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Technical Reference for

# SSCR-32

Version 1.2

U.S. Department of Education



205 H

# Table of Contents

<b>SSCR Processing</b>	<b>1</b>
Importing External SSCR Records	2
Importing Changes to SSCR Records	2
Exporting SSCR Data	2
SSCR Submittal File/Error Correction/Ad Hoc/Roster Import-Header	3
SSCR Error Notification File-Header	4
SSCR Submittal File/Error Correction/Ad Hoc/Roster Import-Trailer	5
SSCR Error Notification File-Trailer	6
SSCR External Import Add Record Layout	7
SSCR External Import Change Record Layout	9
SSCR External Import Change Field Numbers	12
SSCR External Export Record Layout	13
<b>End of Entry Edits</b>	<b>17</b>
<b>SSCR Message Classes</b>	<b>18</b>
<b>Error Codes</b>	<b>19</b>
<b>Glossary</b>	<b>20</b>

# SSCR

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## SSCR Processing

Institutions are required to report the enrollment status of student borrowers to the National Student Loan Data System (NSLDS). At fixed times during the academic year, NSLDS sends Student Status Confirmation Reports (SSCRs) electronically or on tape to the school. SSCR indicates the status of borrowers at the school. The school reviews the SSCR, updates it based upon enrollment information held at the school, and returns the updated information to the NSLDS.

See the Student Status Confirmation Report (SSCR) User's Guide for the appropriate record layouts. If you have any questions regarding the SSCR process or record layouts, contact NSLDS Customer Service at 800/999-8219.

This document provides you with instruction and record layouts for interfacing your own software and/or system with SSCR processing.

- Questions pertaining to the data received through SSCR processing should be directed to NSLDS at 800/999-8219.
- Questions regarding issues with interfacing the school system with the SSCR-32 software should be directed to CPS Customer Service at 800/330-5947.

## **Importing External SSCR Records**

This import option allows you to add records to the SSCR database. You must create a file of borrower records according to a standard file layout that includes all data necessary to establish a record. Use the file layout SSCR External Import Add Record Layout (DISA99OP) contained in this document.

## **Importing Changes to SSCR Records**

This import option allows you to submit changes to records in the SSCR database. You must create a file of student records according to a standard file layout. You should use the SSCR External Import Change Record Layout (DISC99OP) contained in this section and the SSCR External Import Change Field Numbers (for a list of valid change field values).

## **Exporting SSCR Data**

You can export a file of records from the SSCR database in SSCR-32 for use in other systems at your campus. The export process pulls selected records from the associated database then resets the Export to External flag on the records to an “N” after they are exported. This file layout, SSCR External Export Record Layout, is contained in this section (DESS99IN).

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## SSCR Submittal File/Error Correction/Ad Hoc/Roster Import – Header

Pos #	Start Pos	End Pos	Field Name	Length	Justification/ Date Format	Fill Character
1	1	7	SSCR Header Sequence Number	7	Right	Zero
2	8	25	SSCR Header Title	18	Left	Space
3	26	28	Filler	3	Left	Space
4	29	36	SSCR Code for School (OPE ID)	8	Left	Space
5	37	56	SSCR Create Date/Timestamp	20	Left	Space
6	57	64	SSCR Certification Date	8	CCYYMMDD	
7	65	65	SSCR File Type	1	Left	Space
8	66	66	Export Source X = EDEExpress User Blank if import	1	Right	Alpha
9	67	330	Filler	264	Left	Spaces

## SSCR Error Notification File – Header

Pos #	Start Pos	End Pos	Field Name	Length	Justification/ Date Format	Fill Character
1	1	7	SSCR Header Sequence Number	7	Right	Zero
2	8	25	SSCR Header Title	18	Left	Space
3	26	28	SSCR Filler (Layout 14/26)	3	Left	Space
4	29	36	SSCR Code for School (OPE ID)	8	Left	Space
5	37	56	SSCR Create Date/Timestamp	20	Right	Zero
6	57	64	SSCR Certification Date	8	CCYYMMDD	
7	65	65	SSCR File Type	1	Left	Space
8	66	67	SSCR Batch Level Reject Code	2	Right	Zero
9	68	360	SSCR Filler (Layout 14/66)	293	Left	Space

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## SSCR Submittal File/Error Correction/Ad Hoc/Roster Import – Trailer

<b>Pos #</b>	<b>Start Pos</b>	<b>End Pos</b>	<b>Field Name</b>	<b>Length</b>	<b>Justification/ Date Format</b>	<b>Fill Character</b>
1	1	7	SSCR Trailer Sequence Number	7	Right	Zero
2	8	26	SSCR Trailer Title	19	Left	Space
3	27	34	SSCR Number of Detail Records	8	Right	Zero
4	35	330	SSCR Filler (Layout 13/35)	296	Left	Space

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## SSCR Error Notification File – Trailer

<b>Pos #</b>	<b>Start Pos</b>	<b>End Pos</b>	<b>Field Name</b>	<b>Length</b>	<b>Justification/ Date Format</b>	<b>Fill Character</b>
1	1	7	SSCR Trailer Sequence Number	7	Right	Zero
2	8	26	SSCR Trailer Title	19	Left	Space
3	27	34	SSCR Number of Detail Records	8	Right	Zero
4	35	42	SSCR Number of Records Accepted	8	Right	Zero
5	43	50	SSCR Number of Records Rejected	8	Right	Zero
6	51	360	SSCR Filler (Layout 16/51)	310	Left	Space



# SSCR External Import Add Record Layout

## DISA990P

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
1	1	9	9	SSCR Student's Social Security Number	000000000-999999999	Right
2	10	44	35	SSCR Student's Last Name	Any valid keyboard character	Left
3	45	56	12	SSCR Student's First Name	Any valid keyboard character	Left
4	57	64	8	SSCR Date of Student's Birth	Format is CCYYMMDD 19000101 to 20991231	Right
5	65	65	1	SSCR New Student's MI	Any valid keyboard character	Left
6	66	73	8	SSCR Student's Date of Anticipated Completion	Format is CCYYMMDD 19000101 to 20991231 Can be blank Note: Cannot be more than ten years past the Certification Date	Right
7	74	108	35	Filler	For ED use only	Left
8	109	117	9	Filler	For ED use only	Left
9	118	141	24	Filler	For ED use only	Left
10	142	143	2	Filler	For ED use only	Left
11	144	157	14	Filler	For ED use only	Left
12	158	192	35	Filler	For ED use only	Left

## SSCR External Import Add Record Layout (Continued)

Field #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justify
13	193	193	1	SSCR Student's Code for Enrollment Status	A = Approved Leave of Absence D = Deceased F = Full time G = Graduated H = Half time or More, But Less Than Full time L = Less Than Half time W = Withdrawn X = Never Attended Z = Record Not Found Can be blank	Left
14	194	201	8	SSCR Student's Date Enrollment Status Effective	Format is CCYYMMDD 19000101 to 20991231 Can be blank	Right
15	202	209	8	Filler	For ED use only	Left
16	210	217	8	SSCR Code for School (OPE ID)	00000000 to 99999999 Valid OPE ID Code if received on initial file. Do not remove school code.	Left
17	218	218	1	SSCR Student's SSN Indicator	R = Real SSN P = Pseudo SSN	Left
18	219	243	25	Filler	For ED use only	Left
19	244	263	20	SSCR School ID Designator	Any valid keyboard character Can be blank	Left

# SSCR External Import Change Record Layout

## DISC990P

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/ Date Format	Fill Character
1	1	9	9	SSCR Student's SSN	000000000-999999999	Right	Zero
2	10	14	5	SSCR Change Record Sequence	The sequence number of a change record	Right	Zero
3	15	22	8	Code for School (OPE ID)	00000000 – 99999999 Valid OPE ID Code if received on initial file. Do not remove school code.	Left	Space
4	23	25	3	SSCR Change Field Number 1	Field number representing the first field to be changed	Left	Space
5	26	75	50	SSCR Value 1	The value that the first field should be changed to	Left	Space
6	76	78	3	SSCR Change Field Number 2	Field number representing the second field to be changed	Left	Space
7	79	128	50	SSCR Value 2	The value that the second field should be changed to	Left	Space
8	129	131	3	SSCR Change Field Number 3	Field number representing the third field to be changed	Left	Space
9	132	181	50	SSCR Value 3	The value that the third field should be changed to	Left	Space
10	182	184	3	SSCR Change Field Number 4	Field number representing the fourth field to be changed	Left	Space

## SSCR External Import Change Record Layout (Continued)

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/Date Format	Fill Character
11	185	234	50	SSCR Value 4	The value that the fourth field should be changed to	Left	Space
12	235	237	3	SSCR Change Field Number 5	Field number representing the fifth field to be changed	Left	Space
13	238	287	50	SSCR Value 5	The value that the fifth field should be changed to	Left	Space
14	288	290	3	SSCR Change Field Number 6	Field number representing the sixth field to be changed	Left	Space
15	291	340	50	SSCR Value 6	The value that the sixth field should be changed to	Left	Space
16	341	343	3	SSCR Change Field Number 7	Field number representing the seventh field to be changed	Left	Space
17	344	393	50	SSCR Value 7	The value that the seventh field should be changed to	Left	Space
18	394	396	3	SSCR Change Field Number 8	Field number representing the eighth field to be changed	Left	Space
19	397	446	50	SSCR Value 8	The value that the eighth field should be changed to	Left	Space
20	447	449	3	SSCR Change Field Number 9	Field number representing the ninth field to be changed	Left	Space

## SSCR External Import Change Record Layout (Continued)

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/ Date Format	Fill Character
21	450	499	50	SSCR Value 9	The value that the ninth field should be changed to	Left	Space
22	500	502	3	SSCR Change Field Number 10	Field number representing the tenth field to be changed	Left	Space
23	503	552	50	SSCR Value 10	The value that the tenth field should be changed to	Left	Space
24	553	558	6	SSCR Create Time	HHMMSS = 000000 to 235959	Left	Space
25	559	566	8	SSCR Create User ID	Any valid keyboard character	Left	Space

## SSCR External Import Change Field Numbers

Change #	Field Length	Field Name	Valid Field Content	Justify
021	20	SSCR School ID Designator	Any valid keyboard character Can be blank	Left
018	1	SSCR Student's Code for Enrollment Status	A = Approved Leave of Absence D = Deceased F = Full time G = Graduated H = Half time or More, But Less Than Full Time L = Less Than Half Time W = Withdrawn X = Never Attended Z = Record Not Found Can be blank	Left
006	9	SSCR Student's Social Security Number	000000000 to 999999999	Right
019	8	SSCR Student's Date Enrollment Status Effective	Format is CCYYMMDD 19000101 to 20991231 Can be blank	Right
015	8	SSCR Student's Date of Anticipated Completion	Format is CCYYMMDD 19000101 to 20991231 Can be blank	Right
014	8	SSCR New Date of Student's Birth	Format is CCYYMMDD 19000101 to 20991231 Can be blank	Right
008	12	SSCR New Student's First Name	Any valid keyboard character	Left
007	35	SSCR New Student's Last Name	Any valid keyboard character	Left
009	1	SSCR Student's New MI	Any valid keyboard character Can be blank	Left
022	1	SSCR Student's SSN Indicator	R = Real SSN P = Pseudo SSN	Left

# SSCR External Export Record Layout

## DESS99IN

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/Date Format	Fill Character
1	1	9	9	SSCR Student's SSN	000000000-999999999	Right	Zero
2	10	17	8	SSCR Code for School (OPE ID)	00000000-99999999 Valid OPE ID Code if received on initial file. Do not remove school code.	Left	Space
3	18	52	35	SSCR Student's Last Name	Any valid keyboard character	Left	Space
4	53	64	12	SSCR Student's First Name	Any valid keyboard character	Left	Space
5	65	65	1	SSCR Student's Middle Initial	Any valid keyboard character	Left	Space
6	66	73	8	SSCR Date of Student's Birth	Format is CCYYMMDD 19000101 to 20991231	CCYYMMDD	
7	74	82	9	SSCR New Student's SSN	000000000-999999999	Right	Zero
8	83	83	1	SSCR Student's SSN Indicator	R = Real SSN P = Pseudo SSN	Left	Space
9	84	118	35	SSCR New Student's Last Name	Any valid keyboard character	Left	Space
10	119	130	12	SSCR New Student's First Name	Any valid keyboard character	Left	Space
11	131	131	1	SSCR New Student's Middle Initial	Any valid keyboard character	Left	Space
12	132	166	35	Filler	For ED use only	Left	Space
13	167	201	35	Filler	For ED use only	Left	Space

## SSCR External Export Record Layout (Continued)

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/Date Format	Fill Character
14	202	225	24	Filler	For ED use only	Left	Space
15	226	227	2	Filler	For ED use only	Left	Space
16	228	241	14	Filler	For ED use only	Left	Space
17	242	266	25	Filler	For ED use only	Left	Space
18	267	274	8	SSCR New Date of Student's Birth	Format is CCYYMMDD 19000101 to 20991231 Can be blank	CCYYMMDD	Space
19	275	282	8	SSCR Date of Anticipated Completion	Format is CCYYMMDD 19000101 to 20991231 Can be blank Note: Cannot be ten years past the Certification Date	CCYYMMDD	Space
20	283	283	1	SSCR Code for Enrollment Status	A = Approved Leave of Absence D = Deceased F = Full time G = Graduated H = Half time or More, But Less Than Full Time L = Less Than Half Time W = Withdrawn X = Never Attended Z = Record Not Found Can be blank	Left	Space



## SSCR External Export Record Layout (Continued)

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/Date Format	Fill Character
21	284	291	8	SSCR Student's Date Enrollment Status Effective	Format is CCYYMMDD 19000101 to 20991231 Can be blank	CCYYMMDD	Space
22	292	311	20	SSCR School ID Designator	Any valid keyboard character Can be blank	Left	Space
23	312	312	1	SSCR Status	N = Not ready to send R = Ready to send to NSLDS B = Batched for NSLDS A = Accepted by NSLDS E = Error received from NSLDS	Left	Space
24	313	320	8	Filler	For ED use only	Left	Space
25	321	321	1	SSCR Export to External System Flag	Y = Export this record N = Do not export this record	Left	Space
26	322	341	20	SSCR Create Date/Timestamp	CCYYMMDDHHMM SSNNNNNN CCYYMMDD = 19000101 to 20991231 HHMMSS = 000000 to 235959 NNNNNN (for Nanoseconds) = 000000 to 999999 Can be blank	Right	Zero

## SSCR External Export Record Layout (Continued)

Pos #	Start Position	End Position	Field Length	Field Name	Valid Field Content	Justification/Date Format	Fill Character
27	342	349	8	SSCR Acknowledgement Date	Format is CCYYMMDD 19000101 to 20991231 Can be blank	CCYYMMDD	Space
28	350	372	23	SSCR Import Batch Identifier	X99999999CCYYMM DDHHMMSS X = Import Batch Type 99999999 = Code for School (OPE ID) CCYYMMDD = Batch Create Date HHMMSS = Batch Create Time	Left	Space
29	373	395	23	SSCR Export Batch Identifier	X99999999CCYYMM DDHHMMSS X = Export Batch Type 99999999 = Code for School (OPE ID) CCYYMMDD = Batch Create Date HHMMSS = Batch Create Time	Left	Space

## End of Entry Edits

The SSCR-32 software product contains end of entry edits. Data processed using SSCR-32 is edited for omissions, inconsistencies, rejects, and assumptions before a record is saved. The table below lists the SSCR-32 end of entry edits performed by the software.

Edit #	Field Name	Condition	Message
9010	SSCR Status	If the SSCR status is B or A and a field is changed and saved to the database	You cannot update an SSCR record that has been sent or accepted.
9020	Date of Anticipated Completion	If Date of Anticipated Completion is earlier than the Current System Date	Date of Anticipated Completion cannot be earlier than the current date if Code for Enrollment Status = A, F, H, or L.
9022	Date of Anticipated Completion	If Anticipated Completion Date is more than ten years from the current system date	Date of Anticipated Completion cannot be more than ten years later than the current date if code for Enrollment Status is A, F, H, or L.
9025	Enrollment Status Effective Date	If Enrollment Effective Date is blank for status X or Z	Enrollment Status Effective Date is required if code for Enrollment Status is X or Z.
9030	Code for Enrollment Status	If Code for Enrollment Status is G and the Date of Anticipated Completion does not equal the Date Enrollment Status Effective	Enrollment Status Effective Date and Date of Anticipated Completion must be equal if the Code for Enrollment Status is G.
9050	Date of Anticipated Completion	If Code for Enrollment Status = F, H, L, or A and Date of Anticipated Completion is less than Date Enrollment Status Effective	Date of Anticipated Completion must be greater than or equal to Date Enrollment Status Effective.

## SSCR Message Classes

All message classes are referenced from the user perspective. The first four characters of the message class identify the type of data. The next two characters indicate “99” for SSCR message classes.

The last two characters indicate input or output data. “IN” refers to what you send in for the Title IV contractor to retrieve. “OP” refers to what the Title IV contractor has put back out on the network for you to retrieve.

<b>Batch ID</b>	<b>Export or Import</b>	<b>Filename</b>	<b>Description</b>	<b>Purpose</b>
#I	Import	SSCR99OP	SSCR Roster File	NSLDS Roster File sent to school for updating student information
#T	Import	SSCE99OP	SSCR Error Notification File	NSLDS Error Notification File of school’s updated SSCR Roster which indicates records accepted and rejected
#U	Import	DISA99OP	SSCR External Add	Imported from school’s external system to add records to SSCR database
#V	Import	DISC99OP	SSCR External Change	Imported from school’s external system to change records to existing SSCR records
#S	Export	SSCR99IN	SSCR Submittal File	Export file used to respond to the SSCR Roster File
#X	Export	DESS99IN	SSCR External	Used to pull SSCR records out of software to process in an external system
#Y	Export	SSCM99IN	SSCR Error correction/Ad Hoc File	Export file used to send manually-created SSCR records or when responding to the NSLDS Error Notification File

99 = Used for SSCR data

IN = Data YOU SENT TO the network for a Title IV contractor to retrieve

OP = Data the Title IV contractor put on the network for you to retrieve

## Error Codes

Error Code	Description
11	No Detail Record matches the record identifiers (Student's First Name, Date of Student's Birth) in NSLDS, or invalid sequence number. Research record(s) online.
13	Invalid Date of Student's Birth.
15	Invalid Date of Anticipated Completion.
16	Anticipated Completion Date cannot be greater than ten years after Certification Date.
19	Missing Code for Enrollment Status.
20	Invalid Code for Enrollment Status.
21	Invalid Date Enrollment Status Effective.
22	Enrollment Status of X and/or Z cannot be reported if enrollment history at the school exists.
23	Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
24	Record was on Roster file and not updated by School.
25	Anticipated Completion Date must equal Date Enrollment Status Effective when Enrollment Status Code = G.
26	Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code = A, F, H, or L.
28	New Student Date of Birth is an invalid date.
29	New Student Date of Birth must be before date of roster creation.
30	Certification Date must be greater than or equal to date enrollment status effective date.
31	Attempted to add an ad hoc student but the student was not found in the database.
32	Student status could not be applied as current due to a reporting/history violation. Use Past Enrollment Change on-line screens.
33	Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective.
34	Enrollment Status Effective Date cannot equal Certification Date if the Enrollment Status has not changed for F, H, or A.
35	Certification Date cannot be more than 120 days after Enrollment Status Effective Date for Enrollment Status of A.

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## Glossary

### **C**

CC	Century
CPS	Central Processing System

### **D**

DD	Day
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### **E**

ED	U.S. Department of Education
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### **H**

HH	Hour
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### **I**

ID	Identifier
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### **M**

MI	Middle Initial
MM	Month or Minute(s)

### **N**

NNNNNN	Nanoseconds
NSLDS	National Student Loan Data System

### **O**

OPE ID	Code for School
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### **S**

SS	Second(s)
SSCR	Student Status Confirmation Reporting
SSN	Social Security number

### **Y**

YY	Year
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