

STUDENT STATUS CONFIRMATION REPORT (SSCR) USER'S GUIDE



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Chapter 1

Introduction

- 1.1 Overview of SSCR**
- 1.2 Compliance**
- 1.3 How to Use This Guide**

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Introduction

1.1 Overview of SSCR

Since the passage of the Higher Education Act of 1965, schools have been required to confirm and report the enrollment status of attending students who receive federal loans. This reporting process is called the Student Status Confirmation Report (SSCR). The enrollment status of students receiving Title IV aid is reported by the school to the National Student Loan Data System (NSLDS). The enrollment information is then merged to the NSLDS database and reported to the guarantors, lenders, and servicers of student loans. Because a student's enrollment status determines deferment privileges, grace periods, and repayment schedules, as well as the government's payment of interest subsidies, SSCR is critical for effective administration of Title IV loans. SSCR is the primary means of verifying students' loan privileges and the federal government's financial obligations.

SSCR is a key element of effective Title IV loan administration.

In 1994, the U.S. Department of Education (ED) began using NSLDS to track the enrollment of all student loan borrowers and monitor grant overpayments. (An overview of NSLDS is provided in Chapter 8.) ED has incorporated SSCR into NSLDS to centralize and fully automate the enrollment verification system. The new SSCR process benefits the entire student loan community: students, schools, lenders, Guaranty Agencies (GAs), and ED.

The SSCR process must be completed in a timely and accurate manner in order to maintain the effectiveness of the database. The most important element of the NSLDS data is the Enrollment Status Effective Date (ESED). The ESED determines the beginning of a student's grace period, when a student begins repayment, and eligibility dates for deferments. The ESED is critical for accurately servicing student loans. ESEDs must be reported whenever attendance patterns change for students. These changes include reductions or increases in attendance levels, withdrawals, graduations, or approved leaves-of-absence. It is your responsibility, as a participant in Title IV aid programs, to monitor and report these changes through the SSCR process or via ad hoc reporting.

1.1.1 SSCR Objectives

The following objectives of the SSCR function of NSLDS are to:

- Improve the quality and accessibility of enrollment data. Schools, GAs, and ED are able to obtain enrollment information for each student receiving a Federal Family Education Loan (FFEL) or Federal Direct Loan Program (FDLP).
- Maximize the fiscal integrity of Title IV loan programs by transferring each loan into repayment on a timely basis.

- Protect student entitlements to grace and deferment periods through improved tracking of enrollment status dates.
- Generate SSCR Roster Files in a standard format using standard data elements and definitions.
- Reduce the burden on schools administering Title IV loan programs.

1.1.2 SSCR Benefits

Schools benefit from the centralized, electronic SSCR process in several ways:

- Reduced paperwork and manual effort
- Increased cost-effectiveness
- Improved management of the SSCR process using automated scheduling

The federal government benefits from:

- More accurate and timely reporting
- Ease in auditing student enrollment status
- Reduced cost

1.2 Compliance

Federal regulations governing Title IV student aid programs require institutions, lenders, and GAs to monitor and update the enrollment status of students who receive federal student loans. Completion of SSCRs satisfies this regulatory requirement [34 CFR 682.610(c)].

The SSCR Roster File is placed in schools' designated Title IV mailboxes (may be school or servicer) on the first business day of the month designated by the SSCR schedule. Schools may set up their schedule by using the NSLDS web pages. Enrollment update responses to the SSCR roster file are due within 30 days of receipt of the roster file. After the SSCR Submittal File is received and processed, NSLDS returns an Error Notification File that includes a count of accepted records and error records. Corrections to the errors must be submitted within 10 days of the receipt of the Error Notification File.

NOTE: The Error Notification File may not indicate any errors, but will serve as proof that the SSCR was returned to NSLDS and should be kept for audit purposes.

1.2.1 School Notification

Schools that fail to return their SSCR within 30 days receive a series of overdue letters. The first letter is sent to the financial aid administrator and registrar 34 days after the roster is created. A second letter is sent to the president or CEO, registrar and financial aid administrator if the roster is more than 18 days late. A third and final demand letter is sent to the president or CEO, registrar and financial aid administrator if the roster is more than 28 days late.

Schools that do not comply can have their eligibility for Title IV Student aid revoked and be fined.

1.3 How to Use This Guide

The *SSCR User's Guide* provides reference information for NSLDS SSCR process participants. The following topics are covered in the guide:

- How the automated SSCR process works, including who performs what tasks
- How to update the SSCR Roster File with student enrollment information to build the Submittal File
- How to use the online SSCR functions
- What to do if you encounter any problems using SSCR

The first three chapters provide a high-level understanding of SSCR. The following section, Guide Contents, provides reference and explanation for specific topics.

1.3.1 Guide Contents

The *SSCR User's Guide* includes a table of contents, nine chapters, a glossary, and an index. Each chapter is described below. The glossary provides definitions of computer and federal loan program terms including acronyms. This guide assumes reader familiarity with basic computer terminology and concepts.

- **Chapter 1: Introduction**—Presents a brief history and overview of SSCR, explains use of this guide, and lists the typographical conventions used.
- **Chapter 2: The SSCR Process**—Details the SSCR processing cycle, including steps for updating the SSCR Roster File.
- **Chapter 3: Building the Submittal and Error Correction Files**—Provides detailed technical information about receiving, reading, updating, and correcting errors in the SSCR Roster File and the files that are derived from it.

- **Chapter 4: SSCR Record Layouts**—Describes record formats, field definitions, and specific field codes. The campus administrative computing department will need this information to build the Submittal File and Error Correction File, and to develop software that matches SSCR files with school files and checks the updated SSCR files for errors before submitting them to NSLDS.
- **Chapter 5: Using the NSLDS Web SSCR Functions**—Provides an overview of the NSLDS web site and information on updating student enrollment data and scheduling SSCR cycles.
- **Chapter 6: The Users of SSCR Data**—Describes who uses SSCR data and explains how this data is used.
- **Chapter 7: Problem Resolution**—Lists solutions to common problems. Provides contact information to reach the NSLDS Customer Service Center for help with other problems.
- **Chapter 8: Overview of NSLDS**—Provides a list of sources from which NSLDS receives information and discusses the 14 NSLDS functions that are operational or under development.
- **Chapter 9: Questions and Answers About SSCR**—Answers a variety of questions concerning SSCR, including using servicers, EDEXpress software, scheduling SSCR cycles, SSCR processing, updating SSCR Roster Files, and GAs.

1.3.2 Addenda to This Guide

Occasionally, you will receive additional documents related to this guide. These addenda will reflect changes to the SSCR process and enhancements of the SSCR functions in NSLDS.

As NSLDS becomes aware of common school concerns, Question and Answer (Q & A) mailings will be prepared to implement new SSCR processes. Retain the update documents and Q & A mailings that you receive in the Addendum section at the end of this guide.

1.3.3 Typographical Conventions

Figure 1–1 shows the typographical conventions used in this guide.

Convention	Description	Example
Bullet lists	Items in a list are bulleted when they present information that is not numbered and does not constitute a series of steps in a procedure.	<ul style="list-style-type: none"> • Student's SSN • Student's Name <ul style="list-style-type: none"> – Last Name – First Name – Middle Initial
Data fields	Names of data fields are capitalized.	Change the student's birth date in the New Student's Date of Birth field.
Computer keys	Names of keys appear in boldface and are capitalized.	Press ENTER .
Numbered lists	Items in a list are numbered when the number of items is specified in advance, or when the items form a series of steps in a procedure.	There are three types: <ol style="list-style-type: none"> 1. Type A 2. Type B 3. Type C
Objectives	Begin with "To".	To confirm your selection, press ENTER .
Screen data	Screen messages and data to be entered on the screen or in a file appear in boldface, with capitalization matching the screen appearance or data specification.	If you enter an invalid user ID or password three times, you see the message Invalid Sign-on Attempt . Type 2 at the prompt.
Text box	Text boxes contain important suggestions or reminders.	<i>This text box contains an important statement.</i>

Figure 1–1, Typographical Conventions

Chapter 2

The SSCR Process

- 2.1 The SSCR Cycle**
- 2.2 SSCR Data Transmission Overview**
- 2.3 Scheduling SSCR Cycles**

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The SSCR Process

This chapter provides a detailed overview of the SSCR process, focusing on the school as the primary source of borrower enrollment status information. The complete SSCR cycle is discussed, including processes for the receipt and submission of SSCR files and SSCR cycle scheduling to minimize ad hoc reporting requirements.

2.1 The SSCR Cycle

SSCR processing through NSLDS streamlines the entire enrollment confirmation procedure. Proper scheduling of the SSCR reports will provide consistent submission of enrollment data. The SSCR process is described in detail designating the responsible party for each step. Each submission will follow this process.

1. NSLDS:
 - A. Monitors school submission schedules and enrollment submissions.
 - B. Generates the SSCR roster file for the school.
 - C. Forwards the roster file to the school or servicer.

2. School (or servicer):
 - A. Receives the SSCR Roster File.
 - B. Matches the Roster File with registration files.
 - C. Updates the SSCR Roster File with each student's enrollment status and effective status date using valid codes (Chapter 4).
 - D. Enters proposed changes to student identifiers (SSN, last name, first name, middle initial, and/or birth date) as needed.
 - E. Adds a Detail Record for each new student.
 - F. Reviews the updated file for valid data to eliminate errors.
 - G. Returns the updated SSCR Roster File, now the SSCR Submittal File, to NSLDS within 30 days of the creation date.

3. NSLDS:
 - A. Receives the SSCR Submittal File.
 - B. Edits (error-checks) the Submittal File contents.
 - C. Updates the NSLDS database with enrollment data.
 - D. Captures proposed student identifier changes.
 - E. Returns the SSCR Error Notification File (contains any rejected records).

NOTE: The Trailer Record of the Error Notification File contains the total number of Detail Records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.

F. Forwards new and changed data to each affected data provider (GAs and the Direct Loan Servicer).

4. School (or servicer):

- A. Receives and saves the SSCR Error Notification File, making note of any error records. Cycle is complete if all records are accepted by NSLDS.
- B. Returns the corrected records to NSLDS as an SSCR Error Correction File within 10 days of the date it is sent to the school (or servicer).

NOTE: Before returning the file, update positions 27–34 in the Trailer Record. This number must match the total number of error records being returned.

5. NSLDS:

- A. Receives the returned SSCR Error Correction File and repeats the steps in number 3.
- B. Sends a revised SSCR Error Notification File.

The next SSCR cycle begins with the creation of new Roster Files, at the start of the scheduled month.

2.1.1 School Processing—A Closer Look

The accuracy of Title IV student loan records depends heavily on the accuracy of the data that your school reports. NSLDS records must be accurately matched with your enrollment records. You should review, update, or verify student enrollment statuses and other information with information that appears on the SSCR. Correct any errors identified by NSLDS.

Your roster will include borrowers with enrollment statuses of “F” (full-time), “H” (half-time), “L” (less than half-time), or “A” (leave of absence). Students with an enrollment status of “W” (withdrawn) or “G” (graduated) continue to be reported on the roster for 180 days after the enrollment status effective date and are then dropped from the roster. Students reported with a status of “D” (deceased), “X” (never attended), or “Z” (no record found) will not appear on the next roster.

2.1.2 Matching Student Records

After you receive the SSCR Roster File, you must match the contents of that file with your enrollment or registration records. The following fields may help you match your records:

- Student's Social Security Number
- Student's Last Name
- Student's First Name
- Student's Middle Initial
- Date of Student's Birth

You can compare a printed copy of the Roster File contents against your registration records, but to do this, you will have to convert the SSCR Roster File into a printable format. Another option is to use EDEXpress to obtain a printed copy of the records in your SSCR Roster File. The most efficient method for comparing records is to use an automated matching process. Your administrative computing department or servicer has or can develop software to match the records, and then you need to manually review only unmatched records.

During the matching process, cases may occur where you are sure that you have a legitimate match, but one or more of the student identifiers provided by NSLDS differs from the information in your school records. Should you be convinced, by the reliable source of your data or documentation on file, that your information is correct, you must contact the data provider (GA or servicer for each loan) and work with them to make changes. Note that copies of legal documents will be needed to make changes.

2.1.3 Updating Student Information

For each matching record, you must either confirm or update the student's enrollment status as provided by NSLDS, using the status codes assigned by ED. When updating a student's status, you must also provide the effective date of the new status.

NOTE: The *Enrollment Status Effective Date (ESED)* is critical in proper maintenance of student loan records and repayment schedules and must be reported accurately.

2.1.4 Returning the SSCR Roster File as the Submittal File

After you update the SSCR Roster File, it becomes the SSCR Submittal File. You must return the Submittal File to NSLDS within 30 days of the date the Roster File was created (check the date/timestamp).

2.1.5 SSCR Submittal File Processing and High-Level Edits

Upon receiving the Submittal File, NSLDS edits the file as described in Chapter 3. Detail Records that pass all edits are accepted and processed through the remaining steps. Detail Records that fail one or more edits are returned in the SSCR Error Notification File for correction and resubmission. Each Detail Record has error code(s) appended to the end of the record explaining the rejection. Except for appended error codes, the Error Notification File has the same format as

the Roster File, with fewer Detail Records. You have as many as 10 days to correct and return the file as the SSCR Error Correction File. If you have not received an Error Notification File within 48 hours of transmitting your submittal file, you must contact the NSLDS Customer Service Center at 1-800-999-8219.

Figure 2–1 shows the first phase of the SSCR cycle, which involves NSLDS and schools or their servicers.

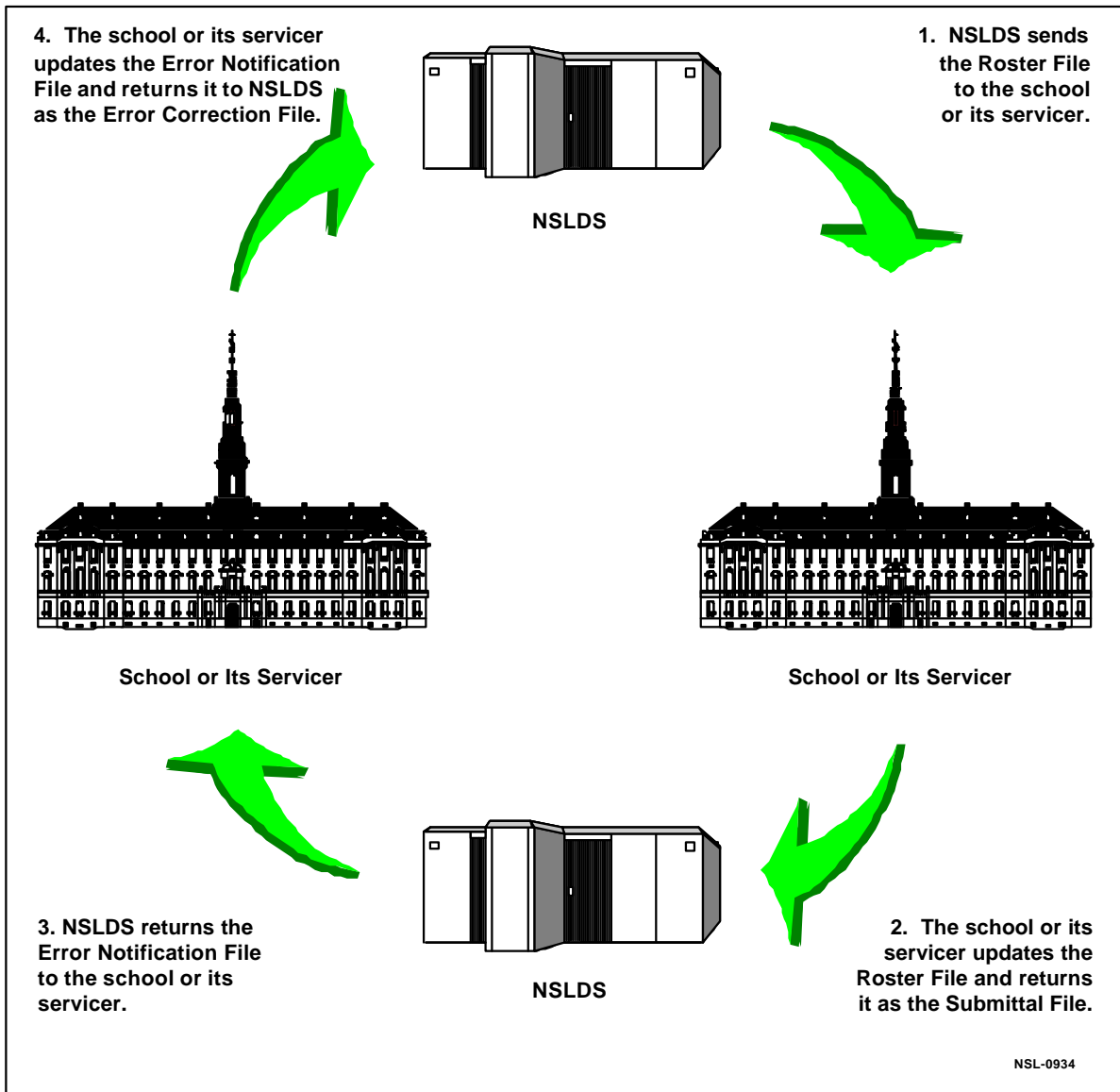


Figure 2–1, SSCR Cycle—School Phase

Figure 2–2 shows the second phase of the SSCR cycle, which involves NSLDS and data providers.

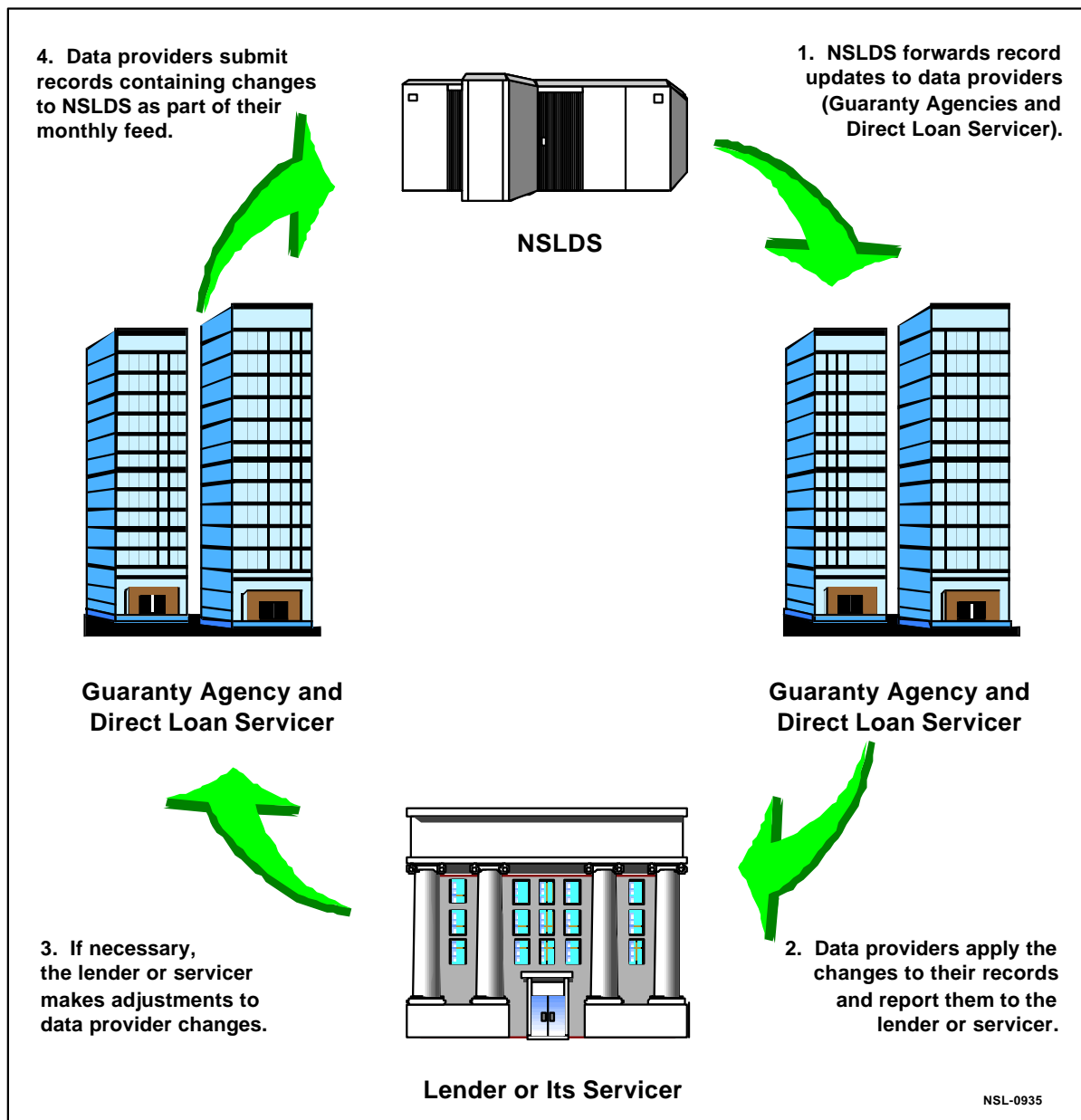


Figure 2–2, SSCR Cycle—Data Provider Phase

2.2 SSCR Data Transmission Overview

SSCR data is transmitted and received electronically. Most schools find batch processing to be the most efficient method of data transmission. In batch processing the SSCR Detail Records are received from NSLDS as a single file (the Roster File), fully processed in your school’s (or servicer’s) computing environment, and then transmitted back to NSLDS—again as a single file

(the Submittal File). This is the most efficient method for processing large quantities of data. NSLDS also supports the web page, which allows updates to small amounts of data (i.e. individual records) and ad hoc changes.

- **Telecommunications (Title IV WAN)**—The Department of Education's Title IV WAN is used to send and receive data electronically. You can log on to the Title IV WAN from a mainframe computer or PC to send or receive data through the Store-and-Forward facility for batch processing of files. You must have the EDConnect software, which is supplied when you sign up for Title IV WAN, to use this facility.

To sign up for the Title IV WAN, review the information and print the forms found at www.ifap.ed.gov or call Title IV WAN Customer Service at 1-800-615-1189 and ask for enrollment information, forms, and the *Title IV WAN User's Guide*.

*Title IV WAN
Customer Service
can be reached at
1-800-615-1189.*

- **Web**—The NSLDS web site allows online SSCR processing and ad hoc changes at www.nslsdfap.ed.gov using your regular NSLDS user ID and password. Online processing is most efficient for updating small numbers of records.

2.2.1 The Title IV WAN Store-and-Forward Facility

The most efficient method of exchanging SSCR data is through the Title IV WAN Store-and-Forward facility. With this medium, NSLDS will transmit the school SSCR Roster File to your Title IV WAN electronic mailbox on the SSCR designated schedule. The Roster File is retrieved from your mailbox using either your mainframe connectivity software or the PC communications software. The SSCR Roster File is now ready for processing.

*Coordinate Registrar
and Financial Aid
Office duties if both
participate in the Title*

Figure 2–3 shows the data transmission cycle when you use the Store-and-Forward facility.

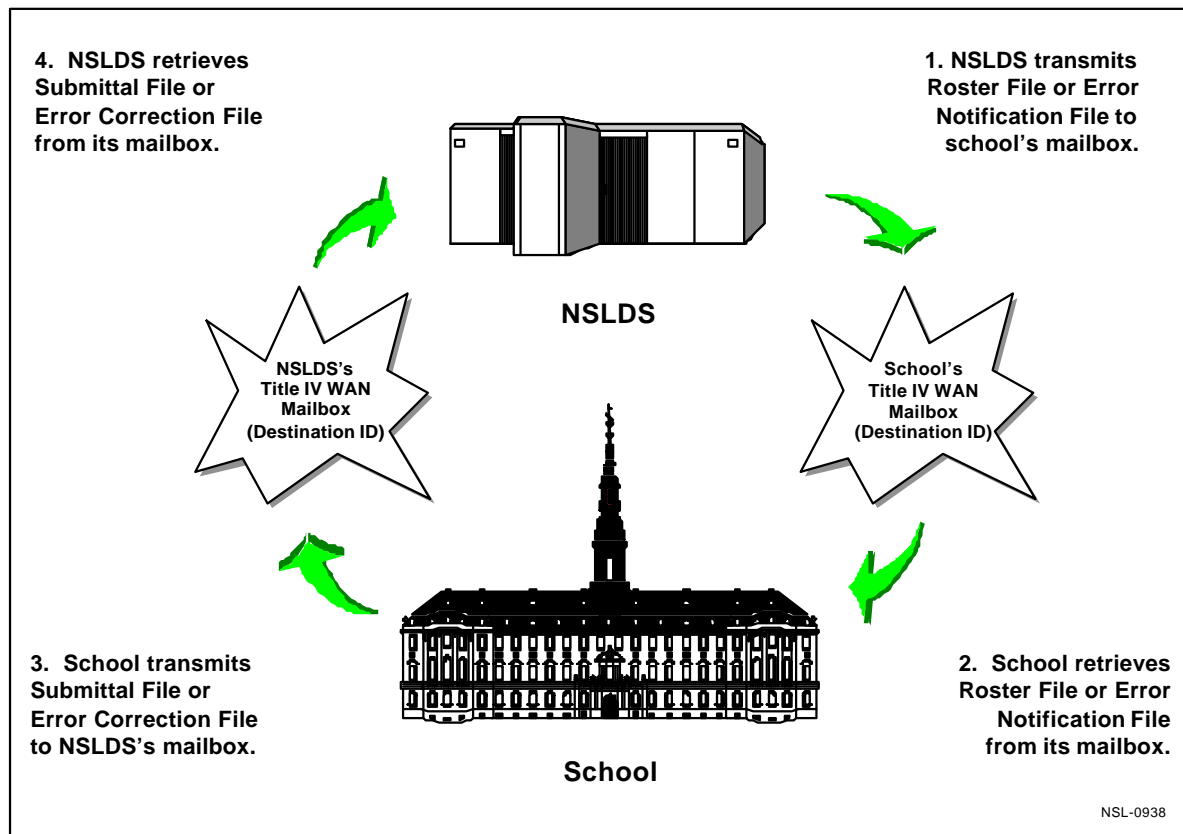


Figure 2–3, Store-and-Forward Facility

After updates of the Roster File are complete, it becomes the SSCR Submittal File and the transmittal process is reversed. The school connects to the Store-and-Forward facility and transmits the Submittal File to the NSLDS mailbox. NSLDS edits the Submittal File and updates the database with records that pass the edits. NSLDS notifies the applicable data providers of proposed changes to student information. NSLDS transmits the SSCR Error Notification File, which contains a count of accepted records and any Detail Records that failed the edits, to the school mailbox. The school retrieves the Error Notification File from its mailbox. If the file contains error records, they are corrected as needed and the corrected file, now called the SSCR Error Correction File, is transmitted to the NSLDS mailbox.

For complete instructions on using the Store-and-Forward facility, refer to the *Title IV WAN User's Guide*, which can be obtained from the Title IV WAN Customer Service Center at 1-800-615-1189.

2.2.2 Using a Servicer

Your school may designate a servicer to handle the SSCR process. This may be done when you sign up for the Title IV WAN or at any time thereafter, through the Title IV WAN forms. The SSCR cycle, when using a servicer, proceeds as follows:

1. NSLDS sends your school's SSCR Roster File to the servicer.
2. The servicer matches the Roster File to enrollment data that you provide to the servicer.
3. The servicer returns the updated SSCR Roster File (now the SSCR Submittal File) to NSLDS.
4. NSLDS processes the file and returns the SSCR Error Notification File to the servicer.
5. The servicer corrects any errors and returns the SSCR file (now the SSCR Error Correction File) to NSLDS.

The servicer chooses the transmission medium best suited to its computing environment.

NOTE: AS with any school/servicer arrangement for the administration of Title IV programs, the school remains responsible for submitting timely, accurate, and complete responses to SSCR requests and for maintaining proper documentation in accordance with 34 CFR 682.610(c).

2.3 Scheduling SSCR Cycles

Under Title IV federal loan programs, schools must complete all SSCR rosters sent by ED or a GA. In addition to regular reports, student enrollment status changes (which affect deferment privileges) must be reported to the lender within 30 days of the enrollment change through an ad hoc report. (If an SSCR is to be processed within 60 days of the enrollment change, an ad hoc report is not needed.) An ad hoc report is one of the following:

- An unscheduled Submittal File containing detail for enrollment status changes (created on a PC using EDEExpress or on a mainframe).
- The online updating of student records using the SSCR functions on the NSLDS web page.

2.3.1 Guidelines

Reporting schedules are set up through the NSLDS web site. A default schedule of every other month is set up for schools that do not create their own schedule.

2.3.2 Recommendations

ED recommends that schools report enrollment data using the SSCR process at least five times per year. Scheduling five SSCRs per year can reduce or eliminate the need for ad hoc submissions. Schools should review their academic schedules when preparing their reporting schedule.

2.3.2.1 Processing the SSCR via EDEExpress

The file format for the NSLDS SSCR has been incorporated into EDEExpress. Refer to the EDEExpress User's Guide for instructions on importing, processing, and exporting the SSCR Roster Files.

2.3.2.2 Message Classes

Use the following message classes when processing SSCR data via Title IV WAN:

- **SSCRYYOP**—The initial SSCR Roster File sent to your school by NSLDS.
- **SSCRYYIN**—The completed SSCR rosters, also called Submittal Files (initial and error), that you return to NSLDS.
- **SSCEYYOP**—The Error/Notification File sent to your school by NSLDS.
- **SSCMYYIN**—The files generated as a result of ad hoc reporting.

Chapter 3

Building the Submittal and Error Correction Files

- 3.1** **Receiving the SSCR Roster File**
- 3.2** **Matching the Student Records**
- 3.3** **Reading and Updating the SSCR Roster File**
- 3.4** **Editing the Completed SSCR File**
- 3.5** **Sending the SSCR Submittal File**
- 3.6** **Error Notification and Correction**

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Building the Submittal and Error Correction Files

This chapter explains the following in detail:

- How to receive your SSCR Roster File from NSLDS
- How to build a complete SSCR Submittal File from the SSCR Roster File
- What to expect in the SSCR Error Notification File you receive back from NSLDS
- How to build an SSCR Error Correction File in response to the SSCR Error Notification File

This chapter also explains how the SSCR data is processed by NSLDS.

If your school uses a servicer, this chapter applies to the servicer's role. You must make sure that the servicer has the latest student enrollment information.

3.1 Receiving the SSCR Roster File

At the beginning of each SSCR cycle, NSLDS prepares an SSCR Roster File for your school. This roster contains student borrowers reported as attending your school or recently withdrawn. The NSLDS web page is used to schedule the SSCR cycles to meet school needs and federal requirements.

To sign up for the Title IV WAN, contact Title IV WAN Customer Service at 1-800-615-1189.

Rosters are received as follows:

- **Telecommunications**—Users log on to the Title IV WAN and use the Store-and-Forward facility to receive the Roster File in an electronic mailbox.
- **Servicers**—Schools using a servicer will not receive the Roster File. The Roster File is sent directly to the servicer.

For data transmission details, see Chapter 2.

3.2 Matching the Student Records

After receiving the SSCR Roster File, you must match the Detail Records in that file to the student records in your registration system or other system that maintains current enrollment information. Your administrative computing department may develop software to perform this function. Information in this chapter and the next provide guidelines to help develop this software.

SSCR Roster Files received by electronic transmission through the Title IV WAN can be processed on a PC. The EDEExpress software, part of the Title IV WAN package, can display the Roster File records one at a time and let you update them individually or as part of a batch process. EDEExpress also builds the Submittal File for transmission through the Title IV WAN.

3.3 Reading and Updating the SSCR Roster File

This section details the file definitions and processing rules that apply to the SSCR files.

- **Header, Detail, and Trailer Records**—Each SSCR Roster File contains a single Header Record, multiple Detail Records, and a single Trailer Record. The Header Record identifies the source of the file and the file's preparation or creation date. The Detail Records, one for each student, contain current information on file with NSLDS in the mandatory fields. The Trailer Record shows the number of Detail Records contained in the file. *Do not change the Record Sequence Number*
- **Format Data**—Any Detail Records added or data added, updated, or changed must be formatted according to the record layout and field definition specifications in Chapter 4. Verify changes and check for formatting errors before returning the SSCR Roster File to NSLDS as the SSCR Submittal File.
- **Record Sequence Numbers**—Each Detail Record begins with a Record Sequence Number, which NSLDS uses to ensure security and auditability. Sequence Numbers are sorted by NSLDS in ascending order. *Do not change the Record Sequence Number.*
- **Student Identifiers**—Each Detail Record contains five student identifiers. Three of the five student identifiers are also record identifiers, which NSLDS uses to match Detail Records in its database against Detail Records returned in the school Submittal File. The student identifiers uniquely identify the Detail Record.

The student identifiers are:

- Student's Social Security Number (record identifier)
- Student's Last Name
- Student's First Name (record identifier)
- Student's Middle Initial
- Date of Student's Birth (record identifier)

NSLDS provides all five student identifiers and you must not change them.

- **New Student Identifiers**—Provide corrected data for student identifiers that are incorrect or outdated using fields prefixed with the word “New”.
You must not change the SSN provided by NSLDS to match your student identification number. Use
- **School Identification Designator**—Schools that do not use the student SSN to identify student registration records may enter their identifier in the School Identification Designator field provided in the Detail Record. NSLDS will not remove or change the School Identification Designator, so it may be used in later SSCR cycles to easily match records. You must *not* change the SSN provided by NSLDS.
- **Pseudo SSN**—Sometimes the Student SSN contains a pseudo-SSN constructed by the data provider in the absence of the real SSN. This is found in older loans, made before Congress required an official SSN on loan applications. Usually a pseudo-SSN is indicated by a **P** in the Student’s Social Security Number Indicator field. If a match is found between other NSLDS student identifiers and a student enrollment record, and the real SSN is known, you can propose the real SSN in the New Student’s Social Security Number field. NSLDS will forward the proposed SSN to the data provider, who will try to confirm that the NSLDS record and the school record are for the same student. If confirmed, NSLDS will change the SSN in the Student’s Social Security Number field in the next SSCR cycle.
- **“New” Name**—If you fill in any of the “New” name fields, you must fill in all “New” name fields. If a student’s last name changes, you must enter the new last name and the first name and middle initial, even though the names are unchanged.
- **Enrollment-Related Fields**—Each Detail Record in the SSCR Roster File includes three enrollment-related fields: Anticipated Completion Date (ACD), Code for Enrollment Status (ES), and Enrollment Status Effective Date (ESED). These fields must be reviewed each SSCR cycle and updated with any change.
- **Withdrawn or Graduated Students**—Students who have graduated or withdrawn stay on the roster for 180 days past Enrollment Status Effective Date (time equivalent to the grace period).
- **Adding Students**—If you are aware of students who should be in the SSCR Roster File but are not, add a Detail Record for each student to the SSCR Submittal File. This occurs most frequently when a transfer student has a loan that needs to be deferred. The Record Sequence Number for added students must be **9999998**, and all mandatory fields must be completed (see Chapter 4). However, it is imperative that the Student Identifiers in the added records match the Student Identifiers on NSLDS. If you are unsure about Student Identifiers (Student’s Social Security Number, Student’s Last Name, Student’s First Name, Student’s Middle Initial, and Student’s Date of Birth), you must contact the data provider and verify the data. If a loan has not been reported to NSLDS by a data provider,

the student record will cause the Submittal File or Error Notification File to reject. If this occurs, remove the rejected student from the file.

Figure 3–1 illustrates a sample Detail Record as first provided by NSLDS in the SSCR Roster File, then as returned by the school in the SSCR Submittal File, and then as processed by NSLDS and returned in the next SSCR cycle as the new Roster File. In this example, the school has added a School Identification Designator and has updated several other fields.

Field	Reporting Requirement (Do Not Change or Conditional)	As Provided by NSLDS	As Returned by School	As Returned by NSLDS in Next Cycle
Record Sequence Number	Mandatory, Do Not Change	0000001	0000001	0000001
Student's SSN	Mandatory, Do Not Change	123456789	123456789	123456789
Student's SSN Indicator	Mandatory, Do Not Change	R	R	R
Student's Last Name	Mandatory, Do Not Change	Jones	Jones	Janes
Student's First Name	Mandatory, Do Not Change	Helen	Helen	Helene
Student's Middle Initial	Mandatory, Do Not Change	R	R	R
Date of Student's Birth	Mandatory, Do Not Change	19481223	19481223	19481223
New Student's SSN	Conditional	Spaces	Spaces	Spaces
New Student's Last Name	Conditional	Spaces	Spaces	Spaces
New Student's First Name	Conditional	Spaces	Spaces	Spaces
New Student's Middle Initial	Conditional	Spaces	Space	Spaces
New Date of Student's Birth	Conditional	00000000	00000000	00000000
Date of Anticipated Completion	Mandatory, Conditional	19960528	19961215	19961215
Code for Enrollment Status	Mandatory	F	H	H
Date Enrollment Status Effective	Mandatory	19940523	19950425	19950425
School Identification Designator	Optional	Spaces	98Z654321	98Z654321

Figure 3–1, Data Reporting and Changes over Cycles

3.4 Editing the Completed SSCR File

Before transmitting the completed SSCR Submittal File, the administrative computing department should run an error-checking or editing routine. Use the record layout specifications, file definitions, and error checking table in Chapter 4 to develop the routine. Be sure to check the Header and Trailer Records as well as the Detail Records for errors.

Detecting and correcting errors in the SSCR Submittal File *before* submission to NSLDS can reduce the number and size of NSLDS files returned for correction.

3.5 Sending the SSCR Submittal File

The SSCR Submittal File must be returned to NSLDS within 30 days from when NSLDS sent the SSCR Roster File. The date sent is found on the SSCR Roster File Header Record.

3.5.1 Sending the Submittal File via Title IV WAN

Schools using the Store-and-Forward facility of the Title IV WAN deposit the completed Submittal File in the NSLDS electronic mailbox.

3.6 Error Notification and Correction

After NSLDS receives and processes the file, you will receive one of the following:

- An SSCR Error Notification File that contains no error records is an acknowledgment that the Detail Records in the Submittal File contained no errors and were added to the database.
- An SSCR Error Notification File with error records will contain the Detail Records that could not be processed and the applicable error codes.

NOTE: The Trailer Record of the Error Notification File contains the total number of Detail Records received in positions 27–34, the total number of accepted records in positions 35–42, and the total number of rejected records in positions 43–50.

This file serves as the acknowledgment that NSLDS has received and processed the SSCR Submittal File. You should retain a copy of the SSCR Error Notification File for audit purposes.

If you received an Error Notification File containing Detail Records with errors, you must correct the errors and return the file as the Error Correction File within 10 days. Build and return the

Error Correction File the same way you built and returned the Submittal File. Refer to the Error Notification and Error Correction File record layout specifications in Chapter 4 for formatting differences. The error codes occupy an additional 30 bytes at the end of each Detail Record. You may use the NSLDS web page to correct errors contained in the Error Notification File. **If you correct errors using the web, you do not need to return the Error Correction File as well.**

If you have not received an Error Notification File within 48 hours of transmitting a submittal or correction file, you should call CSC at 1-800-999-8219.

SSCR Record Layouts

- 4.1 Record Layout Specifications**
- 4.2 Enrollment Status Codes**
- 4.3 Error Codes**
- 4.4 Error Checking**

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SSCR Record Layouts

This chapter defines the layout for each record within the SSCR files and defines each field within the records. You must ensure both the accuracy of the reporting data and correct placement and coding of the data within the files. In addition to the record layouts and field definitions, this chapter lists the codes for two fields: the Code for Enrollment Status and the error codes returned in the SSCR Error Notification File. The chapter ends with a table showing the error checking, or edits, that NSLDS performs on the SSCR Submittal File. You can use this table to develop software that updates the Submittal File before returning it to NSLDS, which reduces the error correction portion of the SSCR cycle.

4.1 Record Layout Specifications

This section describes the record and file formats that NSLDS uses to collect enrollment verification from schools. The record layout specification is provided, including field definitions and formatting instructions.

The SSCR Roster File and the SSCR Submittal File have the same record layout. The SSCR Error Notification File and the SSCR Error Correction File have the same record layout.

Each field definition includes the following:

- **Name**—This is a brief, descriptive title.
- **Description**—This is a short narrative definition.
- **Type**—This is an indicator of the kind of value that must be in the field, as follows:
 - *Character* denotes a field that may contain spaces, letters, or numbers in any combination—for example, 17 Magnolia Street. Character fields not specifically reported must be filled with spaces. If a field is said to require a value “greater than spaces,” the field must contain at least one letter or number.
 - *Numeric* denotes a field that must contain only numbers—for example, 1234567 as a Loan Sequence Number. Letters, special characters, or spaces in a numeric field are invalid. An entry of T491_24, for example, would not be accepted. Unless otherwise specified in the record layout, numeric fields not specifically reported must be filled with zeros.
 - *Date* fields must contain only numeric data, eight digits, and appear in the format CCYYMMDD, where:
 - CC = two-digit century
 - YY = two-digit year

- MM = two-digit month designation (01–12)
- DD = two-digit day designation (01–31, depending on the month and year)

Under this convention, an entry of **19950430** would be accepted, but **043095** would not. Unless otherwise specified in the record layout, date fields not specifically reported must be filled with zeros.

– *Date/Timestamp* fields add a timestamp immediately after the date and appear in the format HHMMSSNNNNNN, where:

- HH = two-digit hour designation
- MM = two-digit minute designation
- SS = two-digit second designation
- NNNNNN = six-digit nano-second designation

The field's full format is CCYYMMDDHHMMSSNNNNNN. NSLDS supplies the data for all date/timestamp fields.

- **Size**—This is the number of bytes the field occupies.
- **Comments**—This is additional information about the field.
- **Edit(s)**—This is a description of the error-checking that NSLDS applies to the file that you return.
- **Reporting**—Instructions indicating whether the field must contain data other than spaces or zeroes are described below:
 - *Mandatory, do not change*—NSLDS provides the data in the field and you must not change it. For some fields of this type, the record includes a corresponding “New” field in which you may propose a change to the information.
 - *Mandatory*—You must fill in this field for every Detail Record.
 - *Mandatory, conditional*—You must fill in this field if the condition described applies to the student. For example, if the Date of Student's Birth is incorrect, you must provide the correct date in the New Date of Student's Birth field.
 - *Optional*—You may fill in this field if desired.
- **Position**—The position refers to the beginning and ending location (byte number) of the field within the record.

4.1.1 SSCR Roster File or Submittal File Header Record

The following section provides the specifications of the Header Record at the beginning of the SSCR Roster File and Submittal File. NSLDS provides most of the data in this record's fields, and it must not be changed. The sole exception is the Certification Date, which you must fill in before returning the file to NSLDS.

Roster Header Records

Roster Header Record SSCR Sequence Number			
History Kept:	Type:	Size:	Position:
N/A	Numeric	7	1-7
Description:		A 7-digit number used to verify the proper location of the Header Record in the SSCR Roster File or Submittal File.	
Comments:		None	
Edits:		Must equal 0000000.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
Must equal 0000000.	Does not equal 000000.	None	File not processed.
Cannot be blank.	Is blank.	None	File not processed.
Trailer Record required for each header in file.	Trailer Record is missing.	None	File not processed.
School or servicer must be enrolled as SSCR user.	School or servicer not enrolled as SSCR user.	None	File not processed.
WAN mailbox same as sent to WAN mailbox.	Received WAN mailbox different than sent to WAN mailbox.	None	File not processed.
Servicer submitted batch for school using a servicer.	School cannot submit batch if signed on with a servicer.	None	File not processed.
School not set up with servicer submits own data.	School not submitting own data.	None	File not processed.
Submission is from WAN or tape.	Submission not from WAN or tape.	None	File not processed.

Roster Header Record SSCR Sequence Number	
Date Revised:	3/3/1999

SSCR Header Title			
History Kept: N/A	Type: Character	Size: 18	Position: 8-25
Description:		Contains SSCR ROSTER HEADER to indicate that this is the SSCR Roster File or the SSCR Submittal File. Or contains SSCR ERROR HEADER to indicate error acknowledgement file.	
Comments:		NSLDS supplies the data in this field.	
Edits:		None	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies: N/A	Error: N/A	Error No.: N/A	Error Message: N/A
Date Revised:		3/3/1999	

Filler			
History Kept: N/A	Type: Numeric	Size: 3	Position: 26-28
Description:		Blank field reserved for future use.	
Comments:		This field is blank when sent to the school.	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies: N/A	Error: N/A	Error No.: N/A	Error Message: N/A
Date Revised:		3/3/1999	

Code for School			
History Kept: N/A	Type: Numeric	Size: 8	Position: 29–36
Description:		An 8-digit ED Office of Postsecondary Education (OPE) code used to identify the school.	
Comments:		<ul style="list-style-type: none"> • NSLDS supplies the code in this field. • If a school has questions about its OPE code, it should call the NSLDS Customer Service Center. 	
Edits:		Must be all numbers and a valid OPE school code from the NSLDS School Codes Table.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Not numeric.	None	File not processed.
Must be valid OPE ID.	Not valid OPE ID.	None	File not processed.
Date Revised:		3/3/1999	

SSCR Create Date/Timestamp			
History Kept: Yes	Type: Date/Timestamp	Size: 20	Position: 37–56
Description:		Date and time the SSCR Roster File was produced by NSLDS.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDDHHMMSSNNNNNN format. • This is the date and time affixed to the SSCR Roster File when it is generated for the school by NSLDS. • Should equal spaces for Ad Hoc File (SSCR File type A). 	
Edits:		Must be a valid date. Date must match the date in the original SSCR Roster File sent to the school.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:

SSCR Create Date/Timestamp			
Must be valid date.	Invalid date.	None	File not processed.
Date must match SSCR Roster File date.	Date does not match date of Roster File.	None	File not processed.
Date Revised: 3/3/1999			

Certification Date			
History Kept: No	Type: Date	Size: 8	Position: 57-64
Description:	Date the school processes the SSCR Roster File. At this time, it becomes the SSCR Submittal File.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • You must fill in this field with the effective certification date for the SSCR Submittal File. 		
Edits:	<ul style="list-style-type: none"> • Certification date must be greater than the CCYYMMDD portion of the SSCR Create Date/Timestamp. • Certification date must be less than current date. 		
Default Value/Use:	None		
Reporting:	Mandatory		
Verifies:	Error:	Error No.:	Error Message:
Must be greater than SSCR Create Date/Timestamp.	Less than or equal to SSCR Create Date/Timestamp.	None	File not processed.
Must be less than or equal to current date.	Greater than current date.	None	File not processed.
Date Revised: 3/3/1999			

SSCR File Type			
History Kept:	Type:	Size:	Position:
N/A	Character	1	65-65
Description:		Indicates that this is the SSCR Roster File/Submittal File or the Error Acknowledgement File.	
Comments:		None	
Edits:		<ul style="list-style-type: none"> • Must be R; however, if all records in the file are being added and sequence numbers are 9999998, then this field should be A for ad hoc reporting. • Must be E, if Error Acknowledgement File. 	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
Must be R, A, or E.	Invalid character.	None	File not processed.
Date Revised:		3/3/1999	

Filler			
History Kept:	Type:	Size:	Position:
N/A	Character	265	66-330
Description:		Blank field to complete full record length.	
Comments:		Fill with spaces.	
Edits:		Not applicable.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

4.1.2 SSCR Roster File or Submittal File Detail Record

The following section provides specifications of the Detail Record that is part of the SSCR Roster File and Submittal File. NSLDS provides data in some fields that you must not change. However, you may propose changes to these fields in separate corresponding fields. NSLDS provides data for other fields that you may change directly. Still other fields contain no data, and you may add data that may be useful in administering the loan.

Detail Records

Record Sequence Number			
History Kept: Yes	Type: Numeric	Size: 7	Position: 1-7
Description:	A 7-digit number that identifies the position of the student record in the SSCR Roster File.		
Comments:	<ul style="list-style-type: none"> The sequence number for the first Detail Record is 0000001. Subsequent records are incremented sequentially by one. For NSLDS-provided records, this data element is filled when the SSCR Roster File is produced and must not be changed. If you are adding one or more students, the sequence number for all added records must be 9999998. Values in Student's SSN, Student's First Name, and Student's Last Name must match values in the SSCR record produced by NSLDS, except for school-added records. 		
Edits:	None		
Default Value/Use:	None		
Reporting:	<ul style="list-style-type: none"> For NSLDS-provided records: Do not change. For school-initiated records: Must contain 9999998. 		
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Student's Social Security Number			
History Kept: Yes	Type: Character	Size: 9	Position: 8-16
Description:		Social Security Number of a Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data is incorrect, enter the correction in the New Social Security Number for Student field. • If you add a student to the SSCR Roster File, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student's First Name, and Student's Last Name must match values in SSCR record produced by NSLDS, except for school-added records. 	
Edits:		For NSLDS-provided records, the value must match SSN in Roster File. For school-initiated records, the value must match an SSN in the NSLDS database.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail Record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the database.
Date Revised:		3/3/1999	

Student's Social Security Number Indicator			
History Kept: No	Type: Character	Size: 1	Position: 17
Description:		A single-character indicator showing whether the Student's Social Security Number is real or pseudo.	
Comments:		<ul style="list-style-type: none"> • SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo"). • If you add a student to the SSCR Roster File, you must use the correct SSN and fill in this field with R (for "real"). 	
Edits:		Must be R (for "real") or P (for "pseudo").	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Student's Last Name			
History Kept: Yes	Type: Character	Size: 35	Position: 18-52
Description:		Current last name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains NLN. • If you believe the NSLDS data is incorrect, enter the correction in the New Student's Last Name field. • If you add a student to the SSCR Roster File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35. 	
Edits:		For NSLDS-provided records: Must match Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail Record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
Date Revised:		3/3/1999	

Student's First Name			
History Kept:	Type:	Size:	Position:
Yes	Character	12	53-64
Description:		First name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains NFN (no first name). • If you believe NSLDS data is incorrect, enter the correction in the New Student's First Name field. • If you add a student to the SSCR Roster File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with NFN. • If the first name exceeds 12 characters, drop any characters in excess of 12. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in SSCR record produced by NSLDS, except for school-added records. 	
Edits:		For NSLDS-provided records: Must match Roster File.	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 	
Verifies:	Error:	Error No.:	Error Message:
Must match value in NSLDS database.	Does not match value in NSLDS database.	11	No Detail Record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in the NSLDS database.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the NSLDS database.
Date Revised:		3/3/1999	

Student's Middle Initial			
History Kept: Yes	Type: Character	Size: 1	Position: 65
Description:		Middle initial of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Middle initial (MI) reported to NSLDS by the data provider. • If you believe NSLDS data is incorrect, enter the correction in the New Student's Middle Initial field. Correct MI only if there is a correction to Student's First Name or Student's Last Name. • If you add a student to the SSCR Roster File and the student has no middle initial, leave this field blank. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Conditional, Mandatory if MI is known. 	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Date of Student's Birth			
History Kept:	Type:	Size:	Position:
No	Date	8	66-73
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.		
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student's Birth as reported to NSLDS by the data provider. • If a student's birth date is unknown, this field contains 19000101. • If you believe NSLDS data is incorrect, enter the correction in the New Date of Student's Birth field. • If you add a student to the SSCR Roster File, you must fill in this field. • If the Date of Student's Birth is unknown, fill in the field with 19000101. 		
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01-12; DD must be a value from 01-31, depending on the month and year. 		
Default Value/Use:	Use 19000101 for school-initiated records, if Date of Student's Birth is unknown		
Reporting:	<ul style="list-style-type: none"> • For NSLDS-provided records: Do not change. • For school-initiated records: Mandatory. 		
Verifies:	Error:	Error No.:	Error Message:
Must be valid date.	Invalid date.	13	Invalid Date of Student's Birth.
For school-initiated records, value must match value in NSLDS database.	Does not match value in NSLDS database.	31	Attempted to add an ad hoc student but the student was not found in the NSLDS database.
Date Revised:	3/3/1999		

New Student's Social Security Number			
History Kept:	Type:	Size:	Position:
Yes	Character	9	74-82
Description:		Proposed change to the Social Security Number of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's SSN. • NSLDS uses the student's SSN as a record identifier. • NSLDS changes identifiers only when the data provider agrees to the change. • If the SSN change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Social Security Number field, and the New Student's Social Security Number field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if NSLDS SSN data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

NOTE: Schools and loan holders are encouraged to resolve identifier conflicts directly between the two parties. NSLDS has recently made available organizational contact screens to help facilitate this process. An automated solution would likely involve changing the SSCR file layout, which would have a significant impact on schools and their servicers. The input process from loan holders to NSLDS would also need to be modified. Thus, any changes would need to be made long term to enable all parties to modify their systems accordingly.

New Student's Last Name			
History Kept:	Type:	Size:	Position:
Yes	Character	35	83-117
Description:		Proposed change to the last name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's First Name or New Student's Middle Initial, these fields will be populated with current data. • If the student does not have a last name, you must fill in this field with NLN. • If the last name exceeds 35 characters, drop any characters in excess of 35. • NSLDS changes a student's last name only when the data provider agrees to the change. • If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Last Name field and the New Student's Last Name field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Student's First Name			
History Kept:	Type:	Size:	Position:
Yes	Character	12	118-129
Description:		Proposed change to the first name of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's Last Name or New Student's Middle Initial, these fields will be populated with current data. • If a student does not have a first name, you must fill in this field with NFN. • If the first name exceeds 12 characters, drop any characters in excess of 12. • NSLDS uses the Student's First Name field as a record identifier. • NSLDS changes a student's first name only when the data provider agrees to the change. • If a name change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's First Name field and the New Student's First Name field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with spaces to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Student's Middle Initial			
History Kept: Yes	Type: Character	Size: 1	Position: 130
Description:		Proposed change to the middle initial of the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • Fill in this field only if you propose a change to the student's name. • If you do not propose either a New Student's Last Name or New Student's First Name, change to middle initial will be ignored. • If the student does not have a middle initial, this field must contain a space. NSLDS changes a student's middle initial only when the data provider agrees to the change. • If a middle initial change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Student's Middle Initial field and the New Student's Middle Initial field contains a space. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with a space to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain a space. 	
Edits:		None	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS name data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

New Date of Student's Birth			
History Kept:	Type:	Size:	Position:
No	Date	8	131-138
Description:		Proposed change to the date (year, month, and day) on which the Title IV aid recipient was born.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • Fill in this field only if you propose a change to the student's birth date. • NSLDS uses the Date of Student's Birth field as a record identifier. • NSLDS changes a student's birth date only when the data provider agrees to the change. • If a birth date change you previously requested was implemented, the subsequent SSCR Roster File contains the school-supplied value in the Date of Student's Birth field and the New Date of Student's Birth field contains spaces. • If your change was not implemented, this field contains the value that you previously supplied. • If you wish to resubmit your change, leave your proposed value in this field; otherwise, fill the field with zeros to withdraw the request. • If you add a student to the SSCR Roster File, this field must contain spaces. 	
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • If the field contains a value other than spaces, MM must be a value from 01-12; DD must be a value from 01-31, depending on the month and year. • Date reported requires student to be at least 12 years old and less than 90 years old from current processing date. (NOTE: This is a batch edit and does not apply to online updates.) 	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if the NSLDS data is believed to be in error.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	28	New Date of Student's Birth is invalid date.

New Date of Student's Birth			
Date reported has the student between 12 and 90 years of age.	Student is less than 12 and greater than 90 years old.	29	New Date of Student's Birth makes student less than 12 years of age or greater than 90 years of age.
Date Revised: 3/3/1999			

Date of Anticipated Completion			
History Kept:	Type:	Size:	Position:
No	Date	8	139-146
Description:		Date (year, month, and day) when a student is scheduled to complete course requirements.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the data provider. • This is a key element in monitoring the student's projected entry into the grace period and subsequent repayment period. • This field must be reviewed each SSCR cycle and updated as appropriate, especially when an enrollment status change occurs. • If the date seems reasonable, given the student's academic progress, do not modify. • If you add a student to the SSCR Roster File, this field must contain the school's most current estimate. • The date received from a school will be modified if the date is six years more than the Certification Date. The date will be modified to a date six years from the Certification Date. • ACD is not required for an enrollment status of "W". 	

Date of Anticipated Completion			
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals A, F, H, or L, this date must be greater than the Certification Date and the Enrollment Status Effective Date (see Figure 4–1, Enrollment Status Codes). • If the Enrollment Status Code equals G, this field must equal the Enrollment Status Effective Date. 	
Default Value/Use:		None	
Reporting:		Conditional, Mandatory if Enrollment Status Code equals G, A, F, H, or L.	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric when Enrollment Status Code equals G, A, F, H, or L.	Invalid date.	15	Invalid date of Anticipated Completion.
Must equal ESED when Enrollment Status Code equals G.	Does not equal ESED.	25	Anticipated completion date must equal Date Enrollment Status Effective when Enrollment Status Code equals G.
Must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.	Is less than Certification Date.	26	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.
Must be greater than or equal to ESED.	Is less than ESED.	33	Anticipated completion date must be greater than or equal to Date Enrollment Status Effective.
Date Revised:		3/3/1999	

Filler			
History Kept:	Type:	Size:	Position:
No	Character	143	147–289
Description:		Blank fields	
Comments:		Formerly used for address fields. Effective March 1, 1999, address was not required; therefore, these fields will not be populated. Data in these fields will not be used.	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Not required	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Code for Enrollment Status			
History Kept:	Type:	Size:	Position:
Yes	Character	1	290
Description:		Code reflecting student's current (as of the Certification Date in the Header Record) enrollment status.	
Comments:		<ul style="list-style-type: none"> This field in the SSCR Roster File contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire SSCR process. Together these fields determine the exact beginning of the student's grace and subsequent repayment period. If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Figure 4–1, Enrollment Status Codes). 	
Edits:		Must be a valid code from Figure 4–1, Enrollment Status Codes, and must have a corresponding value in the Date Enrollment Status Effective field.	
Default Value/Use:		None	
Reporting:		Mandatory	

Code for Enrollment Status			
Verifies:	Error:	Error No.:	Error Message:
Cannot be blank.	Is blank.	19	Missing Code for Enrollment Status.
Must be valid code.	Invalid code.	20	Invalid Code for Enrollment Status.
Date Revised: 3/3/1999			

NOTE: If a school determines that a student has transferred from another school from which he or she received a Federal loan, the school is encouraged to update NSLDS on the web, showing that the student is now attending their institution, or add the student to the SSCR Roster. The new enrollment information will be passed onto loan holders so that the student is not inadvertently placed in repayment.

Date Enrollment Status Effective			
History Kept:	Type:	Size:	Position:
Yes	Date	8	291–298
Description:		Effective date (year, month, and day) a borrower entered current enrollment status.	
Comments:		<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Figure 4–1, Enrollment Status Codes. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date). 	

Date Enrollment Status Effective			
Edits:		<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the roster generation date. • Cannot be before the student's Date of Birth plus 12 years. (NOTE: Use New Date of Student's Birth for edit. If New Date of Student's Birth is blank, use Date of Student's Birth.) 	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
Must be numeric.	Invalid date.	21	Invalid Date Enrollment Status Effective.
Field is completed.	Field not completed.	23	Missing Date Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
Must be less than 30 years in the past, based on roster generation date.	More than 30 years in the past.	21	Invalid Date Enrollment Status Effective.
Must be greater than Student's Date of Birth plus 12.	Less than Student's Date of Birth plus 12.	21	Invalid Date Enrollment Status Effective.
Must be less than or equal to Certification Date.	Greater than or equal to Certification Date.	30	Certification Date must be greater than or equal to Date Enrollment Status Effective.
Must be less than or equal to ACD.	Greater than ACD.	33	Date Enrollment Status Effective must be less than or equal to Anticipated Completion Date.
Date change falls in acceptable range in relation to historical data.	Date sequence error.	32	Student status could not be applied as current due to a reporting/history violation.
Date Revised:		3/3/1999	

School Identification Designator (ID)			
History Kept:	Type:	Size:	Position:
No	Character	20	299–318
Description:		School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
Comments:		<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each SSCR Roster File, which will ease the task of subsequently matching NSLDS records to school data. • This data is not forwarded to the data provider. 	
Edits:		None, although left-justification is recommended.	
Default Value/Use:		None	
Reporting:		Optional	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

Filler			
History Kept:	Type:	Size:	Position:
N/A	Character	12	319–330
Description:		Blank field to complete full record length.	
Comments:		Not applicable	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

4.1.3 SSCR Roster File or Submittal File Trailer Record

The following section provides specifications of the Trailer Record that is part of the SSCR Roster File and Submittal File. NSLDS provides the data in this record's fields and you must not change them (except the Number of Detail Records field). This must be updated to reflect additional records before returning the file to NSLDS.

Roster Trailer Records

SSCR Sequence Number			
History Kept: N/A	Type: Numeric	Size: 7	Position: 1-7
Description:		A 7-digit number used to verify the proper location of the Trailer Record in the SSCR Roster File.	
Comments:		None	
Edits:		Must equal 9999999.	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:
Must equal 9999999.	Does not equal 9999999.	None	File not processed.
Date Revised: 3/3/1999			

SSCR Trailer Title			
History Kept: No	Type: Character	Size: 19	Position: 8-26
Description:		Contains SSCR Roster Trailer to indicate that this is the SSCR Roster File or Submittal File.	
Comments:		NSLDS supplies the data in this field.	
Edits:		None	
Default Value/Use:		None	
Reporting:		Mandatory, do not change.	
Verifies:	Error:	Error No.:	Error Message:

SSCR Trailer Title			
N/A	N/A	N/A	N/A
Date Revised: 3/3/1999			

Number of Detail Records			
History Kept: Yes	Type: Numeric	Size: 8	Position: 27–34
Description:		Number of Detail Records in the file.	
Comments:		<ul style="list-style-type: none"> This field confirms that you have returned all records in the SSCR Roster File. This field contains the number of records in the Roster File. If you add Detail Records to the file for students not included in the Roster File, you must update this field to reflect those additional records. If you subtract Detail Records from the Roster File, you must update this field to reflect those records. 	
Edits:		Must be equal to the number of Detail Records in the SSCR Submittal File.	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
Must equal total number of Detail Records in the Submittal File.	Does not equal total number of Detail Records in Submittal File.	None	File not processed.
Date Revised: 3/3/1999			

Filler			
History Kept: N/A	Type: Character	Size: 296	Position: 35–330
Description:		Blank field to complete full record length.	

Filler			
Comments:		Not applicable	
Edits:		Not applicable	
Default Value/Use:		None	
Reporting:		Mandatory	
Verifies:	Error:	Error No.:	Error Message:
N/A	N/A	N/A	N/A
Date Revised:		3/3/1999	

4.2 Enrollment Status Codes

The valid Enrollment Status Codes are presented in Figure 4-1.

NOTE: If the student does not return to school as scheduled, you must change the status within 60 days to "Withdrawn," with an effective date of the last date of attendance, per 34 CFR 668.22 (j)(1).

Code	Status	Definition	Date Used as Effective Date
A	Approved leave of absence	Student is currently enrolled at this institution, but has a leave of absence approved in accordance with 34 CFR 668.22(j)(2).	Date the student began an approved leave of absence.
D	Deceased	Student is deceased.	Date of death, if known; otherwise, the date the institution was notified of the death by a reliable source.
F	Full-time	Student is enrolled full-time, according to the institution's definition, in accordance with 34 CFR 668.2 or 34 CFR 682.200.	Date on which the student most recently began uninterrupted ¹ enrollment on a full-time basis.
G	Graduated	Student has completed the course of study and is not currently admitted to, nor enrolled in, a different course of study at this institution.	Date the student completed the course requirements (not presentation date of the diploma or certificate).
H	Half-time or more, but less than full-time	Student is enrolled at least half-time, but less than full-time, according to this institution's definition, in accordance with 34 CFR 682.200.	Date student dropped below full-time, or if half-time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a half-time or more, but less than full-time, basis.

Code	Status	Definition	Date Used as Effective Date
L	Less than half-time	Student is enrolled less than half-time, according to this institution's definition, in accordance with 34 CFR 682.200.	Date student dropped below half-time, or if less than half-time is the original status, the date on which the student most recently began uninterrupted ¹ enrollment on a less than half-time basis.
W	Withdrawn (voluntary or involuntary)	Student has officially withdrawn from all courses at this institution, stopped attending all classes at this institution but did not officially withdraw, or for any reason did not re-enroll at this institution for the next regular (non-summer) term without completing the course of study.	Date student officially withdraws or, in the absence of a formal withdrawal, the last recorded date of attendance. In the case of the student who completes a term and does not return for the next, leaving the course of study uncompleted, the final day of the term in which the student was last enrolled.
X	Never attended	Individual on whose behalf a loan was certified or awarded, who was admitted, may have enrolled (registered), but never attended classes at this institution. (Institution <i>does</i> have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.
Z	No record found	Individual for whom a thorough search of the institution's records reveals no information. (Institution <i>does not</i> have a record of the individual.)	Report certification date, as recorded in the SSCR Submittal File Header Record.
<p>¹ Students are considered to be in school and continuously enrolled during academic year holiday and vacation periods, as well as during the summer between academic years (even if not enrolled in a summer session), as long as there is reason to believe that they intend to enroll for the next regularly scheduled term. For example, students should not be reported as "Withdrawn" at the end of the spring term if they are expected to re-enroll for the fall term. If they do not return as expected, status must be changed to "Withdrawn" within 60 days of that determination, or within 60 days of the start of the new term, whichever occurs first, with an effective date of the last date of attendance.</p>			

Figure 4–1, Enrollment Status Codes

4.3 Error Codes

The error codes and messages are presented in Figure 4–2.

Error Code	Error Message
11	No Detail Record matches the record identifiers (Student's Social Security Number and First Name) sent on roster and the record was not ad hoc.

Error Code	Error Message
13	Invalid Date of Student's Birth.
14	No longer used.
15	Invalid Date of Anticipated Completion.
16	Anticipated Completion Date cannot be greater than 10 years after the Certification Date.
17	No longer used.
18	No longer used.
19	Missing Code for Enrollment Status.
20	Invalid Code for Enrollment Status.
21	Invalid Date Enrollment Status Effective.
22	Enrollment Status of "X" 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 or servicer.
25	Anticipated completion date must equal Date Enrollment Status Effective when Enrollment Status Code equals G.
26	Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code equals A, F, H, or L.
28	New Student Date of Birth is 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.
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 180 days after Enrollment Status Effective Date for Enrollment Status of "A"

Figure 4-2, Error Codes and Messages

4.4 Error Checking

Check your data for errors before submitting the completed SSCR Submittal File or Error Correction File to NSLDS. The following tables list common reasons that files and records are rejected.

4.4.1 Header Record

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 000000 .	Accept only if the sequence number of the first record is 000000 .
SSCR Create Date/Timestamp	Valid date. Must match the date/timestamp in the SSCR Roster File sent to the school.	Reject if the date/timestamp in the SSCR Submittal File that you prepared does not match the date/timestamp in the SSCR Roster File that you received from NSLDS.
Certification Date	Valid date. Must be later than the SSCR Create Date/Timestamp.	Accept when both criteria are met.
SSCR File Type	For the SSCR Submittal File, must be R . For the SSCR Error Correction File, must be E . For the ad hoc file, must be A .	Reject if neither R , E , nor A .

4.4.2 Detail Record

Data Element	Validation Criteria	Action
Record Sequence Number	Every field's contents must match the original field contents in the SSCR Roster File sent to the school.	Reject if any field contents have changed compared to the SSCR Roster File transmitted to the school.
Student's SSN		
Student's Last Name		
Student's First Name		
Date of Student's Birth		

Data Element	Validation Criteria	Action
New Student's Last Name	None	Must not be spaces if NAME-FIRST is not spaces.
New Student's First Name	None	Must not be spaces if NAME-LAST is not spaces.
New Date of Student's Birth	Valid date. Must be older than the SSCR Create Date/Timestamp in the Header Record.	Accept when both criteria are met.
Date of Anticipated Completion	Valid date. If the Enrollment Status Code equals "G", this field must equal the Enrollment Status Effective Date. If the Enrollment Status Code equals "A", "F", "H", or "L", this date must be greater than the Certification Date.	Accept when both criteria are met.
Code for Enrollment Status	Must be one of the values in the Enrollment Status Codes table.	Accept if in the Enrollment Status Codes table; reject otherwise.
Date Enrollment Status Effective	Valid date. If the Code for Enrollment Status is D , this date is optional. If you know this date, you must provide it.	Accept when all criteria are met; reject otherwise.

4.4.3 Trailer Record

Data Element	Validation Criteria	Action
SSCR Sequence Number	Must be 9999999 .	Accept only if the sequence number of the last record is 9999999 .
Number of Detail Records	Must equal total number of Detail Records.	Accept only if the count is equal to the number of Detail Records.

NOTE: Before returning the file, update positions 27–34 in the Trailer Record. This number must match the total number of error records being returned.

Chapter 5

Using the NSLDS Web SSCR Functions

- 5.1 Overview of NSLDS on the Web Site**
- 5.2 Updating Student Enrollment Data**
- 5.3 SSCR Cycle Selection**

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Using the NSLDS Web SSCR Functions

An overview of SSCR web processing is followed with a step-by-step description of accessing and utilizing each SSCR screen on the web page.

5.1 Overview of NSLDS on the Web Site

Most SSCR data is processed in a batch environment, in files transmitted over the Title IV WAN (the transmission is online, but the updating is batch). The NSLDS web page allows you to perform functions online with a PC.

NOTE: You may only view or update students who are associated with your school.

5.1.1 Purposes of Web Processing

You may want to process SSCR data on the web for the following reasons:

- **Updating School Operations Options**—Elements of your school's profile can be updated on the web page. These elements include SSCR reporting cycles, sort selections, and school contact information.
- **Updating Student Records**—SSCR enrollment status data may be reported on the web page. In addition to enrollment status updates, corrections may be made to student records in previously submitted SSCRs. Ad hoc reporting may be used to report mid-cycle changes in students' statuses.

5.1.2 Internet Access

The NSLDS web site can be accessed from your PC using Microsoft Internet Explorer or Netscape Navigator to log on to the Internet. Typing www.nslidsfap.ed.gov will bring you to the NSLDS Web Page Logon Screen (Figure 5-1).

5.1.3 NSLDS Web Logon

To log on to NSLDS, perform the following steps:

1. Enter your NSLDS user ID at the prompt. Your user ID is mailed shortly after you sign up for Title IV WAN access.
2. Press **TAB** to advance the cursor to the PASSWORD field.
3. Enter your NSLDS password. Your password does not display as you type, but the cursor advances across the screen.

4. Click the “**Logon**” button. The NSLDS Privacy Act Disclosure Statement and Monitoring Notice (Figure 5–2) appears with a successful logon.

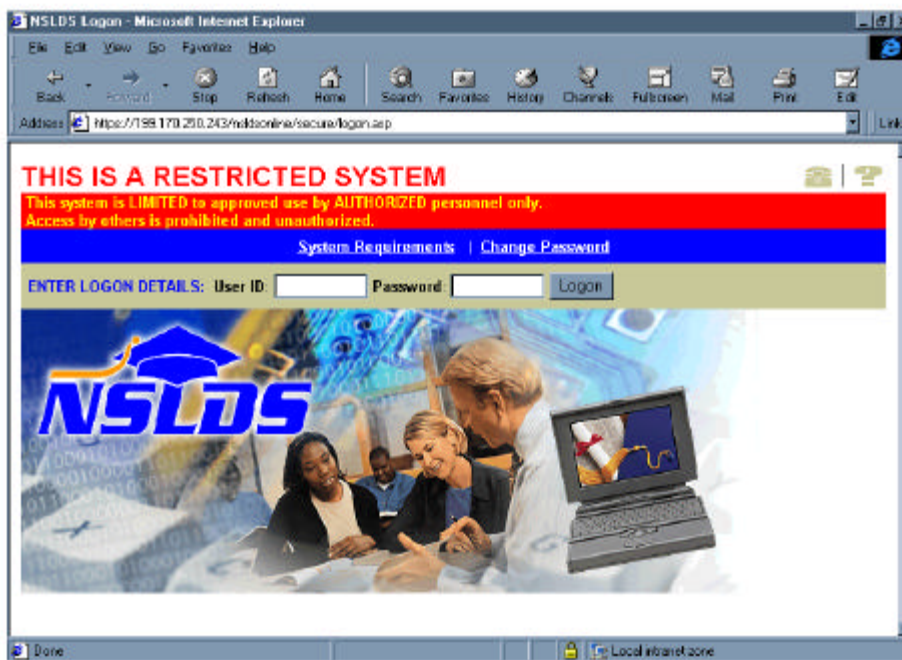


Figure 5–1, NSLDS Web Page Logon Screen

Completing the NSLDS Web Page Logon Screen will always bring up the NSLDS Privacy Act Disclosure Statement and Monitoring Notice (Figure 5–2). All information contained in NSLDS is protected by federal regulations under the Privacy Act of 1974 (as amended). **It is your responsibility under federal law to comply with Privacy Act regulations governing the protection of information in this database.** Click the “**I Agree**” button to proceed.

NOTE: If you enter an invalid user ID or password, a message will appear at the bottom of the logon screen indicating Invalid User ID or Password. After three unsuccessful logon attempts, the NSLDS Customer Service Center (CSC) activates a lockout but continues to display the Invalid Sign-on Attempt message if you try to log on to the NSLDS web site. You must contact the CSC (1-800-999-8219) to request that your user ID and password be reset. To log on again, wait 30 minutes and then log on to the web. Click Change Password, change your password, and proceed with web processing.



Figure 5–2, NSLDS Privacy Act Disclosure Statement and Monitoring Notice

5.1.3.1 Successful Log on to NSLDS Web Site

A successful log on to NSLDS and acknowledgment of the privacy statement displays the NSLDS Menu Screen (Figure 5–3).

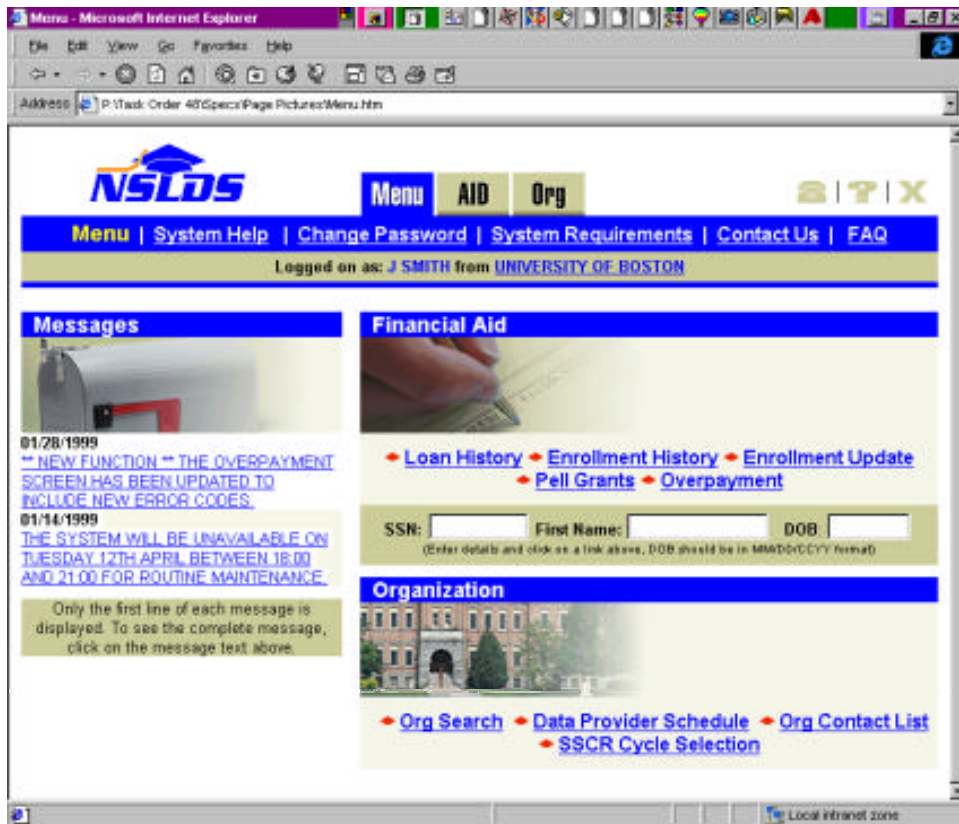


Figure 5–3, NSLDS Menu Screen

5.2 Updating Student Enrollment Data

You can update student enrollment by clicking the NSLDS AID button and selecting Enrollment Update (Figure 5–4).

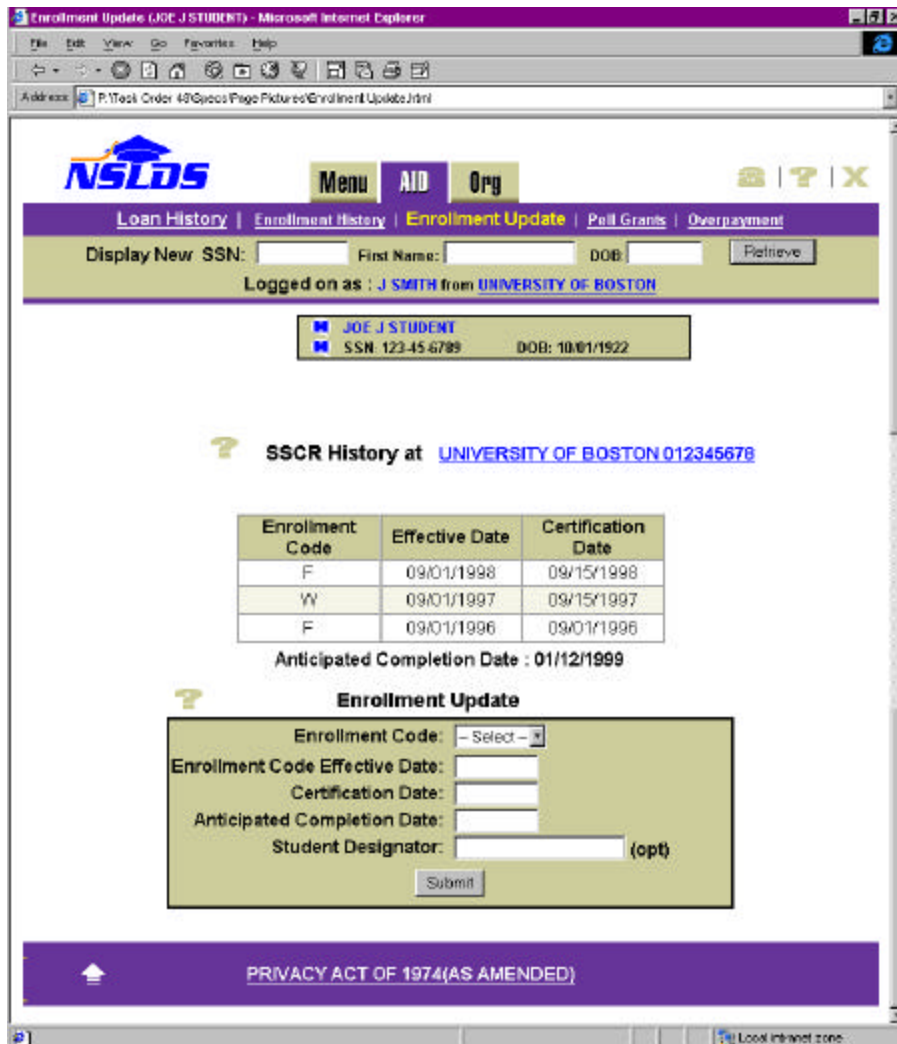


Figure 5–4, Enrollment Update Screen

5.2.1 Display Student

Begin the web update process by entering the borrower identifiers for your students. On the Enrollment Update Screen, perform the following steps:

1. Enter the student's SSN in the SSN field. Do not type hyphens.
2. Enter the student's first name in the First Name field.
3. Enter the student's date of birth in the DOB field using the MMDDYYYY format.
4. Use your mouse to click the **“Retrieve”** button.

If a match is in the database, the student and associated information are displayed. You are now ready to update the data.

5.2.2 Update Enrollment Data

You can update one or all fields on the Enrollment Update Screen. Make certain to enter the correct Enrollment Code and Status Effective Date. When you are finished entering data, move your cursor to the “**Submit**” button and click. The updated records are submitted to NSLDS for review.

NOTE: Students who do not appear on your SSCR, but are enrolled at your institution, may also be entered and updated.

5.3 SSCR Cycle Selection

You can schedule mandatory and optional SSCR cycles for your school on the SSCR Cycle Selection Screen (Figure 5–5).

Organization SSCR Cycle Selection: UNIVERSITY OF BOSTON - Microsoft Internet Explorer

Address: P:\Task Order 40\Spec\Page Pictures\SSCR Cycle Selection.html

NSLDS Menu AID Org

Org Search | Org Contact List | Data Provider Schedule | **SSCR Cycle Selection**

Logged on as: J SMITH from UNIVERSITY OF BOSTON

Name: UNIVERSITY OF BOSTON
Code: 00132200

Quarter Semester Other

Cycle Number	Month	Last Generated	Required Indicator
1	January	01/01/1996	<input checked="" type="checkbox"/>
2	February	??	<input type="checkbox"/>
3	March	03/01/1996	<input checked="" type="checkbox"/>
4	April	??	<input type="checkbox"/>
5	May	04/30/1996	<input checked="" type="checkbox"/>
6	June	??	<input type="checkbox"/>
7	July	??	<input type="checkbox"/>
8	August	??	<input type="checkbox"/>
9	September	08/30/1996	<input checked="" type="checkbox"/>
10	October	??	<input type="checkbox"/>
11	November	10/30/1996	<input checked="" type="checkbox"/>
12	December	??	<input type="checkbox"/>

Roster Sort Selection:

Submit

Figure 5–5, SSCR Cycle Selection Screen

To schedule SSCR cycles, perform the following steps:

1. Select your School Category (Quarter, Semester, or Other). The Required Indicator column on the right is filled.
2. Indicate your schedule choices. SSCR reporting should be matched to the campus class schedules to provide accurate and effective reporting.
3. Move your cursor to the “**Submit**” button and click.

Your SSCR schedule is updated, and a confirmation message is displayed at the bottom of the screen.

Chapter 6

The Users of SSCR Data

- 6.1 Who Uses SSCR Data?
- 6.2 How is SSCR Data Used?
- 6.3 Linking SSCRs to the GA
- 6.4 Identifier Changes Proposed by Schools

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The Users of SSCR Data

This chapter explains how SSCR data is used by the agencies that hold Title IV loans. It illustrates why accurate reporting is necessary for effective administration of student loans and how these agencies interact with schools.

6.1 Who Uses SSCR Data?

SSCR data is critical to the proper servicing of loans by the lender (or its third-party servicer). SSCR data is passed to the lender/servicer via the GA or Direct Loan servicer. If the loan is sold, the SSCR data is sent to the new holder or servicer of the loan.

In this chapter, “GA” refers to all guaranty agencies, servicers acting on their behalf, and the FDLP servicer.

6.2 How is SSCR Data Used?

As schools report their enrollment data, NSLDS collects the data and adds data supplied by the tapes or Title IV WAN to the database. The updated data is then forwarded to the appropriate GA or servicer. The GA updates its files with the new data and if the status has changed, passes the updated information to the lender/servicer. The lender/servicer must determine whether the updated enrollment data causes a change in the status of a loan. If so, the lender submits the new loan status information in its next scheduled report to the GA. The GA then reports the loan-level status change to NSLDS in its next submission.

NSLDS does not change the enrollment data provided in the SSCR data from schools, but sends all SSCR data to the GA. The GA, however, may have more recent or conflicting information in its files regarding the borrower’s enrollment status. The GA is free to make judgments regarding the use of the SSCR enrollment information, and the information that the school reports may require further verification from the borrower.

6.3 Linking SSCRs to the GA

NSLDS is responsible for forwarding the enrollment status for every student to the appropriate GA. Files containing newly submitted SSCR data and online updates are sent to the GAs weekly. To track the status to a specific school and SSCR, NSLDS supplies necessary links with each student record reported to the GA. NSLDS reports the school code, the certification date supplied by the school, and the create date/timestamp of the original SSCR (completed by the school) to provide audit capability. The transaction time for web page updates replaces the date/timestamp.

6.4 Identifier Changes Proposed by Schools

Throughout the SSCR process, schools have the opportunity to propose changes to the key identifiers in a student record. Schools cannot directly change key identifier fields such as SSN, Date of Birth, or student name; only the original data provider can make these changes. However, the schools may be the first and best source of changes in these fields, and their input is essential to accurate servicing of loans.

The proposed changes to identifiers are recorded in the fields that begin with "NEW". For example, if the school believes the SSN reported on the SSCR is incorrect, it should contact the Guarantor to make a correction.

Chapter 7

Problem Resolution

- 7.1 HELP! When You Need It
- 7.2 Solutions to Common Problems

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Chapter 7: Problem Resolution

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Problem Resolution

This chapter tells you where to turn when you have a problem completing any step in the SSCR process. It also includes a list of common problems with suggested solutions (Figure 7-1).

7.1 HELP! When You Need It

Although you may be familiar with the basic SSCR process because of your school's participation in past years, many details of the process (such as file formats, field definitions, and participation in the Title IV WAN) have changed. NSLDS provides a variety of information and problem-solving resources to help you.

7.1.1 Using This Guide

Your first source of information about the SSCR process is this *SSCR User's Guide*. Be sure to use the Table of Contents and the Index to locate the answers to your questions. Also, check Figure 7-1 to determine whether your problem is addressed.

This guide does not explain how to access NSLDS through the Title IV WAN. If you have trouble using the WAN, see the *Title IV WAN User's Guide* for help.

7.1.2 NSLDS Customer Service Center

The NSLDS Customer Service Center (CSC) can help you with questions that are not addressed in this guide. Call the NSLDS CSC at **1-800-999-8219** for help in building the SSCR files, correcting file errors, or using the NSLDS web page functions described in Chapter 5. Contact Title IV WAN Customer Service at **1-800-615-1189** for questions about accessing NSLDS through the Title IV WAN to use the Store-and-Forward Facility.

The NSLDS CSC telephone number and hours of operation are shown below.

<p>NSLDS</p> <p>Customer Service Center</p> <p>1-800-999-8219</p> <p>8 a.m. - 8 p.m. Eastern Time</p> <p>Monday-Friday *</p> <p>* except Federal holidays</p>

7.2 Solutions to Common Problems

Figure 7–1 provides some typical problems you may encounter along with possible solutions. To use this figure, look for your problem in the Problem column and try the suggested solution. Use this figure before calling the NSLDS CSC. You may be able to solve the problem yourself.

Problem	Solution
Your computing resources cannot support SSCR processing.	Because Title IV participation requires SSCR reporting and the SSCR process is now fully automated, you must find a way to process SSCR rosters electronically.
You cannot establish contact with Title IV WAN or cannot find NSLDS in the Title IV WAN menu.	Contact Title IV WAN Customer Service at 1-800-615-1189.
You do not use the Social Security Number to identify students in your registration files.	Use other student identifiers in the SSCR Roster File to match Detail Records with your student records. Student's First Name, Student's Middle Initial, Student's Last Name, and Date of Student's Birth may suffice. To store your own student identification number, use the School Identification Designator field in the SSCR Roster File. The data you enter will remain with the student's Detail Record, and you may use it in future SSCR cycles to match student records.
The number of Detail Records in the SSCR Roster File received from NSLDS does not match the number reported in the Trailer Record.	Contact the NSLDS Customer Service Center at 1-800-999-8219.

Problem	Solution
You can only return SSCR files on diskette.	SSCR processing does not support file exchange on diskette. You must transfer SSCR files to tape or transmit them electronically through the Title IV WAN. To learn how to transmit files electronically from a PC equipped with a modem, see Section 3.5 "Sending the SSCR Submittal File".
You do not receive a response to your transmission of a submittal or ad hoc report within 48 hours.	Contact the NSLDS Customer Service Center at 1-800-999-8219.
You receive a "records skipped" message when importing a roster into EDEExpress.	SSCR database must be cleared before importing a new roster. Contact the CPS Customer Service Center at 1-800-330-5947 for instructions on clearing the SSCR database.
You receive a new roster before transmitting a response to your error notification.	Do not send the response to your error notification. Discard the file and process the new roster.

Figure 7-1, Solutions to Common Problems

Chapter 8

Overview of NSLDS

8.1 Sources of Information

8.2 Functions

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Overview of NSLDS

NSLDS, authorized by the Education Amendments of 1986 and funded in 1992, is a comprehensive database of the following:

- Loan-level information for Title IV borrowers
- Grant-level information for Pell Grant recipients
- Outstanding Pell Grant, FSEOG, and Perkins overpayments

Information already in the database or planned for later addition covers all active Title IV loans as of October 1, 1989. Thereafter it covers FDLP loans (from the beginning of the program); Pell Grant recipient data (since the 1993-1994 academic year); and any outstanding Pell Grant, FSEOG, and Perkins overpayments, regardless of age.

8.1 Sources of Information

NSLDS receives data from the following:

- GAs
 - FFEL loan-level data
- Lenders (or their servicers)
 - Additional FFEL loan-level data through their guarantors
- Schools
 - Perkins and income contingent loan-level data
 - Pell Grant and FSEOG overpayments
 - Enrollment status reports
- Federal Direct Loan Program Servicer
 - FDLP loan-level data
- Other Title IV systems
 - Title IV applicant data
 - Pell Grant recipient data
 - FISL and FFEL/Perkins loans assigned to ED

8.2 Functions

Data collected by NSLDS was identified as that needed to support the various functions mandated by its authorizing legislation, as amended from time to time. Currently, the 14 functions that are operational or under development are:

1. Prescreening for Title IV Aid Eligibility
2. Default Rate Calculations
3. Monitoring GA and Lender Billings for Reasonability
4. Support Research Studies and Policy Development

5. ED Budget Analysis and Development
6. Audit and Program Review Planning
7. Assessment of FFEL Program Administration by GAs, Schools, and Lenders
8. Refund/Cancellation Support
9. Borrower Tracking
10. Loan Transfer Tracking
11. SSCR
12. Financial Aid Transcript (FAT)
13. Credit Reform Act (CRA) Support
14. Organizational Contacts
15. Aid Overpayments

8.2.1 Prescreening for Title IV Aid Eligibility

NSLDS prescreening enables schools to electronically receive stored data on previous Title IV aid recipients. Eligibility of Title IV applicants is determined when the Central Processing System (CPS) scans the NSLDS active database to identify individuals with one or more of the following:

- Default on an existing Title IV loan
- Overpayment of an existing Title IV Pell Grant
- Overpayment of an existing Supplemental Education Opportunity Grant (SEOG)
- Amount of aid received for a single year
- Cumulative aid received under a given loan program

When a match occurs between Title IV applicant records and the NSLDS database, information about the applicant's history of loans and Pell Grant and SEOG overpayments is formatted and sent to CPS. Defaulted loans and all Perkins Loans, including National Direct Student Loans, National Defense Student Loans, and Income Contingent Loans, are also reported.

8.2.2 Default Rate Calculations

Default rates are calculated annually for schools participating in FFEL and FDLP. Schools with default rates above established thresholds for at least three years may lose FFEL program eligibility. The 1992 Reauthorization of the Higher Education Act of 1965 directed ED to calculate default rates for lenders and GAs that participate in FFEL programs by using the same formula used for schools.

Default rate calculations are performed in response to the Department's Default Reduction Initiative. This initiative is intended to reduce student loan defaults and improve service to students by eliminating schools with ineffective or irresponsibly managed student loan programs. Accurate calculation of default rates is critical to schools, lenders, and GAs because participation in Title IV aid programs and FFEL programs can be affected.

NSLDS maintains a history of default rate calculations, computes state and national averages for schools, and provides results of default rate calculations to ED. Default rate calculations are based on FFEL loan information in the NSLDS database.

8.2.3 Monitoring GA and Lender Billings for Reasonability

ED pays subsidies and interest to lenders of FFEL program loans while the borrowers are in school or during a grace period. NSLDS provides the capability to monitor billings for reasonability by supporting more timely assessment. It also provides details of accessible loan information. This capability helps ensure that billings received by ED from lenders and GAs reflect the status of their portfolio as reported to NSLDS. Program review analysts use these capabilities to assess lender and GA participation in Title IV programs.

8.2.4 Support Research Studies and Policy Development

NSLDS provides several types of access to support users performing research and developing policy: online and ad hoc queries. Online queries range from focused queries which pertain to a single student or school for relatively small amounts of data, to massive queries, requiring NSLDS to supply or summarize massive amounts of data. Output from focused queries may be sent to a screen or a local printer. Data from large queries may need to be saved to diskette or directly to a PC.

8.2.5 ED Budget Analysis and Development

Every year, ED develops input for the President's budget, based partly on projected loan program costs for a seven-year period. The budget planning cycle includes analysis, development of budget assumptions and estimates, coordination within ED, budget submission, and subsequent revisions. NSLDS provides a source of more accurate, current data than has been previously available regarding the performance of loan programs. This information is used to develop reliable, sound assumptions on which to base the estimated program budget, answer budget-related questions, and support "what-if" analyses.

8.2.6 Audit and Program Review Planning

Audits and program reviews are used by ED to assess the performance of various Title IV aid delivery system participants. Audit and program review planning functions involve retrieving specific data on organizations (that is, schools, lenders, and GAs), and identifying key indicators used to schedule audits and reviews for maximum effectiveness.

8.2.7 Assessment of FFEL Program Administration by GAs, Schools, and Lenders

Assessment of the FFEL program administration by GAs, schools, and lenders is a specific application of NSLDS research capabilities. Research studies may be either short- or long-term and are generally aimed at evaluating the effectiveness of particular program practices. As with any research, analysts attempt to assess program administration with limited data. This makes research sources relatively inflexible and regular assessments of program administration practices and trends difficult to perform.

8.2.8 Refund/Cancellation Support

When a student withdraws from school and qualifies for a refund of institutional charges (tuition and fees), the school is required to provide the refund within a specified time. The school sends the FFEL refunds to the appropriate lender to reduce the loan principal. Until the lender receives the refund, the Government is billed for special allowance and interest on the full loan principal.

Some schools do not provide refunds or return loan checks in a timely manner. NSLDS maintains statistics of schools' refund information about the time schools take to perform these actions. This information helps auditors and program reviewers spot schools with poor records of handling refunds and cancellations.

8.2.9 Borrower/Loan Tracking

The web page allows different user groups, such as loan holders and GAs, to identify current and previous loan holders and locate borrowers. This is accomplished utilizing the NSLDS web screens. Access to the web page is limited to authorized users.

8.2.10 Student Status Confirmation Report (SSCR)

The SSCR is detailed throughout this guide.

8.2.11 Financial Aid Transcript (FAT)

The FAT component of NSLDS summarizes all previous Title IV financial aid a student has received while attending another institution. Histories are received on students currently attending or transferring to an institution. They are reviewed by a financial aid administrator to determine the student's current levels of aid, whether there is any derogatory information that would prevent awarding aid for the first time, or to continue aid to an enrolled or enrolling student. The transcript process permits the school's financial aid administrator to initiate a request to NSLDS for an individual's financial aid transcript that provides the following data:

- Default on existing Title IV loans
- Overpayment on an existing Title IV Pell Grant or SEOG
- The amount of aid received for a single year or cumulatively under a given loan program

8.2.12 Credit Reform Act (CRA) Support

The CRA requires loan-level tracking of all federally guaranteed loans. NSLDS tracks and reports loans by program and cohort year in which the loan is guaranteed within risk category summary totals. Loan data is used semi-annually to estimate government costs associated with loan programs. The scheduled information from the NSLDS active database is downloaded, sorted, and merged to create interim files for subsequent reports. Specific data identified as critical for determining cash inflows and outflows is extracted from the database. This data is used in equations and report summaries.

8.2.13 Organizational Contacts

The Organizational Contact area of the web allows schools to easily maintain an accurate list of names, titles, telephone numbers, addresses, and e-mail addresses for staff at their institutions. This area also allows other educational entities to quickly obtain contact information from the Organizational Contacts area of the NSLDS web page.

8.2.14 Aid Overpayments

The Aid Overpayment area of the web page allows financial aid staff to enter overpayments directly to NSLDS. Entries made on the web are in real-time and will be immediately reflected in the student's "**Loan History**". Payments made by the student will also be reflected in this area.

Questions and Answers About SSCR

- 9.1 Using Servicers**
- 9.2 EDExpress**
- 9.3 Scheduling SSCR Cycles**
- 9.4 SSCR Processing**
- 9.5 Updating SSCR Roster Files**
- 9.6 GAs and SSCR**

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Questions and Answers About SSCR

The following questions and answers (Q & As) are derived from an SSCR video conference in which ED, NSLDS, and postsecondary institutions participated. Please keep this and future Q & As and updates at the back of your *SSCR User's Guide* for easy reference and problem resolution.

9.1 Using Servicers

Q. How will the National Student Loan Clearinghouse work in conjunction with the SSCR process?

- A. Although there is no formal agreement between ED and the Clearinghouse, ED understands that many schools use the Clearinghouse to process and provide SSCR data. As a result, ED will work with the Clearinghouse and all other servicers to make the SSCR process a success.

When a school designates the Clearinghouse as a servicer, NSLDS sends the SSCR Roster File directly to the Clearinghouse. The Clearinghouse updates the Roster File on the school's behalf and returns it to NSLDS. NSLDS also sends the SSCR Error Notification File to the Clearinghouse for processing. Schools should work directly with the Clearinghouse to schedule SSCR cycle dates.

Q. Can schools use different servicers for different loan programs?

- A. Yes. For example, FFELP loans may be serviced with one agency, Perkins with another, and Direct Loans with the DL servicer.

Q. If a school uses a third-party servicer for the SSCR process, will the Error Notification File be sent to the servicer or to the school?

- A. If a school chooses a servicer, all files will be sent to the servicer. The school will not receive any SSCR files.

9.2 EDEExpress

Q. Will ED provide software like EDEExpress to process SSCR files, or will the school have to provide the software?

A. EDEExpress is PC-based software that reads imported files. ED will modify EDEExpress to work with the SSCR files. From EDEExpress, you will be able to retrieve individual student records for update. In addition, you will be able to format your registration data as an input file to EDEExpress, which in turn will match your records to the SSCR records and update the SSCR file in a batch process.

Q. We run EDEExpress in the Financial Aid Office for Direct Lending, Pell, and other loan programs. Can we run EDEExpress on a standalone system in the Registrar's Office to process SSCR files, apart from EDEExpress in Financial Aid, or must EDEExpress users all be on the same network?

A. The Registrar's Office may establish its own EDEExpress site. The Registrar will receive the EDEExpress software when it signs up for Title IV WAN.

Q. Because the Financial Aid Office has EDEExpress, will the Registrar's Office require additional software and training, or can the two offices be networked?

A. If your school is networked, you can use EDEExpress at more than one site. However, to access NSLDS online, you may want to set up a separate Title IV WAN destination point in the Registrar's Office.

9.3 Scheduling SSCR Cycles

Q. How does the summer term fit into the required minimum reporting for term schools? For example, we're a semester school with two regular terms (fall and winter) and an optional summer term. Do we have two or three required SSCR cycles each year?

A. NSLDS highly recommends schools set up five SSCR cycles during the academic year. Summer terms are not considered part of the academic year.

Q. How should schools with a number of courses beginning in one term (for example, fall) and ending in another term (for example, spring) schedule their SSCR cycles?

A. The span of the term does not matter, because schools must submit changes in enrollment status within 30 days of a change, unless an SSCR cycle is scheduled within 60 days. Semester schools must report twice a year, whereas quarter-based schools must report three times a year (any summer term is excluded). You can reduce the number of required ad hoc reports for enrollment status changes by scheduling a regular SSCR cycle every 60 days during the academic year.

Q. What should we do if there are enrollment status changes more than once within a semester and we have chosen to schedule two SSCR cycles a year?

A. If the next SSCR cycle is not scheduled within 60 days, then you must submit an ad hoc report for all students with enrollment status changes, or you must update the student records online. If an SSCR cycle is scheduled within 60 days, you can report the enrollment status changes as part of the regular SSCR Roster File update.

Q. If we elect to report less often than every 60 days during the academic year, how are we notified that an ad hoc report is due?

A. Ad hoc reports are due only when the enrollment status of one or more student borrowers changes and an SSCR cycle is not scheduled within 60 days. Therefore, your school is responsible for determining whether it must submit an ad hoc report. You will not receive any notification from NSLDS. You can eliminate ad hoc reporting by scheduling SSCR cycles more frequently.

9.4 SSCR Processing

Q. How will schools that have paper records in the Registrar's Office report the SSCR data?

A. All schools must match their records with NSLDS records, and they can still match the records manually. For example, the Registrar's Office can view the Roster File records on a PC using EDEXpress, compare the records displayed on the screen to its paper records, and update the Roster File on the PC. Or, the administrative computing department can print the Roster File, the Registrar's Office can mark changes on the printout, and the computing department can update the file.

The SSCR files must always be received, updated, and sent electronically, however. If your school cannot receive, update, and send data files, you must contract with a servicer.

Q. Will schools that have some records on paper have to convert the data to electronic form? If so, how many years back will schools need to go?

A. Schools are not required to convert any paper records to electronic form. See the answer to the previous question for alternative ways to match records manually.

Some schools may need to modify their recordkeeping. The SSCR process requires that schools confirm the date that the current enrollment status became effective, and you should be sure your records system meets this requirement.

Q. Who will be responsible for processing the SSCR files and submitting them, Financial Aid or the Registrar?

A. ED does not determine which office at your school processes the SSCR files. Your school is responsible for reporting enrollment status and can assign the SSCR processing as best suits your structure.

Q. Will the Error Notification File be electronic or paper?

A. All SSCR files are electronic.

Q. Will ED grant any time extensions to resolve errors when 10 days is not enough time?

A. Extensions are not normally granted beyond the 10-day period for returning the Error Notification File as the Error Correction File. If your school has very special circumstances, call Customer Service and speak with a representative.

Q. Can you clarify the role of consortium schools in the SSCR process?

A. Responsibility for reporting enrollment status changes for consortium students has not changed. Refer to the consortium agreement to determine which school is the “home” or “visiting” institution for SSCR reporting purposes.

9.5 Updating SSCR Roster Files

Q. If a student included in the Roster File has graduated and is still attending our college, do we report the student as graduated or do we use one of the other enrollment status codes?

A. Always report the student with the appropriate in-school status (F, H, L, G, or A). It is important to report students who graduate with a “G” status to ensure proper processing of their student loan repayment schedules.

The new SSCR process does not change any of the policies that determine enrollment status.

Q. Our school has new students enrolled who have loans from schools previously attended, but no loans from our school. Do we add new Detail Records for these students?

A. If your school is aware of a currently enrolled student who has loans outstanding from any school, you can add that student to your SSCR Roster File with a new Detail Record.

Q. Will the effective enrollment status date be reported, so schools can use it to help match student records?

A. The last effective enrollment status date that the school reported will be returned in the Roster File in each SSCR cycle.

Q. If a student was admitted, never registered, and no loan was certified or awarded, can a "Z" code (no record found) be used instead of an "X" code (never attended), because the computer will be searching the Registrar's file (not the Admissions and Financial Aid file) for this information?

A. A "Z" code may be used.

9.6 GAs and SSCR

Q. Currently, schools are required to send GAs data collected at the exit interview. Will we now send this data to NSLDS?

A. Continue to send the exit information to the GAs. NSLDS is maintaining only the data required for SSCR. You must still meet any other requirements imposed by the GAs just as you did before.

Q. When will GAs stop sending Student Status Confirmation Reports?

A. GAs will stop sending SSCRs to a school after that school returns an SSCR with at least 90 percent of the records passing NSLDS edits.

Glossary

Glossary

Ad Hoc Reports	Unscheduled SSCR reports used to report student status enrollment changes within 30 days of the change unless an SSCR cycle is scheduled within 60 days. Changes may be submitted on the NSLDS web page or in a Submittal File created with EDEExpress or other software.
Batch	A group of records assembled into one file for processing.
Byte	Unit of electronic storage that represents one character, such as a letter or number.
CICS	Customer Information Control System. CICS is IBM software used by NSLDS for online transactions.
CSC	Customer Service Center.
Data Provider	Organization (Guaranty Agency, servicer, or school) that holds the active loan. Data providers are accountable for information submitted to NSLDS. Only data providers are able to modify or update student identifiers in student loan records.
Database	A structured collection of data.
Deferment	A temporary period, established by law, that exempts a student from loan repayment.
Detail Record	A record that contains student enrollment information.
ED	United States Department of Education.
EDConnect	Software provided by ED enabling use of the Title IV WAN Store-and-Forward Facility from a PC.
EDEExpress	PC software provided by ED that allows schools to manage Title IV student financial aid application data and SSCR files.
FDL, FDLP	Federal Direct Loan, Federal Direct Loan Program. Formerly FDSL (Federal Direct Student Loan), FDSLPL (Federal Direct Student Loan Program). See Federal Direct Loan Program.
Federal Direct Loan Program	William D. Ford Federal Direct Loan Program. A program providing direct financing and delivery of loan funds to eligible borrowers to cover postsecondary education costs. Direct Loans include the Federal Direct Stafford Loan, the Federal Direct Unsubsidized Stafford Loan Program, the Federal Direct PLUS Loan Program, and the Federal Direct Consolidation Loan Program.

FFEL	Federal Family Education Loan. Loans included in FFEL are Federal Stafford Loans (subsidized and unsubsidized), PLUS, and loans made under the predecessor Guaranteed Student Loan Program.
Field	A data area used for a specific piece of information; the smallest structure in a record (e.g., SSN is a field in a student enrollment record).
File	A group of records (e.g., enrollment records) or a collection of data (e.g., electronic document) that is given a name and treated as a unit.
Grace Period	The six-month period immediately following a student's enrollment during which interest continues to be paid by the federal government and the student does not have to begin repayment.
Guaranty Agency (GA)	An organization established by the Department of Education to administer key aspects of Title IV loan processing. In the SSCR process, GAs receive school enrollment information from NSLDS on a weekly basis and pass it onto the loan holder or servicer.
Header Record	A record at the beginning of a file that contains identifying information for the records that follow.
IAM	Integrated Application Menu. The IAM allows a Title IV WAN user to toggle between various functions without ending and reestablishing sessions.
Identifier	A field containing data that identifies the record or student.
Mainframe	A large computer to which other computers and terminals may be connected.
Megabyte (MB)	A unit of measure equal to one million bytes. MB is a measure of how much data can be stored on a hard drive in a PC's memory.
NET*CONNECT	Software provided by ED to connect directly to NSLDS from a PC for online processing.
Network	A set of computers that are electronically connected.
NSLDS	National Student Loan Data System. As a Title IV automated system, NSLDS is a national database of information about loans and other financial aid awarded to students under Title IV.
Online	Direct communication with a computer reached through telephone lines. While online to NSLDS through the Title IV WAN or the NSLDS web page, you can read and update the actual data stored at the central NSLDS computer. There is no batch or delayed processing before the records are changed.

Operating System	The software (set of computer instructions) that controls computer operations.
RAM	Random Access Memory. RAM is memory used to load and execute programs. The amount of RAM in your computer determines the number and size of programs that can run simultaneously. RAM and the size of your programs determine how fast programs will run.
Record	A group of related fields stored electronically and treated as a unit of data.
Record Layout	The sequence and definitions of fields in a record.
Roster	A list of students from a Guaranty Agency or school.
Servicer	An organization or company providing SSCR processing on behalf of schools. The servicer completes processing, but the school retains responsibility for SSCR compliance.
SSCR	Student Status Confirmation Report, or Student Status Confirmation Reporting.
SSCR Cycle	One complete pass through the SSCR process, from receipt of the SSCR Roster File through receipt of the final Error Notification File showing that all records have been accepted.
SSN	Social Security Number.
Store-and-Forward Facility	Temporary storage of data for later transmission to the destination computer.
Telecommunication	The transmission of data between computer systems and remote devices over a data transmission line.
Title IV	A part of the Higher Education Act of 1965 that authorized various student financial aid programs.
Title IV Wide Area Network (WAN)	Network linking thousands of nodes, or destination points, across the United States, its territories, and ED-designated foreign countries to the Title IV student aid processing and delivery system. Destination points communicate with the Title IV WAN using a PC or mainframe computer to transmit and receive data.
Trailer Record	A record at the end of a file that contains data related to the preceding Detail Records.
WAN	Wide Area Network. A WAN is a set of widely separated computers that are electronically connected.
Workstation	A terminal or PC at which a user works; usually connected to a mainframe or a network.

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