

Sample Draft and Official LOAN RECORD DETAIL REPORTS

U.S. DEPARTMENT OF EDUCATION
 NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
 COHORT YEAR **1998 DRAFT LOAN RECORD DETAIL REPORT (SCHOOL)**
 Attention: STEPHANIE SIMMS
 Name: ELECTRICAL INSTITUTE
 Address: 1212 WEDGEWOOD LANE
 City: LEONARDTOWN
 Country: USA

STATE: WI
 POSTAL CODE: 12345-6789
 PROGRAM TYPE: FFEL/DL
 ORIGINAL CLASS: Academic
 ORGANIZATION ID NUMBER: 00003000

RATE CALCULATION DATE: 12/18/1999
 PAGE NO: 1

DRAFT

SSN	Last name	STUDENT	First/M.I.	D.O.B	School	Begin Date	End Date	Level		
0100-00-0000	SHIFFLETTE	DU	IX	02/20/1999	10/21/1951	00003000	08/25/1996	05/11/1997	2 DB	
0101	555				09/30/1996	G	12/15/1998	B		
0444-44-4444	TRADER	SF	RP	00/00/0000	10/21/1977	00003000	08/25/1997	05/11/1998	1 FD	
8000040000	8000040000				01/16/1998	\$ 2,625	111		D	
0777-77747777	TUCKER	SF	RP	00/00/0000	KYLE	08/12/1969	00003000	02/13/1996	09/11/1997	1 FD
8000040000	8000040000				06/12/1998	\$ 2,625	111	02/24/1996	F	12/01/1999 D

U.S. DEPARTMENT OF EDUCATION
 NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
 COHORT YEAR **1998 OFFICIAL LOAN RECORD DETAIL REPORT (SCHOOL)**
 Attention: STEPHANIE SIMMS
 Name: ELECTRICAL INSTITUTE
 Address: 1212 WEDGEWOOD LANE
 City: LEONARDTOWN
 Country: USA

STATE: WI
 POSTAL CODE: 12345-6789
 PROGRAM TYPE: FFEL/DL
 ORIGINAL CLASS: Academic
 ORGANIZATION ID NUMBER: 00003000

RATE CALCULATION DATE: 08/12/2000
 PAGE NO: 1

OFFICIAL

SSN	Last name	STUDENT	First/M.I.	D.O.B	School	Begin Date	End Date	Level		
0 - LENDER/SERVICER/HOLDER	Current	DU	DF	09/11/1999	10/21/1977	00003000	08/25/1997	05/11/1998	1 FB	
8000040000	8000040000				01/16/1998	\$ 2,625	111		B	
0555-55-5555	ANDERSON	SF	RP	00/00/0000	ELIZABETH	11/18/1979	00003000	02/13/1997	09/11/1997	1 FD
8000040000	8000040000				06/12/1998	\$ 2,625	111	02/24/1997	F	12/01/1998 D

Erroneous Data Allegations **SPREADSHEET INSTRUCTIONS**

Column 1: Enter the student's social security number (SSN) using hyphens to separate the numbers (example: 000-88-0000).

Column 2: Enter the borrower's name.

Column 3: Enter the number and type of loan(s). Use the following codes:

Loan Type Codes	
Code	Description
D1	Direct Loan Subsidized Stafford Loan
D2	Direct Loan Unsubsidized Stafford Loan
SF	FFEL Subsidized Stafford Loan
SL	Supplemental Loans for Student Loans
SU	FFEL Unsubsidized Stafford Loan

Column 4: Enter Disputed (Disputed Data) or New (New Data) to identify if errors are alleged on the basis of unresolved data allegations from the draft data challenge or new data.

Column 5: Enter MM/DD/CCYY (month, day, and year) of the earlier of the borrower's LDA (last date of attendance) or the LTH (less than half-time) date according to the school's records and outside sources.

Column 6: Enter MM/DD/CCYY or MM/CCYY to identify the DER (date the loan entered repayment) according to the school's records and outside sources.

Column 7: Enter MM/DD/CCYY or MM/CCYY to identify the CPD (claim paid date), DD (default date), or ICRD (income contingent repayment date) according to the school's records and outside sources.

Column 8: Enter the fiscal year(s) to which the school believes this information should be applied.

Column 9: Enter N (numerator), D (denominator), or B (both numerator and denominator), accompanied by a plus or minus sign (such as +D or -D) to show how the school believes the information will affect its official CDR (cohort default rate) calculation.

Record all loans being challenged using a spreadsheet software application such as Excel or Lotus 1-2-3.



Fill out a separate spreadsheet for each entity, as identified by the guarantor/servicer code, for which the school alleges disputed or new data errors.

The spreadsheet should be on 8 1/2" x 11" paper in a landscape (horizontal) layout. A sample spreadsheet follows these instructions.

Header:

Enter **FY [insert year] Erroneous Data Allegations** in the center of the header area. In the left-hand area, enter the school's name, the school's OPE ID number, the guarantor/servicer's code and the guaranty agency/Direct Loan servicer name associated with the allegations, and the number of borrowers and loans on the list.

Footer:

Enter the date the spreadsheet was prepared in the left side of the footer area. Set up automatic pagination in the right side of the footer area so that the specific page number and the total number of pages show on each page, for example: page 1 of 10 pages.

Sort:

The borrowers listed on the spreadsheet should be sorted by the borrower's Social Security number.



Only the allegations listed on the school's spreadsheet will be reviewed. **If a borrower has multiple loans that may contain disputed or new data errors, a school must enter data for each loan for the borrower.**

On Row 1, enter exactly the same column names in exactly the same order as listed on the sample spreadsheet. Ensure that column names appear at the top of each page.

On Row 2 and below, include the following data for each loan for which the school is submitting disputed and/or new data allegations.



A school should input dates based on the school's records. A school should NOT include dates based on the loan record detail report or guaranty agency and/or Direct Loan servicer information if it believes those dates are incorrect.

Sample Erroneous Data Allegations **SPREADSHEET**

Note: This is a sample spreadsheet. See instructions on page 176.

FY 1998 Erroneous Data Allegations

Electrical Institute
 OPE ID Number: 000030
 Guarantor/Servicer Code: 111
 State Guaranty Agency
 Number of borrowers: 2
 Number of loans: 2

1. Borrower's SSN	2. Borrower's Name	3. Number and type of loan(s) (Use codes on instructions)	4. Basis of alleged error (Disputed or new)	5. Earlier of LDA or LTH (MM/DD/CCYY)	6. Date entered repayment (DER) (MM/DD/CCYY)	7. CPD DD, ICRD, or N/A (MM/DD/CCYY) or (MM/CCYY)	8. FY(s) appl.	9. Effect on CDR calc. (N/D, or B)
333-33-3333	Tylor Matthews	1 SF	Disputed	02/11/1998	08/12/1998	N/A	FY 1998	+D
444-44-4444	Daniel Trader	1 SF	New	07/15/1997	01/16/1998	N/A	FY 1998	-N

Send to the relevant entity at the address located in "Appendix A".

Sample Erroneous Data Allegations **LETTER**



Electrical Institute

1212 Wedgewood Lane
Leonardtown, Wisconsin 12345-6789
(123) 456-7890

October 1, 2000

State Guaranty Agency
Guarantor/Service Code 111
ATTN: Bob Bowen
1234 Trueman Road
Lusby, North Carolina 98765-4321

OPE ID#: 000030

Sample Letter

Subject: FY 1998 Erroneous Data Allegations

Dear Mr. Bowen:

Electrical Institute, **OPE ID# 000030**, is submitting a list of erroneous data allegations for review by State Guaranty Agency.

Please see the enclosed spreadsheet, relevant pages of the draft and official loan record detail reports, and supporting documentation.

Electrical Institute is also submitting an improper loan servicing and collection appeal to the Department for review.

Sincerely,

Stephanie Simms

Stephanie Simms, President

Enclosures

cc: U. S. Department of Education, Default Management Division

Sample Erroneous Data Allegations **SUPPORTING DOCUMENTATION**



Electrical Institute

1212 Wedgewood Lane
Leonardtown, Wisconsin 12345-6789
(123) 456-7890

Sample Letter

July 12, 1999

State Guaranty Agency
Guarantor/Service Code 111
ATTN: Bob Bowen
1234 Trueman Road
Lusby, North Carolina 98765-4321

OPE ID#: 000030

Subject: Borrower's Death

Dear Mr. Bowen:

Electrical Institute, **OPE ID# 000030**, wishes to inform State Guaranty Agency that Daniel Trader (444-44-4444) died on June 14, 1999. Please see the attached death certificate.

Thank you.

Sincerely,
Stephanie Simms
Stephanie Simms, President

2 306 958 633

Receipt for Certified Mail
No Insurance Coverage Provided
Do not use for International Mail (See Reverse)

Sent to: State Guaranty Agency
Street and No.:
P.O., Show the ZIP Code:
Postage: \$
Additional Fee:
Special Delivery Fee:
Restricted Delivery Fee:
Return Receipt Showing to Whom & Date Delivered:
Return Receipt Showing to Whom & Date Delivered:
TOTAL Postage & Fees:
Postmark: JUL 13 1999

PS Form 3800, March 1993

Fold at line over top of envelope to the right of the return address.

CERTIFIED

2 306 958 633

MAIL