Federal Student Aid
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NSLDS Newsletter

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Summary

This newsletter describes a new National Student Loan Data System (NSLDS®) report to assist schools with the enrollment reporting process. The new *Enrollment Errors Report,* now available on the NSLDS Professional Access website, is described below.
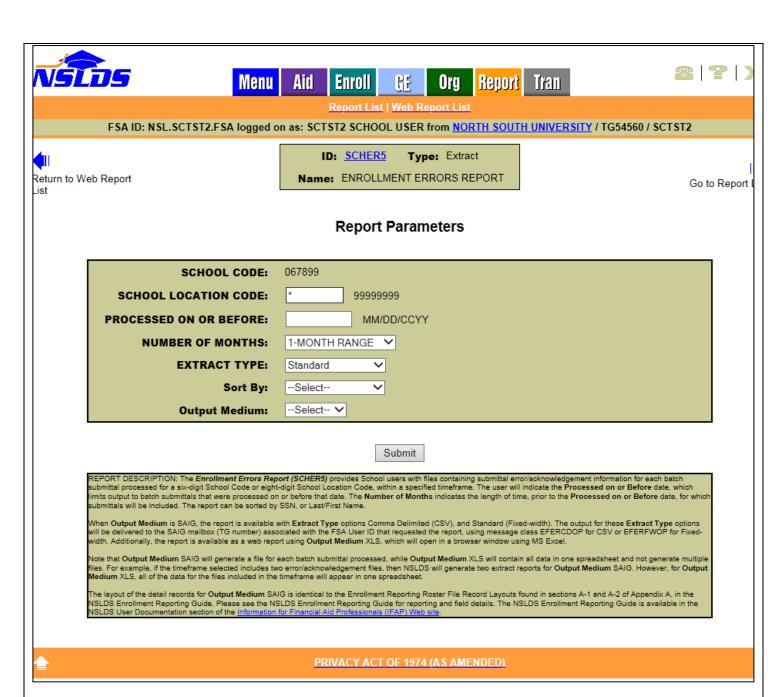
Enrollment Errors Report

Enrollment Errors Report

The new *Enrollment Errors Report (SCHER5)* provides schools with error/acknowledgement information for each enrollment reporting batch submittal processed by NSLDS for a six-digit School Code or a specific eight-digit School Location Code, within a specified timeframe. This report can assist schools with monitoring errors generated by the NSLDS enrollment reporting process (errors received as a result of enrollment reporting by the school or by the school's third-party servicer), allowing for the timely correction and resubmittal of rejected records.

Reminder: As described in Chapter 6 of the NSLDS Enrollment Reporting Guide, as well as in 150% Direct Subsidized Loan Limit: Electronic Announcement #22, schools are required to correct and resubmit any enrollment reporting errors to NSLDS within 10 days. Similarly, schools that use a third-party servicer for enrollment reporting must ensure enrollment reporting errors are corrected and resubmitted by the third-party servicer within 10 days. Failure to correct errors can lower a school's Enrollment Reporting Statistics, and could lead to action by Federal Student Aid's Program Compliance office.

The *Enrollment Errors Report* can be requested under the Web Report List on the Report tab of the NSLDS Professional Access website. When requesting the report, the user indicates the **Processed on or Before** date, which limits output to batch submittals that were processed on or before that date. The **Number of Months** indicates the length of time, prior to the **Processed on or Before** date, for which submittals will be included. The **Number of Months** parameter can be set to any range between 1 and 12 months. The report can be sorted by SSN or Last/First Name.

Please note that due to the manner in which the data has been previously stored in NSLDS, the new report can only provide data as of the report's implementation date in NSLDS (November 20, 2016).

When **Output Medium** is **SAIG**, the report is available with **Extract Type** options Comma Delimited (CSV), and Standard (Fixed-width). The output is delivered to the Student Aid Internet Gateway (SAIG) mailbox (TG number) associated with the FSA User ID that requested the report, using message class EFERCDOP for CSV or EFERFWOP for Fixed-width. Additionally, the report is available as a web report using Output Medium **XLS**, which opens in a browser window using the Excel spreadsheet application.

Note: Output Medium **SAIG** generates *a separate file for each batch submittal processed* while Output Medium **XLS** contains *all data for all submittals in one spreadsheet*. For example, if the timeframe selected includes two error/acknowledgement files, NSLDS will generate two extract reports for Output Medium **SAIG**. For Output Medium **XLS**, however, all data for the files included in the timeframe will appear in one spreadsheet, as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N			
	System Create Timestamp	Header Sequence Number	File Content ID	Submittal Date	Sort Key	Bundle ID	Bundle Sequence Number	Bundle Reject Flag	Error 1	Error 2	Error 3	Error 4	Error 5	Record Type	Record Content		
2	2016-09-29 12:59:54.066053	3	SS680855	09/29/2016	SSN	182	1	Y	13					001	33971180200309001RFIRSTSTU002	LASTSTU002	H9861002G100
3	2016-09-29 12:59:54.066053	3	SS680855	09/29/2016	SSN	184	1	Y	13					001	33971180400309001RFIRSTSTU004	LASTSTU004	I9861004
4	2016-09-29 12:59:54.066053	3	SS680855	09/29/2016	SSN	188	1	Y	13					001	33971180700309001RFIRSTSTU007	LASTSTU007	K9861007
5	2016-09-29 12:59:54.066053	4	SS680856	09/29/2016	SSN	190	1	Y	13					001	33971180900309001RFIRSTSTU009	LASTSTU009	L9861009G100002L
6	2016-09-29 12:59:54.066053	4	SS680856	09/29/2016	SSN	191	1	N	54					001	33971181000309001RFIRSTSTU010	LASTSTU010	19861010G10000
7	2016-09-29 12:59:54.417031	1		09/29/2016	SSN	96	1	N	54					001	33974031200309001RFIRSTSTU012	LASTSTU012	19861012
8	2016-09-29 12:59:54.439037	1		09/29/2016	SSN	132	1	Y	13					001	33974080200309001PFIRSTSTU002	LASTSTU002	B9861002
9	2016-09-29 12:59:54.444754	1		09/29/2016	SSN	134	1	N	54					001	33974090100309001RFIRSTSTU001	LASTSTU001	19861001
10	2016-09-29 12:59:54.444754	1		09/29/2016	SSN	135	1	Y	13					001	33974090200309001RFIRSTSTU002	LASTSTU002	C9861002
11	2016-09-29 12:59:54.444754	1		09/29/2016	SSN	136	1	N	54					001	33974090300309001RFIRSTSTU003	LASTSTU003	19861003
12	2016-09-29 12:59:54.444754	1		09/29/2016	SSN	137	1	Y	13					001	33974090400309001RFIRSTSTU004	LASTSTU004	D9861004
13	2016-09-29 12:59:54.448329	1		09/29/2016	SSN	147	1	N	54					001	33974100300309001RFIRSTSTU003	LASTSTU003	19861003
14	2016-09-29 12:59:54.448329	1		09/29/2016	SSN	148	1	Y	13					001	33974100400309001RFIRSTSTU004	LASTSTU004	E9861004
15	2016-09-29 12:59:54.448329	1		09/29/2016	SSN	149	1	N	54					001	33974100500309001RFIRSTSTU005	LASTSTU005	19861005
16	2016-09-29 12:59:54.448329	1		09/29/2016	SSN	150	1	Y	13					001	33974100600309001RFIRSTSTU006	LASTSTU006	F9861006
17	2016-09-29 12:59:54.448329	1		09/29/2016	SSN	151	1	N	54					001	33974100700309001RFIRSTSTU007	LASTSTU007	19861007
18																	

For Output Medium **XLS**, Columns A through N contain information about each submittal included in the report. Columns I to M contain the Error Code(s) for errors returned to the school by NSLDS. Column O includes the student record as it was submitted to NSLDS.

For Output Medium **SAIG,** the detail records are identical to the Enrollment Reporting Roster File Record Layouts found in Appendix A-1 and A-2 of the NSLDS Enrollment Reporting Guide, with the following exception (which is on the Header Record):

- The Header Label field uses the format "**Report ID-Request Date-Processed Date**" as follows:
    - **Report ID** contains 'SCHER5' for ad-hoc requests.
    - **Request Date** is the date the user requested the report or the date the report was scheduled.
    - **Processed Date** is the date NSLDS processed the batch submittal.

Details on specific errors can be found in Appendix B and D of the [NSLDS Enrollment Reporting Guide](). The NSLDS Enrollment Reporting Guide is available in the [NSLDS User Documentation]() section of the Information for Financial Aid Professionals (IFAP) website.

Customer Service Reminder

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

Additionally, please ensure your school has an Enrollment Reporting contact listed so important notifications related to enrollment reporting compliance are received.

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 email at [nslds@ed.gov](). Callers in locations without access to 800 numbers may call 785/838-2141.