UNIVERSITY OF FLORIDA

M E M O R A N D U M

TO:　　　　Bridges Production Support
　　　　　　2 Tigert Hall
　　　　　　P.O. Box 113275

FROM:　　_____
　　　　　　　　　　Requestor's Name (print)
　　　　　　University Financial Services
　　　　　　S-113 Criser Hall
　　　　　　P.O. Box 114050

SUBJECT:　**Transmit National Student Clearinghouse File to ECSI**

Please see the back of this form for instructions.

Please schedule the NSCH data transmission to ECSI on ☐☐-☐☐-☐☐☐☐.
　　　　　　　　　　　　　　　　　　　　　　　　　　　M　M　　D　D　　C　C　Y　Y

☞　**Production Scheduling** - *This chain will submit RNQ85820. Be sure to **MAKE** the JCL changes to RNQ85820 before requesting the APPWORX chain.*

C_SASF_NSCH_TRANSMIT- National Student Clearinghouse generated by Registrar

Please check only one parm per request form

	Required sysparm TPERIOD	* Required sysparm YRTERM*
○ Spring beginning of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Spring middle of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Spring end of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Summer term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Fall beginning of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Fall middle of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)
○ Fall end of term	☐☐☐	☐☐☐☐☐☐ (y e a r term)

Requested by: _____　　_____
　　　　　　　　　　　　　　Signature　　　　　　　　　　　　　　　　Date

PURPOSE

This form is used by University Financial Services to request that Bridges Production Support send the NSCH data to ECSI on the date indicated.

INSTRUCTIONS

1. Enter the date that the NSCH data is to be sent to ECSI in the space provided. The date must be entered in MM-DD-CCYY format.

2. Mark the circle next to the current period that the Registrar has created the NSCH file for.

3. Fill in the current academic year for the period selected under YTERM.

4. Sign and date the completed request in the spaces provided.

5. Submit this request to Bridges Production Support, 2 Tigert Hall, P.O. Box 113275.

Contact the Bridges Production Support at 392-1285 if you have any questions regarding the use of this form.