

July 2013

NSLDS Exit Counseling Submittal Template Cover Letter

School users have the ability to report exit counseling data to the [NSLDS Professional Access](#) Web site. This allows schools to maintain exit counseling data in one central location and offers comprehensive information to schools, lenders, GAs, and servicers when using NSLDS reporting functionality.

School users will have the ability to upload and submit data using the NSLDS Exit Counseling Submittal Template, which is designed to be used with the Microsoft-Excel™ spreadsheet application.

The following steps outline the NSLDS Exit Counseling Submittal Template upload process:

1. Download the NSLDS Exit Counseling Submittal Template spreadsheet from the [Federal Student Aid Download \(FSAdownload\) Web site](#) (fsadownload.ed.gov) and save it to your computer's local hard drive.
2. Open the NSLDS Exit Counseling Submittal Template spreadsheet with MS-Excel (**Excel 97-2003 Workbook**), and if prompted, enable macros.
3. Review the Instructions worksheet for column descriptions and entry formats for each data element.
4. Add records to the Upload File worksheet with no more than 50 records/rows of data at a time.
5. Save the NSLDS Exit Counseling Submittal Template spreadsheet that contains the Exit Counseling information in **Excel 97-2003 Workbook format**.

Note: You can give the spreadsheet a new and unique name, if desired.

6. From the [NSLDS Professional Access](#) Web site, log on and click the **Exit Counseling Submittal** link under the ENROLL tab.
7. Enter the location of the File Name of the NSLDS Exit Counseling Submittal Template spreadsheet from the previous step.
8. Click the Exit Counseling File Submittal **Submit** button to upload and transfer your Exit Counseling data from the spreadsheet to the Exit Counseling Add page.
9. Review the data, as needed, checking the checkboxes for rows that are ready to be saved to the NSLDS database.
10. Click the **Submit** button to save the data to the NSLDS database.

11. If you have questions or need assistance, please contact the NSLDS Customer Support Center at 800/999-8219 or via e-mail at nslds@ed.gov. Callers in locations without access to 800 numbers may call 785/838-2141 (this is not a toll free number).