

NSLDS Overview

Participant Workbook



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Lesson 1 - Overview

Objective

After completing this lesson, you will be able to:

- Identify types of data stored in NSLDS
- Identify sources of NSLDS data
- Identify functions provided by NSLDS

Key Term

National Student Loan Data System (NSLDS)

The first comprehensive national database of information about the federal financial aid history of recipients of student financial assistance authorized under Title IV of the Higher Education Act of 1965, as amended. As the central database for Title IV student financial aid, NSLDS stores information about loans, grants, students, borrowers, lenders, guaranty agencies (GAs), schools, and servicers. It provides an integrated view of Title IV loans and grants during all stages of their life cycles—from aid approval through disbursement, repayment, delinquency, and closure.

Types of NSLDS Data

NSLDS processes and maintains data pertaining to the following Title IV programs:

Program	Types of Data
Federal Family Education Loan Program (FFELP)	Federal Stafford Loans Federal Unsubsidized Stafford Loans Federal Supplemental Loans for Students (SLSs) Federal Consolidation Loans Federal PLUS Loans Federal PLUS Graduate/Professional Loans Refinanced Loans
Campus-Based Loan Programs	Perkins Loans/National Direct Student Loans/National Defense Student Loans Income Contingent Loans (ICLs) Perkins Extended Loan Options
Federal Grants	Pell Grants Academic Competitiveness Grants (ACG) National SMART Grants
Federal Direct Loan Program (FDLP)	Federal Direct Stafford Loans Federal Direct Unsubsidized Stafford Loans Federal Direct Consolidation Loans Federal Direct Unsubsidized Consolidation Loans Federal Direct PLUS Loans Federal Direct PLUS Graduate/Professional Loans Federal Direct PLUS Consolidation Loans
Overpayments and Fraud	Federal Pell Grants Academic Competitiveness Grants (ACG) National SMART Grants Federal Perkins Loans Federal Supplemental Educational Opportunity Grants (FSEOGs)

Information about Federally Insured Student Loans (FISLs) and Student Enrollment Data are also captured in the NSLDS database.

Sources of NSLDS Data

NSLDS interfaces with the following systems and individual entities which will be discussed throughout this course:

Central Processing System (CPS)—CPS sends NSLDS a daily prescreening feed, identifying applicants for new or additional Title IV aid. NSLDS returns to CPS financial aid history data for any applicant found in the NSLDS database. In addition, CPS submits demographic data on a daily basis. NSLDS notifies CPS when eligibility has changed using the postscreening process.

Schools—Schools, or their servicers, send NSLDS data on Perkins loans on a monthly basis. Schools use the NSLDS Web site to report Pell, ACG, National SMART, Perkins, and FSEOG overpayments. Student enrollment status is reported on a scheduled and an ad hoc basis as required by the Department of Education (ED). Schools participate in the Transfer Student Monitoring process to supply and update a list of students identified as transferring from one institution to another during an academic year.

Common Origination and Disbursement (COD)—COD sends NSLDS a daily feed containing data on Federal Pell, ACG, and National SMART Grants.

Debt Collection System (DCS)—DCS sends NSLDS a weekly file containing data on all loans held by ED in the DCS portfolio, including FISLs, Perkins loans, FDLP loans, and FFELP loans. It also sends ED-held overpayments and fraudulent grants and loans.

Postsecondary Education Participants System (PEPS)—PEPS sends NSLDS a daily file containing updates to the ED school tables. NSLDS computes and stores draft and official school and GA cohort default rates and sends them to PEPS for storage. NSLDS sends school-appealed rates to PEPS. NSLDS also provides a means to convert Pell Institution codes, FFEL School IDs, and Campus-Based School codes to Office of Postsecondary Education Identifiers (OPEIDs). NSLDS provides ED users with a Web page detailing current school information.

Direct Loan Servicing System (DLSS)—DLSS sends NSLDS a weekly file containing data on Direct Loans from first disbursement until they are repaid or reported to NSLDS with a closed status. In turn, NSLDS sends Enrollment Reporting data to DLSS. In response to this file, the National Student Clearinghouse sends NSLDS updated enrollment data. The NSLDS also provides DLSS with financial aid history information to support exit counseling and consolidation services for FDLP borrowers.

Financial Management Systems (FMS)—FMS sends NSLDS a daily file that contains changes to the lender participation information. In addition, FMS sends NSLDS a quarterly file that contains changes to interest rates and special allowances. NSLDS provides summarized data about new guarantees, cancellations, and disbursements that support the Loan Processing and Issuance Fee (LPIF) payment by FMS, as well as data about Original Principal Balance on open loans that support Account Maintenance Fee (AMF) payments by FMS.

Guaranty Agencies—GAs, or their servicers, send NSLDS at a minimum a monthly feed containing data on FFELP loans held by lenders or by the GA itself. In turn, NSLDS sends Enrollment Reporting data to GAs on a weekly basis. NSLDS sends backup detail data for payment of LPIFs quarterly, and AMFs annually. NSLDS also sends Reasonability data monthly and annually to GAs.

Lenders/Lender Servicers—Lenders or Lender Servicers can access NSLDS information through the Web site.

Student Aid Internet Gateway (SAIG)—This is a private network (WAN) that serves as a file transfer service between NSLDS and its many end users. The SAIG provides, through the SAIG Enrollment signup process, information to NSLDS on a daily basis about active NSLDS Online users and NSLDS Batch services.

Ombudsman—Ombudsman sends batches of student identifiers to NSLDS, as needed. NSLDS returns loan details.

Financial Partners Data Mart (FPDM)—NSLDS sends monthly and annual feeds of selected summary loan data to FPDM.

Student Personal Identification Number (PIN) Site—Students making inquiries of the NSLDS student site are first directed to the PIN site for authentication.

Conditional Disability Discharge Tracking System (CDDTS)—CDDTS sends NSLDS a monthly file containing data on loans assigned to ED because borrowers have applied for debt forgiveness due to total and permanent disability. CDDTS reports permanent or conditional discharges or notifies NSLDS that the loan has been returned to a non-disability status.

Common Services for Borrowers (CSB)—NSLDS sends financial aid history data for any student/PLUS borrower found in the NSLDS database based on a “real time” request from CSB.

NSLDS Functions

NSLDS performs the following functions:

Prescreening for Title IV Aid Eligibility—NSLDS prescreens all Free Application for Federal Student Aid (FAFSA) applicants for Title IV aid to identify those applicants who are in default on an existing Title IV loan; who owe overpayments on Pell Grants, ACG, National SMART Grants, FSEOGs, or Perkins loans; or who have exceeded aggregate loan limits.

Postscreening for Title IV Aid Eligibility—NSLDS postscreens Title IV aid applicants to identify those whose eligibility status has changed since the time of their original aid application.

Aid Overpayment—The Web Aid Overpayment function allows data providers to update NSLDS when a student owes or repays an overpayment on a Pell Grant, ACG, National SMART Grant, FSEOG, or Perkins loan. This function also facilitates the reporting of fraud by schools and DCS on the various grants.

Cohort Default Rate (CDR) Calculations—NSLDS calculates and stores draft and official default rates for schools, lenders, and GAs participating in the FFELP and FDLP. NSLDS also calculates a draft and official national default rate for each cohort year. NSLDS makes these rates available to schools through the eCDR process. NSLDS also makes these rates available to selected ED users, GAs, and Lenders.

Repayment Information—NSLDS provides summary and detail student repayment data for informational purposes.

Enrollment Reporting—NSLDS generates and sends student enrollment status reports to schools. Schools or their servicers (often the National Student Clearinghouse), respond to the report, either online or by batch submission. NSLDS then updates its database to reflect any changes in student enrollment status and forwards enrollment status change data to the loan-holding community.

Preparation of Financial Aid History (FAH) Information—NSLDS generates FAH information and forwards it to CPS as part of the prescreening process. NSLDS also generates FAH information outside the prescreening process in response to ad hoc requests from schools. These requests can be made online or by batch submittal, and are part of Transfer Student Monitoring. GA requests can be made by batch submittal. GAs participate in a batch-only mode to request FAH information.

Web Inquiries—NSLDS provides Web access for schools, GAs, state agencies, lenders, lender servicers, students, and ED and its contractors to view NSLDS data.

Transfer Student Monitoring—NSLDS receives school profile and transferring student information via Web pages and/or batch programs. NSLDS monitors each of these students for specific changes in loan and grant status. NSLDS reports these changes to schools via Web pages or batch programs. Alert e-mail is provided.

Online Loan Update—NSLDS allows GAs to update their loan data on the Web. This instantaneous update feature helps to reduce the turnaround time for problem resolution and error corrections.

Customer Support—NSLDS personnel from the Call Center, InfoCenter, Data Integrity group, and Quality Assurance (QA) document, research, negotiate, and resolve NSLDS data conflicts.

Real Time Data Inquiries—NSLDS generates FAH information in response to “real time” requests from ED applications. The following applications use this functionality:

- Direct Loan Exit Counseling using XML
- CSB Consolidation Loan Application Support using XML

Adding an NSLDS User

Visit the SAIG Enrollment Web site to add an NSLDS user to your Destination Point (<https://www.fsawebenroll.ed.gov>).

Remember that only primary and secondary Destination Point Administrators (DPA) can add a new NSLDS online user. If you are not a primary or secondary DPA and need access, contact your institution’s DPA.

Who is the Destination Point Administrator for NSLDS at your institution?

Figure 1: SAIG Web site Homepage

The screenshot shows the SAIG Web site Homepage with the following content:

**U.S. DEPARTMENT OF EDUCATION
STUDENT AID INTERNET GATEWAY - ENROLLMENT**

ENROLL FOR SAIG MAILBOX
Select this icon to:

- Submit an application for a new mailbox
- Add or change services or demographic information
- Delete a mailbox
- Enroll for a test mailbox

Postsecondary schools, lenders, guarantors and their servicers can enroll to exchange data with the following systems:

- CPS (FAFSA/ISIR)
- COD (Direct Loan, Pell, ACG and National SMART Grant)
- FISAP (eCampus)
- NSLDS (ER/On-line/eCDR)
- FMS (LaRS/GAFR)
- CSB (DL Delinquency Reports, Borrower Services)

ADD ANOTHER NSLDS ONLINE USER
Existing Destination Point Administrators can select this icon to enroll another user for access to the NSLDS On-line system for their organization.

ENROLL FAA USERS FOR ONLINE SERVICES
Existing Destination Point Administrators can select this icon to enroll FAA users for access to:

- FAA Access to CPS Online web site

CHECK YOUR MAILBOX ENROLLMENT INFORMATION
Existing Destination Point Administrators can select this icon to view the application systems and services for the institutions under their TG number.

REVIEW YOUR ORGANIZATION'S MAILBOXES
Existing Destination Point Administrators can select this icon to view a list of all the TG numbers assigned to their organization.

Warning: During a web enrollment, if you leave your browser idle for more than 30 minutes, you will be unable to continue with the enrollment and must return to the beginning of the enrollment form.

**Tip:**

Refer to the SAIG online Help topic [How Do I Add Another NSLDS Online User?](#) for instructions for adding a user to an existing organization. Help text steps are listed here.

1. Click the **Add Another NSLDS Online User** icon on the home page.
2. Enter your organization's Primary TG Number. (The Primary TG Number is the first TG number that was created for your organization. It is not necessarily the one that your organization uses to send and receive files. To find out what your Primary TG Number is, select the Review Your Organization's Mailboxes feature on the home page.). Click **Next**.
3. Enter the authentication information associated with your organization's Primary TG Number. Click **Next**.
4. Complete the Demographic Information page. Click **Next**.
5. Enter your organization's OPE-ID, lender code, GA code, or state code. If you do not know the code, the Search feature will help you locate it.
6. Select **Yes** to the available options to give the person you are enrolling the ability to update records using the NSLDS Online Web site. Some organizations only receive default services.
7. Click **Next**.
8. Click **Submit Form** on the Final Review page after verifying that the information entered is correct.
9. Click **Exit**.
10. Click **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Click **Next**.
11. Click **OK** when asked if you successfully printed the signature pages.
12. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
13. Sign the signature pages and mail them to CPS/SAIG Technical Support (2450 Oakdale Blvd., Coralville, IA 52241). The employee you enrolled will receive a TG number after the signed signature pages are processed.

Figure 2: NSLDS Web site Homepage



The NSLDS Web site is located at: https://www.nsls.ed.gov/nsls_FAP.

When updating your students' records, use your assigned username and password to access the Web site.

Lesson 2 – Pre/Postscreening

Objective

After completing this lesson, you will be able to:

- Identify the processes related to providing NSLDS data on the ISIR
- Locate NSLDS match data using Student Inquiry in FAA Access to CPS Online
- Locate a student record using the NSLDS Web site

Key Terms

Prescreening

The process of the Central Processing System (CPS) matching student information from the FAFSA against the National Student Loan Data System (NSLDS) to see if the student is in default, owes an overpayment, or has exceeded the loan limits. The resulting Financial Aid History (FAH) includes all NSLDS-related flags, values or amount information used to help determine a student's eligibility.

Postscreening

A systematic scan of the NSLDS database is performed on a weekly basis to determine if a student has moved into or out of default, overpayment status or any of the other postscreening reason code measurements. If the status changes, data is sent to CPS and a subsequent pushed ISIR is generated to the school.

NSLDS Transaction Number

CPS keeps track of the NSLDS Transaction Number that appears at the end of the Match Flags section. It is the number of the last transaction on which the student's NSLDS data changed and is a signal to the FAA to review the NSLDS information on a particular transaction.

Prescreening

To help identify students with problems such as defaulted loans or overpayments, the CPS matches students' FAFSA information with their financial aid histories in the NSLDS database. You must resolve any conflicts between NSLDS and other information you have about a student before disbursing Title IV aid. For example, NSLDS may show that a student isn't in default, but you have documentation showing that he or she is in default.

The results of the NSLDS match are provided on the SAR and ISIR on the NSLDS Financial Aid History page. As with other matches, a "C" next to the student's EFC indicates problems that must be resolved.

Tip:



See Appendix B of the ISIR Guide for complete tables of NSLDS match results.

The Process

- FAFSA data is received by CPS
- Student identifier information is sent to NSLDS for match
- Match data is returned to CPS
 - If a student has financial aid data stored at NSLDS, a successful match record is returned with a summary of the corresponding data including any default, overpayment or exceeded loan limits, as well as the other flags/information. If the student has no defaults or overpayments, or has made satisfactory repayment arrangements on a defaulted loan, the NSLDS match flag is 1 and no "C" code appears on the output document.
 - If a match with NSLDS is completed but the database contains no information on the student, then no financial aid history can be provided. The ISIR includes a comment explaining that the student's SSN is not associated with any financial aid history. You can thus assume that the student has no financial aid history unless you have conflicting information.
- The NSLDS data is then provided on the ISIR
 - A match flag of 2, 3, or 4 indicates that the student has defaulted loans or owes an overpayment or both. A SAR C Flag is provided on the ISIR to indicate a problem that must be resolved to ensure the student's aid eligibility. You will need to document that the problem has been resolved before disbursing aid.

Note:



For "real-time" processing—if a student uses *Corrections on the Web* or an FAA uses *FAA Access to CPS Online*—CPS does not match against the NSLDS database, but the output document shows NSLDS data from the last transaction that did match against NSLDS. In those cases review of a student's NSLDS FAH may be necessary by logging onto the NSLDS Web site.

Postscreening

The NSLDS is scanned weekly to determine if any applicant has moved into or out of a default or overpayment status or any other postscreening reason since the last time prescreening (or a previous postscreening) had occurred for that applicant. If a default or overpayment change has occurred, CPS generates a new ISIR transaction that includes the changed information as part of the NSLDS Financial Aid History section.

Postscreened ISIR transactions meet the criteria of a pushed ISIR and are automatically returned to the school, even if the school did not request the ISIR. Postscreening Reason Codes are included in the top section of the Financial Aid History page.

The CPS Pushed ISIR Flag is **Y** and the Transaction Data Source/Type Code is **5N** (NSLDS Postscreening) on these transactions. The processed ISIRs are returned to the school in the IGSGXXOP message class (where **XX** is the numerical award year identifier, like **08** for the 2007-2008 award year).

Schools must act on the updated information they receive regarding a change in a student's eligibility for Title IV aid and must ensure that a student remains eligible for payment; otherwise, the school will be liable for improperly disbursed funds.

Note:



The NSLDS Transaction Number is the number of the last transaction on which NSLDS data changed, so if you receive an output document on which that number is higher than the one on the document you used to determine the student's eligibility, you must review the NSLDS data on the new document to be sure no changes affect the student's eligibility.

The Process

- The NSLDS database is scanned weekly to determine status changes for default, overpayment or any of the other postscreening reason codes/measurements
- Data is sent to CPS to generate a new transaction with an incremented transaction number
- A pushed ISIR is sent automatically to schools
- The school reviews the new data to determine if the change in default or overpayment status affects the applicant's eligibility for Title IV aid

NSLDS Flags

Values and descriptions for the various flags used to identify NSLDS data on the ISIR are provided below. You can view this information by accessing the FAA Access to CPS Online Web site.

Tip:



More information about the NSLDS data provided on the ISIR can be found in the ISIR Guide in the NSLDS Financial Aid History section or in Appendix C – Loan Status Codes and Eligibility Charts.

Overpayment Flags

The Overpayment flags for ACG, Pell, FSEOG, Perkins, or National SMART Grant appear as below.

ISIR Value and Value Printed on ISIR	Description
D	Deferred
N	N/A
S	Satisfactory Payment Arrangements
F	Fraud
W	Waived
Y	Overpayment exists

Tip:



Complete student financial aid history information is available at the NSLDS Financial Aid Professionals Web site (nslsdfap.ed.gov).

Discharged Loan Flag

The Discharged Loan Flag reflects the status of any loan discharged due to disability or death. If this flag contains a value other than **N**, the SAR C Flag is set on the SAR/ISIR and a comment is provided.

ISIR Value and Value Printed on ISIR	Description
C	Conditional discharge
D	Death
M	Multiple codes
N	None
P	Permanent discharge
R	Reaffirm

Defaulted Loans Flag

The Defaulted Loans Flag is set when any loans are in a defaulted status. Appendix C of the ISIR Guide includes a chart for loan status codes and eligibility.

Loan Satisfactory Payment Arrangement Flag

The Loan Satisfactory Payment Arrangement Flag at the top of the Financial Aid History page displays the value Y for Yes or N for No.

Active Bankruptcy Flag

The Active Bankruptcy Flag at the top of the Financial Aid History page displays the value Y for Yes or N for No.

Postscreening Reason Codes

The codes listed in the NSLDS Postscreening Reason Code field help schools identify students whose eligibility for federal student aid may have changed since the last SAR/ISIR transaction was produced. Up to three postscreening codes can be sent on the same ISIR. To find cases where a student's eligibility status has changed, NSLDS scans its database on a weekly basis. The valid values are listed below.

ISIR Value and Printed on ISIR	Description
Blank	Not an NSLDS postscreening transaction
01	The student entered default on a Title IV loan that was previously not in default
02	Became obligated for a new overpayment of a Title IV grant or loan
03	Cleared a previously reported default of a Title IV loan
04	Cleared an overpayment obligation on a previously reported Title IV grant or loan
05	Master Promissory Note (MPN) status change (Stafford)
06	A loan was discharged
07	A loan went out of discharged status
08	Student has a loan for a closed school
09	Student has exceeded subsidized aggregate loan limit
10	Student has exceeded combined aggregate loan limit
11	Applicant no longer exceeds subsidized aggregate loan limit
12	Applicant no longer exceeds combined aggregate loan limit
13	Change in discharged loan status
14	Loan entered active bankruptcy
15	PLUS MPN status change
16	Graduate PLUS MPN status change
17	A fraud conviction was added to the student's record
18	A fraud conviction on the student's record was cleared
99	The "Other" category includes NSLDS requests for individual reprocessing, NSLDS error reprocessing, etc.

Using FAA Access to Locate NSLDS Data

Using the Student Inquiry function of FAA Access to CPS Online, you can access a student's ISIR record and review NSLDS match flag and history information. For any record with a SAR C Flag, corresponding comment codes and text identify the issue with the record.



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FAA Access to CPS Online

Help FAQs

Transactions

- Processing Information
- Student Information
- Student Income/Assets
- Parent Information
- School Information
- Preparer's Information
- ACG Eligibility Information
- NSLDS
- Comments
- FAA Information
- Print Summary

FAA Access to CPS Online — Student Inquiry

[NEED HELP?](#)

2007-2008
236-04-0011
HARRY D. MONTAGUE

Processing Information

Transaction Number:	01
Transaction Source:	Paper
Transaction Type:	Application
Date Application Completed:	01/01/2007
Application Receipt Date:	02/01/2007
Processed Date:	01/15/2007
Signed By:	BOTH
EFC:	00000 * C

[NEED HELP?](#) [MAKE CORRECTIONS](#) [RETURN TO FAA MENU](#) [EXIT](#)

Site Last Updated: Sunday, February 11, 2007

The SAR C Flag highlighted above indicates that information needs to be reviewed.

The NSLDS tab provides a summary view of loan data provided by NSLDS. In this example, the student has a defaulted Subsidized Stafford loan.

Transactions	FAA Access to CPS Online — Student Inquiry	
Processing Information	NEED HELP?	2007-2008
Student Information		236-04-0011
Student Income/Assets	NSLDS	HARRY D. MONTAGUE
Parent Information	This page contains the total amount of student loans the student owes that are administered by the U.S. Department of Education as reported by the National Student Loan Data System (NSLDS). This may not be the most current information. For the most current information, select the 'GO TO NSLDS' button.	
School Information	FFEL/Direct Loan Amounts	
Preparer's Information	FFEL/DirectLoan Type: Subsidized Loan	
ACG Eligibility Information	Total Principal Balance: 23,000	
NSLDS	Remaining Amount to be Paid: 0	
Comments	Total: 23,000	
FAA Information	Federal Perkins Loan Amounts	
Print Summary	There is no Perkins Loan data for this student.	
	Defaulted/Discharged Loan Detail Information	
	Loan Type: Subsidized Stafford	
	Net Loan Amount: 2,280	
	Loan Begin Date: 09/15/2001	
	Loan End Date: 06/01/2002	
	Grade Level: 4	
	Status Code: DN	
	Outstanding Balance: 2,280	
	NEED HELP?	GO TO NSLDS MAKE CORRECTIONS RETURN TO FAA MENU
		EXIT
	Site Last Updated: Saturday, March 31, 2007	

The Comments tab provides text based on the comment codes included on the record. Comments such as those provided below would indicate the student has defaulted and discharged loans.

Issues Affecting Your Eligibility

Contact the following agency(ies) regarding your defaulted federal student loan(s):

Debt Collection Service, 1-800-621-3115 (GA 739)

Oklahoma Guaranteed Student Loan Program, Collection Office, 1-800-522-8022 or 405-234-4300 (GA 740)

Oregon Student Assistance Commission, Collection Office, 651-221-0566 or 1-888-221-3262 (GA 741)

Pennsylvania Higher Education Assistance Agency, 1-800-233-0751 or 1-800-692-7392 (GA 742)

The National Student Loan Data System (NSLDS) indicates that one or more of your federal student loans have been discharged. If you have questions, contact the financial aid office at your school.

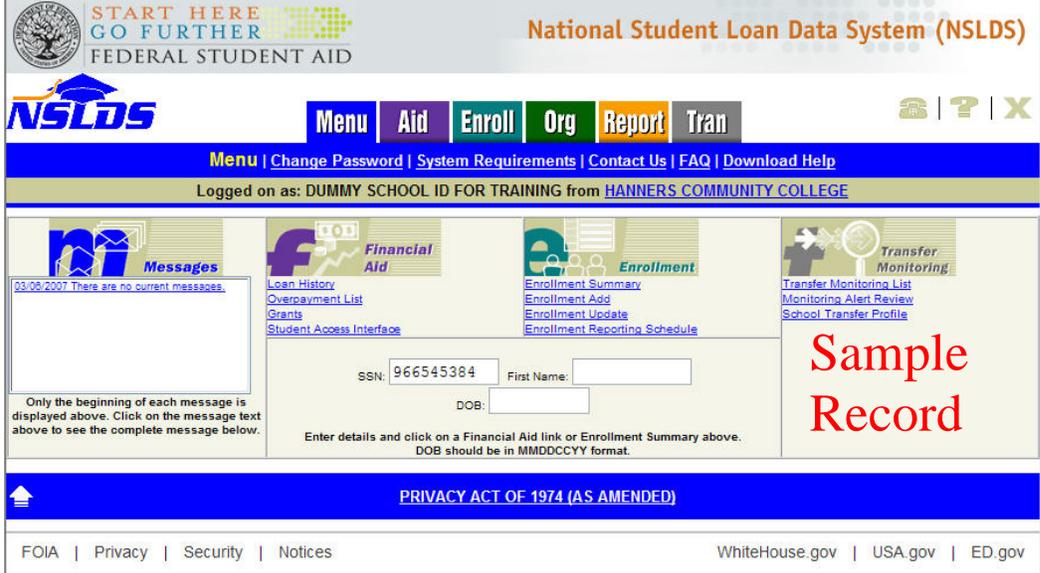
Further information can be found on the FAA Information tab. The Match Flags section provides results from the NSLDS Match Flag, the NSLDS Database Results Flag, NSLDS Postscreening reasons, and the NSLDS Transaction Number.

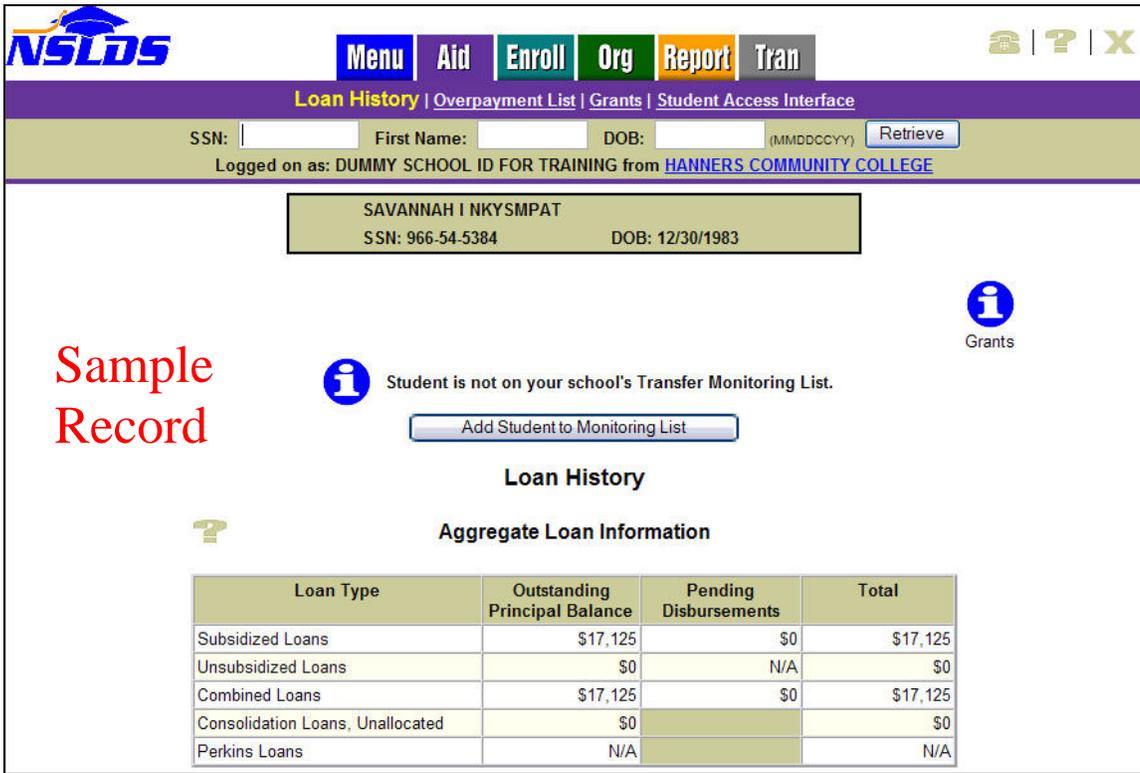
Match Flags	
SSN Match Flag:	Match conducted, but SSN is invalid.
Father's/Stepfather's SSN Match Flag:	No match conducted.
Mother's/Stepmother's SSN Match Flag:	No match conducted.
DHS Match Flag:	Match conducted. DHS could not confirm noncitizen eligibility status.
DHS Sec. Conf. Flag:	No secondary match has been conducted
NSLDS Match Flag:	Match but no data provided. 
NSLDS Post-screening Reasons:	
Selective Service Registration Flag:	Record not sent
DHS Verification #:	
NSLDS Database Results Flag:	Incomplete match, no data sent. 
VA Match Flag:	Match conducted. Student is not a qualifying veteran.
Selective Service Match:	Record not sent to Selective Service
SSA Citizenship Code:	Unable to verify citizenship due to failed match on SSN and Name or SSN and Date of Birth.
NSLDS Transaction Number:	01 

Locate a record on the NSLDS Web site

The following table provides instructions for accessing the NSLDS Web site and locating a student’s record. This table is provided as a reference for the demonstration conducted during the training and for your use to access and locate your school’s student records. When updating your students’ records, use your own username and password to access the Web site. If you do not have a username, contact the Destination Point Administrator (DPA) at your school to add you as an NSLDS system user. If you are the DPA and are unfamiliar with the process for adding a user to NSLDS, visit the SAIG Web site at fsawebenroll.ed.gov or contact CPS/WAN Technical Support for assistance at 1-800-330-5947.

Step	Action
1	Open a browser window to the NSLDS Web site by entering the following: www.nslsdfap.ed.gov
2	<p>Log in using your assigned username and password.</p>  <p>The next screen provides a Privacy Act reminder.</p>
3	<p>Click I Agree to confirm that you are an authorized user. The NSLDS home page appears.</p> <p>You can access student data from different areas of the Web site.</p> <p>Note the tabs at the top of the page. These can be used to navigate to student or school data.</p>

Step	Action
	
4	<p>Click each tab to review.</p> <p>Aid - 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.</p> <p>Enroll - The Enrollment pages contain information about student enrollment at every school where enrollment has been reported for a student.</p> <p>Org - Access the Organization Contact List page.</p> <p>Report - Access the Report List page.</p> <p>Tran - The Transfer Monitoring pages contain data about the students your school has submitted for Transfer Monitoring.</p> <p>You can also access the same functions from the home page.</p>
5	<p>Open a record to review student data.</p> <p>Type a Social Security Number for one of your current students in the SSN field.</p>

Loan History																									
6	Click the Loan History link.																								
7	<p>Review the page beginning with the Aggregate Loan Information. Note the symbols that appear at the top of the page.</p> <p> indicates that more information is available for a student. In the graphic below, grant information is available to view.</p>  <p>The screenshot shows the NSLDS interface with the following elements:</p> <ul style="list-style-type: none"> Navigation menu: Menu, Aid, Enroll, Org, Report, Tran Page title: Loan History Overpayment List Grants Student Access Interface Search fields: SSN, First Name, DOB (MMDDCCYY), Retrieve button Logged on as: DUMMY SCHOOL ID FOR TRAINING from HANNERS COMMUNITY COLLEGE Student info: SAVANNAH I NKYSMPAT, SSN: 966-54-5384, DOB: 12/30/1983 Information icon (i) Grants Message: Student is not on your school's Transfer Monitoring List. Add Student to Monitoring List button Section: Loan History Section: Aggregate Loan Information Table: <table border="1"> <thead> <tr> <th>Loan Type</th> <th>Outstanding Principal Balance</th> <th>Pending Disbursements</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Subsidized Loans</td> <td>\$17,125</td> <td>\$0</td> <td>\$17,125</td> </tr> <tr> <td>Unsubsidized Loans</td> <td>\$0</td> <td>N/A</td> <td>\$0</td> </tr> <tr> <td>Combined Loans</td> <td>\$17,125</td> <td>\$0</td> <td>\$17,125</td> </tr> <tr> <td>Consolidation Loans, Unallocated</td> <td>\$0</td> <td></td> <td>\$0</td> </tr> <tr> <td>Perkins Loans</td> <td>N/A</td> <td></td> <td>N/A</td> </tr> </tbody> </table>	Loan Type	Outstanding Principal Balance	Pending Disbursements	Total	Subsidized Loans	\$17,125	\$0	\$17,125	Unsubsidized Loans	\$0	N/A	\$0	Combined Loans	\$17,125	\$0	\$17,125	Consolidation Loans, Unallocated	\$0		\$0	Perkins Loans	N/A		N/A
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Perkins Loans	N/A		N/A																						
8	<p>Scroll down to the Loan Summary. Note that you can re-sort the loan list. Click the arrow in the Sort By field to view the sort options.</p> <p>Each loan includes a Loan Detail option and links to contact information for the Guaranty Agency and Servicer of the loan, should you need to contact them about the status of the loan.</p>																								
Grants																									
9	<p>Click the Grants link at the top of the page to view the grant information.</p> <p>Note the school link provided for each grant. This provides you a point of contact in case you need to verify or avoid concurrent payments.</p>																								

Sample Record

FERNANDO R FERN
 SSN: 888-11-0015 DOB: 03/08/1987

 Grants

 Student is on your school's Transfer Monitoring List.

Student Monitoring Detail

Pell Grant History

Award Year	Scheduled Amount	Award Amount	Disbursed Amount	% Scheduled Used	Latest Disb	Posted by COD
2006 - 2007	\$3,000	\$3,000	\$3,000	100.0000	12/21/2006	12/27/2006
	UNIVERSITY OF TEXAS - PAN AMERICAN 00359900			EFC: 1054	Ver. Flag: N/A	Tran: 03
2005 - 2006	\$3,000	\$3,000	\$3,000	100.0000	11/24/2005	01/06/2006
	UNIVERSITY OF TEXAS - PAN AMERICAN 00359900			EFC: 1091	Ver. Flag: N/A	Tran: 01
2004 - 2005	\$2,900	\$725	\$725	25.0000	06/03/2005	05/25/2005
	UNIVERSITY OF TEXAS - PAN AMERICAN 00359900			EFC: 1112	Ver. Flag: V	Tran: 02

National SMART Grant History

Award Year	Award ID	Award Amount	Disbursed Amount	Grade Level	Latest Disb	Posted by COD
2006 - 2007	888110015T07003599001	\$4,000	\$2,000	3	08/12/2006	03/02/2007
UNIVERSITY OF TEXAS - PAN AMERICAN 00359900				Major: 27.0101		Tran: 03

10 Upon completion of your information review, exit from the Web site and close your web browser.

Lesson 3 – Reporting Overpayments

Objectives

After completing this lesson, you will be able to:

- Record an overpayment in the NSLDS Web site
- Update an overpayment record to a repaid status

Key Term

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.

Recording Overpayments

In general, a student is liable for any Grant or Perkins Loan overpayment made to him or her. An overpayment is created whenever a student receives funds that exceed his or her eligibility.

An overpayment affects a student's eligibility for subsequent aid. You must report all overpayments to NSLDS to ensure that students who have received more Title IV aid than they were eligible for do not receive additional Title IV funds until the overpayment is resolved. Students can resolve the overpayments by repaying it in full, or making satisfactory payment arrangements.

NSLDS allows you to select the type of aid for which there is an overaward, list the status of the overpayment and indicate the source of overpayment. Types of aid for which overpayment must be reported are:

- Pell Grant
- Academic Competitiveness Grant
- National SMART Grant
- Perkins Loans
- FSEOG

For purposes of FSEOG overpayments, when a school awards FSEOG using the individual recipient or aggregate matching share methods, the FSEOG overpayment amount includes only the federal share.

If, after notification to the student and consideration of possible objections an overpayment remains, and the student has not repaid or made satisfactory arrangements to repay the overpayment, you must take further action. For grants, you must refer the overpayment to the Department of Education with the required information and indicate to NSLDS that the overpayment has been transferred. After that, you are not required to make any further attempt to collect the grant overpayments and the Department will become the source for information regarding the overpayment and the contact for the student.

For Perkins loans, you are not required to refer overpayments to Collections, because the student is required to repay the overpayment to your school's revolving loan fund.

Update the overpayment on NSLDS when the student has made satisfactory arrangements to repay the outstanding amount or has repaid the amount owed. This will allow the student to once again be eligible for consideration for additional aid. Status indicators for NSLDS are:

- Overpayment
- Satisfactory Arrangement Made
- Repaid
- Fraud (This is a new status that schools can use to indicate a student has received funds as a result of fraudulent activity and should be prevented from receiving any further aid.)

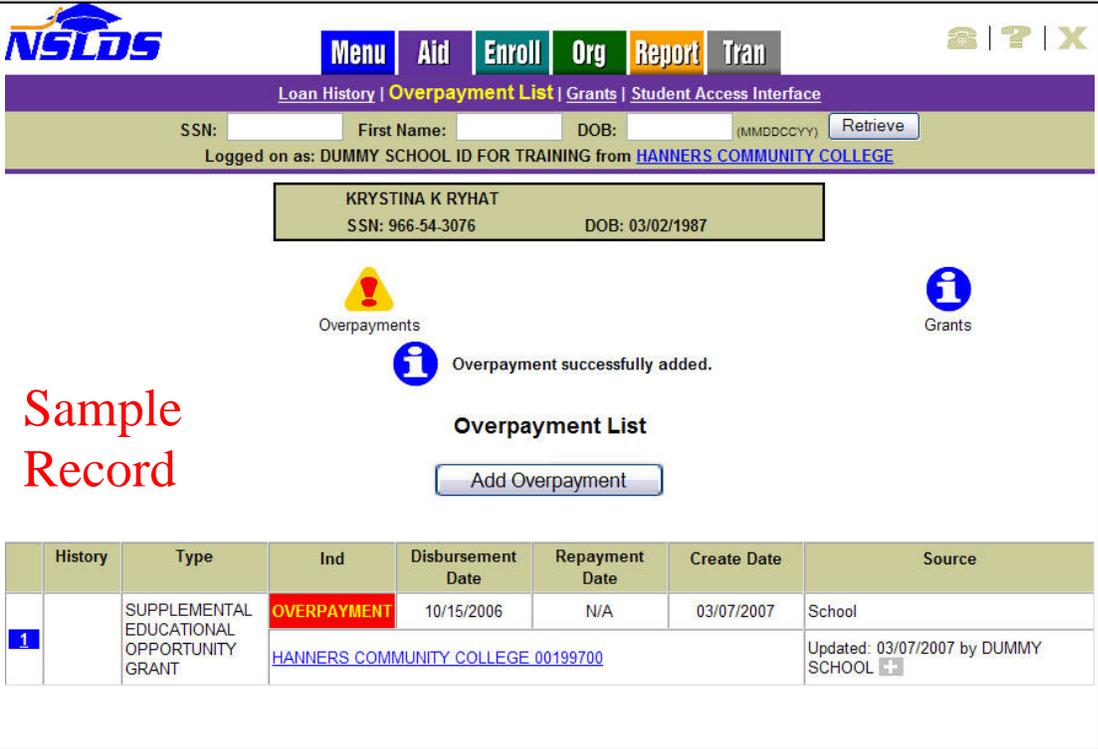
Overpayments are recorded using the Add Overpayment option in the Overpayment List area of the NSLDS Web site shown in the graphic below.

The screenshot shows the NSLDS web interface. At the top left is the NSLDS logo. A navigation bar contains buttons for Menu, Aid, Enroll, Org, Report, and Tran. Below this is a purple header with links for Loan History, Overpayment List, Grants, and Student Access Interface. A search area includes fields for SSN, First Name, and DOB (MMDDCCYY), with a Retrieve button. Below the search area, it says "Logged on as: DUMMY SCHOOL ID FOR TRAINING from HANNERS COMMUNITY COLLEGE". A user profile box displays: KRISTINA K RYHAT, SSN: 966-54-3076, and DOB: 03/02/1987. To the right is an information icon and the word "Grants". The main heading is "Overpayment List". Below it is an information icon and the text "No overpayment records exist for this individual." with an "Add Overpayment" button. At the bottom, a purple footer contains a home icon and the text "PRIVACY ACT OF 1974 (AS AMENDED)". The very bottom of the page has links for FOIA, Privacy, Security, Notices, WhiteHouse.gov, USA.gov, and ED.gov.

Recording an Overpayment

The following table provides the steps required to record an overpayment in NSLDS. This table is provided as a reference for the demonstration conducted during the training and for your use to access and locate your school's student records. When updating your students' records, use your own username and password to access the Web site.

Step	Action
1	Open a browser window to the NSLDS Web site by entering the following: www.nslsdfap.ed.gov
2	Log in using your assigned username and password. The next screen provides a Privacy Act Reminder.
3	Click I Agree to confirm that you are an authorized user.
4	The NSLDS home page appears. Click the Aid tab.
5	Type a student's Social Security Number in the SSN field and click Retrieve .
6	Click the Overpayment List link.
7	Click Add Overpayment . The Overpayment Add page appears.
8	Click the list for Type and select the type of overpayment you need to record.
9	Type the disbursement date. Note the required entry syntax.
10	Click the list for Indicator and select the type of record you are entering.
11	Click the list for Source and select SCH – School or the appropriate source.
12	Click Submit to save the record. The Overpayment List now displays the new record. Note the Overpayment warning icon that has been added to the screen.

Step	Action														
	 <p>Sample Record</p> <table border="1" data-bbox="402 793 1500 940"> <thead> <tr> <th>History</th> <th>Type</th> <th>Ind</th> <th>Disbursement Date</th> <th>Repayment Date</th> <th>Create Date</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT</td> <td>OVERPAYMENT</td> <td>10/15/2006</td> <td>N/A</td> <td>03/07/2007</td> <td>School Updated: 03/07/2007 by DUMMY SCHOOL</td> </tr> </tbody> </table>	History	Type	Ind	Disbursement Date	Repayment Date	Create Date	Source	1	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT	OVERPAYMENT	10/15/2006	N/A	03/07/2007	School Updated: 03/07/2007 by DUMMY SCHOOL
History	Type	Ind	Disbursement Date	Repayment Date	Create Date	Source									
1	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT	OVERPAYMENT	10/15/2006	N/A	03/07/2007	School Updated: 03/07/2007 by DUMMY SCHOOL									
Recording Repayment															
13	Click the 1 link to the left of the record.														
14	Click the Update button.														
15	Click the list for Indicator and select Repaid .														
16	Type the repayment date in the Repayment Date field. Verify the Source as School or other appropriate value.														
17	Click Submit to save the record. The Overpayment List redisplay with the Indicator now displayed as Repaid. Note that the warning icon has also disappeared.														

Step	Action															
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Loan History Overpayment List Grants Student Access Interface</p> <p style="margin: 0;">SSN: <input type="text"/> First Name: <input type="text"/> DOB: <input type="text"/> (MMDDCCYY) <input type="button" value="Retrieve"/></p> <p style="margin: 0; text-align: center;">Logged on as: DUMMY SCHOOL ID FOR TRAINING from HANNERS COMMUNITY COLLEGE</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0; text-align: center;"> KRYSTINA K RYHAT SSN: 966-54-3076 DOB: 03/02/1987 </div> <div style="text-align: right; margin: 5px 0;">  Grants </div> <div style="text-align: center; margin: 10px 0;">  Overpayment successfully updated. </div> <p style="text-align: center; margin: 0;">Overpayment List</p> <div style="text-align: center; margin: 5px 0;"> <input type="button" value="Add Overpayment"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">History</th> <th style="width: 5%;">Type</th> <th style="width: 5%;">Ind</th> <th style="width: 15%;">Disbursement Date</th> <th style="width: 15%;">Repayment Date</th> <th style="width: 15%;">Create Date</th> <th style="width: 30%;">Source</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">H</td> <td></td> <td>10/15/2006</td> <td>03/05/2007</td> <td>03/07/2007</td> <td>School HANNERS COMMUNITY COLLEGE 00199700 Updated: 03/07/2007 by DUMMY SCHOOL </td> </tr> </tbody> </table> </div>	History	Type	Ind	Disbursement Date	Repayment Date	Create Date	Source	1	H		10/15/2006	03/05/2007	03/07/2007	School HANNERS COMMUNITY COLLEGE 00199700 Updated: 03/07/2007 by DUMMY SCHOOL 	
History	Type	Ind	Disbursement Date	Repayment Date	Create Date	Source										
1	H		10/15/2006	03/05/2007	03/07/2007	School HANNERS COMMUNITY COLLEGE 00199700 Updated: 03/07/2007 by DUMMY SCHOOL 										
<p>18</p>	<p>Click the blue H in the History column to review the Overpayment history. The overpayment and repayment records are listed.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="margin: 0;">Return To Overpayment List </p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0; text-align: center;"> KRYSTINA K RYHAT SSN: 966-54-3076 DOB: 03/02/1987 </div> <div style="text-align: right; margin: 5px 0;">  Grants </div> <p style="text-align: center; margin: 10px 0;">Overpayment History</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0; text-align: center;"> Type: SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT Borrowed At: HANNERS COMMUNITY COLLEGE - 00199700 Disbursement Date: 10/15/2006 Create Date: 03/07/2007 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Ind</th> <th style="width: 15%;">Repayment Date</th> <th style="width: 10%;">Source</th> <th style="width: 10%;">Update Date</th> <th style="width: 55%;">Update By:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">REPAID</td> <td style="text-align: center;">03/05/2007</td> <td style="text-align: center;">SCH</td> <td style="text-align: center;">03/07/2007</td> <td style="text-align: center;">DUMMY SCHOOL ID FOR TRAINING</td> </tr> <tr> <td style="text-align: center;">OVERPAYMENT</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">SCH</td> <td style="text-align: center;">03/07/2007</td> <td style="text-align: center;">DUMMY SCHOOL ID FOR TRAINING</td> </tr> </tbody> </table> </div>	Ind	Repayment Date	Source	Update Date	Update By:	REPAID	03/05/2007	SCH	03/07/2007	DUMMY SCHOOL ID FOR TRAINING	OVERPAYMENT	N/A	SCH	03/07/2007	DUMMY SCHOOL ID FOR TRAINING
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OVERPAYMENT	N/A	SCH	03/07/2007	DUMMY SCHOOL ID FOR TRAINING												

Lesson 4 – Transfer Student Monitoring

Objectives

After completing this lesson, you will be able to:

- Update the School Transfer Profile
- Add a student to the Transfer Monitoring List
- Locate and review Transfer Student Monitoring Alerts

Key Terms

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 as a result of another school's activity 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 as a result of another school's activity 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 as a result of another school's activity.

Transfer Monitoring Process

Process through which the NSLDS reviews records of students submitted by various schools or servicers and looks for reported changes as a result of another school's activity which may affect Title IV eligibility.

Transfer Student Monitoring Process

You must send NSLDS identifying information for students transferring to your school so that NSLDS can notify you of changes to their financial aid history. You can send information for students who have expressed an interest in attending your school even if they have not yet formally applied for admission.

Through Transfer Student Monitoring (TSM), NSLDS Alerts monitor and alert you to any relevant changes in the transfer student's financial aid history—other than the default and overpayment information reported in the postscreening process—that may affect the student's current awards.

Note:



See the preamble to November 1, 2001 General Provisions amendments FR Volume 65, No. 212, page 65669 to see why a separate transfer student monitoring process was developed.

Identification Methods

You can create a list of transfer students on the NSLDS Web site or send the list to NSLDS as an electronic batch file through SAIG. You can use either method, both methods, or alternate between methods. A change in method used does not require prior notification to NSLDS. To begin using the “Inform” feature, you should first sign up for the TSM process at fsawebenroll.ed.gov for the Financial Aid History/Transfer Student Monitoring batch service. After enrolling for this NSLDS batch service, you must designate a school contact on the School Transfer Profile Page (www.nslsdfap.ed.gov) prior to creating any Inform records. The School Transfer Profile tells NSLDS who will be submitting Inform files from or on behalf of your school, how your school wants to receive an alert notice and the designated e-mail address for NSLDS to use when sending e-mail alert notices.

NSLDS monitors these students for a change in financial aid history that may affect their current awards and alert you when: a new loan or grant is being awarded, a new disbursement is made on a loan or grant, or a loan or grant (or a single disbursement) is cancelled.

Tip:



If the student has not already listed your school in Step Six when filing the FAFSA, have the student add your school so you can receive ISIR information.

Notification

When NSLDS creates an alert for one or more of your students, it also sends an e-mail notice to your school’s designated e-mail address (individual or group e-mail address). The person responsible for the TSM alerts may then either review the alert list on the NSLDS Web site or download a batch file, if batch alerts were requested, through SAIG in report or extract format.

If you initiate transfer monitoring before you begin receiving ISIRs for a student, NSLDS tracks changes in financial aid history from the date of your request, or any future date, up to 90 days after the start of enrollment.

Generally, when you add a student to be monitored, information is available the next day.

Note:



Defaulted loans and overpayment information are not monitored in the Transfer Student Monitoring Process, as they are already covered in the current postscreening process.

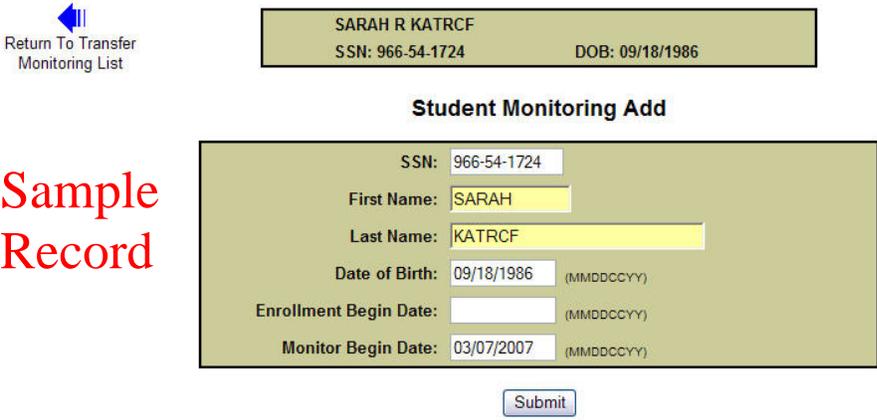
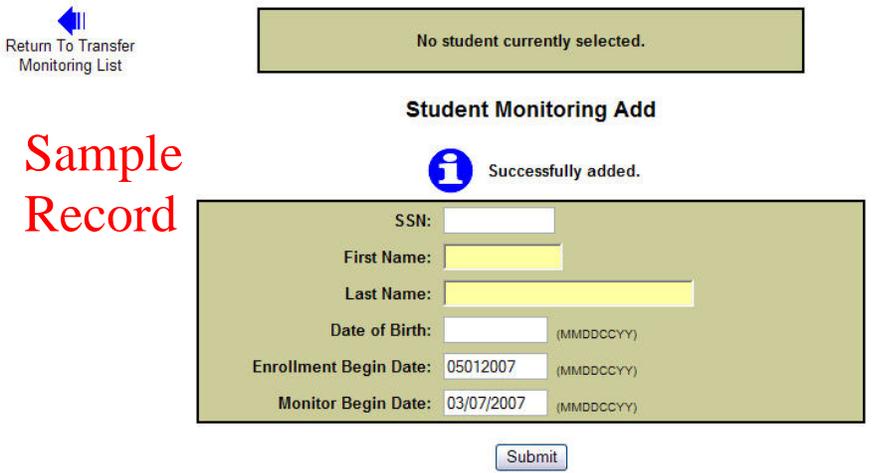
Who is listed in the School Transfer Profile page on NSLDS as your school’s TSM contact?

Transfer Monitoring Process Steps

The table below provides the steps necessary to review the alerts and add a student to the monitoring list. This table is provided as a reference for the demonstration conducted during the training and for your use to access and locate your school’s student records. When updating your students’ records, use your own username and password to access the Web site.

Next, you want to begin tracking two students who will be transferring to your school for the spring term.

Step	Action
1	Open a browser window to the NSLDS Web site by entering the following: www.nslsdfap.ed.gov
2	Log in using your assigned username and password. The next screen provides a Privacy Act Reminder.
3	Click I Agree to confirm that you are an authorized user. The NSLDS home page appears. Our first task is to review the School Transfer Profile.
School Transfer Profile	
4	Click the School Transfer Profile link. The profile of the school appears.
5	To change this method or any other value, click Update .
6	Having a correct e-mail address here is important for the alerts. Make any changes needed and click Submit .
Add a Record to the Monitor List	
7	Click the Aid tab. Accessing the record in this manner allows you to fill the data fields in the monitor list.
8	Type a student’s Social Security Number in the SSN field and click Retrieve .
9	Click the Tran tab.
10	Click Add Student to Monitoring List . The student’s data appears in the fields.
11	Type a future date in the Enrollment Begin Date field.

Step	Action
	 <p>Sample Record</p>
<p>12</p>	<p>Click Submit.</p> <p>The record has been added to the list.</p>  <p>Sample Record</p>
<p>13</p>	<p>Click the Transfer Monitoring List link.</p>
<p>14</p>	<p>Review the records currently on the list.</p>
<p>Review Monitoring Alert List</p>	
<p>15</p>	<p>Click Monitoring Alert Review under Transfer Monitoring. The review list can be re-sorted by different fields if needed.</p> <p>Records include the anticipated enrollment date, the date when the record was added, and the date of the alert.</p> <p>Each record includes a link to grant or loan data that you should review.</p>

Step	Action																																								
	<p style="text-align: center;">Monitoring Alert Review</p> <p style="text-align: center;">Monitoring Results as of: 10/19/2006</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Sort By: <input type="text" value="-Select"/></p> <p>Display Only: SSN: <input type="text"/></p> <p style="margin-left: 100px;">Last Name: <input type="text"/></p> <p style="margin-left: 100px;">Date Alerted: <input type="text"/> (MMDDCCYY)</p> <p style="margin-left: 100px;">Enrollment Begin Date: <input type="text"/> (MMDDCCYY)</p> <p style="text-align: center;"><input type="checkbox"/> Loans Only <input type="checkbox"/> Grants Only</p> <p style="text-align: right;"><input type="button" value="Retrieve"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SSN</th> <th>Name</th> <th>DOB</th> <th>Change</th> <th>Reviewed</th> <th>Date Alerted</th> <th>Enrollment Begin Date</th> <th>Monitor Begin Date</th> </tr> </thead> <tbody> <tr> <td>888-11-0003</td> <td>HENRY HARDY</td> <td>03/06/1980</td> <td>Loan</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0001</td> <td>MARGIE MARTIN</td> <td>12/26/1985</td> <td>Grant</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0004</td> <td>ROG ROGERS</td> <td>01/29/1986</td> <td>Grant</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0002</td> <td>YANCY YODER</td> <td>09/20/1987</td> <td>Loan</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Submit"/></p>	SSN	Name	DOB	Change	Reviewed	Date Alerted	Enrollment Begin Date	Monitor Begin Date	888-11-0003	HENRY HARDY	03/06/1980	Loan	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0001	MARGIE MARTIN	12/26/1985	Grant	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0004	ROG ROGERS	01/29/1986	Grant	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0002	YANCY YODER	09/20/1987	Loan	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006
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888-11-0002	YANCY YODER	09/20/1987	Loan	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006																																		
<p>16</p>	<p>Click the Loan link for a student to view the detail of the loan record.</p> <p>Note that the link to the school disbursing the loan is provided if you need to contact the other school. Links are also provided for the Guaranty Agency, Lender, or Servicer Agent.</p> <p>History icons may appear on several of the fields. These provide a detailed history for each value provided.</p>																																								

Sample Record

Step	Action																																								
	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: right;">  <p>Return To Monitoring Alert Review</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>HENRY HARDY SSN: 888-11-0003 DOB: 03/06/1980</p> </div> </div> <div style="text-align: center;">  <p>Details for Loan 1</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Loan Type:</td> <td colspan="3">SF - FFEL STAFFORD SUB</td> </tr> <tr> <td>Loan Period Start:</td> <td>05/15/2006</td> <td>Academic Level:</td> <td>2</td> </tr> <tr> <td>Loan Period End:</td> <td>08/25/2006</td> <td>Data Provider Loan ID:</td> <td>04</td> </tr> <tr> <td>Sched. Repayment Date:</td> <td>06/30/2006</td> <td>Separate Loan Ind:</td> <td>A</td> </tr> <tr> <td>Borrowed at OPEID:</td> <td>00347100</td> <td>Interest Rate:</td> <td>VAR</td> </tr> <tr> <td>Borrowed at Name:</td> <td colspan="3">SOUTH DAKOTA STATE UNIVERSITY</td> </tr> </table> <hr style="width: 20%; margin: auto;"/> <div style="text-align: center;">  <p>Amounts for Loan 1</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Loan:</td> <td>06/09/2006</td> <td>\$1,573</td> </tr> <tr> <td> Outstanding Principal Balance:</td> <td>10/12/2006</td> <td>\$0</td> </tr> <tr> <td> Outstanding Interest Balance:</td> <td>10/12/2006</td> <td>\$0</td> </tr> <tr> <td>Other Fees:</td> <td></td> <td>\$0</td> </tr> </tbody> </table>	Loan Type:	SF - FFEL STAFFORD SUB			Loan Period Start:	05/15/2006	Academic Level:	2	Loan Period End:	08/25/2006	Data Provider Loan ID:	04	Sched. Repayment Date:	06/30/2006	Separate Loan Ind:	A	Borrowed at OPEID:	00347100	Interest Rate:	VAR	Borrowed at Name:	SOUTH DAKOTA STATE UNIVERSITY				Date	Amount	Loan:	06/09/2006	\$1,573	 Outstanding Principal Balance:	10/12/2006	\$0	 Outstanding Interest Balance:	10/12/2006	\$0	Other Fees:		\$0	
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17	Click the Return to Monitoring Alert Review link.																																								
18	After you have reviewed the record to your satisfaction, click the Reviewed checkbox.																																								
19	<p>After you have reviewed an alert record, check the “reviewed” box then click Submit to save your changes. The Monitoring Alert Review page will be reordered to display those remaining to be reviewed at the top of the list.</p> <p>If the school designated that Alerts be sent through Web and Batch, those records sent in the batch Alert file are automatically selected in the Reviewed boxes.</p> <p>Note that the record now appears with a dimmed checkbox.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>SSN</th> <th>Name</th> <th>DOB</th> <th>Change</th> <th>Reviewed</th> <th>Date Alerted</th> <th>Enrollment Begin Date</th> <th>Monitor Begin Date</th> </tr> </thead> <tbody> <tr> <td>888-11-0001</td> <td>MARGIE MARTIN</td> <td>12/26/1985</td> <td>Grant</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0004</td> <td>ROG ROGERS</td> <td>01/29/1986</td> <td>Grant</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0002</td> <td>YANCY YODER</td> <td>09/20/1987</td> <td>Loan</td> <td><input type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> <tr> <td>888-11-0003</td> <td>HENRY HARDY</td> <td>03/06/1980</td> <td>Loan</td> <td><input checked="" type="checkbox"/></td> <td>10/19/2006</td> <td>01/10/2007</td> <td>10/01/2006</td> </tr> </tbody> </table>	SSN	Name	DOB	Change	Reviewed	Date Alerted	Enrollment Begin Date	Monitor Begin Date	888-11-0001	MARGIE MARTIN	12/26/1985	Grant	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0004	ROG ROGERS	01/29/1986	Grant	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0002	YANCY YODER	09/20/1987	Loan	<input type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006	888-11-0003	HENRY HARDY	03/06/1980	Loan	<input checked="" type="checkbox"/>	10/19/2006	01/10/2007	10/01/2006
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Lesson 5 – Enrollment Reporting

Objectives

After completing this lesson, you will be able to:

- Identify methods of submitting enrollment data
- Update a student's enrollment status using the NSLDS Web site
- Understand how to modify the enrollment reporting schedule
- Use Enrollment Roster in place of in-school deferment form

Enrollment Reporting Options

Federal regulations governing Title IV student aid programs require institutions, lenders, guaranty agencies, and the Direct Loan Servicer to monitor and update the enrollment status of students who receive federal student loans. Completion of Enrollment Reporting satisfies the regulatory requirements for schools only [34 CFR 682.610(c)].

Reporting Compliance

ED recommends that all schools report enrollment data using the Enrollment Reporting process at least five times a year. In addition to regular reports, student enrollment status changes (which affect grace periods, repayment responsibility, and deferment privileges) must be reported to the lender within 30 days of the enrollment change through an ad hoc report. (If an Enrollment Reporting roster file is to be processed within 60 days of the enrollment change, an ad hoc report is not needed.)

Batch Enrollment Data Transmission

Enrollment Reporting can be handled using electronic data exchange through SAIG. Most schools find batch processing to be the most efficient method of data exchange. In batch processing, the Enrollment Detail records are received from NSLDS as a single file (the Enrollment Reporting roster file), fully processed in your school's (or servicer's) computing environment, and then transmitted back to NSLDS—again as a single file (the submittal file). This is the most efficient method for processing large quantities of data.

You can also use the enrollment processing (previously SSCR) software provided by the U.S. Department of Education to retrieve, update, and export to EDconnect. The enrollment processing software can be downloaded from the fsadownload.ed.gov Web site.

Using a Servicer

Your school can designate a servicer (such as the National Student Clearinghouse) to handle the Enrollment Reporting process. This can be done when you sign up for SAIG or at any time thereafter, through the SAIG Web site. The Enrollment Reporting process, when using a servicer, proceeds as follows:

- NSLDS sends your school's Enrollment Reporting roster file to the servicer.
- The servicer matches the Enrollment Reporting roster file to enrollment data that you provide to the servicer.
- The servicer returns the updated Enrollment Reporting roster file (now the submittal file) to NSLDS.
- NSLDS processes the file and returns the Acknowledgment/Error File to the servicer.
- The servicer corrects any errors and returns the Error Correction File to NSLDS. The servicer may need to contact the school to correct errors.

Enrollment Reporting Online

Enrollment Update—Select a student or a range of students, and make changes to the enrollment information. You can choose which students to retrieve and how they are to be sorted—by name, SSN, school-designated identifier, or enrollment status. The default setting displays all students associated with your school, 30 at a time per page.

Enrollment Add—Add students to your Enrollment Reporting roster. After a student has been added, you can immediately certify the enrollment status and anticipated completion date for that student. As of January 1, 2002, NSLDS began retaining all enrollment data you report, providing a full history for all enrollment data received for each student. This history includes data already in NSLDS as of January 1, 2002.

Enrollment Reporting Schedule—View or modify your current enrollment schedule, create a new schedule, or request that additional ad hoc Enrollment Reporting roster files be sent to your school.

How often does your school report enrollment data?

Enrollment Detail—View a detailed history of a student’s enrollment status.

Enrollment Timeline—View a chronology of a student’s enrollment status as reported to NSLDS.

Timing of Reporting

Enrollment Reporting Schedule

This area of the Web site allows a school, GA, or lender servicer to display its enrollment reporting schedule, and allows authorized users to change that schedule online.

Remember that when a school signs up for Enrollment Reporting, the system automatically assigns a default reporting schedule of every other month. You may want to change this default schedule to reflect accurately the frequency of enrollment changes at your school, as well as your own need for timely enrollment data.

The following Enrollment Reporting Schedule functions are available on the NSLDS Web site:

- **Enrollment Reporting Schedule**—Displays your enrollment reporting schedule. Start at this page to use the Create and Modify features.
- **Create Enrollment Schedule**—Allows you to delete your existing reporting schedule and create a new one.
- **Modify Enrollment Schedule**—Allows you to make changes to your existing reporting schedule. This function is also used to schedule ad hoc reports.

Record Submission

The following business rules apply for your school to be in compliance [34 CFR 682.610(c)].

- The Enrollment Reporting roster file is placed in schools' (or servicers') designated SAIG mailboxes on the *business day* of the month designated by the Enrollment Reporting Schedule. Schools can set up their schedules using the Enrollment Reporting Schedule Web page under the Enroll Tab on the NSLDS Web site as described above.
- Responses to the Enrollment Reporting roster file are due within *30 days* of creation of the file. When the Enrollment Reporting roster is updated, the school returns it as a submittal file. Responses can also be completed online. This eliminates the need to return a submittal file.
- NSLDS processes the file and returns an Acknowledgment/Error File that contains a count of accepted records and any error records. Error records must be corrected and returned within *10 days* of the date the Acknowledgment/Error File was sent. The file is returned as an Error Correction file. If the Acknowledgment/Error File does not indicate any errors, it serves as proof that the submittal file was received and processed by NSLDS and should be kept for audit purposes.

Replace the Deferment Form

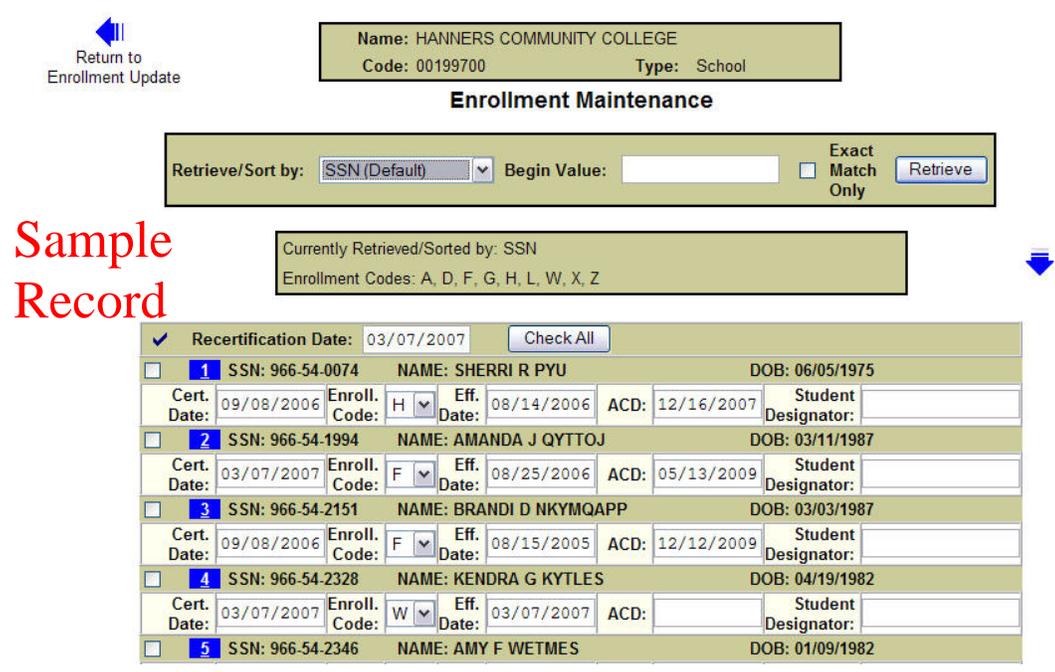
One way to assist students and better manage the process of notifying lenders or guaranty agencies as to a student's deferment status is to use the enrollment reporting features of the NSLDS Web site. Simply add the student to the Enrollment Roster and update in the event of a withdrawal or exit counseling. The holder of the loan is readily notified of the student's enrollment status and the grace period is not lost for the student nor is the student surprised to find that they are in repayment. While some lenders still require a deferment status form, this process will assist you in managing deferment status notifications for your students.

Using Enrollment Reporting

The following table provides the steps required to use the enrollment reporting online, including Enrollment Update, Enrollment Add, and the Enrollment Reporting Schedule. This table is provided as a reference for the demonstration conducted during the training and for your use to access and locate your school's student records. When updating your students' records, use your own username and password to access the Web site.

Step	Action
1	Open a browser window to the NSLDS Web site by entering the following: www.nslsdfap.ed.gov/
2	Log in using your assigned username and password. The next screen provides a

Step	Action																
	Privacy Act Reminder.																
3	Click I Agree to confirm that you are an authorized user.																
4	The NSLDS home page appears.																
5	Click the Enroll tab.																
6	Enter a student's SSN and click Retrieve .																
7	<p>Click Enrollment Maintenance.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">KENDRA G KYTLES SSN: 966-54-2328 DOB: 04/19/1982</p> </div> <p style="color: red; font-size: 1.2em; margin-left: 20px;">Sample Record</p> <div style="text-align: center; margin: 10px auto;"> <p>Enrollment Summary</p> <p> <input type="button" value="Enrollment Detail"/> <input type="button" value="Enrollment Timeline"/> <input type="button" value="Enrollment Maintenance"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>School Name</th> <th>OPEID</th> <th>Most Recent Status</th> <th>Eff. Date</th> <th>ACD</th> <th>Cert. Date</th> <th>Cert. Method</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>HANNERS COMMUNITY COLLEGE</td> <td>00199700</td> <td>Withdrawn</td> <td>03/07/2007</td> <td>N/A</td> <td>03/07/2007</td> <td>NSLDS Web</td> </tr> </tbody> </table> </div>		School Name	OPEID	Most Recent Status	Eff. Date	ACD	Cert. Date	Cert. Method	1	HANNERS COMMUNITY COLLEGE	00199700	Withdrawn	03/07/2007	N/A	03/07/2007	NSLDS Web
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1	HANNERS COMMUNITY COLLEGE	00199700	Withdrawn	03/07/2007	N/A	03/07/2007	NSLDS Web										
8	Select the checkbox to the left of the record to update the certification date to today's date.																
9	Change the Enrollment Code to the correct value.																
10	<p>Type today's date as the Effective Date.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Name: HANNERS COMMUNITY COLLEGE Code: 00199700 Type: School</p> </div> <p style="color: red; font-size: 1.2em; margin-left: 20px;">Sample Record</p> <div style="text-align: center; margin: 10px auto;"> <p>Enrollment Maintenance</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 100%;"> <p> <input checked="" type="checkbox"/> Recertification Date: 03/07/2007 <input type="button" value="Check All"/> </p> <p> <input checked="" type="checkbox"/> 1 SSN: 966-54-2328 NAME: KENDRA G KYTLES DOB: 04/19/1982 </p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Cert. Date:</td> <td style="width: 15%;">03/07/2007</td> <td style="width: 15%;">Enroll. Code:</td> <td style="width: 10%;">W</td> <td style="width: 10%;">Eff. Date:</td> <td style="width: 15%;">03/07/2007</td> <td style="width: 10%;">ACD:</td> <td style="width: 10%;"></td> <td style="width: 10%;">Student Designator:</td> <td style="width: 10%;"></td> </tr> </table> </div> <p style="margin-top: 10px;"> <input type="button" value="Certify Checked Students"/> <input type="button" value="Reset"/> </p> </div>	Cert. Date:	03/07/2007	Enroll. Code:	W	Eff. Date:	03/07/2007	ACD:		Student Designator:							
Cert. Date:	03/07/2007	Enroll. Code:	W	Eff. Date:	03/07/2007	ACD:		Student Designator:									
11	Click Certify Checked Students at the bottom of the page. A confirmation page appears with the record as it will be updated.																
12	Click Confirm to update the record and immediately apply the change to the																

Step	Action																								
	database. The Enrollment Maintenance page re-displays with a blue icon indicating the update has occurred.																								
13	Click the Enrollment Update link. Note that there are various selection criteria you can use to filter records you want to display.																								
14	<p>Scroll to the bottom and click Retrieve to display all the students currently on your roster. You can use the process describe above to update any or all your students. Note the blue arrows on the top and bottom of the screen. This indicates that there are more records to display. Only 30 records display on the screen at one time.</p>  <p>Sample Record</p> <table border="1"> <thead> <tr> <th>Recertification Date:</th> <th>SSN:</th> <th>Name:</th> <th>DOB:</th> </tr> </thead> <tbody> <tr> <td>03/07/2007</td> <td>966-54-0074</td> <td>SHERRI R PYU</td> <td>06/05/1975</td> </tr> <tr> <td>03/07/2007</td> <td>966-54-1994</td> <td>AMANDA J QYTTOJ</td> <td>03/11/1987</td> </tr> <tr> <td>03/07/2007</td> <td>966-54-2151</td> <td>BRANDI D NKYMQAPP</td> <td>03/03/1987</td> </tr> <tr> <td>03/07/2007</td> <td>966-54-2328</td> <td>KENDRA G KYTLES</td> <td>04/19/1982</td> </tr> <tr> <td>03/07/2007</td> <td>966-54-2346</td> <td>AMY F WETMES</td> <td>01/09/1982</td> </tr> </tbody> </table>	Recertification Date:	SSN:	Name:	DOB:	03/07/2007	966-54-0074	SHERRI R PYU	06/05/1975	03/07/2007	966-54-1994	AMANDA J QYTTOJ	03/11/1987	03/07/2007	966-54-2151	BRANDI D NKYMQAPP	03/03/1987	03/07/2007	966-54-2328	KENDRA G KYTLES	04/19/1982	03/07/2007	966-54-2346	AMY F WETMES	01/09/1982
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03/07/2007	966-54-2346	AMY F WETMES	01/09/1982																						

Add a Student to the Enrollment Roster

15	Click the Enrollment Add link at the top of the page. As you can see, you can enter multiple students at one time to the grid. Only the SSN is required to enter the student.
----	---

Step	Action												
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Name: HANNERS COMMUNITY COLLEGE Code: 00199700 Type: School</p> <p>Enrollment Maintenance Confirm</p> <p>The updated enrollment information you submitted is displayed below. Click Confirm to apply the information to the database, or click Cancel to return to the Enrollment Maintenance page.</p> <p>Please note that your updates may cause students to no longer appear on the Enrollment Maintenance page. See Help for further explanation.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 10%; text-align: center;">1</td> <td style="width: 20%;">SSN: 966-54-1994</td> <td style="width: 40%;">NAME: AMANDA J QYTTOJ</td> <td style="width: 30%;">DOB: 03/11/1987</td> </tr> <tr> <td style="text-align: center;">Cert. Date:</td> <td style="text-align: center;">03/07/2007</td> <td style="text-align: center;">Enroll. Code: F</td> <td style="text-align: center;">Eff. Date: 08252006</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">ACD: 05132009</td> <td style="text-align: center;">Student Designator:</td> </tr> </table> <div style="text-align: center;"> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/> </div>	1	SSN: 966-54-1994	NAME: AMANDA J QYTTOJ	DOB: 03/11/1987	Cert. Date:	03/07/2007	Enroll. Code: F	Eff. Date: 08252006			ACD: 05132009	Student Designator:
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Review Schedule													
25	<p>Click Enrollment Reporting Schedule. The current schedule of enrollment reporting displays. You can update the current schedule or create a new one.</p> <div style="text-align: center; margin-top: 20px;"> <p>Enrollment Reporting Schedule</p> <p>Sample Record</p> <p><input type="button" value="Create Schedule"/> <input type="button" value="Modify Schedule"/></p> </div> <div style="text-align: center; margin-top: 20px;"> <p>User Profile</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Distribution Medium: Student Aid Internet Gateway Distribution SAIG User ID: TG66398 Servicer Name: SERVICER FOR SCHOOLS Split File Indicator: No Default Sort Order: Student SSN</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p>Current Schedule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Created By</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">04/01/2007</td> <td style="text-align: center;">Regular</td> <td style="text-align: center;">Original Schedule (04/03/2006)</td> </tr> <tr> <td style="text-align: center;">06/01/2007</td> <td style="text-align: center;">Regular</td> <td style="text-align: center;">DONNA HSYIBB (06/01/2006)</td> </tr> <tr> <td style="text-align: center;">09/01/2007</td> <td style="text-align: center;">Regular</td> <td style="text-align: center;">DONNA HSYIBB (09/01/2006)</td> </tr> </tbody> </table> </div>	Date	Type	Created By	04/01/2007	Regular	Original Schedule (04/03/2006)	06/01/2007	Regular	DONNA HSYIBB (06/01/2006)	09/01/2007	Regular	DONNA HSYIBB (09/01/2006)
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06/01/2007	Regular	DONNA HSYIBB (06/01/2006)											
09/01/2007	Regular	DONNA HSYIBB (09/01/2006)											
26	Click Create Schedule to view the options for creating a new schedule.												
27	Click the arrow to view the frequency options.												

Appendix A

Glossary

National Student Loan Data System (NSLDS)

The first comprehensive national database of information about the federal financial aid history of recipients of student financial assistance authorized under Title IV of the Higher Education Act of 1965, as amended. As the central database for Title IV student financial aid, NSLDS stores information about loans, grants, students, borrowers, lenders, guaranty agencies (GAs), schools, and servicers. It provides an integrated view of Title IV loans and grants during all stages of their life cycles—from aid approval through disbursement, repayment, delinquency, and closure.

NSLDS Transaction Number

CPS keeps track of the NSLDS Transaction Number that appears at the end of the Match Flags section. It is the number of the last transaction on which the student's NSLDS data changed and is a signal to the FAA to review the NSLDS information on a particular transaction.

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.

Prescreening

The process of the Central Processing System (CPS) matching student information from the FAFSA against the National Student Loan Data System (NSLDS) to see if the student is in default, owes an overpayment, or has exceeded the loan limits. The resulting Financial Aid History (FAH) includes all NSLDS-related flags, values or amount information used to help determine a student's eligibility.

Postscreening

A systematic scan of the NSLDS database is performed on a weekly basis to determine if a student has moved into or out of default, overpayment status or any of the other postscreening reason code measurements. If the status changes, data is sent to CPS and a subsequent pushed ISIR is generated to 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 as a result of another school's activity 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 as a result of another school's activity 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 as a result of another school's activity.

Transfer Monitoring Process

Process through which the NSLDS reviews records of students submitted by various schools or servicers and looks for reported changes as a result of another school's activity which may affect Title IV eligibility.

Appendix B

Resources

Resources

FSA Download

<http://www.fsadownload.ed.gov>

2007-2008

ISIR Guide

SAR Comment Codes and Text

Information for Financial Aid Professionals (IFAP)

<http://www.ifap.ed.gov>

2006-2007 Federal Student Aid Handbook

Volume 1 — Student Eligibility, Chapter 3 – NSLDS Financial Aid History

NSLDS Newsletters

Electronic Announcements, Bulletins, Letters

Dear Colleague Letters

GEN-96-13

GEN-98-6

GEN-03-12

FAA Access to CPS Online

<http://www.fafsa.ed.gov/FOTWWebApp/faa/faa.jsp>

You must have prior authorization and provide your PIN to access this site. Enroll through the Enroll FAA Users for Online Services section of the Enrollment Web site: <https://www.fsawebenroll.ed.gov/PMEnroll/index.jsp>

NSLDS Web site

https://www.nsls.ed.gov/nsls_FAP/secure/logon.jsp

You must have a username and password to access this site.

Appendix C

Business Process Worksheet

Business Process Worksheet

#	Question	Answer
1.	Who is the Destination Point Administrator for NSLDS at your institution?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
2.	What is your school's process for reviewing postscreened ISIRs?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
3.	Who is listed in the School Transfer Profile page on NSLDS as your school's Transfer Student Monitoring contact?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
4.	How often does your school report enrollment data?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>