Federal Student Aid

An OFFICE of the U.S. DEPARTMENT of EDUCATION

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NSLDS Newsletter

Number 50   **October 2015**

Summary

This newsletter describes recent enhancements to the National Student Loan Data System (NSLDS) Exit Counseling Submittal Functionality on the NSLDS Professional Access Web site, and to the Exit Counseling Submittal Template.

Enhancements to Exit Counseling Submittal Functionality

Enhancements to Exit Counseling Spreadsheet Submittal Functionality

Providing exit counseling data to NSLDS is not necessary if students complete their loan exit counseling on the StudentLoans.gov Web site. Schools may choose to use the NSLDS Exit Counseling Spreadsheet Submittal process if their students complete exit counseling by other means, and the school wants to submit the data to NSLDS to fulfill the required reporting of exit counseling data to the appropriate loan servicer.

For schools that submit loan exit counseling data to NSLDS, Exit Counseling Submittal functionality has now been updated to perform similarly to the online submittal processes used for NSLDS Enrollment Reporting and Gainful Employment Reporting. The Exit Counseling Spreadsheet Submittal page has been updated to reflect the enhancements made to the spreadsheet submission functionality.

The submittal process now returns a result file showing the number of valid records and number of records with errors. You can choose to:

- **Validate** all records before submitting to NSLDS. This option returns a result file showing errors, and allows you to validate and correct any errors detected with your records prior to submittal.

- **Validate and Submit** all records to NSLDS. This option will process and save valid records to NSLDS, and will also return a result file with any records that failed one or more edits. You will need to correct these records and resubmit them in an updated file. The revised process allows users to view any errors within the returned results spreadsheet file.

Options available to control how the errors will be displayed in the result file are described below:

- Selecting "Result File contains all rows submitted" displays all of the rows submitted.

- Selecting "Result File contains only input rows with errors" only displays rows from the spreadsheet that contain errors. Using this option in combination with Validate and Submit allows the records that pass all edits to be saved to NSLDS, while leaving only those with

errors to be updated for resubmission.

  o Records with one or more errors will have errors listed in an error column added to the far right of the spreadsheet, and records without errors will have no data present in the error column.

  o Note that a maximum of 15 errors can be displayed per row. If there are more than 15 errors, the errors will need to be corrected and the file resubmitted to see any additional errors.

- Three options are available for the background highlight color for cells that contain errors (Yellow, Grey, or White).

- The ability to "mouseover" any cell with an error in the result file to view a comment in the affected cell with a description of the error.

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National Student Loan Data System (NSLDS)

NSLDS

| Menu | Aid | Enroll | Org | Report | Tran |

Enrollment Summary | Enrollment Update | Enrollment Reporting Profile | Enrollment Submittal | Enrollment Notification Override List |
Exit Counseling Submittal | GE List | GE Mass Update/Deactivate | GE Submittal

FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2

Name: NORTH SOUTH UNIVERSITY
Code: 06789900   **Type:** School

Enter the location and file name and submit for processing.

Exit Counseling Spreadsheet Submittal

☑ I am running on Windows.
File Name: _____ [Browse...]

Rows in Result File
◉ Result File contains all rows submitted
○ Result File contains only input rows with errors

Background color for cells with error in Result File
◉ Yellow background for errors
○ Grey background for errors
○ White background for errors

Mouseover comment for cells with error in Result File
◉ Add comment to error cell
○ Do not add comment to error cell

[Validate]   [Validate and Submit]

PRIVACY ACT OF 1974 (AS AMENDED)

Enhancements to Exit Counseling Submittal Template

For schools submitting exit counseling data to NSLDS, the Exit Counseling Submittal Template has been updated as follows:

- The Exit Counseling Submittal Template has been updated so that it is consistent with the other spreadsheet submittal processes on the NSLDS Professional Access Web site.

- The updated Exit Counseling Submittal Template allows users to upload and submit up to 2,500 records/rows of exit counseling data at a time, with a maximum file size of 1,000 KB.

The columns for the Submittal Template remained unchanged.

The updated Submittal Template, Cover Letter, and Download Guide are available on the Federal Student Aid Download (FSAdownload) Web site, located at http://www.fsadownload.ed.gov. Refer to the Instructions tab of the submittal spreadsheet for data content valid values and reporting requirements.

Customer Service Reminder

Please remember to keep your NSLDS Professional Access Web site ORG contacts current and always list at least a Primary Contact for your organization. Additionally, it is important to include a Customer Svc (Borrowers) contact as the information is displayed on the NSLDS Student Access Web site and may be viewed by borrowers and other Federal Student Aid partners.

The NSLDS Customer Support Center at 800/999-8219 is available Monday through Friday from 8 A.M. to 9 P.M. (ET). You may also contact Customer Support by e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141.