

National Student Loan Data System

Enrollment Spreadsheet Submittal Instruction Guide

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Section 1. Enrollment Spreadsheet Submittal Basics

Federal regulations governing Title IV student aid programs require schools to monitor and update the enrollment status of students who receive Federal Student Loans. The Enrollment Spreadsheet Submittal process was created to assist schools in reporting enrollment information at the campus and program level on the NSLDS Professional Access Web site. This process will allow schools to create new spreadsheets containing enrollment information or to be able to respond to enrollment rosters from NSLDS generated in the Comma Separated Values (CSV) format.

This instruction guide has been created to assist schools with the creation of the spreadsheet, and with usage of the online tool, and should be used in conjunction with the NSLDS Enrollment Reporting Guide.

Section 2. Enrollment Spreadsheet Submittal

2.1 Process Overview

The Enrollment Spreadsheet Submittal is an online tool used by schools to submit enrollment data for Title IV students to NSLDS. Users can create their own spreadsheets using instructions found in this guide or can populate the enrollment data on the Enrollment Spreadsheet Submittal Format. The Enrollment Spreadsheet Submittal Format has been made available on the [Federal Student Aid Download](#) (FSAdownload) website to assist with ensuring the data in the spreadsheet is correctly identified for submission. Additionally, the spreadsheet can be used to create an ad hoc roster or to update an Enrollment roster in Comma Separated Values (CSV) format received from NSLDS. The following sections describe both processes in detail.

2.2 Spreadsheet Creation

The spreadsheet can be created with the first row containing the field names, found in Appendix A of this document or on the Submittal Format downloaded from FSAdownload, or without the field names. Each method will be described in the following subsections. NSLDS does not have a preferred method. The decision whether or not to include this row is done at the discretion of the user. When creating the spreadsheet, the New Submittal Spreadsheet File layout found in Appendix A of this document or in Appendix A-3 of the Enrollment Reporting Guide must be used as a reference.

It is imperative that the user created spreadsheet be saved in a secure manner. It is recommended that the spreadsheet have a unique name so that it can be easily identified during the upload process. Please ensure that when saving the file it is saved as a spreadsheet file in a format with an extension of .xls or .xlsx (Excel™ format). Any other extensions will cause the entire file to be rejected.

The spreadsheet has a file size limit of 1,000 KB (1 MB). Any file size over this limit will cause the spreadsheet to be rejected. File size varies depending on the version of software used.

2.2.1 Rename Worksheet

The first step in creating the spreadsheet is to rename the worksheet that will be utilized for data entry, and subsequent data upload. The name of this worksheet must be named “**upload file**” in order to upload to NSLDS. To rename the worksheet:

- Right click on the worksheet tab name (Figure 2-1).
- Select Rename.
- When the current name of the tab is highlighted, type “**upload file**”.
- Click out of the tab and the name will be stored (Figure 2-2).

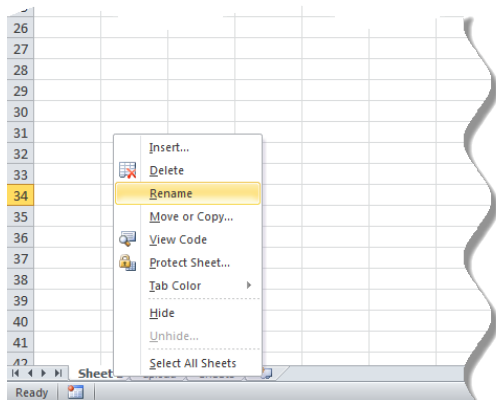


Figure 2-1: Rename Worksheet

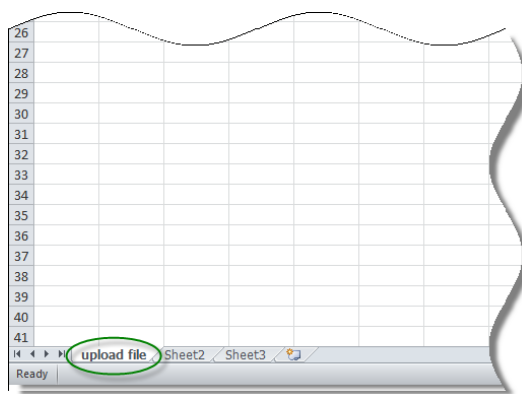


Figure 2-2: Renamed Worksheet

NSLDS will look for a worksheet with the name “**upload file**”. If the worksheet has any other name, NSLDS will attempt to load the data found in the first tab, or Sheet 1, of the spreadsheet. If Sheet 1 is empty, the user will receive the message “Spreadsheet has no data”. So it is suggested that the worksheet be correctly labeled for upload.

Also, NSLDS will only process one worksheet per spreadsheet, per upload. Any other worksheets will be ignored if they are present in the file, as will any records they may contain. If there are additional sheets that need to be submitted, after the first worksheet is uploaded, the school can rename the initial uploaded file to a different name and name the next sheet to “**upload file**”. Submit the file to NSLDS again, and the new page will be uploaded.

2.2.2 Spreadsheet with Field Names

When creating the spreadsheet with field names, the names of the fields appearing in the Submittal Spreadsheet Layout, as listed in Appendix A of this document, or in Appendix A-3 of the Enrollment Reporting Guide, are to be created by the user. The names of the fields must precisely match those presented in the Enrollment User Guide and each name must be contained within an individual column. The names of the fields will appear in Row One, beginning in column A with “Record Type” and ending in column AY with “Filler”. The school will be completing data for submittal in columns A through AV. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certifica Date
2	001	888888888	08765400	R	Anna	Associate		19950101		201
3	002	888888888	08765400							
4	002	888888888	08765400							
5	003	888888888	08765400							
6										
7										

Figure 2-3: Spreadsheet Creation with Field Names

Fields identified as optional do not require data to be provided. However, the column for the field names must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 2-4: Spreadsheet Creation with Field Names and Empty Optional Fields.

	A	B	C	D	E	F	G	H	I	J
1	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certifica Date
2	001	888888888	08765400	R	Anna	Associate		19950101		201
3	002	888888888	08765400							
4	002	888888888	08765400							
5	003	888888888	08765400							
6										
7										

Figure 2-4: Spreadsheet Creation with Field Names and Empty Optional Fields

2.2.3 Spreadsheet without Field Names

When creating the spreadsheet without field names, Row One of the spreadsheet will contain the first student detail record beginning in column A and ending in column AV. The student detail record is to be completed a single row at a time beginning in Row One of the spreadsheet, with additional records appearing in Row Two and so on. The user created spreadsheet submittal does not require the inclusion of the Header and Trailer Records as other file layouts do.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 2-5: Spreadsheet Creation without Field Names

Fields identified as optional do not require data to be provided. However, the column for the field must still appear in the spreadsheet, even if the data is not being supplied, as shown in Figure 2-6: Spreadsheet Creation Without Field Names and Empty Optional Fields.

	A	B	C	D	E	F	G	H	I
1	001	999999999	06789900	P	Terri	Certificate		19950101	
2									
3									
4									

Figure 2-6: Spreadsheet Creation without Field Names and Empty Optional Fields

2.2.4 Data Entry

The spreadsheet can be populated with data by typing the data in manually, cutting and pasting from another source, or importing the data into the spreadsheet from another data source or toolset. Spreadsheets assume that all numbers typed into them are going to be used for math purposes. Therefore it automatically removes any zero which precedes a number, as is the case for an OPEID. For example, if the OPEID is typed in as “06789900” it may appear in the spreadsheet as “6789900”...

When entering data for detail records it is important that only one record type is entered per row. The first three columns (columns A–C) will be the same for *all* record types for a single student; these columns will contain the Record Type, Student Current SSN, and OPEID.

After column C, the different record types will offset as not to overlap with each other, so every column heading will be unique. The last three columns of each record type will be filler, to allow for the addition of new fields later without changing where the existing fields are located:

- Campus-level records (record type 001) will use columns D–AC of the spreadsheet. (One per student)
 - Columns AD–AF of the spreadsheet are filler.
 - There will only be one campus level row per student, per location.
- Program-level records (record type 002) will use columns AG–AP of the spreadsheet. (Zero or more per student)

- Columns AQ–AS of the spreadsheet are filler.
 - Each program for a student will occupy a new row.
- Email Address records (record type 003) will use columns AT–AV of the spreadsheet. Optional. (Zero or more per student)
- Columns AW–AY of the spreadsheet are filler.

For example, Terri Certificate (Student A in Figure 2-7) is a student enrolled in one program and has one email address.

- The first three columns (A–C) of each record type for Terri must match.
- Terri’s first detail record will be for the Campus-Level data.
 - o Start entering campus data in columns A–AC, as necessary, but leave the remainder of the columns (AD–AV) blank.
- Terri’s next detail record will be for the program level data.
 - o Skip columns D–AF and start entering the program data in columns AG–AP, as necessary, but leave the remainder of the columns (AQ–AV) blank.
 - o If Terri is enrolled in more than one program, each program would occupy a new row in the spreadsheet.
- Terri’s last detail record will be for Email Address, which will also occupy a new row in the spreadsheet.
 - o Skip columns D–AS and start entering email data in columns AT–AV, as necessary, but leave the remainder of the columns (AQ–AV) blank.
 - o If Terri has more than one email address, each email address would occupy a new row in the spreadsheet.

All record types for each student *must* be grouped or “bundled” together. The following graph shows a high-level example of how a spreadsheet submittal for Student A and B would appear:

Column A - C	D - AC	AD - AF	AG - AP	AQ - AS	AT - AV	AW - AY
'001' Student A	Campus-Level	Filler		Filler		Filler
'002' Student A		Filler	Program-Level	Filler		Filler
'003' Student A		Filler		Filler	Email Address	Filler
'001' Student B	Campus-Level	Filler		Filler		Filler
'002' Student B		Filler	Program-Level	Filler		Filler
'002' Student B		Filler	Program-Level	Filler		Filler
'003' Student B		Filler		Filler	Email Address	Filler

Figure 2-7: Spreadsheet Format Example

The submittal of student detail record data works with the bundle concept. When a school sends a Roster Submittal file to NSLDS, the school must group the records for a given student in a single bundle ordered by record type (See Figure 2-7).

If any record types for a particular student have an error, the entire bundle for that student will be rejected with a Bundle Rejected (02) error. All records for that student will need to be resubmitted after the errors are corrected.

The final column (AZ) will be the same for *all* record types and will consist of the Bundle Rejected and other Error Codes, populated by NSLDS. School users should not enter information in this column.

2.2.5 Formatting

Spreadsheet upload was created with various types of formatting issues in mind. While some Enrollment Spreadsheet Submittal fields have specific formatting requirements, others do not. Please refer to Appendix A and B of this document, or Appendix A-3 of the Enrollment Reporting Guide, available on FSAdownload, for the formatting of specific fields.

Additionally, the reporting requirements (Mandatory/Optional) for each field are listed in Appendix A and B of this document. Please note that for Record Type 001 - Campus-Level, the student's phone number fields are considered optional; however, if a phone number is entered all associated fields *must* be populated (Columns Y-AA). The same is true for the entire Record Type 003 - Email Address record as it is considered optional, but if an email address is entered all fields in the record *must* be populated (Columns AT-AV).

2.3 Updating a Roster

While defining the Enrollment Preferences, on the NSLDS Enrollment Profile section of the NSLDS Professional Access Web site, the user has the option of selecting to receive an Enrollment Roster formatted as Comma Separated Values (CSV). The roster will be created in CSV format and delivered to the schools' SAIG TG mailbox based on the established enrollment reporting schedule. This roster format can be updated using spreadsheet software and submitted to NSLDS online using the Enrollment Submittal page on the NSLDS Professional Access (NSLDSFAP) Web site, and does not need to be returned using SAIG.

2.3.1 Using a CSV File

The CSV formatted enrollment roster, when retrieved from the SAIG TG mailbox, has either a .DAT extension or a 3 digit numbered extension (e.g. .001, .002, etc.). In order to utilize this file in spreadsheet software, this file needs to be saved using a .CSV extension. This is accomplished by either opening the file and saving it with a .CSV extension or merely renaming the file with the .CSV extension.

Once the file has the .CSV extension, the securely stored file may be opened using spreadsheet software by locating the file. The following steps may help you with this operation; however, please consult the help information for the specific spreadsheet software being used as software may vary slightly.

1. Using EDconnect, download the Enrollment Roster in the message class EFRCDDEOP from the SAIG TG mailbox to a secure location
2. Locate the downloaded Enrollment Roster file. (File will have either a .DAT or a 3 digit numbered extension. Example: *efrcdeop.dat*, *efrcdeop.001*, etc.)
3. Save or rename the file using the .CSV extension (Example: *efrcdeop.csv*)
4. Open the spreadsheet software tool
5. Click File
6. Click Open
7. Locate the previously saved file with the .CSV extension
 - The file type being browsed may need to be adjusted in order for the file to be located.
 - This is typically done using a drop down box:

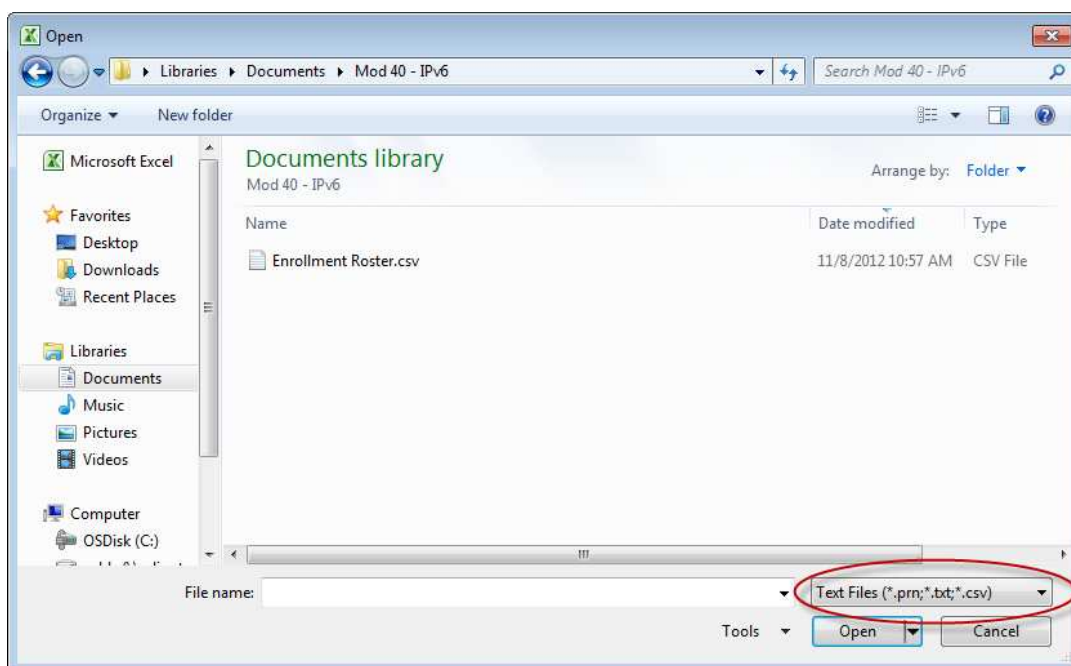


Figure 2-8: File Extension Drop Down Box

8. Select the file name
9. Click Open

The file should now open in the spreadsheet software. The first row will be the Header Record and the last row will be the Trailer Record. These records are on the file when it is created by NSLDS and need to be deleted from the spreadsheet prior to using the Enrollment Spreadsheet Submittal process.

The purpose of the File Type Offset field in each data record type on the CSV roster file is to allow schools that are importing the CSV file into a spreadsheet to have the data field columns of each record type align to a unique column header for each data field. This will make updating the file easier for those who use the Spreadsheet Submittal process.

If you have previously downloaded the Enrollment Spreadsheet Submittal Format (available on [FSAdownload](#)), the column Field Names (Row One) from this document may be copied and inserted into the spreadsheet now open. The column headings found in the document may assist you with locating the necessary information to be updated, but do not have to be used. The spreadsheet may be submitted with or without the column headings, but should not include a header and trailer record.

Once all updates have been made to the enrollment roster, please ensure that the file is stored in a secure manner and saved in a format with an .xls or .xlsx extension (Excel™ format), rather than the .CSV extension. The file must have this format for the web site to recognize it for submittal.

2.4 NSLDS Professional Access File Upload

2.4.1 Enrollment Submittal Page

The Enrollment Submittal page is found under the Enroll tab on the NSLDS Professional Access Web site (NSLDSFAP) and allows school users the ability to report Enrollment status changes via spreadsheet submittal. Access to this page is limited to users with Enrollment capabilities.

The page allows the user to use the Browse function to search for the submittal file, and upload it from the location where it is securely stored. Because of the sensitivity of the information included in the file it must be saved in a secure manner on the local hard drive of the user's computer or stored in a secure manner on an external medium such as a flash drive or network. Once the file is located, the user will then need to select the manner for which errors, if any, will be returned.

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NSLDS | Menu | Aid | Enroll | Org | Report | Tran | ? | X

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

i Enter the location and file name and submit for processing.

Enrollment 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)

FOIA | Privacy | Security | Notices | WhiteHouse.gov | USA.gov | ED.gov

Figure 2-9: Enrollment Submittal Page

2.4.1.1 Enrollment Submittal Page Results Presentation

After the Enrollment spreadsheet has been uploaded a validation is done to identify any errors in the file. There are several different ways errors can be displayed. The following section explains the use of each option. The default options appear but a school may select other options in each selection prior to clicking the Validate or Validate and Submit buttons.

I am running on Windows.

File Name:

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

Figure 2-10: Results Presentation

- **Rows in Result File**—Indicates what rows will be returned after validation has been completed. The default is *Result File contains all rows submitted*.
 - **Result File contains all rows submitted**—All rows on the submittal spreadsheet will be present in the Result File. Records with one or more errors will have data present in the error column and records without errors will have no data present in the error column.
 - **Result File contains only input rows with errors**—Only rows from the submittal spreadsheet that contain one or more errors will be included in the result file.

- **Background color for cells with error in Result File**—Indicates what color the cells which contain errors will be after validation has completed. Data cells with errors will be indicated by a color highlight. The default is *Yellow background for errors*.

- **Mouseover comment for cells with error in Result File**—Indicates whether or not the Result file, which is created after validation has completed, contains comments which appear when the mouse is moved over the field containing the errors. Regardless of the selection made, the error codes and messages will appear on the far right hand side of the spreadsheet Results file. The default is *Add comment to error cell*.
 - **Add comment to error cell**—A red Tooltip triangle will appear in the cell which houses the field in error. When the computer mouse is moved over field with an error, the error message(s) applicable to this field will appear on the screen.
 - **Do not add comment to error cell**—The red Tooltip triangle will not appear.

- **Validate/Validate and Submit**—There are two options for validating data.
 - **Validate**—The system will review all data in the spreadsheet for errors. No data will be loaded to NSLDS during the validation process. Result data will be presented to the user according to the Result File preference selected. This allows for errors to be corrected

before submitting the file. To load the data to NSLDS, the upload process **MUST** be repeated by selecting the **Validate and Submit** button.

- **Validate and Submit**–The system will review and validate all data in the spreadsheet, even if it was previously validated. Any data without error will be submitted and stored in NSLDS. Result data will be presented to the user according to the Result File preference selected.

The user **MUST** click the **Validate and Submit** button for the data to be processed and updated on NSLDS.

Once the submittal file has been validated, by either the **Validate** or **Validate and Submit**, a message will display on the screen with the number of records in error and the number of total records in the spreadsheet. A pop-up box will appear with the option to Open, Save or Cancel the Result File created by the submission.

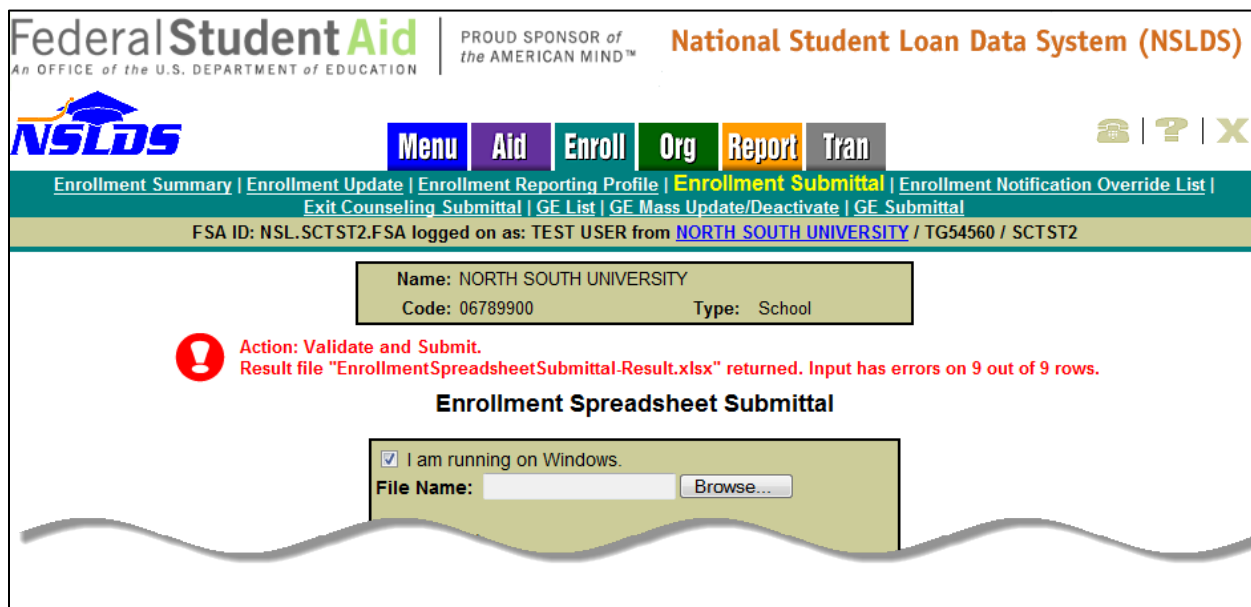


Figure 2-11: Number of Errors Example

If Open is selected, the Result File will open in the computer’s default spreadsheet software and the errors in Column AZ will be presented in the manner previously selected on the Enrollment Submittal Web page. The file will retain the same name as it was uploaded, however “- Results” will be appended to the end of the name. For example, if the name of the spreadsheet submitted is “Enrollment.xlsx” then name of the Results file will be “Enrollment – Results.xlsx”.

2.5 Working Errors

All records are validated against the edits described in Appendix B of this document, and in Appendix D of the Enrollment Reporting Guide and any errors will be identified in Column AZ of the Results file, and also in pop-up mouseover comments if that option was selected.

	A	B	C	D	E	F	G	H	I	
	Record Type	Student Current SSN	OPEID	Student SSN Pseudo Indicator	Student Current First Name	Student Current Last Name	Student Current Middle Name	Student Date of Birth	Student Branch Designator Code	Certification Date
1										
2	001	8888888888	08765400		Anna	Associate		19950101		20
3	002	8888888888	08765400							
4	002	8888888888	08765400							
5	003	8888888888	08765400							
6										
7										
8										

Figure 2-12: Results File with Yellow Highlight and Tool Tip

Users can make corrections to the data in the Results file or the original submittal file. Additionally, the user can rename the Results file prior to re-submitting it in order to keep a record of what has been submitted. Regardless of which method is used, any records with errors must be re-submitted to NSLDS for processing.

	AT	AU	AV	AW	AX	AY	
	Email Effective Date	Good Email Address Flag	Email Address	Filler	Filler	Filler	ERRORS
1							
2							02 - Bundle Rejected.
3							02 - Bundle Rejected.
4							68 - Invalid Program Enrollment Status. 69 - Program Enroll Stat Eff Date required and must be le 02 - Bundle Rejected.
5			1 anna@ccc.edu				70 - Email effective date is required and must be a valid 71 - Good Email Address flag must be Y, N or Space. 02 - Bundle Rejected.
6							
7							
8							
9							

Figure 2-13: Results File with Error Column

If records or rows need to be removed from the worksheet, the Delete row function must be used in order to ensure that all data is removed from the spreadsheet. NSLDS does not recommend using the Clear function the spreadsheet software provides.

Appendix A: New Submittal Spreadsheet File Layout

The following section provides specifications of the records that make up the Submittal File. NSLDS provides data in some fields that you must not change.

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
A	All	Record Type	'001' indicates campus-level record. '002' indicates program-level record. '003' indicates email address record.	Char.	M
B	All	Student Current SSN	Student's current Social Security Number	Char.	M
C	All	OPEID	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.	Char.	M
D	001	Student SSN Pseudo Indicator	Valid values are: <ul style="list-style-type: none"> • 'R' (Real) • 'P' (Pseudo) 	Char.	M
E	001	Student Current First Name	Student's current first name. 'NFN' for students with no first name.	Char.	M
F	001	Student Current Last Name	Student's current last name. 'NLN' for students with no last name.	Char	M
G	001	Student Current Middle Name	Student's current middle name.	Char.	O
H	001	Student Date of Birth	Student's Date of Birth. Format CCYYMMDD. '19000101' if student's DOB unknown.	Date	M
I	001	Student Branch Designator Code	Optional field used by schools to identify students within their own systems	Char.	O
J	001	Certification Date	Date enrollment certified by school. Format CCYYMMDD	Date	M
K	001	Enrollment Effective Date	Date student's enrollment status took effect. Format CCYYMMDD	Date	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
L	001	Enrollment Status	Code for student's enrollment status at school: <ul style="list-style-type: none"> • 'F' (full-time) • 'Q' (three-quarter time) • 'H' (half-time) • 'L' (less than half-time) • 'A' (leave of absence) • 'G' (graduated) • 'W' (withdrawn) • 'D' (deceased) • 'X' (never attended) • 'Z' (record not found) 	Char.	M
M	001	Anticipated Completion Date	Expected date of graduation or termination for student. Format CCYYMMDD	Date	M
N	001	Term Begin Date	Date on which the current term began. Format CCYYMMDD	Date	O
O	001	Term End Date	Date on which the current term will end. Format CCYYMMDD	Date	O
P	001	Address Effective Date	Date student's address became effective or the sender became aware of the information. Format CCYYMMDD	Date	M
Q	001	Good Address Flag	Flag to indicate a valid student address. Valid values are: <ul style="list-style-type: none"> • 'Y' • 'N' Spaces default to 'Y'.	Char.	M
R	001	Student Permanent Address Line 1	First line of student address	Char.	M
S	001	Student Permanent Address Line 2	Second line of student address	Char.	O

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
T	001	Student Permanent Address City	City where student lives	Char.	M
U	001	Student Permanent Address State / Province	State or province where student lives	Char.	M
V	001	Student Permanent Address Country	Country where student lives.	Char.	M
W	001	Student Permanent Address Postal Code	Postal code where student lives	Char.	M
X	001	Student Phone Type	The type of phone number being reported. Values are: <ul style="list-style-type: none"> • 'C' (Cell) • 'H' (Home) • 'O' (Other) • 'W' (Work) 	Char.	O
Y	001	Student Preferred Phone Number Flag	Flag indicating whether this is a phone number the student prefers to use. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
Z	001	Student Phone Country Code	The country code for the student phone number.	Char.	O
AA	001	Student Phone Number	The student's phone number.	Char.	O
AB	001	Move To OPEID	Eight-digit Office of Postsecondary Education ID for school location to which student enrollment is being moved.	Char.	O

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AC	001	Program Indicator	<p>Indicates if a student is enrolled in at least one program. Values are:</p> <ul style="list-style-type: none"> • ‘Y’ (Yes) • ‘N’ (No) <p>Spaces default to ‘Y’. If this field is populated with a “Y” or “Space” the school is required to report the student’s program-level enrollment data in record type ‘002’.</p> <ul style="list-style-type: none"> • Student’s program-level enrollment data (Record Type ‘002’) must be reported regardless of whether the program is eligible for Title IV aid. <p>If this field is populated with an “N” the school is not required to report the program-level enrollment data in Record Type ‘002’.</p>	Char.	M
AD	All	Filler	Must be left empty	Char.	M
AE	All	Filler	Must be left empty	Char.	M
AF	All	Filler	Must be left empty	Char.	M
AG	002	CIP Code	Six-digit Classification of Instructional Programs code (without period) identifying a program’s academic content.	Char.	M
AH	002	CIP Year	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AI	002	Credential Level	<p>The credential level of the program. Values are:</p> <ul style="list-style-type: none"> • ‘01’ (Undergraduate Certificate or Diploma Program) • ‘02’ (Associate’s Degree) • ‘03’ (Bachelor’s Degree) • ‘04’ (Post Baccalaureate Certificate) • ‘05’ (Master’s Degree) • ‘06’ (Doctoral Degree) • ‘07’ (First Professional Degree) • ‘08’ (Graduate / Professional Certificate) • ‘99’ (Non-Credential Program [Preparatory Coursework / Teacher Certification]) 	Char	M
AJ	002	Published Program Length	<p>The length of the instructional program in years, months, or weeks as published by the school. Note this is used together with the next two fields to determine program length. Format “nnnnn”, with an implied decimal point between the third and fourth digits. For example, schools would report:</p> <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000 	Num.	M
AK	002	Published Program Length Measurement	<p>The unit of measure for the length of the instructional program as published by the school. Values are:</p> <ul style="list-style-type: none"> • ‘W’ (Weeks) • ‘M’ (Months) • ‘Y’ (Years) 	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AL	002	Weeks in Title IV Academic Year	The total number of weeks of instruction in the program’s academic year. Only report when Published Program Length Measurement is W or M. Format “nnnnn”, with an implied decimal point between the third and fourth digits. For example, schools would report: <ul style="list-style-type: none"> • 26 weeks → 026000 • 30 weeks → 030000 	Num.	M
AM	002	Program Begin Date	Date on which the student began attending the program.	Date	M
AN	002	Special Program Indicator	Flag to indicate that the program belongs to one of the following groups: <ul style="list-style-type: none"> • ‘A’ (Selective Admission Associate Degree Program) • ‘B’ (Bachelor’s Degree Completion Program) • ‘N’ (Not Applicable) • ‘P’ (Preparatory Coursework Graduate Professional Program) • ‘T’ (Non-Credential Teacher Certification Program) • ‘U’ (Preparatory Coursework Undergraduate Program) 	Char.	M
AO	002	Program Enrollment Status	Code for the student’s enrollment status in that program. Values are: <ul style="list-style-type: none"> • ‘F’ (Full-Time) • ‘Q’ (Three-Quarter Time) • ‘H’ (Half-Time) • ‘L’ (Less Than Half-Time) • ‘A’ (Leave Of Absence) • ‘G’ (Graduated) • ‘W’ (Withdrawn) • ‘D’ (Deceased) • ‘X’ (Never Attended) • ‘Z’ (Record Not Found) 	Char.	M
AP	002	Program Enrollment Effective Date	Effective date for the enrollment reported by the school.	Date	M
AQ	All	Filler	Must be left empty	Char.	M

Col.	Rec. Type	Attribute	Description	Format	Mandatory/Optional
AR	All	Filler	Must be left empty	Char.	M
AS	All	Filler	Must be left empty	Char.	M
AT	003	Email Effective Date	Date as of which the email address is effective.	Date	O
AU	003	Good Email Address Flag	Flag indicating that the email address is good according to the school. Values are: <ul style="list-style-type: none"> • 'Y' (Yes) • 'N' (No) Spaces default to 'Y'.	Char.	O
AV	003	Email Address	The email address being reported.	Char.	O
AW	All	Filler	Must be left empty	Char.	M
AX	All	Filler	Must be left empty	Char.	M
AY	All	Filler	Must be left empty	Char.	M
AZ	All	Errors	Code(s) of error(s) returned to school by NSLDS	Char.	O

Appendix B: Reporting Instructions

The following section provides specifications of the Detail records that are part of the Enrollment Spreadsheet Submittal file. NSLDS has utilized features found within typical spreadsheet tools to assist with the data creation and submission of Enrollment records to NSLDS. While the definitions of each field remain the same as those found in other Enrollment Reporting layouts the formatting of information found in the Submittal Spreadsheet layout has been documented according to the uses specific to spreadsheets.

Record Type XXX - Brief, descriptive title	Enrollment Reporting Record Name
Field Name:	Name of the specific file layout type selected.
Description:	Short narrative definition.
Type:	Indicator of the kind of value that must be in the field.
Size:	Number of bytes the field occupies.
Column:	The column location of the field in the spreadsheet.
Reporting:	Instructions indicating whether the field must contain data other than spaces or zeroes
History Kept:	Provides information regarding the storage of information on NSLDS.
Comments:	Additional information about the field
Edits:	Description of the error checking that NSLDS applies to the file that you return
Error No:	Error number
Verifies:	Information on what the error verifies
Error:	Error
Error Message:	Error message
Date Revised:	Date field was last revised

Enrollment Reporting File Campus-Level Record

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Record Type
Description:	A 3-digit number that identifies the record type in the student record in the Enrollment Reporting roster file.
Type:	Character
Size:	3
Column:	A
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Record Type for the Detail record is 001.
Edits:	<ul style="list-style-type: none"> • None.
Error No:	01
Verifies:	Record Type
Error:	Invalid Record Type
Error Message:	Invalid Record Type
Error No:	02
Verifies:	Bundle Rejected
Error:	Bundle Rejected
Error Message:	Bundle Rejected
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Current SSN
Description:	Social Security Number of a Title IV aid recipient.
Type:	Character
Size:	9
Column:	B
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records.
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.
Error No:	11
Verifies:	Must match value in the NSLDS database.
Error:	Does not match value in NSLDS database.
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	OPEID
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.
Type:	Character
Size:	8
Column:	C
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219.
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from the NSLDS School Codes Table.
Error No:	50
Verifies:	Must be valid OPEID.
Error:	Not Valid OPEID.
Error Message:	Invalid OPEID.
Error No:	52
Verifies:	Authorization to submit.
Error:	Security.
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student SSN Pseudo Indicator
Description:	A single-character indicator showing whether the Student's Social Security number is real or pseudo.
Type:	Character
Size:	1
Column:	D
Reporting:	Mandatory
History Kept:	No
Comments:	<ul style="list-style-type: none"> • SSN indicator reported to NSLDS by the data provider could be R (for "real") or P (for "pseudo"). • If you add a student to the Submittal File, you must use the correct SSN and fill in this field with R (for "real").
Edits:	<ul style="list-style-type: none"> • Must be R (for "real") or P (for "pseudo").
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Current First Name
Description:	First name of the Title IV aid recipient.
Type:	Character
Size:	35
Column:	E
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • First name reported to NSLDS by the data provider. • If the student has no first name, this field contains 'NFN' (no first name). • If you believe NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the first name. • If the student does not have a first name, you must fill in this field with 'NFN'. • If the first name exceeds 35 characters, drop any characters in excess of 35. • Values in Record Sequence Number, Student's SSN, Student's First Name, and Date of Student's Birth must match values in enrollment record produced by NSLDS, except for school-added records.
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records: Must match Enrollment Reporting roster file.
Error No:	11
Verifies:	Must match value in NSLDS database.
Error:	Does not match value in NSLDS database.
Error Message:	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Current Last Name
Description:	Current last name of the Title IV aid recipient.
Type:	Character
Size:	35
Column:	F
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Last name reported to NSLDS by the data provider. • If the student has no last name, this field contains 'NLN'. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field with the last name. • If the student does not have a last name, you must fill in this field with 'NLN'. • If the last name exceeds 35 characters, drop any characters in excess of 35.
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records: Must match Enrollment Reporting roster file.
Error No:	11
Verifies:	Must match value in NSLDS database.
Error:	Does not match value in NSLDS database.
Error Message:	No Detail record matches the record identifiers (Student's First Name, Student's Last Name, and Student's SSN) in NSLDS database.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Current Middle Name
Description:	Middle name of the Title IV aid recipient.
Type:	Character
Size:	35
Column:	G
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Middle name reported to NSLDS by the data provider. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File and the student has no middle name, leave this field blank.
Edits:	<ul style="list-style-type: none"> • None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Date of Birth
Description:	Date (year, month, and day) on which the Title IV aid recipient was born.
Type:	Date
Size:	8
Column:	H
Reporting:	Mandatory
History Kept:	No
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Date of Student’s Birth as reported to NSLDS by the data provider. • If a student’s birth date is unknown, this field contains ‘19000101’. • If you believe the NSLDS data are incorrect, contact the data provider and provide verifying documents. • If you add a student to the Submittal File, you must fill in this field.
Edits:	<ul style="list-style-type: none"> • Must all be numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year.
Error No:	13
Verifies:	Must be valid date.
Error:	Invalid date.
Error Message:	Invalid Date of Student’s Birth.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Student Branch Designator Code	
Description:	School-assigned designation used instead of the SSN to identify the Title IV aid recipient.	
Type:	Character	
Size:	20	
Column:	I	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • If your school does not use the SSN as the key identifier in its registration database, use this field to capture the designator you use for that purpose. • If supplied, NSLDS will return the school ID in each Enrollment Reporting roster file, which will ease the task of subsequently matching NSLDS records to school data. • The data are not forwarded to the data provider. 	
Edits:	<ul style="list-style-type: none"> • None, although left-justification is recommended. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	07/14/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Certification Date	
Description:	Date the school certifies the enrollment information updated in the Enrollment Reporting roster file.	
Type:	Date	
Size:	8	
Column:	J	
Reporting:	Mandatory	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. You must fill in this field with the certification date. • You must fill in this field with the certification date. 	
Edits:	<ul style="list-style-type: none"> • Certification date must be less than process date. • Certification date must be within a parameter set by NSLDS to ensure the certification date is not unreasonably old. 	
Error No:	37	
Verifies:	Must be valid date.	
Error:	Invalid or no date.	
Error Message:	Invalid Certification Date.	
Error No:	38	
Verifies:	Too old.	
Error:	Cert date too old.	
Error Message:	Certification date is too old or is missing.	
Error No:	39	
Verifies:	Future date.	
Error:	Future date not allowed for Cert date.	
Error Message:	Date cannot be in the future.	
Date Revised:	07/14/2014	

Record Type 001 - Campus-Level

Enrollment Reporting Detail Record

Field Name:	Enrollment Effective Date
Description:	Effective date (year, month and day) a borrower entered current enrollment status.
Type:	Date
Size:	8
Column:	K
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • Specific instructions regarding which date to report in conjunction with each enrollment status code are provided in Appendix C, Enrollment Status Codes of the Enrollment Reporting Guide. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date).
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years.
Error No:	21
Verifies:	Must be numeric.
Error:	Invalid date.
Error Message:	Invalid Date Enrollment Status Effective.
Error No:	23
Verifies:	Field is completed.
Error:	Field not completed.
Error Message:	Missing Date Enrollment Status Effective...
Error No:	21
Verifies:	Must be less than 45 years in the past, based on Enrollment Reporting roster generation date.
Error:	More than 30 years in the past.
Error Message:	Invalid Date Enrollment Status Effective.

Error No:	21
Verifies:	Must be greater than Student's Date of Birth plus 12 years.
Error:	Less than Student's Date of Birth plus 12.
Error Message:	Invalid Date Enrollment Status Effective.
Error No:	30
Verifies:	Must be less than or equal to Certification Date.
Error:	Greater than or equal to Certification Date.
Error Message:	Certification Date must be greater than or equal to Date Enrollment Status Effective.
Error No:	33
Verifies:	Must be less than or equal to ACD.
Error:	Greater than ACD.
Error Message:	Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L).
Error No:	32
Verifies:	Date change falls in acceptable range in relation to historical data
Error:	Date sequence error.
Error Message:	Certification is prior to a previous certification and ACD, Enrollment code or effective date is different from last reported.
Error No:	35
Verifies:	Effective date too old.
Error:	Too old.
Error Message:	For enrollment code A, the effective date cannot be more than 180 days prior to the certification date.
Error No:	34
Verifies:	Certification date cannot equal Effective Date.
Error:	Invalid date.
Error Message:	If a new certification date is reported for enrollment codes F, Q, H, or A, and the F, Q, H, or A has not changed from the prior reported value, then the Effective date cannot equal the Certification date in the input record.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Enrollment Status
Description:	Code reflecting student's current enrollment status (as of the Submittal Date in the Header record).
Type:	Character
Size:	1
Column:	L
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • This field in the Enrollment Reporting roster file contains the enrollment status most recently reported to NSLDS. Along with the Date Enrollment Status Effective field, it is the most significant piece of data in the entire Enrollment Reporting process. • Together these fields determine the exact beginning of the student's grace and subsequent repayment period. • If a student's enrollment status has changed, you must update this field with the student's current enrollment status (see Appendix C, Enrollment Status Codes of the Enrollment Reporting Guide).
Edits:	<ul style="list-style-type: none"> • Must be a valid code from Appendix C, Enrollment Status Codes of the Enrollment Reporting Guide, and must have a corresponding value in the Date Enrollment Status Effective field.
Error No:	19
Verifies:	Cannot be blank.
Error:	Is blank.
Error Message:	Missing Code for Enrollment Status.
Error No:	20
Verifies:	Must be valid code.
Error:	Invalid code.
Error Message:	Invalid Code for Enrollment Status.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Anticipated Completion Date
Description:	Date (year, month, and day) when a student is scheduled to complete course requirements.
Type:	Date
Size:	8
Column:	M
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • For degree programs, this date is the same as the anticipated graduation date. The date already in this field is the one most recently reported to NSLDS by the school. If the school has not reported, the date supplied by the data provider is used. • This is a key element in monitoring the student’s projected entry into the grace period and subsequent repayment period. • This field must be reviewed in each Enrollment Reporting roster file and updated as appropriate especially when an enrollment status change occurs. • If the date seems reasonable given the student’s academic progress, do not modify. Modify only if there is a substantial change (that is, May to August, rather than May 2nd to May 3rd). • If you add a student to the Submittal File, this field must contain the school’s most current estimate. • The date received from a school will be modified if the date is 10 years more than the Certification Date. The date will be modified to a date 10 years from the Certification Date. • ACD is not required for an enrollment status of ‘D’, ‘L’, ‘W’, ‘X’, or ‘Z’.
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12; DD must be a value from 01–31, depending on the month and year; CC must be 19 or 20. • If the Enrollment Status Code equals ‘A’, ‘F’, ‘Q’, ‘H’, or ‘L’ this date must be greater than the Certification Date and the Enrollment Effective Date (see Appendix C, Enrollment Status Codes of the Enrollment Reporting Guide). • If an invalid value is used for ‘L’, NSLDS will not error. Instead the ACD will be explained by ‘00010101’. • If the Enrollment Status Code equals ‘G’, this field must equal the Enrollment Status Effective Date.
Error No:	15
Verifies:	Must be numeric when Enrollment Status Code equals ‘G’, ‘A’, ‘F’, Q or ‘H’.
Error:	Invalid date.

Error Message:	Anticipated Completion Date invalid format.
Error No:	26
Verifies:	Must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q', 'H', or 'L'.
Error:	Is less than Certification Date.
Error Message:	Anticipated completion date must be greater than Certification Date when Enrollment Status Code equals 'A', 'F', 'Q' or 'H'.
Error No:	33
Verifies:	Must be greater than or equal to ESED.
Error:	Is less than ESED.
Error Message:	Anticipated Completion Date must be greater than Effective date when edited (F,Q,H,A,L).
Error No:	16
Verifies:	Must not exceed 10 years after certification date.
Error:	Is greater than 10 years after Certification Date.
Error Message:	Anticipated Completion Date cannot be greater than 10 years after the certification.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Term Begin Date
Description:	The first date (year, month, and day) of the term.
Type:	Date
Size:	8
Column:	N
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format.
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.
Error No:	None.
Verifies:	Must be valid date.
Error:	Invalid or no date.
Error Message:	Invalid date.
Error No:	43
Verifies:	Invalid date format.
Error:	Invalid date format.
Error Message:	Invalid format CCYYMMDD.
Error No:	49
Verifies:	Must be prior to Term End date.
Error:	Must be prior to Term End date.
Error Message:	Begin must be prior to Term End Date, if Term Begin and Term End Dates supplied.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Term End Date
Description:	The last date (year, month, and day) of the term.
Type:	Date
Size:	8
Column:	O
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format.
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year.
Error No:	None.
Verifies:	Must be valid date.
Error:	Invalid or no date.
Error Message:	Invalid date.
Error No:	43
Verifies:	Invalid date format.
Error:	Invalid date format.
Error Message:	Invalid format CCYYMMDD.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Address Effective Date
Description:	Date student's address became effective or the sender became aware of the information.
Type:	Date
Size:	8
Column:	P
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format.
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • Required if address data is provided. • Not required if campus-level enrollment status is 'X' or 'Z'
Error No:	45
Verifies:	Required date.
Error:	Date required.
Error Message:	Required when address is submitted.
Error No:	46
Verifies:	Must be valid date.
Error:	Invalid date.
Error Message:	Must be a valid date CCYYMMDD.
Error No:	47
Verifies:	Future date not allowed.
Error:	Future date not allowed.
Error Message:	Must not be in the future.
Error No:	54
Verifies:	Address data required.
Error:	Address data required.
Error Message:	Date supplied without address data.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Good Address Flag
Description:	Flag to indicate a valid student address.
Type:	Character
Size:	1
Column:	Q
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • Valid values are 'Y' and 'N'. • If no address is being supplied, populated with spaces. • Not required if campus-level enrollment status is 'X' or 'Z'
Error No:	44
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Line 1
Description:	First line of student address.
Type:	Character
Size:	40
Column:	R
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If is 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	41
Verifies:	Invalid address.
Error:	Invalid address.
Error Message:	Must be left justified.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Line 2
Description:	Second line of student address.
Type:	Character
Size:	40
Column:	S
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	41
Verifies:	Invalid address.
Error:	Invalid address.
Error Message:	Must be left justified.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address City
Description:	City where student lives.
Type:	Character
Size:	30
Column:	T
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • N/A
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	41
Verifies:	Invalid address.
Error:	Invalid address.
Error Message:	Must be left justified.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address State/Province
Description:	State or province where student lives.
Type:	Character
Size:	2
Column:	U
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Must be valid state or province.
Edits:	<ul style="list-style-type: none"> • Must be valid state or province. • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If is 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	42
Verifies:	Invalid state.
Error:	Invalid state.
Error Message:	State is invalid.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Country
Description:	Country where student lives.
Type:	Character
Size:	2
Column:	V
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • Must be valid country code. • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If is 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	48
Verifies:	Invalid country.
Error:	Invalid country.
Error Message:	Country code is invalid.
Date Revised:	006/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Permanent Address Postal Code
Description:	Postal code where student lives.
Type:	Character
Size:	17
Column:	W
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	<ul style="list-style-type: none"> • Not required if campus-level enrollment status is 'X' or 'Z' • If an address is unknown or not available for a student, report Unknown ('UK'). If 'UK' is reported, the address will not be edited or stored. Schools will continue to report 'UK' in future rosters until the address information becomes available.
Error No:	41
Verifies:	Invalid postal code.
Error:	Invalid postal code.
Error Message:	Must be left justified.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Phone Type
Description:	The type of phone number being reported.
Type:	Character
Size:	1
Column:	X
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work).
Edits:	<ul style="list-style-type: none"> • Valid values are: 'C' (Cell), 'H' (Home), 'O' (Other), 'W' (Work).
Error No:	56
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Preferred Phone Number Flag
Description:	Flag indicating whether this is a phone number the student prefers to use.
Type:	Character
Size:	1
Column:	Y
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid values are: ‘Y’ (Yes), ‘N’ (No). • Spaces default to ‘Y’.
Edits:	Valid values are: ‘Y’ (Yes), ‘N’ (No).
Error No:	57
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Phone Country Code
Description:	The country code for the student phone number.
Type:	Character
Size:	3
Column:	Z
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • None.
Edits:	Must be valid country code.
Error No:	58
Verifies:	Invalid country.
Error:	Invalid country.
Error Message:	Invalid country code.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Student Phone Number
Description:	The student's phone number.
Type:	Character
Size:	11
Column:	AA
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Must be Numeric. • Left aligned and padded with spaces to right.
Edits:	Must be Numeric.
Error No:	59
Verifies:	Must be Numeric.
Error:	Left aligned and padded with spaces to right.
Error Message:	Must be Numeric. Left aligned and padded with spaces to right.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Move to OPEID
Description:	Eight-Digit Office of Postsecondary Education ID for school location to which student enrollment is being moved.
Type:	Character
Size:	8
Columns:	AB
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • The action here is Withdrawal of the student and programs from the current location and Add/Update to the new location using the reported detail.
Edits:	<ul style="list-style-type: none"> • Must be a valid 8-digit OPEID code.
Error No:	51
Verifies:	Must be valid OPEID.
Error:	Not a valid OPEID.
Error Message:	Invalid move to OPEID.
Error No:	52
Verifies:	Authorization to submit.
Error:	Security.
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.
Date Revised:	06/21/2015

Record Type 001 - Campus-Level	Enrollment Reporting Detail Record
Field Name:	Program Indicator
Description:	Indicates if a student is enrolled in at least one program.
Type:	Character
Size:	1
Column:	AC
Reporting:	Mandatory
History Kept:	Yes
Comments:	<p>Values are:</p> <ul style="list-style-type: none"> • ‘Y’ (Yes) • ‘N’ (No) <p>Spaces default to ‘Y’.</p> <p>If this field is populated with a “Y” or “Space” the school is required to report the student’s program-level enrollment data in record type ‘002’.</p> <ul style="list-style-type: none"> • Student’s Program-Level enrollment data (Record Type ‘002’) must be reported regardless of whether the program is eligible for Title IV aid. <p>If this field is populated with an “N” the school is not required to report the program-level enrollment data in Record Type ‘002’.</p>
Edits:	Values are: ‘Y’ (Yes), ‘N’ (No), Spaces default to ‘Y’.
Error No:	73
Verifies:	If the school submits programs there are program records in the detail records.
Error:	Conflict between campus and program level data.
Error Message:	Conflict between campus and program level data.
Date Revised:	07/14/2014

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	0	
Position:	AD	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	07/14/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	0	
Position:	AE	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	
Error No:	N/A	
Verifies:	N/A	
Error:	N/A	
Error Message:	N/A	
Date Revised:	07/14/2014	

Record Type 001 - Campus-Level		Enrollment Reporting Detail Record
Field Name:	Filler	
Description:	Blank field.	
Type:	Character	
Size:	0	
Position:	AF	
Reporting:	Mandatory	
History Kept:	N/A	
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school. 	
Edits:	<ul style="list-style-type: none"> None. 	

Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Enrollment Reporting File Program-Level Record

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Record Type
Description:	A 3-digit number used to verify the proper location of the Program-Level record in the Enrollment Reporting roster file.
Type:	Character
Size:	3
Column:	A
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> Record Type for the Detail record is 002.
Edits:	<ul style="list-style-type: none"> Must equal '002.
Error No:	01
Verifies:	Record Type
Error:	Invalid Record Type
Error Message:	Invalid Record Type
Error No:	02
Verifies:	Bundle Rejected
Error:	Bundle Rejected
Error Message:	Bundle Rejected
Error No:	03
Verifies:	No more than 100 Program Records
Error:	More than 100 Program Records in Bundle
Error Message:	More than 100 Program Records in Bundle
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Student Current SSN
Description:	Social Security Number of a Title IV aid recipient.
Type:	Character
Size:	9
Column:	B
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records.
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.
Error No:	11
Verifies:	Must match value in NSLDS database.
Error:	Does not match value in NSLDS database.
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	OPEID
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.
Type:	Character
Size:	8
Column:	C
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219.
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from NSLDS School Codes Table.
Error No:	50
Verifies:	Must be valid OPEID.
Error:	Not Valid OPEID.
Error Message:	Invalid OPEID.
Error No:	52
Verifies:	Authorization to submit.
Error:	Security.
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	CIP Code
Description:	Six-digit Classification of Instructional Programs code (without period) identifying a program's academic content.
Type:	Character
Size:	6
Column:	AG
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> None
Edits:	<ul style="list-style-type: none"> None
Error No:	60
Verifies:	Valid code for CIP Year.
Error:	Must be valid code for CIP Year
Error Message:	Must be valid code for CIP Year
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
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Field Name:	CIP Year
Description:	Year in which the CIP codes used by NSLDS were published. The CIP Year for the codes currently used by NSLDS is 2010.
Type:	Character
Size:	4
Column:	AH
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Format CCYY • Must be numeric. • Spaces default to 2010
Edits:	<ul style="list-style-type: none"> • None.
Error No:	61
Verifies:	Must be numeric.
Error:	Must be numeric. Spaces default to 2010
Error Message:	Must be numeric. Spaces default to 2010
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Credential Level
Description:	Code reflecting student’s current academic program degree level code.
Type:	Character
Size:	2
Column:	AI
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • The academic program degree level code: <ul style="list-style-type: none"> – ‘01’ (Undergraduate Certificate or Diploma Program) – ‘02’ (Associate’s Degree) – ‘03’ (Bachelor’s Degree) – ‘04’ (Post Baccalaureate Certificate) – ‘05’ (Master’s Degree) – ‘06’ (Doctoral Degree) – ‘07’ (First Professional Degree) – ‘08’ (Graduate / Professional Certificate) – ‘99’ (Non-Credential Program [Preparatory Coursework / Teacher Certification]) • While history is kept, it does not display on the NSLDSFAP website • If using a spreadsheet, formatting will yield the following results: • General – leading zeroes will be removed from the spreadsheet. NSLDS will read and store the remaining characters, resulting in the correct code being collected. • Text – numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters. • Number - numbers as typed in the spreadsheet will be submitted to NSLDS and NSLDS will read and store the characters.
Edits:	<ul style="list-style-type: none"> • Must be a valid academic program degree level code.
Error No:	53
Verifies:	Code for Credential Level.
Error:	Invalid Code.
Error Message:	Credential level value is invalid.
Error No:	62
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Published Program Length
Description:	The length of the instructional program in years, months, or weeks as published by the school.
Type:	Numeric
Size:	6
Column:	AJ
Reporting:	Mandatory
History Kept:	Yes
Comments:	Note this is used together with the next two fields to determine program length. Format "nnnnnn", with an implied decimal point between the third and fourth digits. Thus, schools should report: <ul style="list-style-type: none"> • 4 years → 004000 • 1.5 years → 001500 • 6 months → 006000 • 26 weeks → 026000
Edits:	<ul style="list-style-type: none"> • None.
Error No:	63
Verifies:	Must be numeric and non-zero.
Error:	Must be numeric and non-zero.
Error Message:	Must be numeric and non-zero.
Date Revised:	07/01/2015

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Published Program Length Measurement
Description:	The unit of measure for the length of the instructional program as published by the school.
Type:	Character
Size:	1
Column:	AK
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid values are: 'W' (Weeks), 'M' (Months), 'Y' (Years)
Edits:	<ul style="list-style-type: none"> • None.
Error No:	64
Verifies:	Required. Invalid value.
Error:	Required. Invalid value.
Error Message:	Required. Invalid value.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Weeks in Title IV Academic Year
Description:	The total number of weeks of instruction in the program’s academic year.
Type:	Numeric
Size:	6
Column:	AL
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Only report when Published Program Length Measurement is W or M. • If not reported, enter ‘000000’ • Format “nnnnnn”, with an implied decimal point between the third and fourth digits. Thus, schools should report: <ul style="list-style-type: none"> – 26 weeks → 026000 – 30 weeks → 030000
Edits:	<ul style="list-style-type: none"> • Required. Must be numeric and greater than zero if Published Program Length Measurement = M or W.
Error No:	65
Verifies:	Required. Must be numeric. Invalid value.
Error:	Required. Must be numeric. Invalid value.
Error Message:	Required. Must be numeric and greater than or equal to 26 if Published Program Length Measurement = M or W.
Date Revised:	07/01/2015

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Program Begin Date
Description:	The date on which the student began attending the program.
Type:	Date
Size:	8
Column:	AM
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Format CCYYMMDD
Edits:	<ul style="list-style-type: none"> • Required. Must be a valid date less than or equal to Program Effective Date.
Error No:	66
Verifies:	Required. Must be a valid date less than or equal to Program Enrollment Effective Date.
Error:	Required. Must be a valid date less than or equal to Program Effective Date.
Error Message:	Required. Must be a valid date less than or equal to Program Effective Date.
Date Revised:	06/21/2015

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Special Program Indicator
Description:	Flag to indicate that the program belongs to one of the groups
Type:	Character
Size:	1
Column:	AN
Reporting:	Mandatory
History Kept:	Yes
Comments:	Valid values: <ul style="list-style-type: none"> • ‘A’ (Selective Admission Associate Degree Program, Special Assoc.) • ‘B’ (Bachelor’s Degree Completion Program, Bachelor) • ‘N’ (Not Applicable) • ‘P’ (Preparatory Coursework Graduate Professional Program, Prep Grad) • ‘T’ (Non-Credential Teacher Certification Program, Teacher Cert) • ‘U’ (Preparatory Coursework Undergraduate Program, Prep Undergrad)
Edits:	<ul style="list-style-type: none"> • Valid values <ul style="list-style-type: none"> ○ If ‘A’ is reported, Credential Level must = 02 ○ If ‘B’ is reported, Credential Level must = 03 ○ If ‘P’, ‘T’ or ‘U’ is reported, Credential Level must = 99
Error No:	67
Verifies:	Invalid value.
Error:	Invalid value.
Error Message:	Invalid value.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Program Enrollment Status
Description:	Code reflecting student's current enrollment status (as of the Certification Date).
Type:	Character
Size:	1
Column:	AO
Reporting:	Mandatory
History Kept:	Yes
Comments:	Values are: <ul style="list-style-type: none"> • 'F' (Full-Time) • 'Q' (Three-Quarter Time) • 'H' (Half-Time) • 'L' (Less Than Half-Time) • 'A' (Leave Of Absence) • 'G' (Graduated) • 'W' (Withdrawn) • 'D' (Deceased) • 'X' (Never Attended) • 'Z' (Record Not Found)
Edits:	<ul style="list-style-type: none"> • Must be a valid code from Appendix C Enrollment Status Codes in the Enrollment Reporting Guide, and must have a corresponding value in the Date Enrollment Status Effective field.
Error No:	68
Verifies:	Cannot be blank.
Error:	Is blank.
Error Message:	Invalid Program Enrollment Status.
Date Revised:	06/21/2015

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Program Enrollment Effective Date
Description:	Effective date (year, month and day) a borrower entered current enrollment status.
Type:	Date
Size:	8
Column:	AP
Reporting:	Mandatory
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • CCYYMMDD format. • If the enrollment status has not changed, do not change this field. • This field is the date a borrower entered current enrollment status and <i>not</i> the date the file is processed by the school (Certification Date).
Edits:	<ul style="list-style-type: none"> • Must be all numeric. • MM must be a value from 01–12 and DD must be a value from 01–31, depending on the month and year. • There must be a corresponding value in the Code for Enrollment Status field. • Must be no more than 30 years in the past, based on the Enrollment Reporting roster generation date. • Cannot be before the student’s date of birth plus 12 years.
Error No:	69
Verifies:	Required. Must be a valid date not later than the Certification Date.
Error:	Invalid date.
Error Message:	Required. Must be a valid date not later than the Certification Date.
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	0
Column:	AQ
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	0
Column:	AR
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 002 - Program-Level	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	0
Column:	AS
Reporting:	Mandatory
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.

Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Enrollment Reporting File Email Address Record

Record Type 003 - Email Address		Enrollment Reporting Detail Record
Field Name:	Record Type	
Description:	A 3-digit number used to verify the proper location of the Program-Level record in the Enrollment Reporting roster file.	
Type:	Character	
Size:	3	
Column:	A	
Reporting:	Optional	
History Kept:	Yes	
Comments:	<ul style="list-style-type: none"> Record Type for the Detail record is 003. 	
Edits:	<ul style="list-style-type: none"> Must equal '003'. 	
Error No:	01	
Verifies:	Record Type	
Error:	Invalid Record Type	
Error Message:	Invalid Record Type	
Error No:	02	
Verifies:	Bundle Rejected	
Error:	Bundle Rejected	
Error Message:	Bundle Rejected	
Error No:	04	
Verifies:	No more than 15 Email Records	
Error:	More than 15 Email Records in Bundle	
Error Message:	More than 15 Email Records in Bundle	
Date Revised:	06/21/2015	

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Student Current SSN
Description:	Social Security Number of a Title IV aid recipient.
Type:	Character
Size:	9
Column:	B
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Valid or pseudo-SSN reported to NSLDS by the data provider. • If a school believes the NSLDS data are incorrect, contact the NSLDS Customer Support Center and provide verifying documents. • If you add a student to the Enrollment Reporting roster file, you must fill in this field with the student's actual SSN. • If the actual number is not available, enter the pseudo-SSN assigned by the data provider. • Values in Student's SSN, Student Current First, and Student Current Last must match values in the enrollment record produced by NSLDS, except for school-added records.
Edits:	<ul style="list-style-type: none"> • For NSLDS-provided records, the value must match SSN in Enrollment Reporting roster file. For school-initiated records, the value must match an SSN in the NSLDS database.
Error No:	11
Verifies:	Must match value in NSLDS database.
Error:	Does not match value in NSLDS database.
Error Message:	No Detail record matches the record identifiers (Student Current First, Student Current Last, and Student's SSN) in NSLDS database.
Date Revised:	06/21/2015

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	OPEID
Description:	An institution's unique 8-digit Office of Postsecondary Education ID (OPEID) of the location for which the enrollment is certified.
Type:	Character
Size:	8
Column:	C
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> If a school has questions about its OPEID code, it should call the NSLDS Customer Support Center at 1-800-999-8219.
Edits:	<ul style="list-style-type: none"> Must be a valid 8-digit OPEID code from NSLDS School Codes Table.
Error No:	50
Verifies:	Must be valid OPEID.
Error:	Not Valid OPEID.
Error Message:	Invalid OPEID.
Error No:	52
Verifies:	Authorization to submit.
Error:	Security.
Error Message:	Not authorized to submit enrollment data for school, branch or move to location.
Date Revised:	06/21/2015

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Email Effective Date
Description:	Date as of which the email address is effective.
Type:	Date
Size:	8
Column:	AT
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> Format CCYYMMDD
Edits:	<ul style="list-style-type: none"> None.
Error No:	70
Verifies:	Invalid date
Error:	Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001).
Error Message:	Required. Permitted value must be less or equal to the Certification Date on the Student record (record type 001).
Date Revised:	07/14/2014

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Good Email Address Flag
Description:	Flag indicating that the email address is good according to the school.
Type:	Character
Size:	1
Column:	AU
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Values are 'Y' (Yes), and 'N' (No), Spaces default to Y.
Edits:	<ul style="list-style-type: none"> • None.
Error No:	71
Verifies:	Invalid value
Error:	Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y.
Error Message:	Invalid value. Permitted values are 'Y' (Yes), and 'N' (No), Spaces default to Y.
Date Revised:	07/14/2014

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Email Address
Description:	The email address being reported.
Type:	Character
Size:	128
Column:	AV
Reporting:	Optional
History Kept:	Yes
Comments:	<ul style="list-style-type: none"> • Student's email address
Edits:	<ul style="list-style-type: none"> • Must be valid if supplied.
Error No:	72
Verifies:	Must be valid if supplied.
Error:	Must be valid if supplied.
Error Message:	Must be valid if supplied.
Date Revised:	07/14/2014

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	1
Column:	AW

Reporting:	Optional
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	1
Column:	AX
Reporting:	Optional
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014

Record Type 003 - Email Address	Enrollment Reporting Detail Record
Field Name:	Filler
Description:	Blank field.
Type:	Character
Size:	1
Column:	AY
Reporting:	Optional
History Kept:	N/A
Comments:	<ul style="list-style-type: none"> This field is blank when sent to the school.
Edits:	<ul style="list-style-type: none"> None.
Error No:	N/A
Verifies:	N/A
Error:	N/A
Error Message:	N/A
Date Revised:	07/14/2014