Welcome

Purpose of this page

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

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

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

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

How to log on

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

To logon:

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

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

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

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

Tips

- FSA IDs will be locked after 3 unsuccessful logon attempts and cannot be used for 30 minutes. After automatically becoming unlocked after 30 minutes, users can try again or select "forgot password" link at the FSA Logon page and answer the challenge questions to reset the password.
- Passwords are valid for 90 days and a warning that your password needs to be changed will be issued 15 days before expiration. The password can be changed anytime during those 15 days using the "Change Password" link on the FSA Login page.
- Passwords must be a minimum of eight characters in length. Passwords must contain three (3) of the four (4) criteria:
  - English UPPERCASE letters (A - Z)
  - English lowercase letters (a - z)
  - Westernized Arabic numerals (0-9)
  - Non-alphanumeric special characters (!,@,#,$,&,*)
- Passwords are case sensitive. Passwords must be unique and may not be the same as your previous five passwords. Unauthorized passwords include:

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

Last updated: October 21, 2012

close

System Requirements

To use NSLDS, we recommend one of the following supported browsers from Microsoft. If you do not have this browser, we recommend you download it. To provide a higher level of security, it is recommended that you use the 128-bit version of the browser. For more information regarding security, go here.

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

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

If you still have questions, please Contact NSLDS.

Microsoft Internet Explorer

Supported Versions	**Version 7.x, 6.xx, or 5.xx** NSLDS has been tested with versions up to and including 7.x. If you have a later version than this, you may have problems. It is recommended that you use one of the versions specified above.
Download	To download a Microsoft browser, use this link. Microsoft Internet Explorer It is recommended that you download the 128-bit version. To learn more about security go here.
Configuration	For help with the configuration of Microsoft I.E. browsers, use this link NSLDS I.E. configuration.

MS Excel™

Supported Versions	**Version 2003 or earlier** NSLDS has been tested with versions up to and including MS ExcelTM 2003 (spreadsheets with a .xls extension). If you have a later version than this such as MS ExcelTM 2007 or 2010 (.xlsx extensions), you may

	have problems. It is recommended that you use one of the versions specified above.

Menu

Purpose of this page

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

Navigation

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

System Help Links

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

Messages

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

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

Financial Aid

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

To access a borrower's financial aid data:

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

to 50 students at a time.

Enrollment

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

To access a borrower's enrollment data:

1. Type the SSN, First Name, and DOB of the borrower.
2. Click one of the following links:
   - Enrollment Summary for a quick overview of a student's current enrollment status.
   - Enrollment Add to retrieve student records to add enrollment information on the Enrollment Maintenance page.
   - Enrollment Update to retrieve enrollment information for students attending your school to be updated on the Enrollment Maintenance page.
   - Enrollment Reporting Schedule to view a user profile as well as current and past schedules for organizations that report or receive information about the enrollment status of students receiving federal student aid.

Transfer Monitoring

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

Note:

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

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

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

Note:

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

Last updated: December 18, 2011

close

Navigation

Purpose of this page

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

Navigation Tabs and Navigation Bar

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

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

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

Legend of Icons and Symbols

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

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

Last updated: January 1, 2013

Glossary

top A B C D E F G H I J K L M N O P Q R S T U V W XYZ close

Academic Competitiveness (AC) Grant

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

Academic Level

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

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

ACD

See Anticipated Completion Date.

ACG

See Academic Competitiveness (AC) Grant.

Acad. Yr Level

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

Active

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

Ad Hoc

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

Additional Eligibility

Indicates a student's eligibility for two Pell Grants in a single award year (Pell Grant only).

Aggregate Loan Types

See Subsidized Loans, Combined Loans, FFEL Consolidation Loans and Federal Perkins Loans.

Aggregate Outstanding Principal Balance

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

Aggregate Pending Disbursements

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

Aggregate Total

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

Alert

See Transfer Monitoring Alert.

Amount Forgiven

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

Amount of Disbursement

See Disbursement Amount.

Amount of Loan

See Loan Amount.

Amount of Outstanding Interest

See Outstanding Interest Amount.

Amount of Outstanding Principal Balance

See Outstanding Principal Balance Amount.

Anticipated Completion Date

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

Approved Loan Amount

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

Award Amount

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

Award ID

21 character identifier that uniquely identifies a grant on the COD system (ACG, SMART and TEACH only). It is also used to identify the TEACH Grant converted to a Federal Direct Unsubsidized Loan (D8).

Award Year (Grants page)

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

Award Year (Loan History page)

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

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Batch File

Data file submitted or received via a Student Aid Internet Gateway mailbox. See Student Aid Internet Gateway.

Batch Upload MS Excel™ File

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

Begin Effective Date

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

Begin Value

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

Borrowed Amount

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

Borrowed at Name

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

Borrowed at OPEID

The eight-digit ED code for the school and school branch where the student was enrolled or accepted for enrollment at the time the loan was guaranteed or originated.

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Canceled Amount

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

Canceled Date

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

Capitalized Interest

The accumulated interest on an unsubsidized loan that is added to the principal balance of the loan.

Cert. Date

See Certification Date.

Cert. Method

See Certification Method.

Certification Date

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

Certification Method

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

Combined Loans

Includes both subsidized and unsubsidized Stafford Direct loans.

CSC

NSLDS Customer Support Center.

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Data Provider Loan ID

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

Date Entered Repayment

The date the loan entered repayment.

Date of Anticipated Completion

See Anticipated Completion Date.

Date of Disbursement

See Disbursement Date.

Date of Loan

See Loan Date.

Date of Outstanding Interest

See Outstanding Interest Date.

Date of Outstanding Principal Balance

See Outstanding Principal Balance Date.

DCS

Department of Education's Debt Collection Service.

Default School for Consolidated Loan

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

Denominator

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

Dependency Indicator

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

Disbursed Amount

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

Disbursement Amount

The cumulative amount of funds released to a borrower.

Disbursement Date

The date the loan disbursement was made.

Discharge Date

The date of the Loan Discharge.

Discharge Type

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

Distribution Medium

How enrollment information is sent to an organization. Valid values are SAIG or Tape.

Distribution SAIG User ID

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

DL

Federal Direct Student Loan.

DOB

Date of Birth.

DP

Data Provider.

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ED

U.S. Department of Education.

ED Servicer

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

ED Region

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

EFC

See Expected Family Contribution.

Eff. Date

See Effective Date.

Effective Date

The date when a student's enrollment status first took effect.

End Effective Date

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

Enroll. Code

See Enrollment Code.

Enrollment Code

An alphabetic character that represents a student's current or past enrollment status.

Code	Status
A	Approved leave of absence
D	Deceased
F	Full time
G	Graduated
H	Half time or more, but less than full time
L	Less than half time
W	Withdrawn
Z	No record found

Exact Match Only

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

Expected Family Contribution

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

Extract Format

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

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FAQ

Frequently Asked Questions.

FDLP

Federal-Direct Loan Program.

FFEL

Federal Family Education Loan.

Federal Perkins Loans

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

FFEL Consolidation Loans

Loans consolidated under the Federal Family Education Loans program.

First Time (1st Time Pell)

This field indicates that a student's first actual Pell Grant disbursement occurred on or after July 1, 2008. This indicator identifies students for whom a Lifetime Eligibility Used percentage will be calculated.

Full Time Teacher Of

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

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

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GA

See Guaranty Agency.

GA Code

Three digit code that identifies the GA.

Guaranteed Loan Amount

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

Guaranty Agency

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

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HS Program

School submitted High School program code (ACG only).

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IASG

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

Inform

See Transfer Monitoring Inform.

Interest Rate

See Loan Interest Rate.

top A B C D E F G H I J K L M N O P Q R S T U V W XYZ close

No Entries

top A B C D E F G H I J K L M N O P Q R S T U V W XYZ close

No Entries

top A B C D E F G H I J K L M N O P Q R S T U V W XYZ close

Last Anticipated Comp. Date

The Anticipated Completion Date most recently reported to NSLDS for a given enrollment status.

Last Disbursed Amt

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

Last Disbursed Date

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

Latest Disb

Latest disbursement date COD processed the payment record.

Lender

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

Lender Branch Servicer

An agency that services a lender's loans.

Lifetime Eligibility Used (LEU)

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

Loan Amount

The original loan amount, before any cancellations.

Loan Date

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

Loan Discharge

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

Loan Holder

The Lender or GA who holds the loan.

Loan Interest Rate

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

Loan Period Begin

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

Loan Period End

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

Loan Records Extracted

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

Loan Status

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

Loan Status Code	Definition
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Canceled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, other
DP	Defaulted, Paid in Full
DR	Defaulted, Loan in Roll-Up Loan

DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, then missed payment
FB	Forbearance
FC	False Certification Discharge
FR	Fraud
FX	Fraud Satisfied
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In post-deferment grace(Perkins only)
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full
PM	Presumed Paid in Full
PN	Non-defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RP	In Repayment
UA	Temporarily Uninsured - No Default Claim Requested
UB	Temporarily Uninsured - Default Claim Denied
UC	Permanently Uninsured-No Default Claim Requested
UD	Permanently Uninsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled
XD	Defaulted, six consecutive payments

Loan Status Date

The date a Loan Status became effective.

Loan Type

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

Code	Loan Type
CL	FFEL Consolidation Loan
D1	Direct Stafford Subsidized Loan
D2	Direct Stafford Unsubsidized Loan

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

Loans with Errors

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

Major

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

Monitor Begin Date

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

Most Recent Status

The Enrollment Status most recently reported for a student at a school.

National SMART Grant

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

Navigation

The traversal of the Financial Aid Professionals System. See Navigation page.

Navigation Legend

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

Non-Subsidized Loans

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

NSLDS

National Student Loan Data System.

NSLDS Web

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

Numerator

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

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OPB

Outstanding Principal Balance.

OPEID

The eight digit U.S. Department of Education, Office of Postsecondary Education (OPE) code used to identify the school and school branch.

Original Schedule

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

Other Fees

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

Output Medium

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

Outstanding Interest Amount

The cumulative accrued outstanding interest balance on the loan.

Outstanding Interest Date

The date that the outstanding interest balance was updated.

Outstanding Principal Balance Amount

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

Outstanding Principal Balance Date

The date the outstanding principal balance was updated.

Overpayment

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

Overpayment Create Date

The date the overpayment was entered into the NSLDS.

Overpayment Indicator

The code identifying the status of the overpayment.

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

Overpayment Repayment Date

The date the overpayment was paid in full.

Overpayment Source

The code identifying where the overpayment exists.

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

Overpayment Type

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

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Paid Date

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

PDPA

Primary Destination Point Administrator. Person at an organization who is responsible for enrolling new, modifying existing or deactivating NSLDS online user IDs. PDPAs should work closely with those at their organization to ensure the appropriate access is established for NSLDS batch services. The PDPA manages NSLDS access by using the www.fsawebenroll.ed.gov website.

Pell Grant

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

Pending Disbursement Amount

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

Percent (%) Scheduled Award Used by Award Year

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

Percent (%) Eligibility Used Scheduled Award

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

Perkins

See Federal Perkins Loans.

PLUS

Parent Loan for Undergraduate Student.

PLUS Graduate/Professional

PLUS Loan for Graduate and Professional Students.

Portfolio

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

Portfolio Participation

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

Post 9/11 Deceased Veteran Dependent

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

Posted by COD

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

Previously Applied

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

Processed Date

The date on which NSLDS completely processed the submittal.

No Entries

Received Date

The date the NSLDS received the incoming submittal.

Record Format (Non-Schools Only)

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

Records Received (Non-Schools Only)

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

Regular

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

Report Format

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

Reported By

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

Reported By ID

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

Return of Funds

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

Return of Funds Date

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

SAIG

See Student Aid Internet Gateway.

Scheduled Amount

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

Scheduled Award

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

Scheduled Submittal Date

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

School

A postsecondary educational institution.

School Reason

School submitted eligibility/payment reason (ACG only).

School Batch

As a Certification Method, indicates that the school certified enrollment information through the batch enrollment reporting process.

SEOG

See Supplemental Education Opportunity Grant.

Separate Loan Indicator

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

Servicer Name (Schools Only)

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

SMART

See National SMART Grant

Source

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

Split Files Indicator (Schools Only)

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

SSCR

Student Status Confirmation Report.

SSN

Social Security Number.

State Code

The state the student/borrower applied for the TLF.

Status

The enrollment status indicated by a student's Enrollment Code.

Statuses in Effect

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

Student Aid Internet Gateway (SAIG)

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

Student Designator

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

Submittal File

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

Submittal Pass Rate (%)

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

Submittal Processed Date

The date that the NSLDS completely processed the submittal file.

Submittal Received Date

The date that the NSLDS received the incoming submittal file.

Subsidized Loans

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

Supplemental Education Opportunity Grant

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

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TEACH Grant

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

Teacher Loan Forgiveness (TLF)

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

TG Number

The number assigned to a user's SAIG mailbox. This is the mailbox to which all Reports are sent.

Total % Elig. Used by Academic Yr Level

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

Total Records Extracted

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

Tran

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

Transfer Monitoring Alert

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

Transfer Monitoring Inform

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

Transfer Monitoring List

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

Transfer Monitoring Process

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

Type

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

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Update date

The date when the update was performed.

Update user name

The name of the person that performed the update.

URL

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

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Ver. Flag

Result of verification by school.

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Web Report List

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

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No Entries

Last updated: November 20, 2011

close

Grant History

Purpose of this page

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

Navigation

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

How to interpret Warning Symbols and Information Icons

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

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

- Exceeds Graduate Comb. Limit-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.

- Close to Pell Grant LEU Limit-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.

- Meets or Exceeds Pell Grant LEU Limit-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.

- Grants-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.

- Fraud-The borrower has been convicted of fraud.

- Teacher Loan Forgiveness-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).

- Loan Discharge-The student/borrower has one or more loans discharged.

How to add and view the Transfer Monitoring information

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

To add a student to the Transfer Monitoring List:

- Click Add Student to Monitoring List.

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

- Click Student Monitoring Detail.

How to interpret the Aggregate TEACH Grant Information

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

- Academic Level Aggregates-Aggregate disbursed amounts displayed for the following Academic Levels:
  - Undergraduate/Post Baccalaureate-Undergraduate/Post Baccalaureate TEACH Grants for 1st year undergraduate/never attended college (0), 1st year undergraduate/attended college before (1), 2nd year undergraduate/sophomore (2), 3rd year undergraduate/junior (3), 4th year undergraduate/senior (4), and 5th year/other undergraduate (5).
  - Graduate-Graduate TEACH Grants for 1st year graduate/professional (6) and continuing graduate/professional or beyond (7).

- Total Disbursements-Sums the Disbursed Amounts for all TEACH grants received by the borrower.

- % Eligibility Used-The percent used by Academic Levels:
  - Undergraduate/Post Baccalaureate-Percentage of the cumulative disbursed amounts to the total aggregate limit of $16,000.
  - Graduate-Percentage of the cumulative disbursed amounts to the total aggregate limit of $8,000

- Eligible Remaining Amount-The remaining eligible amount by Academic Levels:
  - Undergraduate/Post Baccalaureate-Of the $16,000 total aggregate limit, the remaining amount the student is eligible to receive.

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

How to interpret Grant History

The Grant History table displays:

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

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

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

Last updated: January 1, 2013

close

G | P

Loan History

Purpose of this page

The Loan History page displays the following:

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

Navigation

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

How to access a student's Loan History

To access a student's loan history:

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

How to interpret Warning Symbols and Information Icons

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

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

subsidized loans.

- Exceeds Undergrad Sub. Limit-The borrower exceeds the undergraduate aggregate limit for subsidized loans. By clicking on this warning symbol, the Loan Summary will only display undergraduate subsidized loans or consolidated loans with underlying subsidized loans (using the "Exceeds Undergrad Sub Limit" filtering "Display Only" option).
- Close or Equal to Undergrad Comb. Limit-The borrower is close or equal to the undergraduate aggregate limit for subsidized and unsubsidized loans combined.
- Exceeds Undergrad Comb. Limit-The borrower exceeds the undergraduate aggregate limit for subsidized and unsubsidized loans combined. By clicking on this warning symbol, the Loan Summary will only display undergraduate combined loans (subsidized and unsubsidized loans) or consolidated loans with underlying subsidized and unsubsidized loans (using the "Exceeds Undergrad Comb Limit" filtering "Display Only" option).
- Close or Equal to Graduate Sub. Limit-The borrower is close or equal to the graduate aggregate limit for subsidized loans.
- Exceeds Graduate Sub. Limit-The borrower exceeds the graduate aggregate limit for subsidized loans. By clicking on this warning symbol, the Loan Summary will only display graduate subsidized loans or consolidated loans with underlying subsidized loans (using the "Exceeds Graduate Sub Limit" filtering "Display Only" option).
- Close or Equal to Graduate Comb. Limit-The borrower is close or equal to the graduate aggregate limit for subsidized and unsubsidized loans combined.
- Exceeds Graduate Comb. Limit-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined. By clicking on this warning symbol, the Loan Summary will only display graduate combined loans (subsidized and unsubsidized loans) or consolidated loans with underlying subsidized and unsubsidized loans (using the "Exceeds Graduate Comb Limit" filtering "Display Only" option).
- Close to Pell Grant LEU Limit-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- Meets or Exceeds Pell Grant LEU Limit-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- Grants-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent (SMART) Grants, or Teacher Education Assistance for College and Higher Education (TEACH) Grants.
- Fraud-The borrower has been convicted of fraud.
- Teacher Loan Forgiveness-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- Loan Discharge-The student/borrower has one or more loans discharged. Note: A blue "D" symbol located to the left of the Loan Period label will indicate those loans having a discharge.

How to add information to Transfer Monitoring List

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

To add a student to Transfer Monitoring List:

- Click Add Student to Monitoring List.

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

- Click Student Monitoring Detail.

How to interpret the Aggregate Loan Information

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

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

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

  Note: For a student/borrower's Direct Unsubsidized Loan (D8 - TEACH Grant converted to a loan), it sums the Outstanding Principal Balance (OPB).
- Pending Disbursements-Sums the net loan amount that is awaiting disbursement to the borrower for this aggregate, separated out by Undergraduate and Graduate and Total (sum of Undergraduate and Graduate) portions.
- Total-Sums Aggregate Outstanding Principal Balance and Pending Disbursements, separated out by Undergraduate and Graduate and Total (sum of Undergraduate and Graduate) portions. Amount used when considering whether a borrower is "Close or Equal to" or "Exceeding" aggregate limits.
- Award Year-Field that indicates the award year used in the student's undergraduate or graduate loan limits determination. This award year is calculated based on the loan period begin date from the most recently reported loan for the student.
- Dependency Indicator-Field that indicates the dependency used in the student's undergraduate or graduate loan limits determination. The dependency indicator is based on the Undergraduate or Graduate Award Year's corresponding award year ISIR and the Central Processing System's (CPS) determined dependency status. In some cases, when an Undergraduate Award Year cannot be linked to a corresponding ISIR, additional steps are used to determine this value (i.e.

academic level from the reported loans and/or age of the applicant at the time of the Undergraduate Award Year).

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

How to interpret Master Promissory Notes

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

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

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

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

Teacher Loan Forgiveness

Authorized GA users can add new Teacher Loan Forgiveness information.

- Click TLF Add

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

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

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

- Click TLF List

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

How to sort and filter the Loan Summary

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

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

To use Sort by:

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

To use Display Only:

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

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

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

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

How to interpret Loan Summary

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

The Loan Summary information displays the following:

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

Program	Code	Description
FFEL	CL	FFEL Consolidation
	GB	FFEL PLUS Graduate/Professional
	PL	FFEL PLUS
	RF	FFEL Refinanced
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
	SL	Supplemental Loan (SLS)
	SU	FFEL Stafford Unsubsidized
FDLP	D1	Direct Stafford Subsidized
	D2	Direct Stafford Unsubsidized
	D3	Direct PLUS Graduate/Professional
	D4	Direct PLUS
	D5	Direct Consolidation Unsubsidized
	D6	Direct Consolidation Subsidized
	D7	Direct PLUS Consolidation
	D8	Direct Unsubsidized (TEACH)
FISL	FI	Federally Insured (FISL)
Perkins	DU	National Defense Loan
	EU	Perkins Expanded Lending
	IC	Income Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

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

Code	Description

AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled
DT	Defaulted, Collection Terminated
DU	Defaulted, Unresolved
DW	Defaulted, Write-off
DX	Defaulted, Six Consecutive Payments
DZ	Defaulted, Six Consecutive Payments, Then Missed Payment(s)
FB	Forbearance
FC	False Certification Discharge
FR	Fraud
FX	Fraud Satisfied
IA	Loan Originated
ID	In School or Grace Period
IG	In Grace Period
IM	In Military Grace
IP	In Post-Deferment Grace Period
IT	Loan Transferred by DCS
OD	Defaulted, Then Bankrupt, Discharged, Other
PC	Paid in Full Through Consolidation Loan
PD	Permanent Disability
PF	Paid in Full
PM	Presumed Paid in Full

PN	Non-Defaulted, Paid in Full Through Consolidation Loan
PZ	PLUS Child Death
RF	Refinanced
RH	Loan Transferred by DCS to Sallie Mae
RP	In Repayment
TG	Loan Transferred by DCS to GA927
UA	Temporarily Uninsured-No Default Claim Requested
UB	Temporarily Uninsured-Default Claim Denied
UC	Permanently Uninsured/Unreinsured-No Default Claim Requested
UD	Permanently Uninsured/Unreinsured-Default Claim Denied
UI	Unreinsured
VA	Discharged, Veteran Permanently Disabled
XD	Defaulted, six consecutive payments

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

- School Name and OPEID-The school that the student attended when the loan was obtained. School Name and OPEID are not displayed for Consolidation Loans (CL, D5, D6, and D7) or Refinanced Loans (RF).
- Guaranteed Amt (for FFEL)-The original loan amount, before any cancellations.
- Approved Amt (for Direct Loans and Perkins Loans)-The original loan amount, before any cancellations.
- Disbursed Amt-The cumulative net amount of the loan actually disbursed to a borrower.
- OPB (Outstanding Principal Balance)-The cumulative dollar amount due on a loan, as reported by the data provider.

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

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

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

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

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

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

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

- Loan Date-For FFEL, the date the loan was originally guaranteed; for Direct Loan and Perkins loans, the date the loan was originally approved.

- Sep. Loan Ind (Separate Loan Indicator)-An indicator used to differentiate among multiple FFEL loans awarded on the same loan date to the same borrower attending the same school. This field is used mostly by Guaranty Agencies.

- Loan Period-The period of study for which the loan was originally taken out.

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

- Last Disbursement Date-The date of the most recent disbursement to the borrower for a specific loan.

- Last Disbursement Amt.-The dollar amount of the most recent disbursement to the borrower for a specific loan.

- Acad. Lv (Academic Level)-The student's academic level at the time the loan was provided. The codes are defined as follows:

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

- Additional Unsubsidized Code-Indicates that a Direct Stafford Unsubsidized (D2) or an FFEL Stafford Unsubsidized (SU) loan was awarded as an Additional Unsubsidized loan. Additional Unsubsidized loans are identified by the following codes:
  - P-PLUS loan denial
  - H-Enrollment in eligible Health Profession programs
  - B-Both

- Discharge Code-Indicates that the loan has been discharged. Discharges are identified by the following codes:
  - D-Death
  - C-Conditional
  - P-Permanent
  - M-Multiple

- GA (Guaranty Agency) or ED Servicer-The name and code of the Guaranty Agency or ED Servicer associated with the loan.

- Lender-The name and code of the lender associated with the loan.

- Servicer-The name and code of the lender servicer associated with the loan.

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

- If a lock icon appears to the left of the Loan Type, the loan is batch locked.

- PLUS Loans-FFEL PLUS (PL), Direct PLUS (D4), and Direct Consolidation PLUS (D7) taken out on behalf of a student appear in the student's Loan Summary information but do not figure into the student's Aggregate totals. Such loans are added to the Aggregate totals on the PLUS borrower's Loan History.

- Direct Unsubsidized Loans (D8) taken out by the student/borrower appear in the student's Loan Summary information but do not figure into the student's Aggregate totals.

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

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

Last updated: January 1, 2013

close

Loan Detail

Purpose of this page

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

Navigation

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

How to interpret Details for Loan

The Details for Loan table displays the following information:

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

Program	Code	Description
FFEL	CL	FFEL Consolidation
	GB	FFEL PLUS Graduate/Professional
	PL	FFEL PLUS
	RF	FFEL Refinanced
	SF	FFEL Stafford Sub or FFEL Stafford Non-Sub
	SL	Supplemental Loan (SLS)
	SU	FFEL Stafford Unsub
FDLP	D1	Direct Stafford Subsidized
	D2	Direct Stafford Unsubsidized
	D3	Direct PLUS Graduate/Professional
	D4	Direct PLUS
	D5	Direct Consolidation Unsub
	D6	Direct Consolidation Sub
	D7	Direct PLUS Consolidation
	D8	Direct Unsubsidized (TEACH)
FISL	FI	Federally Insured (FISL)
Perkins	DU	National Defense Loan
	EU	Perkins Expanded Lending
	IC	Income Contingent (ICL)
	NU	NDSL
	PU	Federal Perkins

- Loan Period Start-The beginning date of when classes are (or were) to begin for the period covered by the loan.

- Loan Period End-The ending date of when classes ended (or were to end) for the period covered by the loan.
- Sched. Repayment Date-The date the student entered or is scheduled to enter repayment.
- Date of Default for CDR-The date on which the loan defaulted used for cohort default rate calculation.
- Borrowed at OPEID-The eight-digit ED code for the school where the student was enrolled or accepted for enrollment at the time the loan was originated. "N/A" displays as the Borrowed at OPEID for consolidation loans (CL, D5, D6, D7) and FFEL refinanced loans (RF).
- Borrowed at Name-The name of the school where the student was enrolled or accepted for enrollment at the time the loan was originated. Click the name of the organization to link to its Organization Contact list.

  "N/A" displays as the school name for consolidation loans (CL, D5, D6, D7) and FFEL refinanced loans (RF). This is in accordance with reporting requirements and has no bearing on the status of the loan. Consolidation loans may be entered into when a student completes his/her program of study at a particular school and wants to consolidate loans received from different schools.
- Academic Level-The student's academic level at the time the loan was provided. The codes are defined as follows:

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

- Award ID-A code used by the ED Servicer data providers. It is also used to identify the TEACH Grant converted to a Direct Unsubsidized Loan (D8).
- Separate Loan Ind-An indicator used to differentiate among multiple loans of the same loan date for the same borrower or student attending the same school. This field is used mostly by Guaranty Agencies.
- Delinquency Date-The date reported on which a loan became delinquent.
- Interest Rate-The interest rate that is applied to the loan. A variable interest rate is indicated by the abbreviation VAR.

How to interpret Amounts for Loan

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

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

- Outstanding Interest Balance-The date the outstanding interest balance was updated.

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

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

How to interpret Activities for Loan

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

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

Perkins Cancellation Type	Definition
DT	Defense Teacher/Military Prior To 1972
FF	Firefighter
LB	Librarian
PB	Perkins Bankruptcy
PD	Perkins Death

PE	Perkins Early Intervention
PI	Perkins Disability
PL	Perkins Law Enforcement
PM	Perkins Military Service
PN	Perkins Nurse/Medical Technician
PS	Perkins Subject Matter Area
PT	Perkins Teacher Service
PV	Perkins Volunteer Service
SP	Speech Language Pathologist
TB	Faculty Member at Tribal College or University

- Refunds
  - Action Date - The date that a lender received a refund from a school.
  - Amount - The amount of refund paid to a lender on a loan.
- Repayment Plan
  - Date Entered - The date that a loan entered the current repayment plan type.
  - Term - The term or length of the repayment period in months for the current repayment plan.
  - Type - A code indicating the type of current repayment plan for a loan that has entered repayment.

The Repayment Plan Type codes are defined as:

Code	Description
CG	Consolidation Graduated Repayment
CS	Consolidation Standard Repayment
EF	Extended Fixed Repayment
EG	Extended Graduated Repayment
FE	Fixed Payment, Extended Term
FF	Fixed Payment, Fixed Term
GR	Graduated Repayment
IB	Income-Based Repayment
IC	Income Contingent
SF	Standard Repayment
SG	Graduated 10-Year Repayment
SP	Special Plan/Secretary's Option

- Deferments
  - Start Date - The date when a deferment actually begins.
  - End Date - The date when a deferment is projected to end or actually ends. Includes post-deferment grace period if applicable.

- Type - One of the deferment reasons for postponing repayment of loan principal and interest. The codes for the deferment types are defined as follows:

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

- Discharge
  - Date - The date when all or part of the Title IV loan was discharged.
  - Amount - The discharge amount, displayed by type, for the Title IV loan displayed.

- Type - One of the discharge reason codes for discharging all or part of a loan. The codes for the discharge types are defined as follows:

Identifying Discharge Code	Assigned Discharge Code/Value	Description
HC		Hurricanes and other natural disasters.
	HC01	Designated for hurricanes Rita and Katrina
UR	UR01	Unpaid Refund Discharges
BR	BR01	Borrower Payment Returns
SC	SC11	9-11 Limited Special Circumstances
CB	CB01	Co-Borrower partial discharges

- Source - The Guaranty Agency code or ED Region code that reported the loan discharge.

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

Loan Forgiveness Type	Description
EE	Teacher Loan Forgiveness - Elementary Special
ES	Teacher Loan Forgiveness - Elementary School
HQ	Teacher Loan Forgiveness - Highly Qualified
PS	Public Service Forgiveness
SC	Teacher Loan Forgiveness-Secondary Science
SE	Teacher Loan Forgiveness - Secondary Spec. Ed.
SM	Teacher Loan Forgiveness - Secondary Mathematics
SS	Teacher Loan Forgiveness - Secondary School
PT	Teacher Loan Forgiveness - Other (Teacher Service)

  - Prev. Applied - Specifies if the borrower has previously applied for Teacher Loan Forgiveness.
  - State - The state in the US where a person applied for Teacher Loan Forgiveness.
  - Eligible Institution Type - The institution type where the borrower/student taught during the period that qualifies for loan forgiveness.

How to add, update, or delete loan discharge information

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

To add a new loan discharge:

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

To update or delete an existing loan discharge:

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

How to link loans to Special Consolidation

Above the Details for Loan table, an authorized user will see a Special Consolidation button.

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

How to Interpret Status Changes for Loan

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

- Date Changed-The date a loan status first became effective, with no interruptions. (This date is not necessarily the date the status was reported to the NSLDS. A loan status may have changed but not updated in NSLDS for various reasons until months or years thereafter.)

- Status-The two-character code and description indicating the status of a loan. The loan status codes are defined as follows:

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

Code	Description
AE	Loan Transferred to New Holder
AL	Abandoned Loan
BC	Bankruptcy Claim, Discharged
BK	Bankruptcy Claim, Active
CA	Cancelled
CS	Closed School Discharge
DA	Deferred
DB	Defaulted, Then Bankrupt, Active, Chapter 13
DC	Defaulted, Compromise
DD	Defaulted, Then Died
DE	Death
DF	Defaulted, Unresolved
DI	Disability
DK	Defaulted, Then Bankrupt, Discharged, Chapter 13
DL	Defaulted, In Litigation
DN	Defaulted, Paid in Full Through Consolidation Loan
DO	Defaulted, Then Bankrupt, Active, Other
DP	Defaulted, Paid in Full
DR	Defaulted Loan Included in a Rolled-Up Loan
DS	Defaulted, Then Disabled

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

How to interpret Claim Details for Loan

The Claim Details for Loan table displays the following information:

- Date
  - Insurance Claim Payment-The date when a Guaranty Agency paid an insurance claim or supplemental claim to a lender. [The *Loan Record Detail Report (LRDR)* may show an insurance claim payment date that is different than the one that displays here.]

- Insurance Claim Refund-The date when a Guaranty Agency received an insurance claim refund from a lender.
- Reinsurance Claim Payment-The date when a Guaranty Agency requested reinsurance.
- Bankruptcy Claim Refund-The date when a bankruptcy claim (previously paid as a reinsurance claim) was refunded to ED by a Guaranty Agency.
- Supplemental Reinsurance Payment Request-The date when a supplemental reinsurance claim request is submitted to ED by a Guaranty Agency
- Repurchase-The date when a loan previously paid by a claim is repurchased by a lender (reasons may include loan rehabilitation).

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

    The reason codes include the following:

Reason Code	Description
BC	Bankruptcy, Chapter 13
BO	Bankruptcy, Other
CS	Closed School
DE	Death
DF	Default
DI	Disability
EX	Exempt
FC	False Certification
ID	Identity Theft
IN	Income Contingent Negative Amortization

IX	Direct Loan Default

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

How to interpret Recovery Details for Loan

The Recovery for Loan table displays the following:

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

applied toward reducing the outstanding interest amount on the loan.

- Wage Garnishment-The cumulative amount of a collection that was applied to interest through the part of a collection that was applied toward reducing the outstanding interest amount on the loan.
- Department of Justice-The cumulative amount of a collection that was applied to interest through the part of a collection that was applied toward reducing the outstanding interest amount on the loan.

How to interpret Guaranty Agency/Lender/Servicer Agent History

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

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

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

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

Last updated: January 01, 2013

close

Borrower Name History

Purpose of this page

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

Navigation

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

How to interpret the Borrower Name History

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

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

Last updated: July 1, 2001

close

Borrower SSN History

Purpose of this page

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

Navigation

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

How to interpret the Borrower SSN History

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

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

Last updated: November 15, 2001

close

Address History

Purpose of this page

The Address History page displays addresses that have been reported to NSLDS for a student. Users with a relationship to the student can view historical (all) and valid (good) address information based on effective dates, and the source of the reported address. Schools that reported an address in a student's address history can use this page to activate or deactivate the address record and use the Add Address button to report a new address for the student.

Navigation

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

How to access student address history

To display student address history:

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

How to interpret Address History page

The Address History page displays the following information:

- Add Address button: navigates users to the Address Add page to report a new address record for student
- Display Only option: allows users to filter address records by 'All' or 'Good'
- Sort By option: allows users to filter address records by 'Effective Date' or 'Source'
- Good column: when checked, indicates that the source believes the address to be valid; when unchecked, indicates historical data
- Effective Date column: displays the effective date provided by the source.
- Address column: displays student borrower's address by Street, City, State, Country, and Postal Code
- Source column: identifies the reporting organization or student that provided the address to NSLDS
- Update button: allows the original reporting school to change the 'Good' button checkmark.

How to filter student address data

1. To filter address data by 'All' or 'Good', the user will select their desired option from the Display Only drop-down menu and click the Submit button.
2. To sort address by 'Effective Date' (descending) or 'Source' (ascending), the user will select their desired sort option from the Sort By drop-down menu and click the Submit button.

How to activate or deactivate a record

School users from the original reporting school will see checkboxes in the 'Good' column.

1. To deactivate an address record that was previously known to be good, uncheck the box and click the Update button.
2. To activate an address record that was previously known to be historical, check the box and click update.

Last updated: June 24, 2012

close

Address Add

Purpose of this page

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

Navigation

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

How to add a new address record

To add a new address record:

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

Last updated: June 24, 2012

close

Student/Borrower Selection

Purpose of this page

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

Navigation

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

Student/Borrower Selection table

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

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

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

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

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

Last updated: July 1, 2001

close

Outstanding Amount Balance History

Purpose of this page

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

Navigation

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

How to filter the Outstanding Amount Balance History

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

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

To use Display Only:

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

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

How to interpret Details for Outstanding Amount Balance History

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

- NSLDS System Effective Begin Date/End Date-The date range during which an OPB, OIB, and/or a Loan Status Code was in effect.

- Outstanding Principal Balance/Date Of-The amount of Outstanding Principal Balance and the date of the Outstanding Principal Balance as reported to NSLDS.

- Outstanding Interest Balance/Date Of-The amount of Outstanding Interest Balance and the date of the Outstanding Interest Balance as reported to NSLDS.

- Status Code/Date Of-The two-character code and description indicating the status of a loan and the date the loan status became effective.

- Historically Correct Loan Status-The yes or no indicator signifies whether the loan status reported in the "Status Code/Date Of" column is considered to be correct when a subsequent Loan Status update is made. If a Data Provider reports a new loan status with a date prior to a previously reported status code date, this indicator is changed to "No."

Example

Because documentation was not received on time, a Subsidized Stafford Loan moved into Repayment Status even though the student was still in attendance at least half time. When the documentation was received, the reporting Data Provider updated the current loan status. Based upon this loan status change from the reporting Data Provider, NSLDS changed the value in the "Historically Correct Loan Status" field to "No" for the period that the loan had been reported in Repayment status.

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

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

Last updated: January 22, 2012

close

G | P

Overpayment List

Purpose of this page

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

Navigation

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

How to interpret Warning Symbols and Information Icons

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

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

- Exceeds Graduate Comb. Limit-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.

- Close to Pell Grant LEU Limit-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.

- Meets or Exceeds Pell Grant LEU Limit-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.

- Grants-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.

- Fraud-The borrower has been convicted of fraud.

- Teacher Loan Forgiveness-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).

- Loan Discharge-The student/borrower has one or more loans discharged.

How to add, update, and view Overpayment Information

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

How to interpret the Overpayment List

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

- Type-The Title IV student assistance funds type for which the student has received an amount in excess of what the student is eligible to receive. Five types are maintained in NSLDS:

    - FEDERAL PELL GRANT-A federal grant to help undergraduates pay for their education after high school.

    - PERKINS LOAN-Campus-based federal loans include the National Defense Loan (DU), the Perkins Expanded Lending (EU), the Income Contingent Loan (IC), the National Direct Student Loan (NU), and the Federal Perkins Loan (PU).

    - SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT-A federal campus-based grant for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree.

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

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

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

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

- Ind (Indicator Code)-One of four identifiers that indicate the most recent status of the overpayment.

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

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

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

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

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

- Indicator Date-the effective date corresponding to the overpayment indicator that was set.

- Outstanding Principal Balance-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.

- Outstanding Interest Balance-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.

- Repayment Date-The date the overpayment was satisfied or N/A if repayment has not occurred.

- Create Date-The date the overpayment was entered into NSLDS. This is automatically updated with the system date.

- Source-The Codes identifying where the overpayment exists:

    - School-The school currently holds the overpayment record.

    - Transfer-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will indicate the debt is in the process of being transferred from the school to DCS.

    - EDR-ED Regional office that holds the overpayment record.

    - Updated-The date the overpayment was last updated and the person performing the update is shown under the Source. This information is automatically updated by the system.

Last updated: January 1, 2013

close

Overpayment History

Purpose of this page

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

Navigation

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

How to interpret Warning Symbols and Information Icons

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

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

- Grants-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- Fraud-The borrower has been convicted of fraud.
- Teacher Loan Forgiveness-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- Loan Discharge-The student/borrower has one or more loans discharged.

How to interpret the Overpayment History Information

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

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

produce the Overpayment flags and messages on SARs and ISIRs.

  - REPAID-This value indicates that a previously reported overpayment that was in an active OVERPAYMENT, FRAUD or SATISFACTORY ARRANGEMENT MADE status has been fully repaid by the student. Schools and the Department of Education's (ED) Debt Collection Service (DCS) update NSLDS to REPAID and enter the date when the final payment was made. A status of REPAID will not produce the Overpayment flags and messages on SARs and ISIRs.
  - FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

- Indicator Date-the effective date corresponding to the overpayment indicator that was set.
- Outstanding Principal Balance-the amount of the grant or the principal amount of a Perkins loan currently owed on the aid overpayment.
- Outstanding Interest Balance-the outstanding interest balance on a Perkins loan since the last time interest was satisfied either through a borrower payment, capitalization or government subsidy.
- Repayment Date-The date the overpayment was satisfied or N/A if repayment has not occurred.
- Source-The Codes that identify where the overpayment exists:
  - School-The school that reported the Indicator status for the overpayment record.
  - TRF-When a school has transferred an overpayment to the DCS, the school updates the previously reported overpayment information in NSLDS by changing the Source field from School to Transfer. This change will not invalidate the overpayment, but it will indicate the debt is in the process of being transferred from the school to DCS.
  - EDR-ED Regional office (ED Region Code and ED Regional office's city and state) that holds the overpayment record.
- Update Date-The date of the status update.
- Update By-The name of the person who made the status update.

Last updated: February 20, 2011

close

Overpayment Add

Purpose of this page

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

Navigation

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

How to add Overpayment information

To add overpayment information:

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

Notes:

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

How to interpret Overpayment Add information

The Overpayment Add page displays the following information:

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

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

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

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

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

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

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

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

    Note: When REPAID is selected and submitted, the Ind box on the Overpayment List page will display REPAID.
  - FRAUD-This value indicates that a student has been convicted of fraud. This means that the student has been convicted of fraud, still owes the fraudulently obtained funds, and should be considered ineligible for additional Title IV aid until the funds are repaid.

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

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

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

Last updated: February 20, 2011

close

Overpayment Add and Student Add

Purpose of this page

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

Navigation

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

How to add Student Details and Overpayment Details

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

To add Student Details and Overpayment Details:

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

Notes:

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

How to interpret the Overpayment Details

The text boxes in Overpayment Details are defined as follows:

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

  Note: It is important to note that the Disbursement Date the school uses must be the same date that the school used on the letters and forms assigning the obligation to the Department of Education's (ED) Debt Collection Service (DCS).
- Indicator-One of four options identifying the status of the overpayment:
  - OVERPAYMENT-The value that a school uses when entering an active overpayment into the system. It means that the student owes the overpayment, has not made satisfactory arrangements to repay, and should be considered ineligible for additional Title IV aid until the overpayment is repaid or otherwise resolved.

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

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

ISIRs.

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

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

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

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

Last updated: March 20, 2011

close

G | P

Overpayment Display

Purpose of this page

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

Navigation

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

How to update and delete an Overpayment

To update an overpayment:

- Click Update.

To delete an overpayment:

- Click Delete.

How to interpret the Overpayment Display

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

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

their EFC.

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

Last updated: February 20, 2011

close

G | P

Overpayment Update

Purpose of this page

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

Navigation

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

How to update an overpayment

To update an overpayment:

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

How to interpret the Indicator list

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

How to interpret the Source list

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

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

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

Last updated: February 20, 2011

close

Overpayment Delete

Purpose of this page

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

Navigation

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

How to Delete an overpayment

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

Last updated: July 1, 2001

close

Student Access Interface

Purpose of this page

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

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

Navigation

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

How to interpret Warning Symbols and Information Icons

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

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

subsidized and unsubsidized loans combined.

- Exceeds Graduate Comb. Limit-The borrower exceeds the graduate aggregate limit for subsidized and unsubsidized loans combined.
- Close to Pell Grant LEU Limit-The student is close to the Pell Grant Lifetime Eligibility Used (LEU) limit.
- Meets or Exceeds Pell Grant LEU Limit-The student meets or exceeds the Pell Grant Lifetime Eligibility Used (LEU) limit.
- Grants-The borrower has received one or more Pell Grants, Academic Competitiveness Grants, National Science Mathematics Access to Retain Talent Grants, or Teacher Education Assistance for College and Higher Education Grants.
- Fraud-The borrower has been convicted of fraud.
- Teacher Loan Forgiveness-The student/borrower has one or more loans eligible for Teacher Loan Forgiveness (TLF).
- Loan Discharge-The student/borrower has one or more loans discharged.

How to link to the Student Access Web site

1. Enter the SSN, Last Name (First 2 characters), and DOB.
2. Click Link.
3. To return to the NSLDSFAP Web site, click Back to FAP at the bottom of the Financial Aid Review page.

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

Last updated: January 1, 2013

close

Teacher Loan Forgiveness List

Purpose of this page

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

Navigation

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

How to interpret the Teacher Loan Forgiveness List

The Teacher Loan Forgiveness List information is defined as follows:

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

How to add a new TLF for a borrower

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

How to view, update and delete TLF detail information

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

Last updated: June 17, 2007

close

Teacher Loan Forgiveness Detail

Purpose of this page

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

Navigation

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

How to interpret the Teacher Loan Forgiveness Detail

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

How to update or delete the Teacher Loan Forgiveness Detail

To update a TLF record:

- Click Update.

To delete a TLF record:

- Click Delete.

Last updated: January 01, 2013

close

G | P

Exit Counseling History

Purpose of this page

The Exit Counseling History page displays the following:

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

Navigation

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

How to access a student's Exit Counseling History

To access a student's exit counseling history:

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

Last updated: July 24, 2011

close

Delinquent Borrowers

Purpose of this page

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

Navigation

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

How to access the Delinquent Borrowers page

To access the Delinquent Borrowers page:

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

How to interpret the Delinquent Borrowers page

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

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

Last updated: September 25, 2011

close

G | P

SSN Conflict

Purpose of this page

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

Navigation

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

How to access SSN Conflict

To access organizations reporting on a specific SSN:

1. Type SSN.
2. Click Submit.

How to interpret SSN Conflict

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

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

Last updated: August 28, 2011

close

Organization Contact List

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

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

How to search for an organization

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

To search for an organization:

1. Select the **Type** of organization you want to search for by clicking the down-arrow.

2. Type the **Code** or **Name** of the organization.

3. Click **Retrieve**.

Notes:

- The search results will match or closely match the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

- The Code or Name can be typed partially in the respective text boxes in order to retrieve search results (i.e., you can type 'J', rather than 'John Doe University' in the Name box).

- If the organization you are searching for does not appear on the list, alter the punctuation and spelling. You must type the name exactly as it appears in NSLDS. For example, if you are searching for California State University in Sacramento, it must be typed 'California State University-Sacramento'. If you type 'California State University, Sacramento', it will not appear on the list.

How to navigate on this page

- Under **Function**, click the numbered bullet to view more information about this contact.

- Under **Email**, click the envelope icon to send e-mail to this contact. It will use your computer's default e-mail package.

- If you are authorized to add a new contact for this organization, click **Add New Contact**.

- If you are authorized to update or delete a contact for this organization, click the number of the contact to access the Organization Contact Detail page.

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

Last updated: June 29, 2008

close

Organization Contact Detail

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

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

How to update contact detail

To update organization contact:

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

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

How to delete an Organization contact

To delete an organization contact:

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

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

Last updated: June 29, 2008

close

Organization Contact Update

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

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

Updating Organization Contact Information

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

To update contact information:

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

Notes:

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

Last updated: June 29, 2008

Organization Contact Delete

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

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

How to delete a Contact

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

Last updated: June 29, 2008

close

Organization Contact Add

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

- **Tax Exempt Eligible** - **Y** identifies lenders that hold loans issued with eligible tax-exempt bonds. **N** identifies lender that do not hold loans issued with eligible tax-exempt bonds.

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

How to add the organization contact information

To add the organization contact information:

1. In the **Available Functions** box, click a selection. (See Function Descriptions table below.)
2. In the **First Name** box, type the first name of the organization contact.
3. In the **Last Name** box, type the last name of the organization contact.
4. In the **Title** box, type the title of the organization contact.
5. In the **Phone** box, type the phone number of the organization contact.
6. In the **Ext** box, type the phone number extension of the organization contact.
7. In the **Fax** box, type the Fax number of the organization contact.
8. In the **E-Mail** box, type the e-mail address of the organization contact.
9. In the **URL** box, type the URL (Web site address, for example: http://www.stateuniversity.edu) of the organization contact.
10. In the **Address** box, type the address of the organization contact.
11. In the **City** box, type the city of the organization contact.
12. In the **State** box, click a selection.
13. In the **Zip Code** box, type the Zip code of the organization contact.
14. Click **Submit**.

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

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

Function Descriptions

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

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

How to interpret the organization description

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

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

Last updated: September 19, 2010

close

Organization Search

Purpose of this page

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

Navigation

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

How to search for an organization

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

To search for an organization:

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

Notes:

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

To filter the search results:

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

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

The state codes are defined as follows:

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

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

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

Last updated: March 20, 2011

close

Cohort Default Rate History List

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

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

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

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

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

How to Request the Cohort Default Rate History Report

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

Note:

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

How to interpret the Cohort Default Rate History List Page

The Cohort Default Rate History List displays the following information:

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

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

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

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

Notes:

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

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

Last updated: January 01, 2013

close

Data Provider Schedule

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

How to interpret the Data Provider Schedule

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

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

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

Notes:

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

Organization Description - for Guaranty Agencies (GA)

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

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

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

How to interpret the GA Current Profile

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

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

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

How to interpret the GA Data Provider Schedule

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

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

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

Notes:

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

Last updated: November 20, 2011

close

Repayment Information

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

How to interpret the Repayment Information Table

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

How to Request the Loan Detail Report for the Latest Month

To Request a School Repayment Information Loan Detail Report:

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

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

Last updated: January 01, 2013

close

School Profile Page

Purpose of this page

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

Navigation

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

Organization Description

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

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

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

How to interpret the School Profile

The school profile box displays the following information:

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

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

How to interpret Program Status

The Program Status box displays the following information:

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

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

How to interpret Scheduled Reporting

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

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

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

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

How to display a school's profile

To display a school's profile:

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

Last updated: July 24, 2011

close

Scheduled Report Profile Update

Purpose of this page

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

Navigation

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

How to update a Scheduled Report Profile

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

Reporting Type-an indication of the report layout style:

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

Extract Format-an indication of the output data format:

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

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

- Daily-denotes daily distribution of the report.
- Weekly-denotes weekly distribution of the report.
- Monthly-denotes monthly distribution of the report.
- Quarterly-denotes quarterly distribution of the report.
- Cancel-stops the distribution of the scheduled report.

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

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

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

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

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

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

Last updated: March 4, 2012

close

Gainful Employment Debt Measures

Purpose of this page

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

Navigation

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

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

How to Request the Backup Data Report

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

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

How to sort and filter Gainful Employment Debt Measures

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

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

To use Sort By:

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

To use Display Only:

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

How to interpret the Gainful Employment Debt Measures page

The Gainful Employment Debt Measures page displays the following information:

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

    - 2 = Associate's Degree
    - 3 = Bachelor's Degree
    - 4 = Post Baccalaureate Certificate
    - 5 = Master's Degree
    - 6 = Doctoral Degree
    - 7 = First-Professional Degree
- Debt to Earning Annual - Debt to earnings annual ratio calculated for former students of the institution in a GE Program. For specifics on the calculation of the ratio, see the Gainful Employment Operations Manual.
- Debt to Earning Discretionary - Debt to earnings discretionary ratio calculated for former students of the institution in a GE Program. For specifics on the calculation of the ratio, see the Gainful Employment Operations Manual.
- Repayment Rate - Repayment rate for former students of the institution who were enrolled in a GE Program and whose loans entered repayment in the applicable cohort. For specifics on the calculation of the ratio, see the Gainful Employment Operations Manual.

Last updated: March 4, 2012

close

G | P

Gainful Employment Debt Measures Detail

Purpose of this page

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

Navigation

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

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

How to Request the Backup Data Report

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

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

How to interpret the Gainful Employment Debt Measures Detail page

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

- Debt Measure Name - Name of the type of Debt Measure:
    - Debt to Earnings Annual
    - Debt to Earnings Discretionary
    - Repayment
- Cohort - Cohort refers to the group of borrowers who entered repayment during the timeframe listed below for repayment rate or the group of former students who completed a program during the timeframe listed below for debt to earnings ratios:
    - 2YP = Calculation Year minus 4 through Calculation Year minus 3 (for example: 2YP would be Federal fiscal years (FY) 2006-2007 and 2007-2008 for Calc Year 2011).
- Rate - Calculated rate of a GE Program for each of the three Debt Measures:
    - Debt to Earnings Annual
    - Debt to Earnings Discretionary
    - Repayment
- Numerator - The Numerator of the calculated Rate is defined according to the type of Debt Measure. For specifics on the Debt Measure Types, see the Gainful Employment Operations Manual.
- Denominator - The Denominator of the calculated Rate is defined according to the type of Debt Measure. For specifics on the Debt Measure Types, see the Gainful Employment Operations Manual.
- Pass/Fail - Pass/Fail indicator of the calculated Rate is defined according to the type of Debt Measure. For specifics on the Debt Measure Types, see the Gainful Employment Operations Manual.

Last updated: March 4, 2012

close

Gainful Employment Loan Medians for Disclosure

Purpose of this page

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

Navigation

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

How to Request the Backup Data Report

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

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

How to sort and filter Gainful Employment Loan Medians

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

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

To use Sort By:

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

To use Display Only:

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

How to interpret the Gainful Employment Loan Medians page

The Gainful Employment Loan Medians page displays the following information:

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

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

Last updated: March 4, 2012

close

Report List

Purpose of this page

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

Navigation

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

How to interpret the Report List table

The Report List table displays the following information:

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

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

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

How to search for a report name

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

To search for a report using the Search Report ID:

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

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

How to request a report

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

To submit a request for a report:

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

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

How to print a report

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

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

How to view the Log Report

To review a Log Report:

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

Last updated: July 24, 2011

close

G | P

Report Log

Purpose of this page

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

Navigation

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

How to interpret the Report Log

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

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

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

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

Last updated: July 24, 2011

close

G | P

Report Parameters

Purpose of this page

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

Navigation

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

How to request a Report

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

To request a report:

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

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

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

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
  - Report, which results in an organized, easily readable document. Processed report results are pre-formatted with label names, headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
  - Extract, which results in a raw data document. Processed output results generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the IFAP Web site.
- The Output Medium is an option based on user profile.
- Users are only able to view or print their report/extract after receiving it from the Student Aid Internet Gateway (SAIG) network TG# mailbox using the transmission software EDConnect and/or TDClient. The report/extract is delivered to SAIG mailbox assigned to the TG number associated with the NSLDS User ID. Each online user ID has a separate TG number and therefore can find the requested report/extract output in that specific mailbox.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

  Reports use the following message classes:

  DELQFFOP = Fixed width extract format of Delinquent Borrower (schools only)

  DELQCMOP = Comma delimited extract format of Delinquent Borrower (schools only)

  DELQFMOP = Report format of Delinquent Borrower (schools only)

SHCDREOP = Extract format of LRDR

SHCDRROP = Report format of LRDR

SHNOTROP = Report format of Repayment Information

SHNOTEOP = Extract format of Repayment Information

AHSLDSOP = Other Web reports in pre-formatted report output

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

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

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to nslds@ed.gov.

Last updated: March 4, 2012

close

Web Report List

Purpose of this page

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

Navigation

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

How to interpret the Web Report List table

The Web Report List table displays the following information:

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

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

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

How to search for a report name

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

To search for a report using the Search Report ID:

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

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

How to request a report

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

To submit a request for a report:

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

other aids so they can be viewed or printed without further explanation.
    - Extract results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file with no descriptive titles or other formatting information. Extract file layouts that provide the name, position, description and type of field are available on the IFAP Web site.
- Make your selections in the Report Parameters box.
- In the Output Medium list, click one of the following options:
    - PDF- Selecting the Output Medium of PDF allows the requestor to quickly view the results as an Adobe PDF report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "BOTH". The Report Log will not list a record of the PDF output medium.
    - XLS- Selecting the Output Medium of XLS allows the requestor to quickly view the results as an MS Excel report. All but the last four digits of SSNs will be masked. To receive output that includes the full SSN, choose the Output Medium of "SAIG" or "XLS&SAIG". The Report Log will not list a record of an XLS output.
    - SAIG- User will receive the processed data in the TG mailbox associated with the User ID that requested the report. The report data will include the full SSN.
    - BOTH (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
    - XLS&SAIG (when available)- Report can be viewed as an MS Excel file and will also be sent to SAIG to be retrieved from the TG Mailbox.
    - PDF&SAIG (when available)- Report can be viewed as a PDF and will also be sent to SAIG to be retrieved from the TG Mailbox.
    - DOWNLOAD- ED user will receive processed data via TSO Download.
- Click Submit.
- After the page redisplays and you verify your parameters, click Confirm.

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

How to print a report

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

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

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

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

1. Select the Print option in MS Excel

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

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

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

How to view the Log Report

To review a Log Report:

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

Last updated: July 24, 2011

close

G | P

Web Report Parameters

Purpose of this page

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

Navigation

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

How to request a Report

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

To request a report:

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

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

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

When requesting a report, keep in mind the following:

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

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

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

  Reports use the following message classes:

  AHSLDSOP = Other Web reports in pre-formatted report output

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to nslds@ed.gov.

Last updated: March 4, 2012

close

Organization Search Popup

Purpose of this page

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

How to search for an organization

To search for an organization:

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

How to select an organization

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

To select the desired organization:

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

To filter the search results:

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

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

The state codes are defined as follows:

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

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

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

Last updated: March 20, 2011

close

Transfer Monitoring List

Purpose of this page

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

Navigation

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

How to interpret the Transfer Monitoring List

The Transfer Monitoring List information is defined as follows:

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

How to a retrieve a sorted/filtered Transfer Monitoring List

To sort/filter and retrieve a Transfer Monitoring List:

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

Notes:

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

Monitoring Add page when you click it.

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

Last updated: July 1, 2001

close

Student Monitoring Add

Purpose of this page

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

Navigation

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

How to add a student to the Transfer Monitoring List

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

Last updated: December 31, 2006

close

Student Monitoring Detail

Purpose of this page

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

Navigation

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

How to interpret the Student Monitoring Detail

- **SSN**—The student's Social Security Number.
- **Name**—The student's current name in the NSLDS. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the name will display as provided by the school user.
- **DOB**—The student's date of birth. If the student was added to the Transfer Monitoring List, but is not in the NSLDS, the DOB will display as provided by the school user.
- **Enrollment Begin Date**—The date on which the student was reported to begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who added or last changed the student information.

How to update or delete the Student Monitoring Detail

- To update or delete the Student Monitoring Detail information, click **Update** or **Delete**.

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

Last updated: July 1, 2001

close

Student Monitoring Update

Purpose of this page

The Student Monitoring Update page allows you to update the Enrollment Begin Date and/or the Monitoring Begin Date for student's Transfer Monitoring Detail information.

Navigation

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

How to update Student Monitoring Detail

1. Type the new **Enrollment Begin Date** and/or the new **Monitoring Begin Date** in the respective box(es).
2. Click **Submit**.

Notes:

- If you are updating the Monitoring Begin Date to a date in the future, it cannot be later than the Enrollment Begin Date.
- After clicking Submit, your name will appear in Last Changed By until the record on the Transfer Monitoring List is changed again.

Last updated: July 1, 2001

close

Student Monitoring Delete

Purpose of this page

The **Student Monitoring Delete Confirmation** page allows you to delete the student from the **Transfer Monitoring List** page. Student Monitoring records should only be deleted if the student will not be attending your school, or the student was added to your school's list in error. Do not delete a student simply to stop monitoring him or her. Once the delete has been confirmed, the student's information will be removed from the Monitoring and, if applicable, Alert lists. It does not delete him or her from the NSLDS database.

Navigation

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

How to delete the student from the Transfer Monitoring List

To delete the student from the Transfer Monitoring List, read the Delete Confirmation statement, then click **Confirm**.

Note: If a student was added/updated via a batch file, the **Last Changed By field** will read **Batch**.

Last updated: July 1, 2001

close

Monitoring Alert Review

Purpose of this page

The Monitoring Alert Review page lists all transfer students on a school's Transfer Monitoring List to which changes have been reported.

Navigation

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

How to interpret the Monitoring Alert Review

- **Monitoring Results as of**-The date on which the Transfer Monitoring Process last ran.
- **SSN**-The student's Social Security Number.
- **Name**-The first and last name of the student.
- **DOB**-The student's date of birth.
- **Change**-The type of change reported on the student's record.
  - If new information was reported on a student's loan, **Loan** will appear in the text box. **Loan** is a link to the Loan Detail page of the loan that had a change reported.
  - If new information was reported on a student's grant, the type of grant will appear in the text box and provide a link to the Grant page for this student. The Grant link will display as one of the following:
    - **Grant-PE**- Designates an alert generated by a Pell Grant change.
    - **Grant-AG**- Designates an alert generated by an Academic Competitiveness Grant (ACG) change.
    - **Grant-SG**- Designates an alert generated by a National Science Mathematics Access to Retain Talent (SMART) Grant change.
    - **Grant-TG**- Designates an alert generated by a Teacher Education Assistance for College and Higher Education (TEACH) Grant change.
- **Reviewed**-Indicates to other users at your school that this information was reviewed. Clicking the check box and then clicking **Submit** indicates that you have reviewed the Change immediately to the left of the box. The check boxes determine whether the change information is listed in the top section of the list or the section following.
- **Date Alerted**-The date on which the NSLDS alerted the school of the change to the student's record.
- **Enrollment Begin Date**-The date on which the school reported that the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**-The date on which the NSLDS began monitoring the student.

How to a retrieve a sorted/filtered Monitoring Alert Review List

To use **Sort By** and **Display Only** at the top of the page:

1. In the **Sort By** list, click how the list should be sorted. The default sort is Non-reviewed records in alphabetical order by last name, then Reviewed records in alphabetical order by last name. Options include: SSN, Date Alerted, Enrollment Begin Date, Monitor Begin Date, Loan First and Grant First.
2. In the **Display Only** boxes, type the information that you wish to view.
3. Click **Loans Only** or **Grants Only**, if you wish to view only one type of Alert information.
4. Click **Retrieve** to view the sorted/filtered list.

To re-order the list by **Reviewed** check boxes selected, click **Submit**.

Notes:

- Clicking the link in the Change box will not automatically place a check mark in the Reviewed box. To place a check mark in the Reviewed box when reviewing online, you must manually click it and then submit.
- If the school designated that Alerts be sent via Web and Batch, those records sent in the batch Alert file will automatically have check marks in the Reviewed boxes.
- The Monitoring Alert Review page can be viewed without accessing the student's record to view the change reported. The Batch Alert file cannot be viewed without reviewing the change information because it is the batch file.

Last updated: December 31, 2008

close

School Transfer Profile

Purpose of this page

The **School Transfer Profile** page displays information about the school contact for the Transfer Monitoring process. This page shows how your school is set up to submit Inform files and receive Alert notifications. This information is provided and updated by school users, and must be completed prior to submitting your school's first Inform.

Navigation

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

How to update the School Transfer Profile

To update the School Transfer Profile information:

1. Click **Update** at the top of the page.
2. The School Transfer Profile Update page appears.

How to interpret the School Transfer Profile

The **School Transfer Profile** information is defined as follows:

- **First Name** -The first name of the school's contact.
- **Last Name** -The last name of the school's contact.
- **Title** -The title of the school's contact.
- **Phone** -The phone number of the school's contact.
- **E-Mail** -The e-mail address provided by the school to receive Alert notification messages, which could be set up at the school as a group e-mail.
- **Inform** -The designated batch SAIG mailbox for the School, Servicer, or Central Administration Office. This may appear blank if the user is not using a batch interface (via the SAIG mailbox) and only wishes to use the Web. For example, many smaller schools do not have a batch interface and only use the Web.
- **Monitor** -The number of days, designated by the school, for NSLDS to monitor beyond a transfer student's enrollment begin date.
- **Transfer Monitoring Servicer** -The servicer that is responsible for receiving and/or sending the Transfer Monitoring information for a school. This indicates whether the school uses ('Yes') or does not use ('No') a Transfer Monitoring Servicer.

- **Alert** -Indicates how the school requested its Alert to be sent (Web Only or Web and Batch).
- **SAIG Mailbox** -The designated SAIG mailbox for Alerts. A TG number displays, which indicates that the school has designated Web and Batch as its output option for Alerts. This appears blank if the school designated Web Only.
- **Batch Alert Method** -If the school requested Web and Batch Alerts, in addition to providing a SAIG mailbox number, the school must select an Alert format. Extract indicates that the school requested the Alerts as a data file; Report indicates that the school requested the Alerts be in a Report format. If this field is not present, the school designated Web Only.
- **Last Update By** -The name of the user who last updated the school's Transfer Profile, and the date of that update.

Last updated: December 31, 2008

close

School Transfer Profile Update

Purpose of this page

The School Transfer Profile Update page allows you to update the School Transfer Profile information.

Navigation

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

How to update the School Transfer Profile

To update the School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages.
   Note: This could be set up at the school as a group e-mail.
6. In the **Inform** section, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. Also in the **Inform** section, if the TG number provided is for your servicer, respond to **"Is this your Servicer for Transfer Monitoring?"** by clicking the check box to indicate Yes.
8. In the **Monitoring Duration** box type in the number of days you want NSLDS to monitor your students.
   Note: The **Monitoring Duration** defaults to 90 days, but can be updated for a number of days that is most appropriate for your institution's monitoring time period.
9. In the **Alert** section, click how you want your school's Alert information to be sent, **Web Only** or **Web and Batch File**.
   Note: If you choose to receive Alerts via Web and Batch File, type the TG number you want the batch file to be sent to in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box. Batch files will be sent in a data file (**Extract**) format, or in a report (**Report**) format.
10. If you use a Servicer, select either **Servicer Extract** or **Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
11. If you do not use a Servicer, select either **Non-Servicer Extract** or **Non-Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
12. Click **Submit**.

In Last Update By, the name of the user who last updated the School Transfer Profile and the date of the last School Transfer Profile update appear.

Last updated: December 31, 2008

close

School Transfer Profile Add

Purpose of this page

The School Transfer Profile Add page allows you to add School Transfer Profile information. You must complete this page before initiating the Transfer Monitor process.

Navigation

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

How to add a School Transfer Profile

To add a School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages.
   Note: This could be set up at the school as a group e-mail.
6. In the **Inform** section, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. Also in the **Inform** section, if the TG number provided is for your servicer, respond to **"Is this your Servicer for Transfer Monitoring?"** by clicking the check box to indicate Yes. Leave the box unchecked if the TG number is not for your servicer.
8. In the **Monitoring Duration** box type in the number of days you want NSLDS to monitor your students.
   Note: The **Monitoring Duration** defaults to 90 days, but can be updated for a number of days that is most appropriate for your institution's monitoring time period.
9. In the **Alert** section, click how you want your school's Alert information to be sent, **Web Only** or **Web and Batch File**.
   Note: If you choose to receive Alerts via Web and Batch File, type the TG number you want the batch file to be sent to in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box. Batch files will be sent in a data file (**Extract**) format, or in a report (**Report**) format.
10. If you use a Servicer, select either **Servicer Extract** or **Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.
11. If you do not use a Servicer, select either **Non-Servicer Extract** or **Non-Servicer Report** from the **Servicer/Non-Servicer Batch Alert Method** dropdown box.

12. Click **Submit**.

When adding a School Transfer Profile, keep in mind the following:

- After the School Transfer Profile has been added, your name and the date appear on the School Transfer Profile page in Last Update By.
- If you attempt to add a student to your school's Transfer Monitoring List via batch file before completing this page, NSLDS sends back an error file. If you attempt to add a student to your school's Transfer Monitoring List via this Web site before completing this page, you are re-directed to this page.
- This page only displays once. After this page is completed, use the School Transfer Profile Update page to make any updates.

Last updated: December 31, 2008

close

Transfer Monitoring Re-Populate

Purpose of this page

The Transfer Monitoring Re-Populate page allows school users to retrieve those students previously submitted that no longer display on the Transfer Monitoring List page. This will allow the user to add students back to the Inform list for additional Transfer Monitoring.

[Navigation]

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

How to retrieve student information previously submitted for Transfer Monitoring

The Search/Retrieval Options allow you to designate which students you wish to retrieve. You may retrieve students based on SSN, Last Name, previously listed Enrollment Begin Date, or previously listed Monitor Begin Date. The selection is made in the **Sort By** option.

Sort by - Allows you to retrieve and display student Transfer Monitoring records by:

- *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
- *Last Name*-Displays student records in ascending alphabetic order by student last name.
- *Enroll. Begin Date*-Displays student records ordered by the Enrollment Begin Date.
- *Monitor Begin Date*-Displays student records ordered by the Monitor Begin Date.

To retrieve ALL students by one of these sort orders:

1. In the **Sort by** list, click the selection or leave the default selection of SSN.
2. Click **Retrieve.**
3. The **Re-Populate Transfer Monitoring List** page displays with all the most recent students previously listed for transfer monitoring who are no longer on your Inform list.

Use the additional Search/Retrieval Options to refine the list you wish to review.

Note:

- The Re-Populate Transfer Monitoring List displays 20 students per page. The search options you select on the Transfer Monitoring Re-Populate page apply to all results on subsequent pages display using the arrow icons. To change search options, you must return to Transfer Monitoring Re-Populate page.

How to use the Search/Retrieval Options

Search/Retrieval Options can be used to focus the students retrieved based on more defined criteria. You will still select the Sort By option to determine how the data is to be displayed but may further refine information to be retrieved by using any of the following:

- **Last Name Begin / End** - Allows you to retrieve records for students whose last names fall within an alphabetic range. You may use a single letter (such as 'A') rather than a whole name. Be careful to be inclusive when typing the End value if using single letters. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Ball') since the names come after the letter alphabetically. You also have the option of not entering an End value which will retrieve all students beginning with the name in the Begin value through the end of the alphabet.
- **SSN Begin / End** - Allows you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful to be inclusive when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically. To retrieve a single student, enter the SSN in both the Begin and End fields.
- **Previous Enrollment Begin Date Begin/ End** - Allows you to retrieve records for students whose previous reported Transfer Monitoring enrollment begin date fall within a specified date range.The Begin and End values are inclusive; that is, records with an Enrollment Begin Date equal to the Begin or End date are retrieved, as well as records Enrollment between those two dates.
- **Previous Monitor Begin Date Begin/ End** -Allow you to retrieve records for students whose previous reported Transfer Monitoring monitor begin date fall within a specified date range.The Begin and End values are inclusive; that is, records with a Monitor Begin Date equal to the Begin or End date are retrieved, as well as records Monitored between those two dates.

Last updated: December 31, 2008

close

Re-Populate Transfer Monitoring List

Purpose of this page

The Re-Populate Transfer Monitoring List page allows school users to update Transfer Monitoring information for students previously submitted and no longer displayed on the Transfer Monitoring List web page for their school. Students submitted from the re-populate page will be added to the school's current Transfer Monitoring List.

Navigation

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

Re-Populate Transfer Monitoring List displays up to 20 student records at a time. If the search options you typed retrieve more than 20 records, those records are spread across as many pages as necessary to display them 20 at a time. Use the Next and Previous arrows to move from page to page.

You must submit and confirm any changes to the re-populate records displayed on an individual Re-Populate Transfer Monitoring List page before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another page, before submitting and confirming changes causes any new data you typed to be lost.

How to update transfer student information on the re-populate monitoring list

To update transfer student monitoring information:

1. Type an Enrollment date in the **Enrollment Begin Date** box. This date is used to populate the Enroll. Begin Date box of the individual student records you select in step 3 below.
2. Type a Monitor date in the **Monitor Begin Date** box, or accept the default date (the current date) displayed by the page. This date is used to populate the Monitor Begin Date box of the individual student records you select in step 3 below.
3. Select the transfer student monitoring records you want to re-populate. There are two ways to do this:
    a. Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
    b. Select all the records displayed on the page by clicking **Check All** at the top of the form. (You may individually uncheck records if using the Check All option.)
4. Update as necessary for each individual student the information in the following boxes:
    a. Enroll. Begin Date (Enrollment Begin Date)
    b. Monitoring Begin Date

5. Click **Submit Checked Rows**.
6. If the information you submitted passes the edits applied by the NSLDS, the data is saved to the database.

When updating transfer student monitoring information, keep in mind the following:

- If you check records (Step 3) but then decide that you do not want to update them, uncheck the records individually or click **Uncheck All** at the top of the form. When you uncheck a record, the enrollment begin and monitoring begin dates revert to whatever date they were set to before you selected the record.
- Submitting an update to a student's transfer monitoring record causes that student to "disappear" from the Re-Populate Transfer Monitoring List page. This happens because your updates cause the record to be displayed on the Transfer Monitoring List page. To view your submitted record, navigate to the Transfer Monitoring List page and use the SSN search to find the student.
- Monitoring Duration is the number of days NSLDS will monitor your students beyond the enrollment period begin date. It will be displayed at the top of the transfer student re-populate page and can be updated on the School Transfer Profile web page.

Understanding transfer student re-populate monitoring list records

The Re-Populate Transfer Monitoring List page displays individual student records across two rows. The first row is shaded and contains the following items, from left to right:

- **Check Box** - Click this box to select a record for re-populating the monitoring list page. You can check records one-by-one, or you can check all the records on the page by clicking **Check All**.
- **Number Icon** - Each record on the page has a number icon. Records are numbered in ascending sequence and displayed in groups of 20. As you submit records for update new records will roll up from the bottom keeping the list always at 20. Although individual records may "disappear" in this fashion, the group of records displayed on the page retains its integrity until you retrieve a new set of records or leave the re-populate transfer monitoring list page entirely.
- **SSN**-The student's Social Security Number.
- **Name**-The student's full name (first name, middle initial and last name).
- **DOB**-The student's date of birth.

The second row is not shaded and contains the following items, from left to right:

- **Enroll. Begin Date-** The date the student is expected to, or did begin classes at the school. There are two ways to change the enrollment begin date for an individual transfer student record:
    1. Type a new Enrollment Begin Date at the top of the page and then check the transfer student record. By default, the enrollment begin date is set to a blank date because enrollment start dates vary from institution to institution.

   2. Check the transfer student record first and then edit the contents of the Enroll. Begin Date box directly.

- **Monitor Begin Date-**The date you would like NSLDS to begin monitoring the student. There are two ways to change the enrollment begin date for an individual transfer student record:
   1. Type a new Monitoring Begin Date at the top of the page and then check the transfer student record. By default, the monitoring begin date is set to the current date but can be modified for a future date if desired.
   2. Check the transfer student record first and then edit the contents of the Monitoring Begin Date box directly.

Last updated: December 31, 2008

close

Enrollment Summary

Purpose of this page

The Enrollment Summary page provides a quick overview of a student's most recent status at every school where enrollment has been reported for that student. To view a detailed history of a student's enrollment status, use the Enrollment Detail page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page. To add a student to a school's roster use the Enrollment Push to Roster page.

Wherever possible, the Enrollment Summary page displays enrollment information reported by schools. It only displays information reported by non-certifying school sources when the data provider has reported on a particular student but the school has not certified that enrollment record.

Navigation

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

The buttons beneath the page title allow you to navigate to the following pages populated with information about the student displayed on Enrollment Summary:

- Enrollment Detail
- Enrollment Timeline
- Enrollment Maintenance (for users with Enrollment Update authority)
- Enrollment Push to Roster

Clicking the active number icon to the left of an Enrollment Summary record links you to the Enrollment Detail page for the student at that school.

How to interpret the Enrollment Summary

The Enrollment Summary page displays the following information:

- School Name-The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page. If the information about the student's enrollment at this school was not reported by the school itself, a small warning icon appears after the school's name.

- OPEID-The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.

- Most Recent Status-The status most recently reported for the student at that school. Users wanting to view the full history of a student's status at one or more schools should navigate to the Enrollment Detail page.

- Eff. Date-The Effective Date, which is the date when the most recently reported status took effect. The following special rules apply:

    - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.

    - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).

- ACD-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:

    - NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), 'W' (Withdrawn), and 'L' (Less Than Half Time).
    - NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
    - NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- Cert. Date-The Certification Date, is the date that the school certified the enrollment information.
- Cert. Method-The method the school used to certify the enrollment information.
    - *School Batch*-The school certified the enrollment information through the batch enrollment reporting process.
    - *NSLDS Web*-The school certified the enrollment information using the Enrollment Maintenance page.
    - *ED Authorized*-NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility.

Sources other than schools do not certify enrollment data. So if an Enrollment Summary record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable).

Last updated: June 24, 2012

close

Enrollment Detail

Purpose of this page

The Enrollment Detail page displays a detailed history of a student's enrollment status at one or more schools. To view a brief overview of a student's current enrollment status, use the Enrollment Summary page. To view a chronology of the student's enrollment status, use the Enrollment Timeline page.

Navigation

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

How to use the Advanced Display Options

The Advanced Display Options allow you to filter and sort the enrollment information displayed by Enrollment Detail. The following Advanced Display Options are available:

- Enrollment At-Allows you to select enrollment information for All Schools (Default Setting) the student has attended or choose an individual school identified by name and OPEID in the drop down box.
- Show Records-Allows you to select which records to view:
    - *All Active and Inactive*-Allows you to view a complete record of what enrollment information was reported to NSLDS and when it was reported. If you select this option, you should distinguish between active records, which contain current information about a student's enrollment history, and inactive records, which contain enrollment information previously reported to NSLDS but no longer current.
    - *Active Only*-Active records collectively constitute NSLDS's current understanding of a student's enrollment history. (Inactive records contain enrollment information that was reported to NSLDS at some time in the past but then corrected at a later date.) Showing all active records allows you to view a complete record of a student's enrollment history as NSLDS currently understands it.
    - *Active Only, Changes Only, Earliest Certified*-Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the first Certification Date on which they took effect.
    - *Active Only, Changes Only, Latest Certified (Default Setting)*-Allows you to view only active records that contain a change in Enrollment Status, Effective Date, or Anticipated Completion Date from the previous record reported to NSLDS. If you select this option, records containing such changes are displayed together with the last Certification Date on which they were in effect.
- Reported By-Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
    - *All*-Allows you to view information reported by both schools and non-school organizations.
    - *Schools (Default Setting)*-Allows you to view only information reported by schools.
    - *Non-Schools*-Allows you to view only information reported by organizations that are not the certifying organization including guaranty agencies, lenders, ED servicers, COD, and schools holding Perkins loans.
- Sort Schools By-Allows you to select the order in which the schools students have attended are displayed on the page.

- *OPEID (Default Setting)*-Orders the schools numerically by their eight-digit Office of Postsecondary Education Identification number (OPEID).
- *Name*-Orders the schools alphabetically by their names. If you cannot find the records for a school when you select this option, try school name variations (for example, "Alaska, University of" rather than "University of Alaska").
- *Merge Schools*-Combines enrollment information from all the schools the student attended in a single table.

- Sort Records By-Allows you to select the order in which records for a student's enrollment at a given school are displayed.
  - *Reported By, Certification Date (Default Setting)*-Performs a primary sort on Reported By and a secondary sort on Certification Date.
  - *Reported By, Effective Date*-Performs a primary sort on Reported By and a secondary sort on Effective Date.
  - *Reported By, Anticipated Completion Date*-Performs a primary sort on Reported By and a secondary sort on Anticipated Completion Date.
  - *Date Received*-Performs a single sort on the date when NSLDS received the information. This sort is the only sort that mixes records reported by schools with records reported by guaranty agencies and other organizations. It can help you determine the order in which enrollment information was reported to NSLDS, regardless of effective date.
- Begin Effective Date-Allows you to display records with an Effective Date after or on the date entered.
- End Effective Date-Allows you to display records with an Effective Date before or on the date entered.

How to interpret the Enrollment Detail

The Enrollment Detail table displays the following information for each enrollment record that matches the Advanced Display Options you selected:

- School Name and OPEID-The name and OPEID of the school where enrollment has been reported for a student. These normally display on a separate row that divides the records for enrollment at one school from the records for enrollment at another school. When you select Merge Schools as the option for Sort Schools By, schools' OPEIDs display in a single column at the left side of the Enrollment Detail table.
- Reported By-Identifies the type of organization that reported the enrollment information.
- Reported By ID-Contains the organizational code, such as the OPEID or guaranty agency number, for the organization that reported the enrollment information.
- Status-The student's enrollment status.
- Eff. Date-The Effective Date is the date when the reported enrollment status took effect. The following special rules apply:
  - NSLDS sets Effective Date equal to Certification Date for Enrollment Status 'X' (Never Attended) and 'Z' (No Record Found) when the date is not reported by the school.
  - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of 'D' (Deceased).
- Active-A flag identifying whether a record reflects NSLDS's current understanding of a student's enrollment history.
  - *Yes*-Indicates that the record is active and reflects NSLDS's current understanding of a student's enrollment history.
  - *No*-Indicates that the record is no longer active. It contains enrollment information that was reported to NSLDS at

some point in the past but was subsequently corrected by a later submission.

- ACD-The Anticipated Completion Date, which is the date the student completed, or was expected to complete, his or her studies. The following special rules apply:
    - NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status 'Z' (No Record Found), and 'W' (Withdrawn).
    - NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status 'D' (Deceased).
    - NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status 'G' (Graduated).
- Cert. Date-The Certification Date, which is the date as of which the school certified that the enrollment information was accurate.
- Cert. Method-The method the school used to certify the enrollment information.
    - *School Batch*-The school certified the enrollment information through the batch enrollment reporting process.
    - *NSLDS Web*-The school certified the enrollment information using the Enrollment Maintenance page on this site.
    - *ED Authorized*-NSLDS certified enrollment information when students are affected by a school closure, merger, or loss of eligibility.
- Date Received-Indicates the day when NSLDS processed the enrollment information. In cases where different organizations were reporting different information about the same student, or where you suspect that an organization may not have reported information in a timely fashion, you can use the Date Received to determine when information was reported to NSLDS and in what order.
- Term Begin-Optional field reported by the school which indicates the beginning date of the academic term of the student's current (or most recent) enrollment.
- Term End-Optional field reported by the school which indicates the end date of the academic term of the student's current (or most recent) enrollment.

Sources other than schools do not certify enrollment information. So if an Enrollment Detail record is based on non-school data, the Cert. Date and Cert. Method boxes for that record display 'N/A' (Not Applicable). 'N/A' (Not Applicable) will also display in the Term Begin and Term End fields when the school did not report these optional fields.

Last updated: June 24, 2012

close

Enrollment Timeline

Purpose of this page

The Enrollment Timeline page displays a chronological view of a student's enrollment history. Within each time period displayed on this page, no organization reported a change in the student's enrollment status at any school. When any organization did report a new enrollment status for the student at any school, a new time period begins. This page is intended to help users, especially lenders, see all of a student's enrollment statuses at a given time in the past and how long those statuses remained in effect.

Navigation

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

How to use the Advanced Display Options

To use the advanced display options:

1. In the **Reported By** list, click a selection.
2. Type a date in the **Date** box.
3. Click **Apply**.

How to interpret the Advanced Display Options

The following advanced display options are available:

- **Reported By**—Allows you to restrict the enrollment information that displays to what was reported by specific types of organizations.
  - *All*—Allows you to view information reported by both schools and non-school organizations, including guaranty agencies and lenders.
  - *Schools (Default Setting)*—Allows you to view only information reported by schools.
  - *Non-Schools*—Allows you to view only information reported by organizations other than schools, including guaranty agencies and lenders.
- **Date**—Causes the time range that contains the date you type to display at the top of your screen. You

will still be able to scroll up or down to earlier or later time periods.

How to interpret the Enrollment Timeline

The Enrollment Timeline table displays the following information in descending chronological order, from the present to the earliest time period for which any enrollment was reported. All the enrollment information displayed on the timeline is ordered by Effective Date. Within any time period, no organization reported a new enrollment status for the student at any school.

- **Statuses in Effect**—The dates within which a set of enrollment statuses were in effect. This information occupies the banners that extend across the page and divide one time period from the next.
- **School OPEID**—The Office of Postsecondary Education Identification number (OPEID) of the school for which enrollment was reported.
- **Reported By**—Identifies the type of organization that reported the enrollment information.
- **Reported By ID**—Identifies the organizational code, such as OPEID or guaranty agency number, for the organization that reported the enrollment information.
- **Status**—The student’s enrollment status.
- **Eff. Date**—The Effective Date, which is the date when the status took effect. The following special rules apply:
    - NSLDS sets Effective Date equal to Certification Date for Enrollment Status ‘X’ (Never Attended) and ‘Z’ (No Record Found) when the date is not reported by the school.
    - NSLDS sets Effective Date equal to 12/31/9999 when it is not supplied by the school for records with an Enrollment Status of ‘D’ (Deceased).
- **Last ACD**—The Anticipated Completion Date most recently reported to NSLDS for that status. The Anticipated Completion Date is the date when the student completed, or was expected to complete, his or her studies. The following special rules apply:
    - The NSLDS sets Anticipated Completion Date to 01/01/0001 for Enrollment Status ‘Z’ (No Record Found), ‘W’ (Withdrawn), and ‘L’ (Less Than Half Time).
    - The NSLDS sets Anticipated Completion Date to 12/31/9999 for Enrollment Status ‘D’ (Deceased).
    - The NSLDS sets Anticipated Completion Date equal to Effective Date for Enrollment Status ‘G’ (Graduated).

Last updated: January 30, 2003

close

Enrollment Add

Purpose of this page

The Enrollment Add page allows school users to retrieve student records so they can update enrollment information for those students on the Enrollment Maintenance page.

Navigation

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

How to retrieve student records

To retrieve student records:

1. Type student identifiers for the students whose enrollment information you want to update in the **SSN** (Social Security Number), **First Name**, and **DOB** (Date of Birth) boxes.
2. Click **Retrieve** at the bottom of the page.
3. The Enrollment Maintenance page displays enrollment records for the students.

You can either type information in all three boxes (First Name, DOB, and SSN), or only type information in the SSN box.

- If you type SSN only, and that SSN is shared by two or more students, Enrollment Add will require you to type First Name and DOB as well to retrieve a student.
- If you retrieve students by SSN alone, check all three identifiers of the student records that display on the Enrollment Maintenance page to make sure that Enrollment Add has retrieved the students you want.

To clear the SSN, First Name, and DOB boxes on a given row, click **Clear**.

How to identify errors

Enrollment Add performs a number of edits on the identifiers you type. The page will not retrieve any students for display on the Enrollment Maintenance page until all the identifiers you typed pass those edits. If any identifiers fail edits, Enrollment Add displays a general error message at the top of the page. In addition, it displays small error icons before each row of identifiers containing an error. To see the error message for a particular row, run your cursor over the small error icon, and the error message displays as a ToolTip.

How to correct errors

To correct errors, you may have to adopt one or more of the following strategies:

- Correct any typographical errors or omissions.
- Verify that you are searching for the right student.
- Verify that the student you are searching for exists in the NSLDS database.

If you are unable to correct an error no matter what you do, click the **Clear** button to the left of any identifiers that have been flagged as containing errors; then retrieve the remaining students whose identifiers have passed all edits.

What displays on the Enrollment Maintenance page

When you access the Enrollment Maintenance page from Enrollment Add, the information that displays on that page depends upon the student's prior enrollment history at your school.

- If you have never reported the student as attending your school, only the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. The boxes for enrollment information will all be blank.
- If you have previously reported the student as attending your school, the student's SSN, Name, and DOB will display on the Enrollment Maintenance page. In addition, the boxes for enrollment information will be populated with the enrollment information you most recently reported for that student. You will be able to update those boxes as necessary.

Last updated: November 26, 2001

close

G | P

Enrollment Update

Purpose of this page

The Enrollment Update page allows school users to retrieve enrollment information for students attending their school so they can update that information on the Enrollment Maintenance page. When schools share the same 6-digit OPE ID, they may set up to have a location to serve as the administrator to receive the batch rosters for all locations. All locations with the same administrator may view and update students from all the locations in the group.

Navigation

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

How to retrieve student enrollment information

The Retrieve button at the bottom of the page will display your portfolio based on the options you select in the Primary and Advanced Search Options. If you do not enter any Primary or Advanced Search Options and accept the default sort on Student SSN, your organization's entire Student Portfolio displays in SSN order on the Enrollment Maintenance page.

To retrieve students using the Primary Search Options:

1. In the Retrieve/Sort by list, click a selection.
2. In the Begin Value box, type a Begin Value.
3. Click the Exact Match Only check box if you want an exact match for the Begin Value you typed.
4. Click Retrieve.
5. The Enrollment Maintenance page displays.

To retrieve students using the Advanced Search Options:

1. Select the Primary Search Options you want.
2. Select the Advanced Search Options you want.
3. Click Retrieve.
4. The Enrollment Maintenance page displays.

Notes:

- Advanced Search options are evaluated together with Primary Search options. Neither supersedes the other. This means that if your Primary and Advanced Search Options contradict each other, Enrollment Update will not find any records, even though each individual part of the combination would find and display records. For example, if you select an exact match on Student SSN 111-11-1111 as your Primary Search Option and Student SSNs between 555-55-5555 and 888-88-8888 as your Advanced Search Option, Enrollment Update will not find any records, even though NSLDS contains enrollment records for a student with SSN 111-11-1111 and for students with SSNs between 555-55-5555 and 888-88-8888.
- Any search options you select on the Enrollment Update page remain in effect for subsequent searches on the Enrollment Maintenance page that displays the results of your initial search. To change search options, you must return to Enrollment Update.

How to use the Primary Search Options

The Primary Search Options include the following:

- Retrieve/Sort by-Allows you to retrieve and display student enrollment records by:
  - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
  - *Last Name*-Displays student records in ascending alphabetic order by student last name.
  - *Student Designator*-Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to the NSLDS as part of the Enrollment Reporting process.
- Begin Value-Allows you to set a lower limit for retrieving and displaying records. That limit should be numeric if you are retrieving by SSN and alphabetic if you are retrieving by Last Name. The Begin Value for retrieving by Student Designator can be either numeric or alphabetic, depending upon the format you use for designators. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in numeric or alphabetic order.
- Exact Match Only-Must be used in combination with a Begin Value. It allows you to retrieve only records that match exactly with the Begin Value you typed. When it is used with SSN or a unique Student Designator, Exact Match Only returns only one student record. When it is used with Last Name, Exact Match Only returns records for all students with that last name.

How to use the Advanced Search Options

The Advanced Search Options include the following:

- Last Name Begin / End-Allow you to retrieve records for students whose last names fall within an alphabetic range. Be careful when typing the End value. A single letter End value (such as 'B') will not retrieve names that begin with that letter (such as 'Bennett') since the names come after the letter alphabetically. Type the next letter after the initial letter of the name(s) you seek, or do not specify an End value. To search for last names that begin with 'Z', leave the End value blank.
- SSN Begin / End-Allow you to retrieve records for students whose Social Security Numbers fall within a numeric range. Be careful when typing the End value. An End value containing fewer than nine digits (such as '99') will not retrieve SSNs that begin with that number but contain more digits (such as '990-00-0000'), since the longer number comes after the shorter one numerically.
- Student Designator Begin / End-Allow you to retrieve records for students whose designators fall within an alphanumeric range. Be careful when typing the End value.
- Certification Date Begin / End-Allow you to retrieve records for students who have been certified within a specified date range. The Begin and End values are inclusive; that is, records with a Certification Date equal to the Begin or End date are retrieved, as well as records certified between those two dates. You can use these options to retrieve records of students you have not re-certified for more than a given period of time. If you re-certify a group of students online, you can, at some later time, set the End date equal to the day before the earlier online session to retrieve all the records you did not re-certify in that session.
- Anticipated Completion Date Begin / End-Allow you to retrieve records for students whose Anticipated Completion Date (ACD) falls within a specific date range. The Begin and End values are inclusive; that is, records with an ACD equal to the Begin or End date are retrieved, as well as records with an ACD between those two dates. You can use these options to retrieve all students who are scheduled to graduate at the end of a given semester.
- Term Begin Date Begin/End-Allow you to retrieve records for students whose Term Begin Date falls within a specific date range.
- Term End Date Begin/End-Allow you to retrieve records for students whose Term End Date falls within a specific date range.
- Location-Allows you to retrieve records for students of a single 2-digit location when schools share an enrollment administrator for multiply locations of the same 6-digit OPEID.

- Enrollment Codes-Allow you to search for records with specific Enrollment Codes. By default, Enrollment Update searches for all Enrollment Codes.

Last updated: June 24, 2012

close

Enrollment Maintenance

Purpose of this page

The Enrollment Maintenance page allows school users to update enrollment information for students attending their school. When schools share the same 6-digit OPE ID, they may set up a location to serve as the administrator to receive the batch rosters for multiple locations. All locations with the same administrator may view and update students from all the locations in the group.

Navigation

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

Enrollment Maintenance displays up to thirty student records at a time. If the search options you typed retrieve more than thirty records, those records are spread across as many pages as are necessary to display them thirty at a time. Use the Next and Previous arrows to move from page to page.

- You must submit and confirm any changes to the enrollment records displayed on an individual Enrollment Maintenance page before navigating to another page. Clicking the Previous or Next arrow, or otherwise navigating to another page, before submitting and confirming changes causes any new data you typed to be lost.

How to use the Primary Search Options

The Primary Search Options at the top of the Enrollment Maintenance page give you these options:

- Retrieve/Sort by-Allows you to retrieve and display student enrollment records by:
  - *SSN (Default)*-Displays student records in ascending numeric order by student Social Security Number.
  - *Last Name*-Displays student records in ascending alphabetic order by student last name.
  - *Student Designator*-Displays student records ordered by the identifier you use on your internal system, provided that you report that identifier to NSLDS as part of the Enrollment Reporting process.
- Begin Value-Allows you to set a lower limit for retrieving and displaying records. If you leave Exact Match Only unchecked, Enrollment Update retrieves any student records that match the Begin Value you type or come after it in ascending alphanumeric order.
- Exact Match Only-Must be used in combination with a Begin Value. Allows you to retrieve only records that match exactly with the Begin Value you typed. When used with SSN or a unique Student Designator, Exact Match Only returns no more than one student record. When used with Last Name, Exact Match Only returns records for all students with that last name.

Understanding search options

Beneath the Primary Search Options at the top of the Enrollment Maintenance page, a shaded block displays the search options currently in effect. These options determine what records are retrieved from NSLDS database and displayed on Enrollment Maintenance.

To change the search options in effect, do the following:

- To change Primary Search Options, follow the directions in the previous section of this Help page.
- To change Advanced Search Options, return to the Enrollment Update page and follow the directions in the Help for that

page.

Understanding student enrollment records

The Enrollment Maintenance page displays individual student records across two rows. The first row is shaded and contains the following items, from left to right:

- Check Box-Click this box to select a record for certification. You can check records one-by-one, or you can check all the records on the page by clicking Check All.

- Active Number Icon-Each record on the page is identified by an active number icon. Clicking an icon links you to the Enrollment Summary page for that student. Records are numbered in ascending sequence and displayed in groups of 30. As you update those records, some may 'disappear'. This happens under the following circumstances:

  - You update a record with information that falls outside the search options in effect. For example, if you display only records with Full Time status and update some of them to Half Time, the Half Time records are not displayed after you confirm the updates.

  - You update a record to a status that no longer requires your school to report enrollment information for that student.

  Although individual records may 'disappear' in this fashion, the group of records displayed on the page retains its integrity until you retrieve a new set of records or leave Enrollment Maintenance entirely. This means that a record that originally displayed on the third page of records returned by Enrollment Maintenance continues to display on the third page no matter how many other records are updated or 'disappear.' It does not migrate to the second or fourth page as you page up or down.

- 'House' Icon- Each record on the page has a 'House' icon. Clicking this icon links you to the Address History list page for that student.

- SSN-The student's Social Security Number.

- Name-The student's full name (first name, middle name, and last name).

- DOB-The student's date of birth.

  Although you can retrieve enrollment records by SSN alone, NSLDS identifies individual students by SSN, name, and DOB. Because duplicate SSNs are possible, you should make it a habit to verify all three student identifiers before certifying any student record. Not doing so creates a risk that you may certify enrollment information for the wrong student.

The second row is unshaded and contains the following items, from left to right:

- Cert. Date-The Certification Date, which is the date as of which you certify that a student's enrollment information is accurate and up-to-date. There are two ways to change the Certification Date for an individual enrollment record:

  1. Type a new Recertification Date at the top of the page and then check the enrollment record. By default, the Recertification Date is set to the current date.

  2. Check the enrollment record first and then edit the contents of the Cert. Date box directly.

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

  - *'A'*-Approved Leave of Absence

  - *'D'*-Deceased

  - *'F'*-Full Time

  - *'G'*-Graduated

  - *'H'*-Half Time or More, But Less Than Full Time

    - *'L'*-Less Than Half Time
    - *'W'*-Withdrawn
    - *'X'*-Never Attended
    - *'Z'*-No Record Found
- Eff. Date-The Effective Date, which is the date when the student's current status first took effect.
- ACD-The Anticipated Completion Date, which is the date you expect a student to graduate or otherwise complete a course of studies.
- Loc-The Location Code identifies the specific enrollment location (last 2-digits of the OPEID) where the student attends or attended. The school user can use this field to alert NSLDS of a new branch location for a student within the same administration group.
- Student Desig.-The Student Designator can be any code you use to identify students on your own database or tracking system.
- Term Begin-The beginning date of the academic term of the student's current (or most recent) enrollment.
- Term End-The end date of the academic term of the student's current (or most recent) enrollment.
- Cred. Lvl-The Credential Level is only accepted when a student has completed his/her coursework, (enrollment code = 'G').

How to update student enrollment information

To update student enrollment information:

1. Type a recertification date in the Recertification Date box, or accept the default date (the current date) displayed by the page. This date is used to populate the Cert. Date box of the individual student records you select in step 2 below.
2. Select the student enrollment records you want to certify. There are two ways to do this:
    a. Select the records individually by clicking the check box to the far left of the row with the student's SSN, name, and DOB.
    b. Select all the records displayed on the page by clicking Check All at the top of the form.
3. Update as necessary the information in the following boxes:
    a. Cert. Date (Certification Date) - Date displayed in 'Recertification Date' will populate when the box beside the student identifiers is selected
    b. Enroll. Code (Enrollment Code)
    c. Eff. Date (Effective Date)
    d. ACD (Anticipated Completion Date)
    e. Loc (Location)
    f. Student Desig. (Student Designator)
    g. Term Begin - Optional field
    h. Term End - Optional field
    i. Cred Lvl - (Credential Level) for enrollment code = 'G'
4. Click Certify Checked Students.
5. If the information you submitted passes the edits applied by the NSLDS, the Enrollment Maintenance Confirm page displays.

When updating student enrollment information, keep in mind the following:

- If you check records (Step 2) but then decide that you do not want to certify them, uncheck the records individually or click Uncheck All at the top of the form. When you uncheck a record, the Cert. Date reverts to whatever date it was set to before you selected the record, but any other changes you made to enrollment information remain.

- If you click Reset, Enrollment Maintenance redisplays with whatever information it displayed after its last trip to the mainframe. This creates two possibilities:

  1. If you have not clicked Submit, Enrollment Maintenance redisplays with the information it displayed when you first navigated to it.

  2. If you have clicked Submit one or more times, Enrollment Maintenance redisplays with the information it displayed after you last clicked Submit.

- Sometimes, submitting and confirming an update to a student's enrollment status causes that student to "disappear" from the Enrollment Maintenance page. This happens because your school no longer has any obligation to report enrollment information for a student under the following circumstances:

  - There is no longer any aid for which enrollment must be reported. When you update a student's enrollment status, NSLDS also verifies that the student still holds an open loan and so is of interest to some lending institution or has a Pell Grant. If the student no longer holds an open loan or shows Pell Grant disbursements, NSLDS removes that student from the Enrollment Maintenance page for your school, regardless of the student's enrollment status.

  - You update a student's enrollment status to Withdrawn ('W') Graduated ('G'), Deceased ('D'), Never Attended ('X') or No Record Found ('Z') twice consecutively. Once you have verified that the prior reported 'W', 'G', 'D', 'X', or 'Y' enrollment code is accurate, NSLDS removes that student from the Enrollment Maintenance page (and the enrollment roster) for your school.

  Even if a student does 'disappear' from the Enrollment Maintenance page after you update his or her enrollment information, NSLDS still stores the information you updated. To display that information, navigate to the Enrollment Summary page and use that page's Student Search to find the student.

How to confirm updates to student enrollment information

To confirm updates to student enrollment information:

1. Verify the updated enrollment information displayed on the Enrollment Maintenance Confirm page to make sure it is correct and up-to-date.

2. Click Confirm.

3. The Enrollment Maintenance page redisplays with the updated enrollment information.

How to correct errors displayed by Enrollment Maintenance

If the information you submitted does not pass the edits applied by NSLDS, Enrollment Maintenance redisplays with any rows that contained errors preceded by a small error icon. Place your cursor over the icon to display the error message as a ToolTip. There are several ways to correct errors so the enrollment information you updated passes all edits:

- Edit the data in the boxes for Cert. Date, Enroll. Code, Eff. Date, ACD, Loc, Student Desig., Term Begin,Term End, and Cred, Lvl. record-by-record.

- If you are unable to correct an individual record so that NSLDS accepts it, uncheck that record so it is not submitted when you resubmit the other student records you want to certify. Then note student record identifiers to allow you to retrieve and certify it later, after you have done the research needed to submit information acceptable to NSLDS.

- If the records you want to certify have become hopelessly full of errors or failed edits, use the Primary Search Options at the top of Enrollment Maintenance to retrieve your school's student enrollment records afresh, or return to Enrollment Update to select new Advanced Search Options and retrieve a different set of records.

The NSLDS applies the following edits to enrollment updates:

Code	Description
15	Anticipated Completion Date must be a valid date in mm/dd/ccyy format when Enrollment Status Code is 'A', 'F', 'H', or 'L'.

16	Anticipated Completion Date cannot be more than ten years after the Certification Date.
19	Enrollment Status Code must be selected.
21	Effective Date must be a valid date in mm/dd/ccyy format. It must be greater than both Certification Date minus 45 years and Date of Student's Birth plus 12 years.
22	You cannot report an Enrollment Code of 'Z' for a student if an enrollment history (Enrollment Code of 'F', 'H', 'A', or 'L') already exists for that student at your school.
23	Effective Date must be a valid date in mm/dd/ccyy format. This edit is not applied to Enrollment Status 'D', 'X', or 'Z' if the Effective Date is not populated.
26	Anticipated Completion Date must be greater than Certification Date when you report an Enrollment Code of 'A', 'F', 'H', or 'L'. NSLDS substitutes the ACD on its database when you leave this box blank, but the substituted ACD is still subject to this edit.
30	Certification Date must be greater than or equal to Effective Date.
32	You cannot report a new Certification Date earlier than the Certification Date currently on NSLDS database while at the same time reporting a change to Enrollment Code, Effective Date, or Anticipated Completion Date. You can, however, report an earlier Certification Date if Enrollment Code, Effective Date, and Anticipated Completion Date are unchanged.
33	Anticipated Completion Date must be greater than or equal to Effective Date for Enrollment Codes 'F', 'H', and 'L'.
34	Effective Date cannot equal Certification Date if the Enrollment Code is 'F', 'H', or 'A' and remains unchanged.
35	Certification Date cannot be more than 180 days after Effective Date for Enrollment Code 'A'.
37	Certification Date must be a valid date in mm/dd/ccyy format.
38	Certification Date cannot be more than 72 days prior to the current date.
39	Certification Date cannot be a date in the future.
43	Term Dates must be a valid date in mm/dd/ccyy format.
49	Term Begin Date must be greater than Term End Date when both dates are entered.
50	Location Code must be valid two digit code.
51	Location Code must be valid two digit code for the school.
52	Location Code must be authorized for this administrator.
53	Credential Level must be valid.

The following rules will apply:

- Anticipated Completion Date is adjusted by NSLDS to 0001-01-01 for Enrollment Status 'W', 'X', and 'Z'.
- Anticipated Completion Date is adjusted by NSLDS to 9999-12-31 for Enrollment Status 'D'.
- Anticipated Completion Date is adjusted by NSLDS to Enrollment Status Effective Date for Enrollment Status 'G'.
- Enrollment Status Effective Date is adjusted by NSLDS to Certification Date when not supplied by the school and the Enrollment Status is 'X' or 'Z'.
- Enrollment Status Effective Date is adjusted by NSLDS to 9999-12-31 when not supplied by the school and Enrollment Status is 'D'.
- Credential Level is an optional field. Data is only edited and applied when Enrollment Status = 'G'. Spaces are allowed.
- NSLDS will require two consecutive certifications for Enrollment Status = 'X', 'Z', 'W', 'G', or 'D' before removing a student from a school's roster.

Last updated: June 24, 2012

close

Enrollment Reporting Profile

Purpose of this page

The Enrollment Reporting Profile page displays the set up for organizations that report or receive enrollment status information about students receiving Federal Student Aid. The Profile includes file preferences, administrator relationships for school locations sharing the same 6-digit OPEID, and the reporting schedule one year into the future and six months into the past. When appropriate, update capability is also accessed from this page.

Navigation

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

Buttons beneath the page title allow school and ED users with the necessary permissions to navigate to the following pages:

- View Certification by Quarter
- Request Ad Hoc Roster
- Set Up Perkins Notification

How to interpret Portfolio Type

Users viewing school locations see the Portfolio Type box which allows them to view the Profile Preferences for schools that participate in the Enrollment Notification process for their Perkins loans.

How to interpret Preferences

The Preferences section displays the established enrollment reporting values. The preferences are defined as follows:

- Destination SAIG Mailbox - The Student Aid Internet Gateway (SAIG) TG mailbox established to receive and send enrollment files.
- Servicer Name (Schools Only) - For schools that signed up to use a third-party servicer to respond to NSLDS Enrollment Reporting roster files, the name of the servicer as provided by SAIG.
- Administrator Name (Schools Only) - The name of the designated administrator if one has been established for the retrieved location. Schools may report for their own campus location or set up another location that shares the same 6-digit OPEID to be responsible for administration of the enrollment reporting process.
- Roster Format (Schools Only) - Default is Single File. For schools that use an Administrator, the Administrator may choose:
    - *Single File* - A single file containing all the students for all locations.
    - *Multiple Files* - Separate files for each of the locations for which the administrator will report.
- Records Received (Non-schools Only) - Type of notification records received:
    - All Records
    - Changes Only

File Type - The selected report layout style. Valid values are:

  - Original Fixed Length File
  - Enhanced Fixed Length File
  - Comma Separated Values (schools only)
  - eXtensible Markup Language (schools only)

- Sort Order - The method selected to retrieve and display student enrollment records. Valid values are:

  - Student SSN
  - Student Last Name

Note: Schools can change a preference value by selecting the Update button under the Preferences section. If the Update button does not appear, the school location has an Administrator or servicer, and only the Administrator or servicer can update the preference values.

How to interpret Enrollment Administration (Schools Only)

The Enrollment Administration section displays all the locations at a given school that have student records on NSLDS. Users at school locations can designate any active location sharing their six-digit OPEID to administer their Enrollment Reporting responsibilities. The Update button below the Enrollment Administration section opens a new page on which the Administration set up can be established or revised.

Locations that have not signed up for the enrollment reporting batch service through www.fsawebenroll.ed.gov will be assigned to the Enrollment Administrator at the lowest numbered location that is set up for enrollment reporting.

- Administered By - This row identifies the 2-digit location code and name of the school location responsible for receiving enrollment roster files and establishing file preferences for locations listed below it. The rows below the Administered By row list the 2-digit location code and the name of the school locations serviced by that Enrollment Administrator.

To assign or change an administrator, click the Update button. Select an Administered By location from the dropdown list, then click Submit. Review your selection, and then click Confirm.

How to interpret Future and Past Schedules

The Future Schedule and Past Schedule section displays the following information:

- Date - The date when NSLDS sent or will send an Enrollment Reporting roster, if the organization is a school, or a Notification file, if the organization is a federal loan servicer, guaranty agency, lender, lender servicer, or Perkins Loan school. Dates are displayed up to one year into the future and up to six months in the past.

- Type - The type of file that NSLDS will send the organization. Valid values are:

  - *Scheduled* - A regularly scheduled file. When NSLDS sends an organization a regular file, it automatically schedules another such file for one year in the future.

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

- Purpose - This field allows users to provide a reason for the scheduled or Ad Hoc roster (e.g., drop/add dates, term begin, or term end).

- Created By - The user ID of whoever created or updated the schedule that caused the generation of a particular schedule item and, in parentheses, the date created. Valid values are:

Original Schedule - The date the organization originally signed-up with NSLDS.

- *User Name* - The online user who updated the schedule or requested an Ad Hoc file.

Last updated: June 24, 2012

close

Enrollment Certifications by Quarter

Purpose of this page

The Enrollment Certification by Quarter page displays a quarterly count by enrollment status of certifications received by NSLDS during the four most recent fiscal quarters. Run at the end of the quarter, NSLDS evaluates the last enrollment status reported per student that updated NSLDS during that quarter.

Navigation

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

How to view Enrollment Certification by Quarter

All locations with the same administrator may view the report for each location in the administration group. To display a school location's Enrollment Certification by Quarter report:

- Select a location code from the Display Location drop-down menu
- Click Submit

Note: Results are shown as display-only and can only be viewed for one school location at a time; results will not display totals at the school (six-digit OPEID) level.

How to interpret Enrollment Certification by Quarter Display

The Enrollment Certification by Quarter page displays the number of certified records in each enrollment status received by NSLDS during the four most recent fiscal quarters.

- Enrollment Status-identifying a student's enrollment status. Valid values are:
  - *'A'* - Approved Leave of Absence
  - *'D'* - Deceased
  - *'F'* - Full Time
  - *'G'* - Graduated
  - *'H'* - Half Time or More, But Less Than Full Time
  - *'L'* - Less Than Half Time
  - *'W'* - Withdrawn
  - *'X'* - Never Attended
  - *'Z'* - No Record Found
- Most Recent Certification-The total number of individual students certified for each enrollment status for the past four quarters.

Note: The counts include only the most recent certified status received by NSLDS for each student within each quarter.

Last updated: June 24, 2012

close

G | P

Ad Hoc Roster Request

Purpose of this page

The Ad Hoc Roster Request page allows school users to request an ad hoc roster outside their regular reporting schedule for their own location, or for any location at their school sharing the same enrollment administrator. ED users can request an ad hoc roster for any location at any school. The request is effective immediately, and the roster is generated the next time the batch program runs.

Navigation

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

How to request an Ad Hoc Roster

To request an Ad Hoc Roster the user will:

1. Check the Select box next to the school location for which they want to request an ad hoc roster by:
   a. Clicking the check box to the left of the location's Code and School Name, or
   b. Selecting all the records displayed on the page by clicking Check All at the top of the form.
2. Click Submit.

Note: Ad Hoc requests are displayed in the schedule on the Enrollment Reporting Profile page, but only for the location currently displayed on that page. Users at locations that serve as Enrollment Administrators will see ad hoc requests for all the locations they administer on the Enrollment Reporting Schedule Update page. Users at administered locations will only see their own ad hoc requests on that page.

How to interpret the Ad Hoc Roster Request

The Ad Hoc Roster Request page allows users to request a roster that is not part of the school's regular schedule.

- Select - Click this box to request an ad hoc roster for specific location(s). Users may check records one-by-one, or select all records on the page by clicking the Check All box.
- Code - The two-digit location code at the end of the eight-digit OPEID. The first six digits of the OPEID constitute the School code.
- Location - Identifies the name of the location.

Last updated: June 24, 2012

close

Perkins Notification Setup

Purpose of this page

The Perkins Notification Setup page allows a school to designate a Student Aid Internet Gateway (SAIG) Mailbox (TG Number) to which certified enrollment records of students for whom it holds Perkins loans will be sent in a weekly notification file.

Navigation

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

How to add a SAIG mailbox

To add a SAIG Mailbox

- In the SAIG Mailbox box, type a TG mailbox number that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

To update a SAIG Mailbox

- In the SAIG Mailbox box, type over the TG mailbox number with the new one that NSLDS is to use to send Enrollment Notification files.
- Click Submit.

Once submit is clicked, the Enrollment Reporting Profile will re-display with the message 'Perkins Notification' successfully updated.

Last updated: June 24, 2012

close

G | P

Enrollment Reporting Preferences Update

Purpose of this page

The Enrollment Reporting Preference Update page allows school users to establish or change their enrollment reporting preferences displayed on the Enrollment Reporting Profile page. Locations that are set up under an Enrollment Administrator or use a servicer established through the SAIG Enrollment Site will not have access to this page and will see their administrator's or servicer's preferences on Enrollment Reporting Profile.

Navigation

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

How to update Enrollment Reporting Preferences

Enrollment Reporting Preference can be updated using the valid values below:

- Roster Format field (schools only)
  - Single File
  - Multiple Files
- Records Received field (non-schools only)
  - All Records
  - Changes Only
- File Type field
  - Original Fixed Length File (until March 31, 2013)
  - Enhanced Fixed Length File
  - Comma Separated Values (CSV) (schools only)
  - eXtensible Markup Language (XML) (schools only)
- Sort Order field
  - Student SSN
  - Student Last Name

To apply the changes, click Submit. The Enrollment Reporting Preference Update Confirm page will display the new preferences you entered.

- Select Confirm to submit the changes to NSLDS.
- Select Cancel to return to the entry page.

Note: The Destination SAIG Mailbox (TG Number) may only be changed by the school's PDPA on the SAIG Enrollment site at www.fsawebenroll.ed.gov.

Last updated: November 18, 2012

close

Enrollment Administration Update

Purpose of this page

An enrollment administrator establishes roster file preferences and schedules for the batch file process. The Enrollment Administrator Update page allows users from school locations that share the same 6-digit OPEID to establish an Enrollment Administration relationship with other locations at the same school. Each location may administer its own enrollment reporting process or designate another location as the Administrator for this responsibility. Either party (administrator or administered location) can establish or break an Administration relationship at any time.

Navigation

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

How to interpret Enrollment Administration Update

The table on this page will display all the locations at a given school for which NSLDS possesses data that indicates loan holder interest in a student at that location:

- Location - The 2-digit location code at the end of the 8-digit OPEID
- Name - The full school name
- Administered By - The location that is to receive enrollment reporting files

How to update the Enrollment Administration for a Location

Enrollment Administration Update displays all the locations at a given school that have student records on NSLDS, whether or not they have been set up for Enrollment Reporting through the SAIG Enrollment Site. Under the Administered By column is a dropdown with all locations that are set up for Enrollment Reporting. Any one of these locations can be the administrator for one or more locations. However, a location that is being administered by another location cannot perform administration functions (batch file exchange and file preferences) for its own or other locations.

The enrollment administrator establishes the reporting file preference and schedule for the locations for which it is set up to be the administrator.

To establish or break a reporting relationship:

1. Determine the Location that is to be changed.
2. Click the drop down arrow in the Administered By column.
3. Select the location that is to receive the enrollment reporting files for this location.
4. Click Submit.

Once Submit is clicked, the Enrollment Administrator Update page will display the record as updated.

5. Select Confirm to submit the change to NSLDS.
6. Select Cancel to return to the entry page without changing.

Note: Locations that have not signed up for Enrollment Reporting through the SAIG Enrollment Site will be flagged with a red icon and assigned to the Enrollment Administrator at the lowest numbered location that is set up for enrollment reporting. To set up a location for Enrollment Reporting batch and online services, the PDPA will need to add that function at the SAIG Enrollment Site.

Last updated: June 24, 2012

close

Enrollment Reporting Schedule Update

Purpose of this page

The Enrollment Reporting Schedule Update page allows users to update their organization's future schedule for receiving enrollment reporting roster or notification files from the NSLDS. Users from non-schools or schools that are self-administered have access to this page for their own organization only. Only Administrators can update scheduled rosters for their administrated locations.

Navigation

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

Users can click the Create Schedule button at the top of the page to navigate to the Enrollment Reporting Schedule Create page.

How to update a Schedule

To modify an existing schedule:

1. To remove an existing schedule item:
   a. Click the Cancel box for that item.
2. To change a date for an existing schedule item:
   a. Type over a date in the Date box with a valid future date in mm/dd/ccyy format.
3. To add a reason for the scheduled item:
   a. Enter the Purpose for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.
4. To add new items to the schedule:
   a. Click Add Row to add another row to the Update Schedule form.
   b. In the Date box, type a valid date greater than or equal to the current date and less than or equal to the current date plus one year.
   c. In the Purpose box, type a reason for the schedule item.
5. Click Submit.
6. If your updates create a valid schedule, the Enrollment Reporting Schedule Update Confirm page displays the new schedule. Click Confirm to apply the changes to NSLDS, or Cancel to return to the entry page.

Note: If the updates produce a schedule that does not pass the edits applied by NSLDS, Enrollment Reporting Schedule Update redisplays with the appropriate error message. It also places error icons in front of specific schedule items that failed edits. Place your cursor over an icon to display the error message for that item as a ToolTip.

Schedule Validation Rules

In order to pass the edits applied by the NSLDS, schedules must conform to the following rules:

- For schools, a gap of more than six months cannot elapse between Scheduled rosters. This includes the gap between the last roster generated and the first roster listed on the updated schedule.

- For ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools a gap of more than one week cannot elapse between Notification files.

How to interpret Ad Hoc Roster Requests

Use the Ad Hoc Roster Request button on the Enrollment Reporting Profile page to *request* an Ad Hoc roster. Ad Hoc rosters cannot be scheduled for a date in the future (the date field is display only on Enrollment Reporting Schedule Update). Ad Hoc requests are effective immediately, and the roster is generated the next time the batch roster generation program runs.

The Ad Hoc Roster Requests are listed on the Schedule Update page allowing the user:

- To remove an Ad Hoc roster if the file has not been generated (on the first weekday after the initial request):
  - Click the Cancel box for that item.
- To add a reason for the Ad Hoc roster:
  - Enter the Purpose for this scheduled item. This can be helpful for reminders to set future items, such as drop/add deadline, term end date, etc.

To apply a change to the Ad Hoc Requests, click Submit and then Confirm the updates.

Last updated: June 24, 2012

close

Enrollment Reporting Schedule Create

Purpose of this page

The Enrollment Reporting Schedule Create page allows a user to create a new schedule for their organization's enrollment reporting roster or notification files from the NSLDS. When this page is used to create a new schedule, the current schedule is replaced with the new schedule established on this page.

Navigation

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

Enrollment Reporting Schedule Create is reached from the Enrollment Reporting Schedule Update page. Once users have successfully created a new schedule, they return to the Enrollment Reporting Schedule Update page, which allows them to fine tune schedule dates and add Purpose text to the schedule they have created.

How to create a New Schedule

To create a new schedule:

1. In the Start Date box, enter a valid date greater than or equal to the current date and less than or equal to the current date plus one week (non-schools) or the current date plus six months (schools).
2. In the Frequency box, click a selection.
3. Click Submit.
4. If a valid start date and frequency were selected, the Enrollment Reporting Schedule Create Confirm page displays the new schedule.
5. Click Confirm to apply the changes to NSLDS, or Cancel to return to the entry page.

Notes: Files will only be generated on weekdays. A file scheduled for generation on a Saturday will be generated on the following Monday. NSLDS will not generate more than one file for the same organization at the same time. If an organization has files scheduled for generation on Saturday, Sunday, and Monday, a single file will be generated on Monday, not three separate files.

- Valid frequencies for enrollment reporting files for schools are:
  - Weekly
  - Every Two Weeks
  - Monthly
  - Every Two Months (default setting)
  - Every Three Months
- Valid frequencies for notification files for ED servicers, guaranty agencies, lenders, lender servicers, and Perkins schools are:
  - Weekly (default setting)

After the new schedule has been applied, the Enrollment Reporting Schedule Update page redisplays with the new schedule.

Last updated: June 24, 2012

close

Enrollment Push to Roster

Purpose of this page

The Enrollment Push to Roster page allows users to include a student in a school roster for certification of enrollment status information. The student will be added to the school portfolio for certification of enrollment. It will appear on the school's roster the next time a roster is generated. The user adds the student by entering the eight-digit OPEID or by selecting the school from the Organization Search pop-up window.

Navigation

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

How to enter an OPEID

To push a student to a school roster:

1. Type the 8-digit OPEID in the PUSH to OPEID field or use the Org Search button next to this field for a list of available schools.
2. Click Submit.

How to search for an organization

To push a student to a school roster by searching for the organization's OPEID:

1. Click the Org Search button
2. In the pop-up window, enter known school information
3. Click Submit to view results
4. Choose and click the number next to the desired school from the results.

Last updated: June 24, 2012

close

Enrollment Notification Override List

Purpose of this page

The Enrollment Notification Override List page displays a history of overrides for specific students or schools to ensure the reporting of any certification to a selected loan holder for a designated time period.

Navigation

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

Once an organization is selected, the Begin/End Override for Student and the Begin/End Override for School buttons appear to navigate to the appropriate page to enter an enrollment notification file override.

How to access the Enrollment Notification Override List

To access the Enrollment Notification Override List:

- Select the Organization Type: ED Servicer, Guaranty Agency, Lender, Lender Servicer.
- Enter the Code and/or Name
- Click Retrieve

Note: The override is only for notification files; therefore, only a school that receives notification files for its Perkins Loan portfolio is authorized for the Enrollment Notification Override function.

How to interpret the Enrollment Notification Override List page

The Enrollment Notification Override List displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN- Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit Office of Postsecondary Education Identification number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended. Overrides that are still active will display with a blank in this field.
- Request By User ID-the FSA User ID of the user that created the enrollment notification override.

Last updated: June 24, 2012

close

Enrollment Notification Override Begin / End

Purpose of this page

The Enrollment Notification Override Begin/End page allows a user to create or end an enrollment notification override for a specific student or a school to ensure the reporting of any certification to the selected loan holder for a designated time period.

Navigation

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

How to access the Enrollment Notification Override List

To begin an enrollment notification override for a student:

- Type the Student SSN
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a student:

- Locate the student on the Override Begin/End List
- Click the End Override button. Today's date will be entered.

How to Begin / End an Enrollment Notification Override (School)

To begin an enrollment notification override for a school:

- Type the 8-digit School OPEID code. The Org Search button next to this field provides the capability to search for a school's OPEID code.
- Click Begin Override button. Today's date will be entered.

To end an enrollment notification override for a school:

- Locate the School from the Override Begin/End List
- Click End Override button. Today's date will be entered.

How to interpret the Enrollment Notification Override list

The Enrollment Notification Override list displays the following information:

- Type-indicates the type of enrollment notification overrides that have been applied to the retrieved organization. Valid values are:
  - Student
  - School
- Value-indicates the value for which the override is applied. Valid Values are:
  - SSN-Social Security Number for a student specific notification override request.
  - OPEID-The eight-digit OPEID number for a school notification override request.
- Begin Date-the date the enrollment notification override was created.
- End Date-the date the enrollment notification override ended.
- Request by User ID-the user that created the enrollment notification override.

Last updated: June 24, 2012

close

Exit Counseling File Submittal

Purpose of this page

The Exit Counseling Submittal page allows school users the ability to report Exit Counseling completion that occurred outside of the NSLDS system to NSLDS. The page allows the submittal of a MS Excel spreadsheet file that contains up to 50 students/borrowers that may or may not currently exist in NSLDS.

Access to this page is limited to users associated with Exit Counseling Submittal capabilities.

Note: The Exit Counseling File Submittal page adds new records only. There is currently no mechanism for updating those records, once uploaded.

Navigation

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

How to submit student records using the Exit Counseling File Submittal

To submit student/borrower records via batch on the Exit Counseling MS Excel™ spreadsheet:

1. The user must download the spreadsheet template from www.fsadownload.ed.gov. It contains two worksheets:

   - The **Upload File** worksheet will contain your Exit Counseling records. The first row of the spreadsheet will be reserved for identification (EXTC1); the second row displays column titles. Neither row should be modified. The next 50 rows should be used to enter your Exit Counseling data.

   - The **Instructions** worksheet provides column names, descriptions and formatting standards. Each row will consist of 49 columns of required data.

   Note: This process only accepts spreadsheets in **XLS** format (MS Excel™ spreadsheet with a . xls extension).

2. After the data has been entered on the spreadsheet provide the **File Name** where the Exit Counseling template is located.

- Click the **Browse** button to choose the file location/name.
- Click the **Submit** button within the Exit Counseling File Submittal box to upload the data from the spreadsheet.

Last updated: March 21, 2010

close

Exit Counseling Add

Purpose of this page

The Exit Counseling Add page allows users to review the exit counseling data uploaded from the Exit Counseling MS Excel™ file via the Exit Counseling File Submittal page.

Navigation

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

How to add exit counseling information on the Exit Counseling Add page

To add the pre-populated information transferred from the MS Excel™ spreadsheet:

- Check the checkboxs for records you wish added.
- Click **Submit** to submit.

How to identify errors

If any identifier fails edits, Exit Counseling Add displays an error message at the top of the page. In addition, it displays small error icons before each row of identifiers containing an error. To see the error message for a particular row, run your cursor over the small error icon, and the error message displays as a ToolTip.

How to correct errors

Click the **Checkbox** button to the left of any identifiers that have been flagged as containing errors; then retrieve the remaining student/borrowers whose identifiers have passed all edits. Only records which have passed all of the edits will be loaded to NSLDS.

Records which contain errors must be corrected in the spreadsheet and re-submitted.

Last updated: March 21, 2010

close

Foreign School Reporting Enrollment

Purpose of this page

The Foreign School Reporting Enrollment page displays a list of all foreign schools that are reporting enrollment data for their students to NSLDS. The list includes the date of the latest enrollment data received.

Navigation

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

To Retrieve a Specific School

The Foreign School Reporting Enrollment page displays the list of all foreign schools that have reported enrollment data with the latest certification date received. To retrieve a single school record:

1. Type the **Code** or **Name** of the organization.
2. **Click** Retrieve.

Note: To return to the full list, clear the Code and Name fields and click **Retrieve**.

How to interpret the Foreign School Reporting Enrollment Page

The Foreign School Reporting Enrollment page displays the following information:

- **School Name-**The name of the school at which enrollment was reported for the student. Click the school name to link to the school's Organization Contact List page.
- **OPEID-**The eight-digit Office of Postsecondary Education Identification number for the school at which enrollment was reported.
- **Last Cert. Date-**The most recent Certification Date for enrollment data received from the school.

Last updated: December 17, 2006

close

Gainful Employment Reporting List

Purpose of this page

The Gainful Employment (GE) Reporting List page will display the Student Aid Internet Gateway (SAIG) Mailboxes (TG Numbers) that will be used to submit GE information in batch files via SAIG. Separate locations (last 2 digits of the institution's OPEID) may use the same or different TG mailbox. If a single location will report for all other branch locations, only one SAIG mailbox needs to be established through FSAWebenroll. NSLDS will assume that records for all 2-digit locations of the 8-digit OPEID will be reported with that TG Number.

Navigation

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

How to interpret the Gainful Employment Reporting List page

The Gainful Employment Reporting List page displays the SAIG TG Mailbox from which NSLDS will receive GE data from an institution or its servicer. The List contains the following information:

- Number Icon - Each record on the page is identified by a number.
- OPEID - Identifies the 8-digit OPEID code including the first 6-digit code that identifies the institution and the 2-digit location code setup to report GE information.
- SAIG Mailbox - Indicates the SAIG Mailbox (TG Number) setup for batch reporting GE information. The TG Number may be updated to any SAIG mailbox that will be used for submitting batch files and receiving acknowledgement/error files.

To change the TG Number to be used for submitting data to NSLDS, the PDPA will need to update the TG Number on the FSAWebenroll Web site.

NOTE: The SAIG TG Mailbox that has been established to receive the GE Debt Measures letters and back up detail is not displayed on NSLDS and may be a different TG Number, especially if the institution uses a servicer to submit its GE records.

Last updated: March 18, 2012

close

Gainful Employment Submittal

Purpose of this page

The Gainful Employment (GE) Submittal page allows school users to upload GE records in a NSLDS pre-formatted, Microsoft (MS) Excel[TM] spreadsheet. This page allows the submittal of the NSLDS Gainful Employment Submittal Template file that contains up to 50 students that may or may not currently exist in NSLDS.

Note: The GE Submittal page adds only error free records. There is no mechanism during this submittal process to correct records once they are uploaded to the page.

Navigation

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

How to submit student records using the Gainful Employment Submittal

To submit student records using the NSLDS GE Submittal Template:

1. The user must download the spreadsheet template from www.fsadownload.ed.gov. It contains two worksheets:
   - The Upload File worksheet will contain your GE records. The first row of the spreadsheet is reserved for identification; the second row displays column titles. Neither row should be modified. The next 50 rows are used to enter your GE data. If you have more than 50 students to report, they must be separated into multiple submittal template files.
   - The Instructions worksheet provides column names, descriptions and formatting standards. Each row will consist of 28 columns of data. For additional instructions, or clarifications about each data element, refer to the GE User Guide.

   Note: This process only accepts spreadsheets in XLS, Excel 97-2003 Workbook format (MS Excel[TM] spreadsheet with the .xls extension).

2. Once the data has been saved to the spreadsheet, you will enter the File Name where the GE submittal template file is located.
   - Click the Browse button to choose the file location/name.
   - Click the Submit button within the GE File Submittal box to upload the data from the spreadsheet.

   Note: If you have more than 50 records to submit, and will be submitting multiple spreadsheets, it is suggested that you rename the file to a name which is easily recognizable. This will help uniquely identify a file so that it will not be mistaken for one which has already been submitted.

Last updated: August 28, 2011

close

Gainful Employment Spreadsheet Add

Purpose of this page

The Gainful Employment (GE) Spreadsheet Add page allows users to review the GE Records uploaded from the NSLDS Gainful Employment Submittal Template, a Microsoft (MS) Excel^{TM} file, via the GE Submittal page.

Navigation

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

How to add GE data using the Gainful Employment Spreadsheet Add page

To add the pre-populated information transferred from the NSLDS Gainful Employment Submittal Template spreadsheet that displays on the GE Spreadsheet Add page:

- Click the checkboxes for records you wish to add. The Check All button will check the checkboxes for all rows.
- Click Submit to submit.

How to identify errors

If any record fails the edits, GE Spreadsheet Add displays an error message at the top of the page. In addition, each row that contains an error(s) will display the error message(s) when you hover over the small error icon.

How to correct errors

Records with errors will not be loaded to NSLDS. Unclick the Checkbox to the left of any row that has been flagged as containing errors. Only records which have passed all of the edits should now be checked. Click Submit to load them to NSLDS.

Records which contain errors can be corrected and submitted in a new spreadsheet or batch file, or the correct data can be entered directly on-line using the GE Add page.

Last updated: August 28, 2011

close

Gainful Employment Mass Update/Deactivate

Purpose of this page

The Gainful Employment Mass Update/Deactivate page allows you to mass update or deactivate existing GE records for a specified Award Year.

Navigation

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

How to mass update/deactivate Gainful Employment information

The mass update or deactivation of active Gainful Employment records can only be performed on the following two data elements:

- CIP Code - Identifies the Classification of Instructional Program code for the program.
- Credential Level - Level of credential for the educational program.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)

The following data elements can be used as selection criteria only. They cannot be updated or deactivated in mass.

- Award Year - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed. Format CCYYCCYY.
- Location Code - The two-digit code that identifies an individual location of the institution. Leave blank for all locations at that institution (six-digit OPEID).
- CIP Code - Identifies the Classification of Instructional Program code.
- Credential Level - Level of credential for the educational program.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)
- Program Attendance Begin Date - Date student began enrollment in the GE Program.
- Program Attendance Begin Date for this Award Year - Date in this award year that the student began enrollment in the GE Program.
- Program Attendance End Date - Date the program ended or students withdrew.

Once submit is clicked, the Gainful Employment Mass Update/Deactivate page will display the updated record information prior to saving the changes.

- The data element being updated and the new update value(s)
- The total number of GE records to be updated
- The total number of GE records, with summary level counts, not updated for having failed edits

The number of records successfully updated or deactivated will display after confirmation.

Last updated: July 22, 2012

close

Gainful Employment List

Purpose of this page

The Gainful Employment (GE) List page displays information about students reported by the institution for its GE programs. It allows various sort options to retrieve the list of all students or those that meet particular parameters.

The GE List page displays a maximum of 25 records per page. If more than 25 records exist, multiple pages will be available to view the retrieved data using the arrows to move up and down the records.

Navigation

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

The Add Gainful Employment button beneath the page title allows you to navigate to the Gainful Employment Add page.

How to access the Gainful Employment List

To access the Gainful Employment List:

Sort By: Default is SSN, CIP. User may select option of 'CIP,Credential Level', 'Last Name,SSN' or 'SSN,CIP' sort options.

Display Only options:

1. Provide a Location Code (last 2-digits of the OPEID) associated with the School Code (first 6-digits of the OPEID) or leave * (default) for all locations.
2. Provide the Award Year for a list of all students enrolled in GE programs falling under a specific Award Year or leave * (default) to select all award years.
3. Provide a SSN or leave * (default) to select all SSNs.
4. Provide a CIP (Classification of Instructional Programs) Code or leave * (default) for all CIP codes.
5. Select Credential Level or leave 'ALL' (default) to select all credential levels.
6. Select Program Attendance Status or leave 'ALL' (default) to select all program attendance statuses.
7. In the Program Attendance End Date Begin box, type a date, or leave default setting for all.
8. In the Program Attendance End Date End box, type a date, or leave default setting for all.
9. In History leave 'Active' (default) for only active records, 'Deactivated' for records that were submitted but are no longer active, or 'ALL' to select all GE records.

Click Retrieve.

How to interpret the Gainful Employment List Display

The box located above the displayed GE List indicates how many students were returned with the parameters selected. The GE List page, displays the following information:

- Active Bullet Number - GE list number for the student. Select the student's active bullet displayed beside the student's identifying information to link to the Gainful Employment Detail page which includes the additional fields report for the student.
- SSN - The SSN of the student in a GE program reported by the specified institution and location code.
- Name - The student's last name, first name, and middle initial.
- DOB - The student's date of birth.
- Active - Indicator of current valid or invalid student record.
- Award Year - The award year which begins on July 1 of the first year listed and ends on June 30 of the second year listed.
- CIP Code - Identifies the Classification of Instructional Program's code for the student.
- Attendance Begin-End date - Date the student started and completed or withdrew from the program. N/A displays as end date for students still reported as enrolled.

- Attendance Status:
  - 'Completed' - Student completed the educational program at any time during the award year.
  - 'Withdrew' - Student withdrew from the educational program at any time during the award year.
  - 'Enrolled' - Student was enrolled in the educational program on the last day of the award year.
- Credential Level - Level of credential for the educational program in which the student was enrolled during the award year.
  - '01' (Undergraduate certificate)
  - '02' (Associate's degree
  - '03' (Bachelor's degree)
  - '04' (Post baccalaureate certificate)
  - '05' (Master's degree)
  - '06' (Doctoral degree)
  - '07' (First professional degree)

Click on the blue button beside the student SSN and information to open the Gainful Employment Detail page with that student's data.

Last updated: July 22, 2012

close

Gainful Employment Add

Purpose of this page

The Gainful Employment Add page allows you to add information for students attending any location with the same six digit school code as the NSLDS user reporting the information.

Navigation

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

How to add Gainful Employment information

To add a student, complete Student Detail information:

1. In the SSN box, type the student's Social Security Number (SSN).
    - Must provide SSN along with the identifiers First Name, Last Name, and DOB.
    - If SSN is not available, do not report the student.
2. In the First Name box, type the student's first name.
3. In the Middle Name box, type the student's middle name.
4. In the Last Name box, type the student's last name.
5. In the DOB (MMDDCCYY) box, type the student's date of birth (DOB).

To add Gainful Employment Detail information:

1. In the Award Year box, type both years of the award year; i.e., 20102011 for 7/1/2010 to 6/30/2011.
2. In the Institution Code (OPEID) box, type the 2-digit code that identifies the attending campus location.
3. In the Institution Name box, type name of institution where the student is attending.
4. In the Program Name box, type the GE program name that the student was enrolled in during the award year.
5. In the CIP Code box, type a currently active 6-digit Classification of Instructional Program (CIP) Code of the GE program.
6. In the Credential Level field, select a credential level.
    - Must be one of the following:
      '01' (Undergraduate certificate)
      '02' (Associate's degree)
      '03' (Bachelor's degree)
      '04' (Post baccalaureate certificate)
      '05' (Master's degree)
      '06' (Doctoral degree)
      '07' (First professional degree)
7. In the Medical or Dental Internship or Residency field, select:
    - 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree' or '07 - First-Professional Degree'.
    - 'No' - if the program does not require a medical or dental internship or residency.
    - See GE User Guide for complete definition.
8. In the Program Attendance Begin Date (MMDDCCYY) box, type the date the student began attendance in the GE program.
9. In the Program Attendance Begin Date for This Award Year (MMDDCCYY) box, type the begin date for attendance during the award year being reported.
10. In the Program Attendance Status field, select an attendance status.
    - 'Completed' - Student completed the GE Program at any time during the award year.
    - 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance End Date, Private Loans Amount, Institutional Financing Amount, and Tuition and Fees Amount.
    - 'Withdrew' - Student withdrew from the GE Program at any time during the award year.
11. In the Program Attendance End Date (MMDDCCYY) box, type the date the student completed or withdrew from the GE program. Required if Program Attendance Status equals 'Completed' or 'Withdrew'.

12. In the Private Loan Amount box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status equals 'Completed' or 'Withdrew'.
13. In the Institutional Financing Amount box, type the total amount owed by the student from institutional financing plans for attendance in the GE Program as of the day the student completed or withdrew from the program, not just for this award year.
14. In the Tuition and Fees Amount box, type total amount of tuition and fees the student was charged for enrolling in and attending the GE program. This field is Optional. If not completing, enter all zeros.
15. Click Submit.

Once submit is clicked, the Gainful Employment Add page will display the record as entered.

- Select Confirm to submit data to NSLDS.
- Select Cancel to return to the entry page.

Record successfully added will display after confirmation with a blank Gainful Employment Add page to allow additional student record entry.

Last updated: July 22, 2012

Gainful Employment Detail

Purpose of this page

The Gainful Employment (GE) Detail page displays detail information for the student selected from the GE List page.

Navigation

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

Two buttons appear beneath the page title for records that are currently active which allow the user to navigate to pages populated with current information about the student displayed on the Gainful Employment Detail page:

- Gainful Employment Update
- Gainful Employment Deactivate

How to interpret Gainful Employment Detail information

- Award Year - Award Year reported for the student in the GE Program.
- Student SSN - Social Security Number (SSN) of the student enrolled in a GE Program.
- Student Full Name - Full name of a student enrolled in the GE Program.
- Student DOB - Date (month, day and year) the student was born.
- Institution Code (OPEID) - The institution's 8-digit Office of Postsecondary Education Identifier (OPEID).
- Institution Name - Identifies the name of the institution where the student is attending.
- Program Name - Institutional name of the program the student was enrolled in during the award year. If GE indicator is 'Yes' then the Program Name must be populated.
- CIP Code - Identifies the Classification of Instructional Program (CIP) Code for the program in which the student was enrolled. The six-digit code is assigned by the academic offices of the institution.
- Credential Level - Credential Level of the program the student was enrolled during this award year.
  - Must be one of the following:
    '01' (Undergraduate certificate)
    '02' (Associate's degree)
    '03' (Bachelor's degree)
    '04' (Post baccalaureate certificate)
    '05' (Master's degree)
    '06' (Doctoral degree)
    '07' (First professional degree)
- Medical or Dental Internship or Residency - Medical or Dental Internship or Residency Program:
  - 'Yes', if the student is in a program which requires the completion of a medical or dental internship or residency.
  - 'No', if the program does not require a medical or dental internship or residency.
  - See GE User Guide for complete definition.
- Program Attendance Begin Date - Date student began enrollment in the GE Program.
- Program Attendance Begin Date for This Award Year - Date in this award year that the student began enrollment in the GE Program.
- Program Attendance Status - The enrollment status of the student in the educational program during the award year reported:
  - 'Completed' - Student completed the GE Program during the award year.
  - 'Withdrew' - Student withdrew from the GE Program during the award year.
  - 'Enrolled' - Student was still in the GE Program on the last day of the award year.
- Program Attendance End Date - Date the student completed or withdrew from the GE Program.
- Private Loan Amount - Gross amount of private loans the student received for attendance in the GE Program.
- Institution Financing Amount - Amount of institutional financing for attendance in GE Program.
- Tuition and Fees Amount - Amount of tuition and fees the student was charged for the GE Program.

Last updated: July 22, 2012

Gainful Employment Update

Purpose of this page

The Gainful Employment (GE) Update page allows you to update selected detail information for the student displayed on the Gainful Employment Detail page.

Navigation

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

How to update Gainful Employment information

All data fields except Award Year can be updated if data was entered incorrectly. Updating the data in the record will deactivate the previous record and keep the changes as the current record. On the GE List page, the user can display only those records that are active by selecting 'Active' in the History box.

Note: The Award Year may not be updated from this page. To enter a new Award Year you must deactivate this record and begin again using Gainful Employment Add with the new information.

To update information in previously reported GE Detail fields:

The check box beside Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year at the top of the Update sections allows student identifiers (SSN, First and Last Names, and Date of Birth) to be updated on this page for multiple GE records for the same student within the same SSN/Award Year. A web message will display indicating that all records matching on SSN, Award Year, and School Code were updated. After selecting Confirm to submit data to NSLDS, a web message will display on the Gainful Employment List page indicating that all records matching on SSN, Award Year, and School Code were updated and that all user records were synchronized.

1. In the Student First Name box, type the student's first name.
2. In the Student Middle Name box, type the student's middle name.
3. In the Student Last Name box, type the student's last name.
4. In the Student DOB (MMDDCCYY) box, type the student's date of birth (DOB).
5. In the Institution Code (OPEID) box, type the 2-digit code that identifies the location where the student attends or attended the GE Program.
6. In the Institution Name box, type name of the institution where the student is attending the GE Program.
7. In the Program Name box, type the GE program name that the student was enrolled in during the award year.
8. In the CIP Code box, type a 2010 award year 6-digit Classification of Instructional Program (CIP) Code of the GE program.
9. In the Credential Level field, select a Credential Llevel.
    - Must be one of the following:

      '01' (Undergraduate certificate)
      '02' (Associate's degree)
      '03' (Bachelor's degree)
      '04' (Post baccalaureate certificate)
      '05' (Master's degree)
      '06' (Doctoral degree)
      '07' (First professional degree)

10. In the Medical or Dental Internship or Residency field, select:
    - 'Yes' - if the student is in a program which requires the completion of a medical or dental internship. If selected, the Credential Level must be reported as '06 - Doctoral Degree' or '07 - First-Professional Degree'.
    - 'No' - if the program does not require a medical or dental internship or residency.
    - See GE User Guide for complete definition.
11. In the Program Attendance Begin Date (MMDDCCYY) box, type over the date to change it.
12. In the Program Attendance Begin Date for This Award Year (MMDDCCYY) box, type over the date to change it.
13. In the Program Attendance Status field, select an attendance status from the drop down box:

- 'Completed' - Student completed the GE Program at any time during the award year.
- 'Enrolled' - Student was enrolled in the GE Program on the last day of the award year. If selected, the following fields will be restricted from data entry: Program Attendance End Date, Private Loans Amount, Institutional Financing Amount, and Tuition and Fees Amount. If values were previously present in these fields, they will be cleared.
- 'Withdrew' - Student withdrew from the GE Program at any time during the award year.

14. In the Program Attendance End Date (MMDDCCYY) box, type over the date to change it.
15. In the Private Loan Amount box, type total gross amount of private loans the student received for attendance in the GE Program (not just for this award year). Required if Program Attendance Status equals 'Completed' or 'Withdrew'.
16. In the Institutional Financing Amount box, type the total amount owed by the student from institutional financing plans for attendance in the GE Program as of the day the student completed or withdrew from the program, not just from this award year.
17. In the Tuition and Fees Amount box, type total amount of tuition and fees the student was charged for enrolling in and attending the GE program. This field is an optional field. If not completing, enter all zeros.
18. Click Submit.

Once submit is clicked, the Gainful Employment Update page will display the record as entered.

- Select Confirm to submit data to NSLDS.
- Select Cancel to return to the entry page.

"Gainful Employment successfully updated" will display after confirmation on the Gainful Employment List page.

If you are changing student identifiers (SSN, First and Last Names, and Date of Birth) across award years, you will need to perform updates on at least one record for each award year. The Apply SSN, First and Last Names, and DOB to existing records with the same SSN/Award Year performs changes to more than one record only within the same award year.

Last updated: July 22, 2012

close

Gainful Employment Deactivate

Purpose of this page

The Gainful Employment (GE) Deactivate page allows the school user to deactivate a student's GE record reported by the institution by clicking the Deactivate button on the top of the Gainful Employment Detail page.

Navigation

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

How to deactivate Gainful Employment information

To deactivate Gainful Employment information:

- Click the Deactivate button on the Gainful Employment Detail page. This will open the Gainful Employment Deactivate page.
- Review student Gainful Employment detail information.
- To deactivate the record, click Confirm.

A message that the Gainful Employment record successfully deactivated will display after confirmation on the Gainful Employment List page. If the drop down selection in History shows 'ALL', every record submitted, entered, updated, or deactivated will display on the list. Change the drop down selection to view the specific type of record desired.

Last updated: August 28, 2011

close