before it receives the associated loan records from Federal Loan Servicers.
- **School**-The name of the school location the student attended during the loan award period. Click the school name to access the school's Organization Contact List page.
- **OPEID**-The eight-digit Office of Postsecondary Education ID (OPEID) of the school location the student attended during the loan award period.
- **Award ID**-21-character identifier that uniquely identifies this award.
- **Earliest Disb.**-The date of the first disbursement for the loan award.
- **Loan Beg.**-The begin date for the period covered by the loan award.
- **Loan End**-The end date for the period covered by the loan award.
- **Acad. Yr. Beg.**-The begin date for the academic year in which the student received the loan award.
- **Acad. Yr. End**-The end date for the academic year in which the student received the loan award.
- **Conf. Status**-The most recent subsidy status for the award confirmed by the Federal Loan Servicer holding the associated loan. Valid values are:
  - Loss of Subsidy
  - Subsidized
  - Subsidy Reinstated
- **Override** button-Takes user to the Subsidy Status Override Update page.

### How to interpret Override information

The Subsidy Status Override List page displays the following information about overrides to the subsidy status values determined by NSLDS:

- **User**-The FSA User ID of the user who entered the override.

- **Override Begin**-The begin date for the override.
- **Override End**-The end date for the override. "Current" indicates that the override is still in effect.
- **Status**-The Subsidy Status value that overrides the value determined by NSLDS.
- **Ticket**-The number of the tracking ticket associated with the override.
- **Reason**-The reason for the override.

Last updated: December 31, 2014

close

## Enrollment Spreadsheet Submittal

### Purpose of this page

The Enrollment Submittal page allows school users the ability to report Enrollment status changes to NSLDS. The page allows the ability to upload and submit up to 2500 records/rows of enrollment data at a time, with a maximum file size of 1,000 KB.

Access to this page is limited to users associated with Enrollment capabilities.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to submit student records using the Enrollment Spreadsheet Submittal

To submit student enrollment records via spreadsheet:

1. The user must put the data into a spreadsheet utilizing the file layout found in the NSLDS Enrollment Spreadsheet Submittal Instruction Guide or the NSLDS Enrollment Reporting Guide. Either Guide will give the user instructions regarding data formats and permitted values of each field.

**Note:** This process accepts spreadsheets in **XLS** or **XLSX** format.

2. After the data has been entered into the spreadsheet provide the **File Name** where the Enrollment File is located.
  - o Click the **Browse** button to choose the file location/name.
  - o Click the **Rows in Result File** radio button which indicates how the Result file will be presented after the spreadsheet has been uploaded:
    - Result File contains all rows submitted
    - Result File contains only input rows with errors
  - o Click the **Background color for cells with error in Result File** radio button which indicates how errors within the Result file will be colored after the spreadsheet has been uploaded:
    - Yellow background for errors
    - Grey background for errors
    - White background for errors
  - o Click the **Mouseover comment for cells with error in Result File** radio button which indicates how the comments for errors will be presented after the spreadsheet has been uploaded:
    - Add comment to error cell
    - Do not add comment to error cell
  - o Click the **Validate** button within the Enrollment Spreadsheet Submittal box to validate the data without uploading the data from the spreadsheet.
  - o Click the **Validate and Submit** button within the Enrollment Spreadsheet Submittal box to validate the data and upload the data from the spreadsheet.

### How to identify errors

If any row has data which fails edit, the name of the field in error is placed in the next available column at the right hand side of the spreadsheet. An error code and associated error message will appear in the adjacent column to the right. Refer to the file layouts in the NSLDS Enrollment Reporting Guide for more information on the definitions of these error codes.

If the radio button Add comment to error cell is selected, the cell containing an error displays a red triangle. To see the error message for a field, run your cursor over the field and the error message displays as a ToolTip.

**Note:** A maximum of fifteen errors per record will be returned. If more than fifteen errors exist in a single record the next fifteen errors will be returned when the initial fifteen errors are corrected and the record is resubmitted.

### How to correct errors

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Only records which have passed all of the edits will be loaded to NSLDS. Records which contain errors must be corrected in the spreadsheet and re-submitted. The spreadsheet displaying the errors may be used to re-submit the records in error. Be sure to save this spreadsheet in a secure manner, and with a unique name for future reference.

Please reference the NSLDS Enrollment Reporting Guide for field definitions, error codes and possible reasons for error.

Last updated: December 31, 2014

close

## Enrollment Update

### Purpose of this page

The Enrollment Update page allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page. When schools share the same institution code, they may set up a location to serve as the administrator to receive the batch rosters for all locations. All locations with the same administrator may view and update students from all the locations in the group.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to retrieve student enrollment information

The **Retrieve** button at the bottom of the page will display your portfolio based on the options you select in the Primary and Advanced Search Options. If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page.

To retrieve students using the Primary Search Options:

1. In the **Retrieve/Sort by** list, click a selection.
2. In the **Begin Value** box, type a Begin Value.
3. Click the **Exact Match Only** check box if you want an exact match for the Begin Value you typed.
4. Click **Retrieve**.
5. The Enrollment Maintenance page displays.

To retrieve students using the Advanced Search Options:

1. Select the Primary Search Options you want.
2. Select the Advanced Search Options you want.
3. Click **Retrieve**.
4. The Enrollment Maintenance page displays.

#### Notes:

- Advanced Search options are evaluated together with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records. For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not find any records, even though NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.
- Any search options you select on the Enrollment Update page remain in effect for subsequent searches on the Enrollment Maintenance page that displays the results of your initial search. To change search options, you must return to Enrollment Update.

### How to use the Primary Search Options

The Primary Search Options include the following:

- **Retrieve/Sort by**-Allows you to retrieve and display student enrollment records by:
  - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
  - *Last Name*-Displays student records in ascending alphabetic order by student last name.
  - *Student Designator*-Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to the NSLDS as part of the Enrollment Reporting process.
  - *Certification Date*-Displays student records in ascending order by Certification Date (oldest first).
- **Begin Value**-Allows you to set a lower limit for retrieving and displaying records. That limit should be numeric if you are retrieving by SSN and alphabetic if you are retrieving by Last Name. The Begin Value for retrieving by Student Designator can be either numeric or alphabetic, depending upon the format you use for designators. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in numeric or alphabetic order.
- **Exact Match Only**-Must be used in combination with a Begin Value. It allows you to retrieve only records that match exactly with the Begin Value you typed. When it is used with SSN or a unique Student Designator, Exact Match Only returns only one student record. When it is used with Last Name, Exact Match Only returns records for all students with that last name.

### How to use the Advanced Search Options

The Advanced Search Options include the following:

- **Last Name Begin / End**-Allow you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Bennett') since the names come after the letter alphabetically. Type the next letter after the initial letter of the name(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank.
- **SSN Begin / End**-Allow you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically.
- **Student Designator Begin / End**-Allow you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- **Certification Date Begin / End**-Allow you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. You can use these options to retrieve records of students you have not re-certified for more than a given period of time. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.
- **Anticipated Completion Date Begin / End**-Allow you to retrieve records for students whose Anticipated Completion Date (ACD) falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- **Term Begin Date Begin/End**-Allow you to retrieve records for students whose Term Begin Date falls within a specific date range.

- **Term End Date Begin/End**-Allow you to retrieve records for students whose Term End Date falls within a specific date range.
- **Location**-Allows you to retrieve records for students of a specific eight-digit OPEID for schools that share an enrollment administrator.
- **Enrollment Codes**-Allow you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.
- **Exclude Students with Certified Programs**-When checked, allows you to retrieve records for students who do not have certified program-level enrollment, or who have new program records that require certification. When not checked, allows you to retrieve records for all students regardless of certified program-level enrollment status.

Last updated: July 17, 2016

close

## Enrollment Maintenance

### Purpose of this page

The Enrollment Maintenance page allows school users to update enrollment information for students attending their school. When schools share the same institution code, they may set up a location to serve as the administrator to receive the batch rosters for multiple locations. All locations with the same administrator may view and update students from all the locations in the group.

A Warning icon will display when NSLDS has not received a certification of enrollment information in a timely manner.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Enrollment Maintenance displays up to 15 students (and their program information) per page. If a search result has more than 15 students, an arrow icon will appear at the bottom of the page. Click the down arrow to view the next page of students. Click the up arrow icon to view the previous page of students.

- You must submit and confirm any changes to the enrollment records displayed on an individual page before navigating to another page. Clicking the Down and Up arrows, or otherwise navigating to another page, before submitting and confirming changes causes any new data you entered to be lost.

### How to use the Primary Search Options

The Primary Search Options at the top of the Enrollment Maintenance page give you these options:

- **Retrieve/Sort by**-Allows you to retrieve and display student enrollment records by:
  - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
  - *Last Name*-Displays student records in ascending alphabetic order by student last name.
  - *Student Designator*-Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
  - *Certification Date*-Displays student records in ascending order by Certification Date (oldest first).
- **Begin Value**-Allows you to set a lower limit for retrieving and displaying records. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in ascending alphanumeric order.
- **Exact Match Only**-Must be used in combination with a Begin Value. Allows you to retrieve only records that match exactly with the Begin Value you typed. When used with SSN or a unique Student Designator, Exact Match Only returns no more than one student record. When used with Last Name, Exact Match Only returns records for all students with that last name.

### Understanding search options

Beneath the Primary Search Options is a shaded block which displays the search options currently in effect. These options determine what records are retrieved from NSLDS database and displayed on Enrollment Maintenance.

To change the search options in effect, do the following:

- To change Primary Search Options, follow the directions in the previous section of this Help page.
- To change Advanced Search Options, return to the Enrollment Update page and follow the directions in the Help icon for that page.

Note: The Total Students Matching Criteria indicates the number of students retrieved using the search criteria selected.

## Understanding student enrollment records

The Enrollment Maintenance page displays the following information:

- **Check Box**-Click this box to select a record for certification. You can check records one-by-one, or you can check all the records on the page by clicking **Check All**.
- **Active Number Icon**-Each record on the page is identified by an active number icon. Clicking an icon takes you to the Enrollment Summary page for that student. Records are numbered in ascending sequence.
- **Cert. Date**-The Certification Date is the date that you certify that a student's enrollment information is accurate and up-to-date. There are two ways to change the Certification Date for an individual enrollment record:
  - Enter a new Recertification Date at the top of the page and then check the enrollment record. By default, the Recertification Date is set to the current date.
  - Check the enrollment record first and then edit the contents of the Cert. Date box directly.

- **SSN**-The student's Social Security Number.
- **DOB**-The student's date of birth.
- **Name**-The student's full name (first name, middle name, and last name).

Although you can retrieve enrollment records by SSN alone, NSLDS identifies individual students by SSN, Name, and DOB. Because duplicate SSNs are possible, you are responsible for verifying that all three student identifiers are correct before certifying any student record. Not doing so creates a risk that you may certify enrollment information for the wrong student.

- **No Progs**-Click this box to indicate that a student is not enrolled in at least one program. If this field is checked the school is not required to report the student's program-level enrollment data. Student's program-level enrollment data must be reported regardless of whether the program is eligible for Title IV aid. If this field is not checked, the school is required to report the program-level enrollment data.
- **Add Program**-Click this button to add a new program to the student's record.
- **Address**-Click this button to open a pop-up window in which the school user can confirm, update or enter the student's permanent address.
- **Location**-The eight-digit Office of Postsecondary Education ID (OPEID) for the location where the student is attending or has attended. The school user can use this field to move a student from one location to another within the same administration group. When a new location code is entered, NSLDS will add the student and the enrollment record to the new location and display "Moved" as the enrollment status for the prior location.
- **Status**-The Enrollment Code identifying a student's current enrollment status. Valid values are:
  - 'A'-Approved Leave of Absence
  - 'D'-Deceased
  - 'F'-Full Time
  - 'G'-Graduated
  - 'H'-Half Time

- 'L'-Less Than Half Time
  - 'Q'-Three-Quarter Time
  - 'W'-Withdrawn
  - 'X'-Never Attended
  - 'Z'-No Record Found
- **Eff. Date**-The Effective Date is the date when the student's current status first took effect.
  - **Student Desig**-The Student Designator can be any code you use to identify students on your own database or tracking system.
  - **ACD**-The Anticipated Completion Date, which is the date you expect a student to graduate or otherwise complete a course of studies.
  - **Term Begin**-The beginning date of the academic term of the student's current (or most recent) enrollment.
  - **Term End**-The end date of the academic term of the student's current (or most recent) enrollment.
  - **CIP Code**-The six-digit Classification of Instructional Programs (CIP) code, without a period, identifying a program's academic content.
  - **Description**-The official CIP title for that CIP code. Not the school's name for the program.
  - **Credential Level**-The Credential Level of the program. Valid values are:
    - '01' (Undergraduate Certificate or Diploma Program)
    - '02' (Associate's Degree)
    - '03' (Bachelor's Degree)
    - '04' (Post Baccalaureate Certificate)
    - '05' (Master's Degree)
    - '06' (Doctoral Degree)
    - '07' (First Professional Degree)
    - '08' (Graduate / Professional Certificate)
    - '99' (Non-Credential Program [Preparatory Coursework / Teacher Certification])
  - **Special Program**-Indicates that the program belongs to one of the following groups:
    - 'A' (Special Admission Associate Degree Program)
    - 'B' (Bachelor's Degree Completion Program)
    - 'N' (Not Applicable)
    - 'P' (Preparatory Coursework Graduate Professional Program)
    - 'T' (Non-Credential Teacher Certification Program)
    - 'U' (Preparatory Coursework Undergraduate Program)
  - **Program Begin Date**-The date on which the student began attending the program.
    - NSLDS will use COD's Payment Period Begin Date as the Program Begin Date for all program-level enrollment data reported by COD.

- **Program Status**-The Program Enrollment Code identifying a student's current program enrollment status. Valid values are:
  - 'A'-Approved Leave of Absence
  - 'D'-Deceased
  - 'F'-Full Time
  - 'G'-Graduated
  - 'H'-Half Time
  - 'L'-Less Than Half Time
  - 'Q'-Three-Quarter Time
  - 'W'-Withdrawn
  - 'X'-Never Attended
  - 'Z'-No Record Found
  
- **Status Effective Date**-The Program Effective Date is the date when the student's current program status first took effect.
  
- **Program Length**-The Published Program Length and unit of measure for the length of the instructional program in years, months, or weeks as published by the school.
  
- **Weeks in Acad. Yr.**-The Weeks in Title IV Academic Year, the total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

Note: A Warning icon will display when the enrollment information was reported by the Common Origination and Disbursement (COD) system and has not been certified by the school.

### How to update student enrollment information

To update student enrollment information:

1. Type a recertification date in the **Recertification Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the Cert. Date box of the individual student records you select in step 2 below.
  
2. Select the student enrollment records you want to certify. There are two ways to do this:
  - a. Select the records individually by clicking the check box to the far left of the record.
  - b. Select all the records displayed on the page by clicking **Check All** at the top of the page.  
At least one student must be selected to activate the **Certify Checked Students** button at the bottom of the page.
  
3. Update the information in the following boxes as necessary:
  - a. Cert. Date (Certification Date) - Date displayed in '**Recertification Date**' will populate when the box beside the student identifiers is selected
  - b. Location
  - c. Status (Enrollment Code)
  - d. Eff. Date (Effective Date)
  - e. Student Desig. (Student Designator)
  - f. ACD (Anticipated Completion Date)
  - g. Term Begin - Optional field
  - h. Term End - Optional field
  - i. CIP Code
  - j. Cred Lvl - (Credential Level)
  - k. Special Program
  - l. Program Begin Date
  - m. Program Status

- n. Status Effective Date
- o. Program Length
- p. Weeks in Acad. Yr.

4. Click **Certify Checked Students**.

At least one student must be selected to activate the **Certify Checked Students** button at the bottom of the page.

5. If the information you submitted passes the edits applied by NSLDS, the Enrollment Maintenance Confirm page displays.

When updating student enrollment information, keep in mind the following:

- If you check records (Step 2) but then decide that you do not want to certify them, uncheck the records individually or click **Uncheck All** at the top of the page. When you uncheck a record, the Cert. Date reverts to whatever date it was set to before you selected the record, but any other changes you made to enrollment information remain.
- If you click **Reset**, Enrollment Maintenance redisplay with whatever information it displayed after its last trip to the mainframe. This creates two possibilities:
  1. If you have not clicked Submit, Enrollment Maintenance redisplay with the information it displayed when you first navigated to it.
  2. If you have clicked Submit one or more times, Enrollment Maintenance redisplay with the information it displayed after you last clicked Submit.
- Sometimes, submitting and confirming an update to a student's enrollment status causes that student or a program to be removed from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:
  - There is no longer any aid for which enrollment must be reported. When you update a student's enrollment status, NSLDS also verifies that the student still holds an open loan and so is of interest to some lending institution or has a Pell Grant. If the student no longer holds an open loan or shows Pell Grant disbursements, NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.
  - You update a student's enrollment status to Withdrawn ('W') Graduated ('G'), Deceased ('D'), Never Attended ('X') or No Record Found ('Z') twice consecutively. Once you have verified that the prior reported 'W', 'G', 'D', 'X', or 'Y' enrollment code is accurate, NSLDS removes that student from the Enrollment Maintenance page (and the enrollment roster) for your school.
  - You used the Location field to move a student to another location of the same 6-digit OPEID. The student will be removed from the roster of the prior location and added to the roster of the new location.
  - You update the status of a program to X or Z
- Although individual records may be removed from the roster, the number of records displayed on the page after confirmation will remain, until you retrieve a new set of records or leave Enrollment Maintenance page entirely.
- Even if a student is not removed from the Enrollment Maintenance page after you update his or her enrollment information, NSLDS still stores the information you updated. To display that information, navigate to the Enrollment Summary page and use that page's Student Search to find the student.

### How to add new enrollment records

To add a program to an existing student's record:

1. Click the **Add Program** button to the right of the record.
2. The Enrollment Maintenance page will display a blank program record at the end of the specific record.
3. Select the record by clicking the check box to the far left of the record.
4. Enter necessary program enrollment information.
5. Click **Certify Checked Students**.

At least one student must be selected to activate the **Certify Checked Students** button at the bottom of the page.

6. If the information you submitted passes the edits applied by NSLDS, the Enrollment Maintenance Confirm page displays.

To add a new student to a school's roster:

1. Select the record by clicking the check box to the far left of the record.
2. Click the **Add Student** button at the bottom of the page.
3. The Enrollment Maintenance page will display a blank record at the bottom of the page.
4. Select the individual record by clicking the check box to the far left of the record.
5. Enter Student Identifiers (SSN, Name, and DOB) and update the necessary campus and program enrollment information.
6. Click **Certify Checked Students**.
7. If the information you submitted passes the edits applied by NSLDS, the Enrollment Maintenance Confirm page displays.

### How to confirm updates to student enrollment information

To confirm updates to student enrollment information:

1. Verify the updated enrollment information displayed on the Enrollment Maintenance Confirm page to make sure it is correct and up-to-date.
2. Click **Confirm**.
3. The Enrollment Maintenance page redisplay with the updated enrollment information.

### How to correct errors displayed by Enrollment Maintenance

If the information you submitted does not pass the edits applied by NSLDS, Enrollment Maintenance redisplay with any records that contained errors preceded by a small error icon. Place your cursor over the error icon to display the error message as a ToolTip.

There are several ways to correct errors:

- Edit the data in the boxes for Cert. Date, Location, Status, Eff. Date, Student Desig., ACD, Term Begin, Term End, CIP Code, Cred. Lvl., Special Program, Program Begin Date, Program Status, Status Effective Date, Program Length, Weeks in Acad. Yr. record-by-record.
- If you are unable to correct an individual record so that NSLDS accepts it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Note student record identifiers and research the needed information to submit the record, then you can retrieve and certify it at a later time.
- If the records you want to certify have become hopelessly full of errors or failed edits, use the Primary Search Options at the top of Enrollment Maintenance to retrieve your school's student enrollment records afresh, or return to Enrollment Update to select new Advanced Search Options and retrieve a different set of records.

The NSLDS applies the following edits to enrollment updates:

Code	Description
11	Student identifiers must exist on the database.
13	DOB Date must be a valid date in mm/dd/ccyy format.
15	Anticipated Completion Date must be a valid date in mm/dd/ccyy format when Enrollment Status Code is 'A', 'F', 'Q', 'H', or 'L'.
16	Anticipated Completion Date cannot be more than ten years after the Certification Date.
19	Enrollment Status Code must be selected.

20	Enrollment Code must be valid.
21	Effective Date must be a valid date in mm/dd/ccyy format. It must be greater than both Certification Date minus 45 years and Date of Student's Birth plus 12 years.
22	You cannot report an Enrollment Code of 'Z' or 'X' for a student if an enrollment history (Enrollment Code of 'A', 'F', 'Q', 'H', or 'L') already exists for that student at your school.
23	Effective Date must be a valid date in mm/dd/ccyy format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated.
26	Anticipated Completion Date must be greater than Certification Date when you report an Enrollment Code of 'A', 'F', 'Q', 'H', or 'L'. NSLDS substitutes the ACD on its database when you leave this box blank, but the substituted ACD is still subject to this edit.
30	Certification Date must be greater than or equal to Effective Date.
32	You cannot report a new Certification Date earlier than the Certification Date currently on NSLDS database while at the same time reporting a change to Enrollment Code, Effective Date, or Anticipated Completion Date. You can, however, report an earlier Certification Date if Enrollment Code, Effective Date, and Anticipated Completion Date are unchanged.
33	Anticipated Completion Date must be greater than or equal to Effective Date for Enrollment Codes 'A', 'F', 'Q', 'H', and 'L'.
34	Effective Date cannot equal Certification Date if the Enrollment Code is 'A', 'F', 'Q', or 'H' and remains unchanged.
35	Certification Date cannot be more than 180 days after Effective Date for Enrollment Code 'A'.
36	Please verify Enrollment Code D entries.
37	Certification Date must be a valid date in mm/dd/ccyy format.
38	Certification Date is too old.
39	Certification Date cannot be a date in the future.
43	Term Dates must be a valid date in mm/dd/ccyy format.
45	Address Effective date is required.
46	Address Effective date must be a valid date in mm/dd/ccyy format.
47	Address Effective date cannot be a date in the future.
49	Term Begin Date must be greater than Term End Date when both dates are entered.
50	Location Code must be valid eight digit code.
51	Location Code must be valid eight digit code for the school.
52	Location Code must be authorized for this administrator.
53	Credential Level must be valid.
54	Address details and Address Effective Date are required.
60	CIP must be a valid code for the CIP Year.
61	CIP must be numeric.
62	Credential Level must be selected.
63	Published Program Length must be numeric and non-zero.
64	Published Program Length Measurement must be selected.
65	Weeks in Title IV Academic Year must be numeric and greater than or equal to 26 weeks if Published Program Length Measurement = M or W.
66	Student Begin Program Date must be a valid date less than or equal to Program Effective Date.
67	If Special Program is 'A', Credential Level must be 02 If Special Program is 'B', Credential Level must be 03 If Special Program is 'P', 'T' or 'U', Credential Level must be 99.
68	Program Enrollment Status must be selected.
69	Status Effective Date must be a valid date not later than the Certification Date.
74	Enrollment Conflict Error. Indicates incompatible values for campus and program enrollment. For example, an Enrollment Status of 'F' with a campus level Campus-Level Enrollment Status of 'Z'.
75	Ensure the No Program indicator corresponds with programs entered.

77	Published Program Length too short for the associated Credential Level.
78	Published Program Length too long for the associated Credential Level.
79	Program Begin Date must not be too far in the past.

The following rules will apply:

- Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment Status 'W', 'X', and 'Z'.
- Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status 'D'.
- Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G'.
- Enrollment Status Effective Date is adjusted by NSLDS to Certification Date when not supplied by the school and the Enrollment Status is 'X' or 'Z'.
- Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not supplied by the school and Enrollment Status is 'D'.
- NSLDS will require two consecutive certifications for Enrollment Status = 'X', 'Z', 'W', 'G', or 'D' before removing a student from a school's roster.
- NSLDS does not require a second certification from the original location when a student has been moved to a new location.

Last updated: July 17, 2016

close

## Student Permanent Address

### Purpose of this page

The Student Permanent Address pop up displays a student's address. The pop up allows the user to add or update the address that has been reported to NSLDS for a student. Online users with Enrollment Update capabilities can use this page to report or update new information for the student.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Understanding student enrollment records

The Student Permanent Address page displays the following information:

- Good Address: When checked, indicates that the source believes the address to be valid. If not checked, indicates the source does not believe the address to be current.
- Effective Date: Displays the effective date of the address.
- Street Address Line 1 & 2: Displays the street address.
- City: Displays the city of the address.
- State: Displays the state of the address.
- Country: Displays the country code of the address.
- Postal Code: Displays the postal code of the address.

If the address was previously reported, the fields will be populated, otherwise the fields will be blank and should be provided by the user.

### How to add or update student permanent address information

To add or update the address:

1. Indicate if the address is valid by checking the box.
2. Type the Effective Date of the address.
3. Type the Street Address, use both lines if necessary.
4. Type the City of the address.
5. Select the State of the address from the drop down menu.
6. Select the Country of the address from the drop down menu.
7. Type the Postal Code of the address.
8. Click the Continue button at the bottom of the page.

Note: If an address is unknown or not available for a student, report Unknown ('UK') in any of the address fields (Address Line 1, State, City, Country, and Postal Code). If any of these fields are reported as 'UK', the address will not be edited or stored. Address Line 2 remains optional and will be stored as spaces if 'UK' is reported. Schools will continue to report 'UK' in future rosters until the address information becomes available.

The add or update will be not be made until the enrollment is certified.

Last updated: September 20, 2015

close

## Enrollment Reporting Profile

### Purpose of this page

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving federal student aid. The Profile includes file preferences, administrator relationships for schools which share the same institution code, and the reporting schedule one year into the future and one year from the past. Based on the users' security access or use of an enrollment reporting servicer, update capability is initiated from this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Buttons beneath the page title allow authorized school and ED users to navigate to the following pages:

- Enrollment Reporting Statistics
- Certification by Quarter
- Enrollment Submittal Tracking
- Ad Hoc Roster Request
- Roster Reset
- Perkins Notification Setup

**Note:** The buttons that appear will be determined by which pages the user has the necessary permissions to access.

### How to interpret Portfolio Type

Users viewing school locations see the **Portfolio Type** box which allows them to view the Profile Preferences for schools that participate in the Enrollment Notification process for their Perkins loans.

### How to interpret Preferences

The Preferences section displays the established enrollment reporting values. The preferences are defined as follows:

- **Destination SAIG Mailbox** - The Student Aid Internet Gateway (SAIG) TG mailbox established to send and receive enrollment files. This is not an updatable field. TG mailbox changes are handled on the SAIG Enrollment Site (fsaweбенroll.ed.gov)
- **Servicer Name (Schools Only)** - For schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting roster files, the name of the servicer as provided by SAIG. This is not an updatable field. TG mailbox changes are handled on the SAIG Enrollment Site (fsaweбенroll.ed.gov).
- **Administrator Name (Schools Only)** - The name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location for administration of the Enrollment Reporting process. The administrator set up is completed on the Enrollment Reporting Profile Page under the Enrollment Administration section.
- **Roster Format (Schools Only)** - Default is Single File. For schools that use an Administrator, the Administrator may choose:

- *Single File* - A single file containing all the students for all locations.
- *Multiple Files* - Separate files for each of the locations for which the administrator will report.
- **Records Received (Non-schools Only)** - Type of notification records received:
  - All Records
  - Changes Only
- **File Type** - The selected report layout style. Valid values are:
  - Fixed Length File
  - Comma Separated Values (CSV) (schools only)
- **Sort Order** - The method selected to retrieve and display student enrollment records. Valid values are:
  - Student SSN
  - Student Last Name

**Note:** Schools can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the preference values.

### How to interpret Enrollment Administration (Schools Only)

The Enrollment Administration section displays all the locations at a given school that have student records on NSLDS. Users at school locations can designate any active location sharing their main campus' OPEID to administer their Enrollment Reporting responsibilities. This location then becomes responsible for receiving and returning enrollment reporting rosters for all locations for which it is the administrator.

Locations that have not signed up for the enrollment reporting batch service through the SAIG Enrollment Site ([fsawebenroll.ed.gov](http://fsawebenroll.ed.gov)) will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for Enrollment Reporting.

- **Administered By** - This row identifies the eight-digit OPEID and name of the school location responsible for receiving enrollment roster files and establishing file preferences for locations listed below it. The rows below the **Administered By** row list the eight-digit OPEID and the name of the school locations serviced by that Enrollment Administrator.

Initially, all schools are set up to serve as their own administrator. To assign or change an administrator, click the **Update** button. Select an **Administered By** location from the dropdown list, and then click **Submit**. Review your selection, and then click **Confirm**.

### How to interpret Future and Past Schedules

The Future Schedule and Past Schedule section displays the upcoming schedule for your school up to one year in the future and shows the dates for the past one year of previously generated rosters. The page displays the following information:

- **Date** - The date when NSLDS sent or will send an Enrollment Reporting roster, if the organization is a school, or a Notification file, if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed one year into the future and one year from the past.
- **Type** - The type of file that NSLDS will send the organization. Valid values are:
  - *Scheduled* - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.
  - *Ad Hoc* - A file generated for some special reason and not as part of the organization's regular schedule. When NSLDS sends an organization an ad hoc file, it does not automatically schedule another such file for one year in the future.

- **Purpose** - This field allows users to provide a reason for the scheduled or Ad Hoc roster (e.g., drop/add dates, term begin, or term end).
- **Created By** - The user ID of whoever created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date created. Valid values are:
  - *Original Schedule* - The date the organization originally signed-up with NSLDS.
  - *User Name* - The online user who updated the schedule or requested an Ad Hoc file.

Last updated: March 20, 2016

close

## Enrollment Reporting Statistics

### Purpose of this page

The Enrollment Reporting Statistics page displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. School users can view the previous year's enrollment reporting statistics for their school as a whole or for any of their school's locations. Additionally, the page will display histories of Compliance and Late Roster Notifications.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Icons

The warning and informational icons at the top of the page reflect the status of the enrollment statistics for the particular school or school location selected.

Warning icons:

- **Percent Certified**-The most recent Percent Certified with Program Enrollment value for the school (school location) falls beneath the applicable threshold.
- **Late Roster**-The most recent roster for the school (one or more locations at the school) has not been returned and is late.

Informational icons:

- **Certification Statistics**-There are no certification statistics for the school (school location) for the past year.
- **Compliance Notification**
  - The display options in effect returned more Compliance Notification letters than appear on the page.
  - The display options in effect did not return any Compliance Notification letters.
- **Late Roster Notification**
  - The school (school location) has received more Late Roster Notification letters in the past six months than appear on the page.
  - The school (school location) has not received any Late Roster Notifications letters in the past six months.

### How to use the Display Options

The Display Options allow you to filter the enrollment reporting statistics displayed on the page. The following Display Options are available:

- **School Code** (Default Setting)-The six-digit Office of Postsecondary Education ID (OPEID) for the school.
- **School Location Code**-Allows school users to select an individual school location for viewing.
- **Display Statistics For**-Allows you to view statistics for the school as a whole or for a specific school location.
- **Compliance Notification Letter Sent On or Before**-Allows you to select an end date for the compliance notification display.
- **Maximum Number of Compliance Notifications Per Location**-Allows you to select how many compliance notifications for a single location to view.

## How to interpret Certification Statistics for School / Location

The Certification Statistics for School / Location section displays information about the extent and quality of the enrollment reporting provided by schools participating in the federal student aid programs. The page will display Certification Statistics for the past year. The section displays the following information:

- **Start Date**-The begin date for the evaluation period that produced the row of data.
- **Evaluation Date**-The date on which the period under evaluation ended and the evaluation itself was performed.
- **Students in Portfolio**-The number of students participating in the school or school location's portfolio on the Start Date.
- **Students Certified**-The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once by the Evaluation Date.
- **Students Certified With Program Enrollment**-The number of students participating in the school or school location's portfolio at the Start Date who were certified at least once with program enrollment by the Evaluation Date.
- **Percent Certified**-The percentage of students in the school or school location's portfolio successfully certified during the evaluation period.
- **Percent Certified With Program Enrollment**-The percentage of students in the school or school location's portfolio successfully certified with program enrollment during the evaluation period.
- **Roster Records Returned**-The number of records that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Records in Error Returned**-The number of records containing errors that were processed by NSLDS for a specific school or school location's portfolio between the Start Date and Evaluation Date.
- **Roster Error Percent**-The ratio of records in error to records returned expressed as a percentage.

## How to interpret Enrollment Reporting Compliance Notification History

The Enrollment Reporting Compliance Notification History section displays information about compliance letters sent to an individual school location (location view) or all the locations at the school (school view). The page will display up to 100 Compliance Notifications. The section displays the following information:

- **OPEID**-The eight-digit Office of Postsecondary Education ID of the school location that received the late letter (school view only).
- **Date Letter Sent**-The date on which NSLDS sent a compliance letter to the school.
- **Letter Type**-The name of the compliance letter sent to the school, or a compliance letter sequence reset:
  - First Warning Letter
  - Second Warning Letter
  - Program Compliance Referral Letter
  - Sequence Reset
- **Start Date**-The begin date for the evaluation period that triggered the compliance letter.
- **Evaluation Date**-The date on which the period under evaluation ended and the evaluation itself was performed.
- **Percent Certified With Program Enrollment**-The percentage of students in the school location's portfolio successfully certified with program enrollment during the evaluation period.
- **Roster Error Percent**-The ratio of records in error to records returned expressed as a percentage.

## How to interpret Late Roster Notification History

The Late Roster Notification History section displays information about late roster letters sent to an individual school location (School Location is selected under Display Statistics For) or all the locations at the school (School is selected under Display Statistics For) during the previous six months. The section displays the following information:

- **OPEID**-The eight-digit Office of Postsecondary Education ID of the school location that received the late letter (school-level summary only).
- **Roster Date**-The date on which NSLDS sent a new enrollment roster to the school.
- **Letter Date**-The date on which NSLDS sent a letter to the school informing it that it had not responded in a timely fashion to the most recent roster sent by NSLDS.

Note: Schools are required to respond to rosters sent by NSLDS within 15 days from the day the school receives the roster.

Last updated: July 17, 2016

close

## Enrollment Certifications by Quarter

### Purpose of this page

The Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter, NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to view Enrollment Certification by Quarter

All locations with the same administrator may view the report for each location in the administration group. To display a school location's Enrollment Certification by Quarter report:

- Select a location code from the **Display Location** drop-down menu
- Click **Submit**

Note: Results are shown as display-only and can only be viewed for one school location at a time; results will not display totals at the institution level.

### How to interpret Enrollment Certification by Quarter Display

The Enrollment Certification by Quarter page displays the number of certified records in each enrollment status received by NSLDS during the four most recent fiscal quarters.

- **Enrollment Status**-identifying a student's enrollment status. Valid values are:
  - 'A' - Approved Leave of Absence
  - 'D' - Deceased
  - 'F' - Full Time
  - 'G' - Graduated
  - 'H' - Half Time
  - 'L' - Less Than Half Time
  - 'M' - Moved
  - 'Q' - Three-Quarter Time
  - 'W' - Withdrawn
  - 'X' - Never Attended
  - 'Z' - No Record Found
- **Most Recent Certification**-The total number of individual students certified for each enrollment status for the past four quarters.

Note: The counts include only the most recent certified status received by NSLDS for each student within each quarter.

Last updated: April 13, 2014

close

## Ad Hoc Roster Request

### Purpose of this page

The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to request an Ad Hoc Roster

To request an Ad Hoc Roster the user will:

1. Check the **Select** box next to the school location for which they want to request an ad hoc roster by:
  - a. Clicking the check box to the left of the location's Code and School Name, or
  - b. Selecting all the records displayed on the page by clicking **Check All** at the top of the form.
2. Click **Submit**.

**Note:** Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

### How to interpret the Ad Hoc Roster Request

The Ad Hoc Roster Request page allows users to request a roster that is not part of the school's regular schedule.

- **Select** - Click this box to request an ad hoc roster for specific location(s). Users may check records one-by-one, or select all records on the page by clicking the **Check All** box.
- **Code** - The eight-digit OPEID of the location.
- **Location** - Identifies the name of the location.

Last updated: April 13, 2014

close

## Roster Reset

### Purpose of this page

The Roster Reset page allows authorized users to push all students who have appeared on a school location's enrollment roster, at any time since the user-specified As Of Date, back onto the location's current roster. School users can reset the roster for their own school location and any locations they administer.

**Warning:** Submitting a Roster Reset may cause students with terminal statuses such as Graduated or Withdrawn to reappear on your roster. Failure to recertify the enrollment status of those students will negatively impact your school's Enrollment Reporting statistics. Please contact NSLDS Customer Service if you have questions about whether and when to use Roster Reset function.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to use Reset Add/Update

The Reset Add/Update form allows you to request a Roster Reset for your school location or a location you administer. You can also update a reset displayed in the Pending Resets by creating a new reset for the same location with a different As Of Date. Resets will only be pending during the day on which they are created.

The following options are available:

- **School Location Code**-The eight-digit Office of Postsecondary Education Identification number (OPEID) for the school location. School users will only see the codes for their own location and locations they administer.
- **As Of Date**-All students who appeared on the school location's roster at any point between this date and the present date will be pushed onto the location's current roster.

To create a Roster Reset:

- Select a school location from the dropdown list.
- Enter an As Of Date up to 365 days in the past.
- Click **Submit**.
- The page redisplay with a message saying a pending reset was successfully created.

To update a pending reset, create a new reset for the same location with a different As Of Date.

### How to use Pending Resets

The Pending Resets form allows you to select and delete individual roster resets for a particular school. Resets will only be pending during the day on which they are created.

The following information is displayed:

- **Location**-The eight-digit Office of Postsecondary Education Identification number (OPEID) for the school location.
- **Location Name**-The full name of the school location.
- **As Of Date**-All students who appeared on the school location's roster any point between this date and the present will be pushed onto the location's current roster.

To delete a Roster Reset:

- Check the box that appears on the Pending Resets for the location(s) you would like to delete.
- Click **Delete**.
- The page redisplay with a message indicating the reset was successfully deleted.

Last updated: March 20, 2016

close

## Enrollment Submittal Tracking

### Purpose of this page

The Enrollment Submittal Tracking page displays information about Enrollment rosters and submittals. School users can view rosters and submittals for their school or any of their school's locations.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### Display Options

The Display Options allow you to filter the enrollment submittal data displayed on the page. The following Display Options are available:

- **School Code**-Identifies the six-digit Office of Postsecondary Education Identification number (OPEID) for the school.
- **School Location Code**-Allows you to select an individual school location for viewing.
- **Organization Level**-Allows you to view enrollment submittal for the school as a whole or for a specific school location.
- **File Types**-Allows you to view the enrollment submittal for a specific type.
  - *Roster*-NSLDS generated and sent an Enrollment Reporting file to the school.
  - *Submittal*-The school submitted a file through the batch enrollment reporting process.
  - *Web*-The school certified the enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Date Processed Begin / End**-Allow you to retrieve enrollment submittals for a specified date range.

After selecting the desired options, click the **Apply** button to display the Submittal Details.

### How to interpret Submittal Details

The Submittal Details displays the following information:

File-level information:

- **Date Sent / Received**-For batch files, the date NSLDS sent an outgoing file or received an incoming file. For Web submittals, the date NSLDS received the submittal.
- **Date Processed**-The date on which NSLDS completely processed the batch file or web submittal.
- **Type**-The enrollment roster or submittal type.
  - *Roster*-NSLDS sent a batch Enrollment Reporting roster to the school.
  - *Submittal*-NSLDS received a batch Enrollment Reporting submittal from the school.
  - *Web*-The school submitted enrollment information using the Enrollment Maintenance page or the Enrollment Spreadsheet Submittal page on this site.
- **Total Records**-The total number of records contained in the file, including headers and footers.
- **SAIG Mailbox**-The Student Aid Internet Gateway (SAIG) mailbox the file was sent to or received from.

School information:

- **OPEID**-The eight-digit Office of Postsecondary Education Identification number (OPEID) associated with the detail records.
- **Total Bundles**-The total number of record bundles for that school location included in the file. A bundle is a set of records (Campus, Program(s) and Email) for one individual student.
- **Valid Bundles**-The total number of valid record bundles for that school location included in the file.
- **Bundles in Error**-The total number of bundles with errors for that school location included in the file.
- **Percent Valid**-Valid Bundles divided by Total Bundles.
- **Campus Records**-The total number of campus-level records for that school location included in the file.
- **Program Records**-The total number of program-level records for that school location included in the file.
- **Email Records**-The total number of email-level records for that school location included in the file.
- **Unique Borrowers**-The total number of unique borrowers for that school location included in the file.

Last updated: January 24, 2016

close

## Perkins Notification Setup

### Purpose of this page

The Perkins Notification Setup page allows a school to designate a Student Aid Internet Gateway (SAIG) Mailbox (TG Number) to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add a SAIG mailbox

To add a SAIG Mailbox

- In the SAIG Mailbox box, type a TG mailbox number that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

To update a SAIG Mailbox

- In the SAIG Mailbox box, type over the TG mailbox number with the new one that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

Last updated: June 24, 2012

close

## Enrollment Reporting Preferences Update

### Purpose of this page

The Enrollment Reporting Preference Update page allows school users to establish or change their enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Locations that are set up under an Enrollment Administrator or use a servicer established through the SAIG Enrollment Site will not have access to this page and will see their administrator's or servicer's preferences on Enrollment Reporting Profile.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update Enrollment Reporting Preferences

Enrollment Reporting Preference can be updated using the valid values below:

- **Roster Format** field (schools only)
  - Single File
  - Multiple Files
- **Records Received** field (non-schools only)
  - All Records
  - Changes Only
- **File Type** field
  - Fixed Length File
  - Comma Separated Values (CSV) (schools only)
- **Sort Order** field
  - Student SSN
  - Student Last Name

To apply the changes, click **Submit**. The Enrollment Reporting Preference Update Confirm page will display the new preferences you entered.

- Select **Confirm** to submit the changes to NSLDS.
- Select **Cancel** to return to the entry page.

**Note:** The Destination SAIG Mailbox (TG Number) may only be changed by the school's PDPA on the SAIG Enrollment site at [www.fsaweбенroll.ed.gov](http://www.fsaweбенroll.ed.gov).

Last updated: December 31, 2014

close

## Enrollment Administration Update

### Purpose of this page

An enrollment administrator establishes roster file preferences and schedules for the batch file process. The Enrollment Administrator Update page allows users to establish an Enrollment Administration relationship with other locations at the same school. Each location may administer its own enrollment reporting process or designate another location as the Administrator for this responsibility. Either party (administrator or administered location) can establish or break an Enrollment Administration relationship at any time.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Enrollment Administration Update

The table on this page will display all the locations at a given school for which NSLDS possesses data that indicates loan holder interest in a student at that location:

- **Location** - 8-digit OPEID of the location being administered.
- **Name** - The full school name.
- **Administered By** - The location that is to receive enrollment reporting files.

### How to update the Enrollment Administration for a Location

Enrollment Administration Update displays all the locations at a given school that have student records on NSLDS, whether or not they have been set up for Enrollment Reporting through the [SAIG Enrollment Site](#). Under the Administered By column is a dropdown with all locations that are set up for Enrollment Reporting. Any one of these locations can be the administrator for one or more locations. However, a location that is being administered by another location cannot perform administration functions (batch file exchange and file preferences) for its own or other locations.

The enrollment administrator establishes the reporting file preference and schedule for the locations for which it is set up to be the administrator.

To establish or break a reporting relationship:

1. Determine the **Location** that is to be changed.
2. Click the drop down arrow in the **Administered By** column.
3. Select the location that is to receive the enrollment reporting files for this location.
4. Click **Submit**.

Once Submit is clicked, the Enrollment Administrator Update page will display the record as updated.

5. Select **Confirm** to submit the change to NSLDS.
6. Select **Cancel** to return to the entry page without changing.

**Note:** Locations that have not signed up for Enrollment Reporting through the [SAIG Enrollment Site](#) will be flagged with a red icon and assigned to the Enrollment Administrator at the lowest numbered location that is set up for enrollment reporting. To set up a location for Enrollment Reporting batch and online services, the PDPA will need to add that function at the [SAIG Enrollment Site](#).

Last updated: April 13, 2014

close

## Enrollment Reporting Schedule Update

### Purpose of this page

The Enrollment Reporting Schedule Update page allows users to update their organization's future schedule for receiving enrollment reporting roster or notification files from NSLDS. Users from non-schools or schools that are self-administered have access to this page for their own organization only. Only Administrators can update scheduled rosters for their administrated locations.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Users can click the **Create Schedule** button at the top of the page to navigate to the Enrollment Reporting Schedule Create page.

### How to update a Schedule

To modify an existing schedule:

1. To remove an existing schedule item:
  - a. Click the **Cancel** box for that item.
2. To change a date for an existing schedule item:
  - a. Type over a date in the **Date** box with a valid future date in mm/dd/ccyy format.
3. To add a reason for the scheduled item:
  - a. Enter the **Purpose** for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.
4. To add new items to the schedule:
  - a. Click **Add Row** to add another row to the Update Schedule form.
  - b. In the **Date** box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
  - c. In the **Purpose** box, type a reason for the schedule item.
5. Click **Submit**.
6. If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click **Confirm** to apply the changes to NSLDS, or **Cancel** to return to the entry page.

**Note:** If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplay with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

### Schedule Validation Rules

In order to pass the edits applied by NSLDS, schedules must conform to the following rules:

- For schools, a gap of more than 60 days cannot elapse between scheduled rosters. This includes the gap between the last roster generated and the first roster listed on the updated schedule.

- For ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools, a gap of more than one week cannot elapse between Notification Files.

### How to interpret Ad Hoc Roster Requests

Use the Ad Hoc Roster Request button on the Enrollment Reporting Profile page to *request* an Ad Hoc roster. Ad Hoc rosters cannot be scheduled for a date in the future (the date field is display only on Enrollment Reporting Schedule Update). Ad Hoc requests are effective immediately, and the roster is generated the next time the batch roster generation program runs.

The Ad Hoc Roster Requests are listed on the Schedule Update page allowing the user:

- To remove an Ad Hoc roster if the file has not been generated (on the first weekday after the initial request):
  - Click the **Cancel** box for that item.
- To add a reason for the Ad Hoc roster:
  - Enter the **Purpose** for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.

To apply a change to the Ad Hoc Requests, click **Submit** and then **Confirm** the updates.

Last updated: April 13, 2014

close

## Enrollment Reporting Schedule Create

### Purpose of this page

The Enrollment Reporting Schedule Create page allows a user to create a new schedule for their organization's enrollment reporting roster or notification files from NSLDS. When this page is used to create a new schedule, the current schedule is replaced with the new schedule established on this page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Enrollment Reporting Schedule Create is reached from the Enrollment Reporting Schedule Update page. Once users have successfully created a new schedule, they return to the Enrollment Reporting Schedule Update page, which allows them to fine tune schedule dates and add Purpose text to the schedule they have created.

### How to create a New Schedule

To create a new schedule:

1. In the **Start Date** box, enter a valid date greater than or equal to the current date and less than or equal to the current date plus one week (non-schools) or the current date plus six months (schools).
2. In the **Frequency** box, click a selection.
3. Click **Submit**.
4. If a valid start date and frequency were selected, the Enrollment Reporting Schedule Create Confirm page displays the new schedule.
5. Click **Confirm** to apply the changes to NSLDS, or **Cancel** to return to the entry page.

**Notes:** Files will only be generated on weekdays. A file scheduled on a Saturday will be generated on the following Monday. NSLDS will not generate more than one file for the same organization at the same time. If an organization has files scheduled for generation on Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Valid frequencies for enrollment reporting files for schools are:
  - Weekly
  - Every Two Weeks
  - Monthly
  - Every Two Months (default setting)
- Valid frequencies for notification files for ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools are:
  - Weekly (default setting)

After the new schedule has been applied, the Enrollment Reporting Schedule Update page redisplay with the new schedule.

Last updated: April 13, 2014

close

## Enrollment Push to Roster

### Purpose of this page

The Enrollment Push to Roster page allows users to include a student in a school roster for certification of enrollment data. The student will be added to the school portfolio on the Enrollment Push Date and will appear on the next school roster generated after that date. To push a student, the user must also enter a date. The field defaults to the current date and will accept any date up to a year in the future. Past dates are not valid.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to push a student to an enrollment roster

To push a student to a school roster:

1. Type the 8-digit OPEID in the **Push to OPEID** field or use the **Org Search** button next to this field for a list of available schools.
2. Type the date after which the student is to be added to the enrollment roster in the **Enrollment Push Date** field.
3. Click **Submit**.

### How to search for an organization

To find a school location's OPEID:

1. Click the **Org Search** button.
2. In the pop-up window, enter known school information.
3. Click **Submit** to view results.
4. Choose and click the number next to the desired school from the results.

Last updated: July 17, 2016

close

## Enrollment Notification Override List

### Purpose of this page

The Enrollment Notification Override List page displays a history of overrides for specific students or schools to ensure the reporting of any certification to a selected loan holder for a designated time period.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Once an organization is selected, the Begin/End Override for Student and the Begin/End Override for School buttons appear to navigate to the appropriate page to enter an enrollment notification file override.

### How to access the Enrollment Notification Override List

To access the Enrollment Notification Override List:

- Select the Organization Type: ED Servicer, Guaranty Agency, Lender, Lender Servicer.
- Enter the Code and/or Name
- Click Retrieve

Note: The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function.

### How to interpret the Enrollment Notification Override List page

The Enrollment Notification Override List displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN- Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit Office of Postsecondary Education Identification number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended. Overrides that are still active will display with a blank in this field.
- Request By User ID-the FSA User ID of the user that created the enrollment notification override.

Last updated: June 24, 2012

close

## Enrollment Notification Override Begin / End

### Purpose of this page

The Enrollment Notification Override Begin/End page allows a user to create or end an enrollment notification override for a specific student or a school to ensure the reporting of any certification to the selected loan holder for a designated time period.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access the Enrollment Notification Override List

To begin an enrollment notification override for a student:

- Type the Student SSN
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a student:

- Locate the student on the Override Begin/End List
- Click the End Override button. Today's date will be entered.

### How to Begin / End an Enrollment Notification Override (School)

To begin an enrollment notification override for a school:

- Type the 8-digit School OPEID code. The Org Search button next to this field provides the capability to search for a school's OPEID code.
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a school:

- Locate the School from the Override Begin/End List
- Click End Override button. Today's date will be entered.

### How to interpret the Enrollment Notification Override list

The Enrollment Notification Override list displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN-Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit OPEID number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended.
- Request by User ID-the user that created the enrollment notification override.

Last updated: June 24, 2012

close

## Exit Counseling File Submittal

### Purpose of this page

The Exit Counseling Submittal page allows school users the ability to report Exit Counseling completion to NSLDS. The page allows the ability to upload and submit up to 2500 records/rows of Exit Counseling data at a time, with a maximum file size of 1,000 KB. This page is displayed for users authorized to report Exit Counseling data via the Submittal capabilities.

**Note:** The Exit Counseling File Submittal page adds new records only. There is currently no mechanism for updating those records, once uploaded.

**Note:** The *NSLDS Exit Counseling Submittal* template is available on the FSADownload web site at [www.fsadownload.ed.gov](http://www.fsadownload.ed.gov).

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to submit student records using the Exit Counseling File Submittal

To submit student exit counseling records via spreadsheet:

1. The user must enter the data into the Upload File worksheet of the Exit Counseling spreadsheet. See the Instructions worksheet of the spreadsheet for data content valid values and reporting requirements.

**Note:** This process accepts spreadsheets in **XLS** or **XLSX** format.

2. After the data has been entered into the spreadsheet provide the **File Name** where the Exit Counseling Submittal File is located.
  - o Click the **Browse** button to choose the file location/name.
  - o Click the **Rows in Result File** radio button which indicates how the Result file will be presented after the spreadsheet has been uploaded:
    - Result File contains all rows submitted
    - Result File contains only input rows with errors
  - o Click the **Background color for cells with error in Result File** radio button which indicates how errors within the Result file will be colored after the spreadsheet has been uploaded:
    - Yellow background for errors
    - Grey background for errors
    - White background for errors
  - o Click the **Mouseover comment for cells with error in Result File** radio button which indicates how the comments for errors will be presented after the spreadsheet has been uploaded:
    - Add comment to error cell
    - Do not add comment to error cell
  - o Click the **Validate** button within the Exit Counseling Submittal box to validate the data without saving the data from the spreadsheet to the NSLDS database.
  - o Click the **Validate and Submit** button within the Exit Counseling Submittal box to validate and save the data, of those records not in error, from the spreadsheet to the NSLDS database.

### How to identify errors

If any row has data which fails edits, an error code and associated error message will appear in the adjacent ERRORS column created to the right.

If the radio button "Add comment to error cell" is selected, the cell containing an error displays a red triangle. To see the error message for a field, run your cursor over the field and the error message displays as a ToolTip.

**Note:** A maximum of 15 errors per record will be returned. If more than 15 errors exist in a single record the next 15 errors will be

returned when the initial 15 errors are corrected and the record is resubmitted.

### How to correct errors

Only records which have passed all of the edits will be loaded to NSLDS. Records which contain errors must be corrected in the spreadsheet and re-submitted. The spreadsheet results displaying the errors may be used to re-submit the records in error. Be sure to save this spreadsheet in a secure manner, and with a unique name for future reference.

Last updated: October 18, 2015

close

## Foreign School Reporting Enrollment

### Purpose of this page

The Foreign School Reporting Enrollment page displays a list of all foreign schools that are reporting enrollment data for their students to NSLDS. The list includes the date of the latest enrollment data received.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### To Retrieve a Specific School

The Foreign School Reporting Enrollment page displays the list of all foreign schools that have reported enrollment data with the latest certification date received. To retrieve a single school record:

1. Type the **Code** or **Name** of the organization.
2. **Click** Retrieve.

**Note:** To return to the full list, clear the Code and Name fields and click **Retrieve**.

### How to interpret the Foreign School Reporting Enrollment Page

The Foreign School Reporting Enrollment page displays the following information:

- **School Name**-The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page.
- **OPEID**-The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
- **Last Cert. Date**-The most recent Certification Date for enrollment data received from the school.

Last updated: December 17, 2006

close

## GE Submittal

### Purpose of this page

The GE Submittal page allows school users the ability to report GE records to NSLDS. The page allows for a size limit up to 1,000 KB (1 MB) of data to be loaded at a time. Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of spreadsheet software used.

Access to this page is limited to users associated with GE capabilities.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to submit student records using the GE Spreadsheet Submittal

To submit student GE records via spreadsheet:

1. The user must put the data into a spreadsheet utilizing the batch File Layout found in the GE Spreadsheet Submittal Instruction Guide. The NSLDS GE User Guide will give the user instructions regarding data formats and permitted values of each field.

**Note:** This process accepts spreadsheets in **XLS** or **XLSX** format.

2. After the data has been entered into the spreadsheet provide the **File Name** where the GE File is located.
  - o Click the **Browse** button to choose the file location/name.
  - o Click the **Rows in Result File** radio button which indicates how the Result file will be presented after the spreadsheet has been uploaded:
    - Result File contains all rows submitted
    - Result File contains only input rows with errors
  - o Click the **Background color for cells with error in Result File** radio button which indicates how errors within the Result file will be colored after the spreadsheet has been uploaded:
    - Yellow background for errors
    - Grey background for errors
    - White background for errors
  - o Click the **Mouseover comment for cells with error in Result File** radio button which indicates how the comments for errors will be presented after the spreadsheet has been uploaded:
    - Add comment to error cell
    - Do not add comment to error cell
  - o Click the **Validate** button within the GE Spreadsheet Submittal box to validate the data without uploading the data from the spreadsheet.
  - o Click the **Validate and Submit** button within the GE Spreadsheet Submittal box to validate the data and upload the data from the spreadsheet.

### How to identify errors

If any row has data which fails edits, the name of the field in error is placed in the next available column at the right hand side of the spreadsheet. An error code and associated error message will appear in the adjacent column to the right.

If the radio button Add comment to error cell is selected, the cell containing an error displays a red triangle. To see the error message for a field, run your cursor over the red triangle and the error message displays as a ToolTip.

**Note:** A maximum of five errors per record will be returned. If more than five errors exist in a single record the next five errors will be returned when the initial five errors are corrected and the record is resubmitted.

### How to correct errors

Only records which have passed all of the edits will be loaded to NSLDS upon submission. Records which contain errors must be corrected in the spreadsheet and re-submitted. The spreadsheet displaying the errors may be used to re-submit the records in error. Be sure to save this spreadsheet in a secure manner, and with a unique name for future reference.

Please reference the NSLDS GE User Guide for field definitions, error codes and possible reasons for error.

Last updated: January 18, 2015

close

## Gainful Employment Mass Update/Deactivate

### Purpose of this page

The Gainful Employment Mass Update/Deactivate page allows you to mass update or deactivate existing GE records for a specified Award Year.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to mass update/deactivate Gainful Employment information

The **Action** being taken on the page, Update or Deactivate, must be selected.

The following data elements can be used as selection criteria only.

- **Institution Location Code** - The eight-digit code that identifies an individual location of the institution. Must be populated.
- **Award Year** - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed. Format CCYYCCYY.
- **CIP Code** - Identifies the Classification of Instructional Programs code.
- **Credential Level** - Level of credential for the educational program.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)
  - 'All' select all for All Credential Levels
- **Program Attendance Begin Date** - Date student began enrollment in the GE Program.
- **Program Attendance Begin Date for this Award Year** - Date in this award year that the student began enrollment in the GE Program.
- **Program Attendance Status Date** - Date the program ended or students withdrew.

The mass update of active Gainful Employment records can only be performed on the following two data elements:

- **CIP Code** - Identifies the Classification of Instructional Programs code for the program.
- **Credential Level** - Level of credential for the educational program.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)

Once submit is clicked, the Gainful Employment Mass Update/Deactivate page will display the updated record information prior to saving the changes.

- The data element being updated and the new update value(s)
- The total number of GE records to be updated
- The total number of GE records, with summary level counts, not updated for having failed edits

The number of records successfully updated or deactivated will display after confirmation.

Last updated: January 18, 2015

close

## Gainful Employment List

### Purpose of this page

The Gainful Employment (GE) List page displays information about students reported by the institution for its GE programs. It allows various sort options to retrieve the list of all students or those that meet particular parameters.

The GE List page displays a maximum of 25 records per page. If more than 25 records exist, multiple pages will be available to view the retrieved data using the arrows to move up and down the records.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The **Add Gainful Employment** button beneath the page title allows you to navigate to the **Gainful Employment Add** page.

### How to access the Gainful Employment List

To access the Gainful Employment List:

**Sort By:** Default is **SSN, CIP**. User may select option of 'CIP, Credential Level', 'Last Name, SSN' or 'SSN, CIP' sort options.

**Display Only** options:

1. Provide an Institution **Location Code** (8-digit OPEID) associated with the **Institution Code** or leave \* (default) for all locations.
2. Provide the **Award Year** for a list of all students enrolled in GE programs falling under a specific **Award Year** or leave \* (default) to select all award years.
3. Provide a **SSN** or leave \* (default) to select all SSNs.
4. Provide a **CIP** (Classification of Instructional Programs) **Code** or leave \* (default) for all CIP codes.
5. Select **Credential Level** or leave 'ALL' (default) to select all credential levels.
6. Select **Program Attendance Status During Award Year** or leave 'ALL' (default) to select all program attendance statuses.
7. In the **Program Attendance Status Date Begin** box, type a date, or leave default setting for all.
8. In the **Program Attendance Status Date End** box, type a date, or leave default setting for all.
9. In **History** leave 'Active' (default) for only active records, 'Deactivated' for records that were submitted but are no longer active, or 'ALL' to select all GE records.

Click **Retrieve**.

### How to interpret the Gainful Employment List Display

The box located above the displayed GE List indicates how many students were returned with the parameters selected. The GE List page, displays the following information:

- **Active Bullet Number** - GE List number for the student. Select the student's active bullet displayed beside the student's identifying information to link to the **Gainful Employment Detail** page which includes the additional fields report for the student.
- **SSN** - The SSN of the student in a GE program reported by the specified institution and location code.
- **Name** - The student's last name, first name, and middle initial.
- **DOB** - The student's date of birth.
- **Active** - Indicator of current valid or invalid student record.
- **Award Year** - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed.
- **CIP Code** - Identifies the Classification of Instructional Program's code for the student.
- **Attendance Begin-End date** - Date the student started and graduated or withdrew from the program. **N/A** displays as end date for students still reported as enrolled.
- **Attendance Status:**

'Graduated' - Student graduated from the educational program at any time during the award year.

o 'Withdrew' - Student withdrew from the educational program at any time during the award year.

o 'Enrolled' - Student was enrolled in the educational program on the last day of the award year.

● **Credential Level** - Level of credential for the educational program in which the student was enrolled during the award year.

o '01' (Undergraduate certificate or Diploma program)

o '02' (Associate's degree)

o '03' (Bachelor's degree)

o '04' (Post baccalaureate certificate)

o '05' (Master's degree)

o '06' (Doctoral degree)

o '07' (First professional degree)

o '08' (Graduate/Professional certificate)

Click on the blue button beside the student SSN and information to open the **Gainful Employment Detail** page with that student's data.

Last updated: January 18, 2015

close

## Gainful Employment Add

### Purpose of this page

The Gainful Employment Add page allows you to add information for students attending any location with the same six digit school code as the NSLDS user reporting the information.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add Gainful Employment information

To add a student, complete Student Detail information:

1. In the **SSN** box, type the student's Social Security Number (SSN).
  - o Must provide SSN along with the identifiers First Name, Last Name, and DOB.
  - o If SSN is not available, do not report the student.
2. In the **First Name** box, type the student's first name.
3. In the **Middle Name** box, type the student's middle name.
4. In the **Last Name** box, type the student's last name.
5. In the **DOB (MMDDCCYY)** box, type the student's date of birth (DOB).

To add Gainful Employment Detail information:

1. In the **Award Year** box, type both years of the award year; i.e., 20102011 for 7/1/2010 to 6/30/2011.
2. In the **Institution Code (OPEID)** box, type the 8-digit OPEID that identifies the attending campus location.
3. In the **Institution Name** box, type name of institution where the student is attending.
4. In the **Program Name** box, type the GE program name that the student was enrolled in during the award year.
5. In the **CIP Code** box, type the 2010 6-digit Classification of Instructional Programs (CIP) Code for the GE program.
6. In the **Credential Level** field, select the credential level of the program the student was enrolled in during this award year.
  - o **Must be one of the following:**
    - '01' (Undergraduate certificate Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)
    - '07' (First professional degree)
    - '08' (Graduate/Professional certificate)
7. In the **Length of GE Program** box, type the length of instructional program in years, months, or weeks as published by the school. See the NSLDS GE User Guide for a complete description.
8. In the **Length of GE Program Measurement** box, select the unit of measure from the dropdown list for the length of the instructional program as published by the school.
  - o Years
  - o Months
  - o Weeks
9. In the **Medical or Dental Internship or Residency** field, select:
  - o 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree', '07 - First-Professional Degree', or '08 Graduate/Professional certificate'.
  - o 'No' - if the program does not require a medical or dental internship or residency.
  - o See NSLDS GE User Guide for complete definition.
10. In the **Enrollment Status as of the 1<sup>st</sup> Day of Enrollment in Program** box, select the code reflecting the student's current enrollment status as of the 1<sup>st</sup> day of enrollment in program from the dropdown list.

Full Time

- o Three-Quarter Time
  - o Half-Time
  - o Less than Half-Time
11. In the **Program Attendance Begin Date (MMDDCCYY)** box, type the date the student began attendance in the GE program.
  12. In the **Program Attendance Begin Date for This Award Year (MMDDCCYY)** box, type the begin date for attendance during the award year being reported.
  13. In the **Program Attendance Status During Award Year** field, select an attendance status.
    - o 'Graduated' - Student graduated from the GE Program at any time during the award year.
    - o 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance End Date, Private Loans Amount, Institutional Financing Amount, and Tuition and Fees Amount.
    - o 'Withdrew' - Student withdrew from the GE Program at any time during the award year.
  14. In the **Program Attendance Status Date (MMDDCCYY)** box, type the date the student graduated or withdrew from the GE program. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  15. In the **Private Loans Amount** box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  16. In the **Institutional Debt** box, type the total amount owed by the student from institutional debt for attendance in the GE Program as of the day the student graduated or withdrew from the program, not just for this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  17. In the **Tuition and Fees Amount** box, type total amount of tuition and fees the student was charged for enrolling and attending the program, as of the day the student graduated or withdrew from the program, not just from this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  18. In the **Allowance for Books, Supplies, and Equipment** box, type the total amount of allowance for books, supplies, and equipment the student was charged for enrolling in and attending the educational program, as of the day the student graduated or withdrew from the program, not just from this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  19. Click **Submit**.

Once submit is clicked, the Gainful Employment Add page will display the record as entered.

- Select **Confirm** to submit data to NSLDS.
- Select **Cancel** to return to the entry page.

Record successfully added will display after confirmation with a blank Gainful Employment Add page to allow additional student record entry.

Last updated: January 18, 2015

close

## Gainful Employment Detail

### Purpose of this page

The Gainful Employment (GE) Detail page displays detail information for the student selected from the GE List page.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

Two buttons appear beneath the page title for records that are currently active which allow the user to navigate to pages populated with current information about the student displayed on the Gainful Employment Detail page:

- Gainful Employment Update
- Gainful Employment Deactivate

### How to interpret Gainful Employment Detail information

- **Award Year** - Award Year reported for the student in the GE Program.
- **Student SSN** - Social Security Number (SSN) of the student enrolled in a GE Program.
- **Student Full Name** - Full name of a student enrolled in the GE Program.
- **Student DOB** - Date (month, day and year) the student was born.
- **Institution Code (OPEID)** - The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).
- **Institution Name** - Identifies the name of the institution where the student is attending.
- **Program Name** - Institutional name of the program the student was enrolled in during the award year.
- **CIP Code** - Identifies the Classification of Instructional Program (CIP) Code for the program in which the student was enrolled. The six-digit code is assigned by the academic offices of the institution.
- **Credential Level** - Credential Level of the program the student was enrolled during this award year.
  - **Must be one of the following:**
    - '01' (Undergraduate certificate or Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)
    - '07' (First professional degree)
    - '08' (Graduate/Professional certificate)
- **Length of GE Program** - The length of instructional program in years, months, or weeks as published by the school. See the NSLDS GE User Guide for a complete description.
- **Length of GE Program Measurement** - The unit of measure for the length of the instructional program as published by the school.
  - Years
  - Months
  - Weeks
- **Medical or Dental Internship or Residency** - Medical or Dental Internship or Residency Program:
  - 'Yes', if the student is in a program which requires the completion of a medical or dental internship or residency.
  - 'No', if the program does not require a medical or dental internship or residency.
  - See NSLDS GE User Guide for complete definition.
- **Enrollment Status as of the 1<sup>st</sup> Day of Enrollment in Program** - The code reflecting the student's current enrollment status as of the 1st day of enrollment in program.
  - Full Time
  - Three-Quarter Time
  - Half-Time
  - Less than Half-Time
- **Program Attendance Begin Date** - Date student began enrollment in the GE Program.

- **Program Attendance Begin Date for This Award Year** - Date in this award year that the student began enrollment in the GE Program.
- **Program Attendance Status During Award Year** - The enrollment status of the student in the educational program during the award year reported:
  - 'Graduated' - Student graduated from the GE Program during the award year.
  - 'Withdrew' - Student withdrew from the GE Program during the award year.
  - 'Enrolled' - Student was still in the GE Program on the last day of the award year.
- **Program Attendance Status Date** - Date the student graduated or withdrew from the GE Program.
- **Private Loans Amount** - Gross amount of private loans the student received for attendance in the GE Program.
- **Institution Debt** - Amount of institutional debt for attendance in GE Program.
- **Tuition and Fees Amount** - Amount of tuition and fees the student was charged for the GE Program, as of the day the student graduated or withdrew from the program, not just from this award year.
- **Allowance for Books, Supplies, and Equipment** - Amount of allowance for books, supplies, and equipment the student was charged for enrolling in and attending the educational program as of the day the student graduated or withdrew from the program, not just from this award year.

Last updated: January 18, 2015

close

## Gainful Employment Update

### Purpose of this page

The Gainful Employment (GE) Update page allows you to update selected detail information for the student displayed on the Gainful Employment Detail page.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to update Gainful Employment information

All data fields except Award Year can be updated if data was entered incorrectly. Updating the data in the record will deactivate the previous record and keep the changes as the current record. On the GE List page, the user can display only those records that are active by selecting 'Active' in the **History** box.

**Note:** The Award Year may not be updated from this page. To enter a new Award Year you must deactivate this record and begin again using Gainful Employment Add with the new information.

To update information in previously reported GE Detail fields:

The check box beside **Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year** at the top of the Update section allows student identifiers (SSN, First and Last Names, and Date of Birth) to be updated on this page for multiple GE records for the same student within the same SSN/Award Year. A web message will display indicating that all records matching on SSN, Award Year, and School Code were updated. After selecting **Confirm** to submit data to NSLDS, a web message will display on the **Gainful Employment List** page indicating that all records matching on SSN, Award Year, and School Code were updated and that all user records were synchronized.

1. In the **Student SSN** box, type the student's SSN.
2. In the **Student First Name** box, type the student's first name.
3. In the **Student Middle Name** box, type the student's middle name.
4. In the **Student Last Name** box, type the student's last name.
5. In the **Student DOB (MMDDCCYY)** box, type the student's date of birth (DOB).
6. In the **Institution Code (OPEID)** box, type the 8-digit OPEID that identifies the location where the student attends or attended the GE Program.
7. In the **Institution Name** box, type name of the institution where the student is attending the GE Program.
8. In the **Program Name** box, type the GE program name that the student was enrolled in during the award year.
9. In the **CIP Code** box, type the 2010 6-digit Classification of Instructional Program (CIP) Code for the GE program.
10. In the **Credential Level** field, select the credential level of the program the student was enrolled in during this award year.
  - o **Must be one of the following:**
    - '01' (Undergraduate certificate or Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)
    - '07' (First professional degree)
    - '08' (Graduate/Professional certificate)
11. In the **Length of GE Program** box, type the length of instructional program in years, months, or weeks as published by the school. See the NSLDS GE User Guide for a complete description.
12. In the **Length of GE Program Measurement** box, select the unit of measure from the dropdown list for the length of the instructional program as published by the school.
  - o Years
  - o Months

- o Weeks
13. In the **Medical or Dental Internship or Residency** field, select:
    - o 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree', '07 - First-Professional Degree', or '08 Graduate/Professional certificate'.
    - o 'No' - if the program does not require a medical or dental internship or residency.
    - o See NSLDS GE User Guide for complete definition.
  14. In the **Enrollment Status as of the 1<sup>st</sup> Day of Enrollment in Program** field, select:
    - o Full Time
    - o Three-Quarter Time
    - o Half-Time
    - o Less than Half-Time
  15. In the **Program Attendance Begin Date (MMDDCCYY)** box, type over the date to change it.
  16. In the **Program Attendance Begin Date for This Award Year (MMDDCCYY)** box, type over the date to change it.
  17. In the **Program Attendance Status During Award Year** field, select an attendance status from the drop down box:
    - o 'Graduated' - Student graduated from the GE Program at any time during the award year.
    - o 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance Status Date, Private Loans Amount, Institutional Debt, Tuition and Fees Amount, and Allowance for Books, Supplies, and Equipment. If values were previously present in these fields, they will be cleared.
    - o 'Withdrew' - Student withdrew from the GE Program at any time during the award year.
  18. In the **Program Attendance Status Date (MMDDCCYY)** box, type over the date to change it. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  19. In the **Private Loans Amount** box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  20. In the **Institutional Debt** box, type the total amount owed by the student from institutional debt for attendance in the GE Program as of the day the student graduated or withdrew from the program, not just from this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  21. In the **Tuition and Fees Amount** box, type total amount of tuition and fees the student was charged for enrolling in and attending the GE program, as of the day the student graduated or withdrew from the program, not just from this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  22. In the **Allowance for Books, Supplies, and Equipment** box, type the total amount of allowance for books, supplies, and equipment the student was charged for enrolling in and attending the educational program, as of the day the student graduated or withdrew from the program, not just from this award year. Required if Program Attendance Status During Award Year equals 'Graduated' or 'Withdrew'.
  23. Click **Submit**.

Once submit is clicked, the Gainful Employment Update page will display the record as entered.

- Select **Confirm** to submit data to NSLDS.
- Select **Cancel** to return to the entry page.

"Gainful Employment successfully updated" will display after confirmation on the **Gainful Employment List** page.

If you are changing student identifiers (SSN, First and Last Names, and Date of Birth) across award years, you will need to perform updates on at least one record for each award year. The **Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year** performs changes to more than one record only within the same award year.

Last updated: January 18, 2015

close

## Gainful Employment Deactivate

### Purpose of this page

The Gainful Employment (GE) Deactivate page allows the school user to deactivate a student's GE record reported by the institution by clicking the Deactivate button on the top of the Gainful Employment Detail page.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to deactivate Gainful Employment information

To deactivate Gainful Employment information:

- Click the Deactivate button on the Gainful Employment Detail page. This will open the Gainful Employment Deactivate page.
- Review student Gainful Employment detail information.
- To deactivate the record, click Confirm.

A message that the Gainful Employment record successfully deactivated will display after confirmation on the Gainful Employment List page. If the drop down selection in History shows 'ALL', every record submitted, entered, updated, or deactivated will display on the list. Change the drop down selection to view the specific type of record desired.

Last updated: August 28, 2011

close

## Gainful Employment Completers List

### Purpose of this page

The **Gainful Employment (GE) Completers List** page displays information about students who have graduated from GE programs as reported by the institution.

The **GE Completers List** page displays a maximum of 20 records per page. If more than 20 records exist, multiple pages will be available to view the retrieved data using the arrows to move up and down the records.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

The **Add Gainful Employment Completer** button beneath the page title allows you to navigate to the **Gainful Employment Completer Add** page.

### How to access the Gainful Employment Completers List

To access the Gainful Employment Completers List:

**Sort By:** User may select option of 'Last Name, First Name' or 'SSN'. Default is 'SSN' if a sort option is not selected.

**Display Only** options:

1. Provide a **CIP** (Classification of Instructional Programs) **Code** or leave \* (default) to select all CIP codes.
2. Select **Credential Level** or leave 'ALL' (default) to select all Credential Levels.
3. Provide a **Student SSN** or leave \* (default) to select all SSNs.
4. Select **Edit Status** or leave 'ALL' (default) to select all students who have completed a GE program at your institution. Selecting 'Edited Records' will return the students for whom the institution has entered a correction on the GE Completers List Update or Add pages. Selecting 'Unedited Records' will return the students for whom the institution has not entered a correction.
5. Click **Retrieve**.

### How to interpret the Gainful Employment List Display

The Gainful Employment Completers List page, displays the following information:

- **Active Bullet Number** - GE List number for the student. Select the student's active bullet displayed beside the student's identifying information to link to the **Gainful Employment Completer Update** page.
- **SSN** - The SSN of the student in a GE program reported by the institution.
  - An informational icon will appear before the SSN to indicate the 'Record was edited by a school user'.
  - When the record has been edited, updated values will display on this page.
  - The informational icon will change to a check mark, when the record has been reviewed by the Department of Education.
- **Name** - The student's last name, first name, and middle initial.
- **DOB** - The student's date of birth.
- **Exclusions** - Indicates if the exclusion applies to the student's record.
  - **In School** - If a check mark is present, it indicates the student was excluded from the Completers List due to being enrolled at an institution during the earnings year.
  - **In Military** - If a check mark is present, it indicates that the student was excluded from the Completers List due to receiving a military-related deferment or loan status during the earnings year.
  - **Death/Disability** - If a check mark is present, it indicates the student was excluded from the Completers List due to receiving a loan discharge due to death, a loan discharged due to disability or assigned to the Department's Total Permanent Disability (TPD) Servicer.
  - **Higher Credential Level** - If a check mark is present, the student was excluded due to subsequent completion of higher

credential GE program at same institution. The completion of higher credential must be in same academic classification (i.e. undergraduate lower credential GE and then undergraduate higher credential GE, or graduate lower credential GE and then graduate higher credential GE).

- **GE Program** - The valid student record for inclusion in the GE Program's Completers List.
  - **CIP** - The six-digit Classification of Instructional Programs (CIP) code, without the period, identifying a program's academic content.
  - **Program** - Name of the program designated by the CIP code.
  - **Credential Level** - Level of degree/certificate/credential for the GE Program.
    - '01' (Undergraduate certificate or Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)
    - '07' (First professional degree)
    - '08' (Graduate/Professional certificate)
  - **Student ID** - A program-level unique alphanumeric identifier which identifies a specific student within a specific program.
  - **Prog. Attend. Begin** - The Program Attendance Begin Date as reported by the institution in the GE Record.
  - **Prog. Attend. End** - The Program Attendance End Date is based on the Program Attendance Status Date as reported by the institution in the GE Record.
  - **Private Loans** - Gross amount of private loans the student received for attendance in GE Program as reported by the institution in the GE Record.
  - **Institution Debt** - Amount of institutional debt for attendance in any GE Program at the institution as reported by the institution in the GE Record.
  - **Tuition Fees** - The Tuition and Fees Amount as reported by the institution in the GE Record.
  - **Books & Supplies Amount** - Amount of allowance included in the cost of attendance (COA) for books, supplies, and equipment for the student for enrolling in and attending the GE program.

The following sections (Enrollment Reporting, GE Attendance and Loan Data) will only be displayed to support an exclusion being applied to student record. If there are no exclusions, the sections will not be displayed. In-School exclusions can have all sections displayed; all other exclusions will only be supported by the Loan Data section.

- **Enrollment Reporting:**
  - **School** - The OPEID of the institution in which the student was enrolled during the earnings year.
  - **Code** - The enrollment status of the student.
    - 'F' (Full-Time)
    - 'Q' (Three-Quarter Time)
    - 'H' (Half-Time)
    - 'L' (Less Than Half-Time)
  - **Status Date** - The enrollment status date.
  - **Certification Date** - The enrollment certification date.
- **GE Attendance:**
  - **School** - The OPEID of the other institution which the student was attending during the earnings year as reported via GE Reporting.
  - **CIP Code** - The Classification of Instructional Programs (CIP) code of the other attendance Program as reported via GE Reporting.
  - **Credential Level** - Level of degree/certificate/credential for the other Program as reported via GE reporting.
    - '01' (Undergraduate certificate or Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)
    - '07' (First professional degree)
    - '08' (Graduate/Professional certificate)
  - **Dates** - Date the student started and graduated or withdrew from the program. N/A displays as end date for students reported as still being enrolled.
- **Loan Data**
  - **Branch** - The School Location Code associated with the loan status/deferment.
  - **Loan Date** - The Loan Date of the loan.
  - **Loan Type** - The Loan Type of the loan.

<b>Program</b>	<b>Code</b>	<b>Description</b>
<b>FFEL</b>	CL	FFEL Consolidation
FFEL	GB	FFEL PLUS Graduate/Professional
FFEL	PL	FFEL PLUS
FFEL	RF	FFEL Refinanced
FFEL	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
FFEL	SL	Supplemental Loan (SLS)
FFEL	SU	FFEL Stafford Unsubsidized
<b>FDLP</b>	D0	Direct Stafford Subsidized (SULA Eligible)
FDLP	D1	Direct Stafford Subsidized
FDLP	D2	Direct Stafford Unsubsidized
FDLP	D3	Direct PLUS Graduate/Professional
FDLP	D4	Direct PLUS
FDLP	D5	Direct Consolidation Unsubsidized
FDLP	D6	Direct Consolidation Subsidized
FDLP	D7	Direct PLUS Consolidation
FDLP	D8	Direct Unsubsidized (TEACH)
FDLP	D9	Direct Consolidation Subsidized (SULA Eligible)
<b>FISL</b>	FI	Federally Insured (FISL)
<b>Perkins</b>	DU	National Defense Loan
Perkins	EU	Perkins Expanded Lending
Perkins	IC	Income Contingent (ICL)
Perkins	NU	NDSL
Perkins	PU	Federal Perkins

- **Ind. of Sep** - Indicator of Separate Loan is an indicator used to differentiate loans on NSLDS which have the same loan date, type, and amount at the same school.
- **Deferment Type** - The type of deferment of a loan which was excluded from the calculation.

<b>Code</b>	<b>Description</b>
AC	Action Programs
AP	Armed Forces or PHS
EH	Economic Hardship
EP	Full-Time Family Service to High Risk
FM	Full-Time Teacher of Math
FN	Full-Time Nurse/Medical Tech
FP	Full-Time Provider
FS	Full-Time Special Ed Teacher
FT	Full-Time Student
GF	Graduate Fellowship Program
HD	Head Start
HS	Hardship
HT	Half-Time Student
IR	Internship/Residency
LE	Law Enforcement
LF	Deferred Pending Loan Forgiveness Cancellation
MO	Active Duty Military/Military Operations

MR	National Guard, Reservist or Retired Military
NO	National Oceanic and Atmospheric Administration Corps
PC	Peace Corps
PD	Parent Plus In-School Deferment Type Code
PE	Six Month Post-Enrollment Period Deferment Type Code
PL	Parental Leave
PP	Parental PLUS Borrower
RT	Rehabilitation Training
TD	Temporary Disability
TE	Tax-Exempt Organizations
TL	Teacher Low-Income Institution
TS	Teacher Shortage
UE	Unemployment less than 3 years
UN	Unemployment less than 2 years
WM	Working Mother

- **Defer Start Date** - The start date of the deferment of the loan which caused exclusion from the Completers List.
- **Loan Status** - The loan status of the loan which caused exclusion from the Completers List.

<b>Code</b>	<b>Description</b>
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge

FR	Fraud
FX	Fraud Satisfied
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-Defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RH	Loan Transferred by DCS to Sallie Mae
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled
XD	Defaulted, six consecutive payments

- **Loan Status Date** - The loan status date of the loan which cause exclusion from the Completers List.
- **Disability** - Indicator used to note that the loan was excluded based on disability assignment to ED.
- **Lender Svc** - The Lender Servicer Code associated with the loan.
- **Lender** - The Lender Code associated with the loan.
- **FLS/GA** - The GA or ED Servicer Code associated with the loan.
- **External ID** - ID associated with Data Provider to identify information within their system.

Click on the blue button beside the student SSN to open the **Gainful Employment Completers Update** page with that student's data.

Last updated: August 21, 2016

close

## Gainful Employment Completer Add

### Purpose of this page

The Gainful Employment (GE) Completer Add page allows you to add information for students who graduated from any location with the same six digit school code as the NSLDS user reporting the information.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to add Gainful Employment Completer information

To add a student, complete Student Detail information:

1. In the **SSN** box, type the student's Social Security Number (SSN).
  - o Must provide SSN along with the identifiers First Name, Last Name, and DOB.
  - o If SSN is not available, do not report the student.
2. In the **First Name** box, type the student's first name.
3. In the **Middle Name** box, type the student's middle name.
4. In the **Last Name** box, type the student's last name.
5. In the **DOB (MMDDCCYY)** box, type the student's date of birth (DOB).

To add Gainful Employment Detail information:

1. In the **Award Year** box, type both years of the award year; i.e., 20102011 for 7/1/2010 to 6/30/2011.
2. In the **Institution Code (OPEID)** box, type the 8-digit OPEID that identifies the attending campus location.
3. In the **CIP Code** box, type the 2010 6-digit Classification of Instructional Programs (CIP) Code for the GE program.
4. In the **Credential Level** field, select the credential level of the program the student was enrolled in during this award year. Must be one of the following:
  - o '01' (Undergraduate certificate or Diploma program)
  - o '02' (Associate's degree)
  - o '03' (Bachelor's degree)
  - o '04' (Post baccalaureate certificate)
  - o '05' (Master's degree)
  - o '06' (Doctoral degree)
  - o '07' (First professional degree)
  - o '08' (Graduate/Professional certificate)
5. In the **Length of GE Program** box, type the length of instructional program in years, months, or weeks as published by the school. See the NSLDS GE User Guide for a complete description.
6. In the **Length of GE Program Measurement** box, select the unit of measure from the dropdown list for the length of the instructional program as published by the school.
  - o Weeks
  - o Months
  - o Years
7. In the **Enrollment Status as of the 1st Day of Enrollment in Program** box, select the code reflecting the student's current enrollment status as of the 1st day of enrollment in program from the dropdown list.
  - o Full Time
  - o Three-Quarter Time
  - o Half-Time
  - o Less than Half-Time
8. In the **Program Attendance Begin Date** box, type the date the student began attendance in the GE program.
9. In the **Program Attendance Begin Date for This Award Year** box, type the begin date for attendance during the award year being reported.
10. In the **Program Attendance Status During Award Year** field, 'Graduated' is already selected to add only students who graduated from the GE Program at any time during the award year.

11. In the **Program Attendance Status Date** box, type the date the student graduated from the GE program.
12. In the **Private Loans Amount** box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year).
13. In the **Institutional Debt** box, type the total amount owed by the student from institutional debt for attendance in the GE Program as of the day the student graduated, not just for this award year.
14. In the **Tuition and Fees Amount** box, type total amount of tuition and fees the student was charged for enrolling and attending the program, as of the day the student graduated from the program, not just from this award year.
15. In the **Allowance for Books, Supplies, and Equipment** box, type the total amount of allowance for books, supplies, and equipment the student was charged for enrolling in and attending the educational program, as of the day the student graduated from the program, not just from this award year.
16. Click **Submit**.
17. If it is determined that the data entered into the page is no longer needed, click **Cancel** to be returned to the Gainful Employment Completers List page.

Once submit is clicked, the Gainful Employment Completer Add page will display the record as entered.

- Enter comments, to support correction (addition of student), in the **Comment Box** (required).
- Select **Confirm** to submit data to NSLDS.
- Select **Cancel** to return to the GE Completer Add entry page.

"Completer added" will display on the Gainful Employment Completers List page after confirmation.

For detailed information about the complete descriptions and edits for fields on this page, please refer to the NSLDS GE User Guide.

Last updated: June 12, 2016

close

## Gainful Employment Completer Update

### Purpose of this page

The Gainful Employment (GE) Completer Update page allows you to update selected detail information for the student displayed on the Gainful Employment Completers List page.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Original Gainful Employment Completer information

The box on the left side of the screen displays data as it appears in the Draft GE Completers List prior to any corrections.

#### 1. Original Program:

- o **CIP** - The Classification of Instructional Programs (CIP) code for a GE program followed by the name of the GE program designated by the CIP code.
- o **Credential Level** - Level of degree/certificate/credential for the GE Program.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)
- o **Qualifying Period** - The period of time (2 years or 4 years) used to evaluate a GE Program.

#### 2. Original Student Identifiers:

- o **SSN** - The SSN of the student in a GE program as reported by the institution.
- o **First Name** - Student's first name as reported by the institution.
- o **Middle Name** - Student's middle name as reported by the institution.
- o **Last Name** - Student's last name as reported by the institution.
- o **Date of Birth** - Student's date of birth as reported by the institution.

#### 3. Original Exclusions:

- o **In School** - If a check mark is present, it indicates the student was excluded from the Completers List due to being enrolled at an institution during the earnings year.
- o **In Military** - If a check mark is present, it indicates that the student was excluded from the Completers List due to receiving a military-related deferment or loan status during the earnings year.
- o **Death/Disability** - If a check mark is present, it indicates the student was excluded from the Completers List due to receiving a loan discharge due to death, a loan discharged due to disability or assigned to the Department's Temporary Permanent Disability (TPD) Servicer.
- o **Higher Credentials** - If a check mark is present, the student was excluded due to subsequent completion of higher credential GE program at same institution. The completion of higher credential must be in same academic classification (i.e. undergraduate lower credential GE and then undergraduate higher credential GE, or graduate lower credential GE and then graduate higher credential GE).

#### 4. Original GE Record(s):

- o **GE Attendance Begin Date** - The Program Attendance Begin Date provided in the GE Record as reported by the institution.
- o **GE Attendance End Date** - The Program Attendance End Date based on the Program Attendance Status Date provided in the GE Record as reported by the institution.
- o **Private Loans Amount** - The Private Loans Amount provided in the GE Record as reported by the institution.
- o **Institution Debt Amount** - The Institutional Financing Amount provided in the GE Record as reported by the institution.
- o **Tuition/Fees Amount** - The Tuition and Fees Amount provided in the GE Record as reported by the institution.
- o **Allowance for Books & Supplies Amount** - Amount of allowance included in the cost of attendance (COA) for books, supplies, and equipment for the student for enrolling in and attending the GE program.

## How to interpret Gainful Employment Completer information

The box on the right side of the screen displays the GE Completers List data which may be updated for consideration for the Final GE Completers List, including the most recent correction(s) entered by the institution.

### 1. Program:

- o **CIP** - The Classification of Instructional Programs (CIP) code for a GE program followed by the name of the GE program designated by the CIP code.
- o **Credential Level** - Level of degree/certificate/credential for the GE Program.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)
- o **Qualifying Period** - The period of time (2 years or 4 years) used to evaluate a GE Program.

### 2. Approved – This column is displayed only for edited records after ED has completed reviewing all the corrections submitted.

- o YES indicates the submitted correction was approved.
- o NO indicates the submitted correction was denied.
- o N/A indicates the record submitted had no corrections.

### 3. Student Identifiers:

- o **SSN** - The SSN of the student in a GE program reported by the institution.
- o **First Name** - Student's first name as reported by the institution.
- o **Middle Name** - Student's middle name as reported by the institution.
- o **Last Name** - Student's last name as reported by the institution.
- o **Date of Birth** - Student's date of birth as reported by the institution.

### 4. Exclusions:

- o **In School** - If a check mark is present, it indicates the student was excluded from the Completers List due to being enrolled at an institution.
- o **In Military** - If a check mark is present, it indicates that the student was excluded from the Completers List due to receiving a military-related deferment or loan status.
- o **Death/Disability** - If a check mark is present, it indicates the student was excluded from the Completers List due to receiving a loan discharge due to death, a loan discharged due to disability or assigned to the Department's Temporary Permanent Disability (TPD) Servicer.
- o **Higher Credentials** - If a check mark is present, the student was excluded due to subsequent completion of higher credential GE program at same institution. The completion of higher credential must be in same academic classification (i.e. undergraduate lower credential GE and then undergraduate higher credential GE, or graduate lower credential GE and then graduate higher credential GE).

### 5. GE Record(s):

- o **Approved** – This column is displayed only for edited records after ED has completed reviewing all the corrections submitted.
  - YES indicates the submitted correction was approved.
  - NO indicates the submitted correction was denied.
  - N/A indicates the record submitted had no corrections.
- o **Delete** - Checkbox to the left of the row to be deleted. This field is to be used if the entire GE program record for this student needs to be deleted.
- o **GE Attendance Begin Date** - The Program Attendance Begin Date provided in the GE Record as reported by the institution.
- o **GE Attendance End Date** - The Program Attendance End Date based on the Program Attendance Status Date provided in the GE Record as reported by the institution.
- o **Private Loans Amount** - The Private Loans Amount provided in the GE Record as reported by the institution.
- o **Institution Debt Amount** - The Institutional Financing Amount provided in the GE Record as reported by the institution.
- o **Tuition/Fees Amount** - The Tuition and Fees Amount provided in the GE Record as reported by the institution.
- o **Allowance for Books & Supplies Amount** - Amount of allowance included in the cost of attendance (COA) for books, supplies, and equipment for the student for enrolling in and attending the GE program.

For edited records, boxes appear with comments from the school, and if included, from ED, after the Department's review has been

completed.

## How to update/delete Gainful Employment Completer information

To update information in previously reported or corrected GE Completers List fields:

### 1. Student Identifiers:

- o In the **First Name** box, type over the student's first name.
- o In the **Middle Name** box, type or type over the student's middle name.
- o In the **Last Name** box, type over the student's last name.
- o In the **Date of Birth** box, type over the student's date of birth.

### 2. Exclusions:

- o For the **In School** checkbox, add or remove check mark to exclude or include, respectively, student from the GE Completers List.
- o For the **In Military** checkbox, add or remove check mark to exclude or include, respectively, the student from GE Completers List.
- o For the **Death/Disability** checkbox, add or remove check mark to exclude or include, respectively, the student from GE Completers List.
- o For the **Higher Credentials** checkbox, add or remove check mark to exclude or include, respectively, the student from GE Completers List.

### 3. Update GE Record(s):

- o In the **GE Attendance Begin Date** box, type over the date to change it or if entering data in a new row type the Program Attendance Begin Date.
- o In the **GE Attendance End Date** box, type over the date to change it or, if entering data in a new row, type the Program Attendance End Date based on the Program Attendance Status Date.
- o In the **Private Loans Amount** box, type over the amount to change it or, if entering data in a new row, type the total amount of private loans the student received for attendance in the GE Program (not just for this award year).
- o In the **Institution Debt Amount** box, type over the amount to change it or, if entering data in a new row, type the total amount owed by the student from institutional debt for attendance in the GE Program as of the day the student graduated from the program (not just from this award year).
- o In the **Tuition/Fees Amount** box, type over the amount to change it or, if entering data in a new row, type the amount of tuition and fees the student was charged for enrolling in and attending the GE program, as of the day the student graduated from the program (not just from this award year).
- o In the **Allowance for Books & Supplies Amount** box, type over the amount to change it or, if entering data in a new row, type the total amount of allowance for books, supplies, and equipment the student was charged for enrolling in and attending educational program, as of the day the student graduated from the program (not just from this award year).

### 4. Delete GE Record(s):

- o Click the checkbox in the **Delete** column to the left of the row to be deleted.

### 5. Click **Submit** when you have completed.

Once submit is clicked, the Gainful Employment Completer Update page will display the record as entered.

- Enter comments to support correction(s) of student in the **Comment Box** (required).
- Select **Confirm** to submit data to NSLDS.
- Select **Cancel** to return to the **Gainful Employment Completers Update** entry page.

"Completer updated" will display on the **Gainful Employment Completers List** page after confirmation.

If the **Submit** button is not displayed, one of the below instances has occurred:

- The GE program associated with the student you are attempting to correct (update) has already been submitted to FSA for review and additional changes cannot be made, or
- The GE Completers List correction period has ended.

In this case, only the **Cancel** button will be available and you can click it to return to the Gainful Employment Completers List page.

For detailed information about descriptions and edits for fields on this page, please refer to the NSLDS GE User Guide.

Last updated: August 21, 2016

close

## Submit Draft Gainful Employment Completers List

### Purpose of this page

The Submit Draft Gainful Employment (GE) Completers List page displays a list of GE programs that have had corrections to GE records. The records have been grouped into a program and are listed for you to select and submit to FSA for review. Each GE program listed has at least one correction associated with it.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Submit Draft Gainful Employment Completers List

The Submit Draft Gainful Employment Completers List page displays the following information:

- **Institution** - The six-digit OPEID code and name of the institution.
- **Debt Measure Year** - The Debt Measure Year for which the Completers List has been compiled.
- **Submit** - Check mark indicates if the GE program has been submitted to FSA for review.
- **CIP** - The Classification of Instructional Programs (CIP) Code of the program as reported by the institution.
- **Credential Level** - The Credential Level of the program as reported by the institution.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)

### How to submit the Draft Gainful Employment Completers List

1. To submit a GE program, click the check box in the Submit column to the left of the CIP/Credential Level to be submitted. One or more GE programs can be selected for submission.
2. Click **Submit**.
3. Select **Confirm** to submit data to NSLDS. (Once you **Confirm**, additional changes cannot be made to the program(s) selected.)
4. Select **Cancel** to return to the Submit Draft Gainful Employment Completers List page.

Last updated: June 12, 2016

close

## Gainful Employment Debt-to-Earnings List

### Purpose of this page

The **Gainful Employment (GE) Debt-to-Earnings (D/E) List** page displays students who are included in the D/E rates for your institution's GE Programs. The GE Program, associated with the student, is listed under the student information.

The **GE D/E List** page displays a maximum of 20 records per page. If more than 20 records exist, multiple pages will be available to view the retrieved data using the arrows to move up and down the records.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to access the Gainful Employment Debt-to-Earnings List

To access the Gainful Employment Debt-to-Earnings List:

**Sort By:** User may select option of 'Last Name, First Name' or 'SSN'. Default is 'SSN' if a sort option is not selected.

**Display Only** options:

1. Provide a **CIP** (Classification of Instructional Programs) **Code** or leave \* (default) to select all CIP codes.
2. Select **Credential Level** or leave 'ALL' (default) to select all Credential Levels.
3. Select **Rate Type** or leave 'ALL' (default) to select all Rate Types.
4. Provide a **Student SSN** or leave \* (default) to select all SSNs.
5. Select **Edit Status** or leave 'ALL' (default) to select all students who are included in the D/E rates for GE Programs at your institution. Selecting 'Edited Records' will return the students for whom the institution has entered a challenge on the **GE Debt-To-Earnings Update** page. Selecting 'Unedited Records' will return the students for whom the institution has not entered a challenge.
6. Click **Retrieve**.

### How to interpret the Gainful Employment Debt-to-Earnings List Display

The Gainful Employment Debt-to-Earnings List page, displays the following information:

- **Active Bullet Number** - GE List number for the student. Select the student's active bullet displayed beside the student's identifying information to link to the **Gainful Employment Debt-to-Earnings Update** page.
- **SSN** - The SSN of the student included in the calculation of the draft D/E rates.
  - An informational icon will appear before the SSN to indicate the 'Record was edited by a school user.'
  - The informational icon will change to a check mark, when the record has been reviewed by the Department of Education.
- **Name** - The student's last name, first name, and middle name.
- **DOB** - The student's date of birth.
- **Rate** - Indicates if the student was included in the Draft D/E rate or the Transitional Draft D/E rate.
- **GE Program**
  - **CIP** - The six-digit Classification of Instructional Programs (CIP) code, without the period, identifying a program's academic content.
  - **Program** - Name of the program designated by the CIP code.
  - **Credential Level** - Level of degree/certificate/credential for the GE Program.
    - '01' (Undergraduate certificate or Diploma program)
    - '02' (Associate's degree)
    - '03' (Bachelor's degree)
    - '04' (Post baccalaureate certificate)
    - '05' (Master's degree)
    - '06' (Doctoral degree)

- '07' (First professional degree)
- '08' (Graduate/Professional certificate)
- **Student ID** - A program-level unique alphanumeric identifier which identifies a specific student within a specific program.

Click on the blue button beside the student SSN to open the **Gainful Employment Debt-to-Earnings Update** page with that student's data.

Last updated: December 11, 2016

close

## Gainful Employment Debt-to-Earnings Update

### Purpose of this page

The Gainful Employment (GE) Debt-to-Earnings (D/E) Update page allows you to update specific loan details associated with the student included in your institution's GE Program D/E rate.

### Navigation

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret Gainful Employment Debt-to-Earnings Update Display

#### 1. Student:

- o **SSN** - The SSN of the student included in the calculation of the draft D/E rates.
- o **Name** - The student's last name, first name, and middle name.
- o **DOB** - The student's date of birth.
- o **Rate** - An Indicator of whether the student was included in the Draft D/E rate or the Transitional Draft D/E rate.
- o **Student ID** - A program-level unique alphanumeric identifier which identifies a specific student within a specific program.

#### 2. GE Program:

- o **CIP** - The six-digit Classification of Instructional Programs (CIP) code, without the period, identifying a program's academic content and the name of the program designated by the CIP code.
- o **Credential Level** - Level of degree/certificate/credential for the GE Program.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)
- o **School** – The six-digit OPEID code used to identify the institution and the name of the institution.

#### 3. GE Record:

- o **ID** - A program-level unique alphanumeric identifier which identifies a specific GE Record within a specific program.
- o **Program Begin Date** - The Program Attendance Begin Date provided in the GE Record as reported by the institution.
- o **Program End Date** - The Program Attendance End Date based on the Program Attendance Status Date provided in the GE Record as reported by the institution.

#### 4. Loan Record:

- o **ID** - A loan-level unique alphanumeric identifier which identifies a specific loan attributed to a specific program.
- o **Loan Date** - The Loan Date of the loan associated with the GE Record.
- o **Loan Type** - The Loan Type of the loan associated with the GE Record.

Program	Code	Description
FFEL	CL	FFEL Consolidation
FFEL	GB	FFEL PLUS Graduate/Professional
FFEL	PL	FFEL PLUS
FFEL	RF	FFEL Refinanced
FFEL	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
FFEL	SL	Supplemental Loan (SLS)
FFEL	SU	FFEL Stafford Unsubsidized
FDLP	D0	Direct Stafford Subsidized (SULA Eligible)

FDLP	D1	Direct Stafford Subsidized
FDLP	D2	Direct Stafford Unsubsidized
FDLP	D3	Direct PLUS Graduate/Professional
FDLP	D4	Direct PLUS
FDLP	D5	Direct Consolidation Unsubsidized
FDLP	D6	Direct Consolidation Subsidized
FDLP	D7	Direct PLUS Consolidation
FDLP	D8	Direct Unsubsidized (TEACH)
FDLP	D9	Direct Consolidation Subsidized (SULA Eligible)
FISL	FI	Federally Insured (FISL)
Perkins	DU	National Defense Loan
Perkins	EU	Perkins Expanded Lending
Perkins	IC	Income Contingent (ICL)
Perkins	NU	NDSL
Perkins	PU	Federal Perkins

- o **Sep. Loan Ind** – Indicator used to differentiate loans on NSLDS which have the same loan date, type, and amount at the same school.
- o **School Location Code** – The school location code of the institution associated with the loan.
- o **FLS/GA** – The Federal Loan Servicer or GA associated with the loan.
- o **Lender** – The Lender Code associated with the loan.
- o **Lender Servicer** – The Lender Servicer Code associated with the loan.
- o **DP/Award ID** – ID associated with Data Provider to identify information within their system.
- o **Approved** – For edited records only, this column is displayed after ED has completed reviewing all the submitted challenges.
  - YES indicates the submitted challenge was approved.
  - NO indicates the submitted challenge was denied.
  - N/A indicates the record submitted had no challenges.
- o **Loan Period Begin** – Loan period begin date of the loan associated with the GE Record.
- o **Loan Period End** – Loan period end date of the loan associated with the GE Record.
- o **Loan Amount** – Amount of the loan – guaranteed amount for FFEL and total amount disbursed for Direct Loans.
- o **Cancellation Amount** – Amount of the loan which was cancelled.
- o **Refund Amount** – Amount of the loan which was refunded to the lender.
- o **Loan Debt** – Amount of total debt for the student.

### How to update Gainful Employment Debt-to-Earnings information

To update information in Loan Record:

1. In the **Loan Period Begin** box, type over the date.
2. In the **Loan Period End** box, type over the date.
3. In the **Loan Amount** box, type over the amount.
4. In the **Cancellation Amount** box, type over the amount.
5. In the **Refund Amount** box, type over the amount.

Once **Submit** is clicked, the **Gainful Employment Debt-to-Earnings Update** page will display the record as entered.

- Enter comments to support the challenge(s) of the student's loan data in the **Comment Box** (required).
- Select **Confirm** to submit data to NSLDS.
- Select **Cancel** to return to the **Gainful Employment Debt-to-Earnings Update** entry page.

"Record updated" will display on the **Gainful Employment Debt-to-Earnings List** page after confirmation.

If the **Submit** button is not displayed, one of the below instances has occurred:

- The GE program associated with the student you are attempting to challenge (update) has already been submitted to FSA for review and additional changes cannot be made, or
- The GE Debt-to-Earnings List challenge period has ended.

In this case, only the **Cancel** button will be available and you can click it to return to the **Gainful Employment Debt-to-Earnings List** page.

For detailed information about descriptions and edits for fields on this page, please refer to the NSLDS GE User Guide.

Last updated: December 11, 2016

close

## Submit Draft Gainful Employment Debt-to-Earnings List

### Purpose of this page

The Submit Draft Gainful Employment (GE) Debt-to-Earnings (D/E) List page displays a list of GE programs that have had challenges to GE loan records. The records have been grouped into a program and are listed for you to select and submit to FSA for review. Each GE program listed has at least one challenge associated with it.

### [Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

### How to interpret the Submit Draft Gainful Employment Debt-to-Earnings List

The Submit Draft Gainful Employment Debt-to-Earnings List page displays the following information:

- **Institution** - The six-digit OPEID code and name of the institution.
- **Debt Measure Year** - The Debt Measure Year for which the Debt-to-Earnings List has been compiled.
- **Submit** – A check mark in the box indicates if the GE program has been submitted to FSA for review.
- **CIP** - The Classification of Instructional Programs (CIP) Code of the program as reported by the institution, and the associated name.
- **Credential Level** - The Credential Level of the program as reported by the institution.
  - '01' (Undergraduate certificate or Diploma program)
  - '02' (Associate's degree)
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
  - '08' (Graduate/Professional certificate)

### How to submit the Draft Gainful Employment Debt-to-Earnings List

1. To submit a GE program, click the check box in the Submit column to the left of the CIP/Credential Level to be submitted. One or more GE programs can be selected at a time for submission.
2. Click **Submit**.
3. Select **Confirm** to submit data to NSLDS. (Once you **Confirm**, additional changes cannot be made to the program(s) selected.)
4. Select **Cancel** to return to the Submit Draft Gainful Employment Debt-to-Earnings List page.

Last updated: October 16, 2016

close