


Enrollment Reporting Update

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US Department of Education
2019 PacFAA Spring Conference
March 2019

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Today We Will Review...

- NSLDS Enrollment Reporting
 - Lessons learned in 2017
 - Enrollment Reporting tools, updates, and reminders
- NSLDS Organization Profile page
- Privacy protection and data security

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Enrollment Reporting

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Lessons Learned


- Schools do not need NSLDS to populate rosters from Transfer Student Monitoring and Financial Aid History
- Terminal statuses (W, G, or D) must be certified appropriately at both the campus level and the program level
- Schools continue to misreport the Published Program Length
- Schools need more tools from NSLDS to assist with and monitor their Enrollment Reporting

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Lessons Learned

NSLDS ceased to automatically populate rosters from Transfer Student Monitoring/Financial Aid History on August 21, 2017, but the option to do so is now available on the Organization Profile page.



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Lessons Learned

- Terminal enrollment statuses must be reported at *both* the campus level and program level

Certification	Campus-level Enrollment Status	Program-level Enrollment Status
February	Full Time	Full Time
March	Full Time	Full Time
April	Graduated (G)	Graduated (G)
May	Graduated (G)	Program no longer reported
June	Student no longer reported	

Lack of program data above will no longer negatively impact Enrollment Reporting statistics

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Lessons Learned

The following are terminal enrollment statuses that must be certified with the same Enrollment Status and Effective Date, *once* at the program level and *twice* at the campus level (it used to be necessary to update both levels twice):

- *W: Withdrawn*
- *G: Graduated*

Updated July 2018: NSLDS Newsletter #60

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Lessons Learned

- Misreported Published Program Lengths
 - The values are reported in months or weeks when they should be reported in years
 - Implied decimal place is not correct
 - Negatively impacts the student's eligibility for interest subsidy if their loan is tracked under the 150% Subsidized Usage Limit rules

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Lessons Learned

- When the Published Program Length Measurement is in months or weeks, NSLDS uses a conversion based on the weeks in the *Title IV academic year* to determine the program length
- Program length should be reported in *years* for all traditional programs
 - Associate's Degree (Credential Level '02') = 2 years
 - Bachelor's Degree (Credential Level '03') = 4 years
- When reported in years, no conversion is applied to determine the Published Program Length

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Lessons Learned

Incorrect Reporting Example: 48 months

- Reported Program Length = 48 → 048000
 - Reported Program Length Measurement = months → M
- Weeks in Academic Year = 32 weeks → 032000
- NSLDS will convert 48 months to years → 6.4 years

NORTH SOUTH UNIVERSITY - 06789900											
CIP Code: 520201		Title: Political Science and Government, General									
1 Credential Level: 03 - Bachelor's Degree		Published Prog. Length in Yrs. 48.0 Months		Special Program Indicator: N							
Prog. Begin Date: 01/19/2016		Reported Program Length: 48.0 Months		Weeks in Academic Year: 32.0							
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current	
School	06789900	Full Time	05/26/2015	Active	10/15/2014	10/15/2015	School Batch	7	10/15/2015	Current	

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Lessons Learned

Correct Reporting Example: 48 months

- Reported Program Length = 4.0 years → 004000
 - Reported Program Length Measurement = years → Y
- Weeks in Title IV Academic Year = Not required if reporting in years
- NSLDS does not apply a conversion

NORTH SOUTH UNIVERSITY - 06789900											
CIP Code: 520201		Title: Business Administration and Management, General									
1 Credential Level: 03 - Bachelor's Degree		Published Prog. Length: 4.0 Years		Special Program Indicator: N							
Prog. Begin Date: 08/24/2016		Reported Program Length: 4.0 Years		Weeks in Academic Year: 0.0							
Reported By	Reported By ID	Status	Eff. Date	Active	Earliest Cert.	Latest Cert.	Latest Cert. Method	Times Certified	Latest Date Received	Current	
School	06789900	Full Time	08/24/2016	Active	01/05/2017	08/02/2017	School Batch	4	08/02/2017	Current	

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Lessons Learned

- Schools need more tools to monitor their Enrollment Reporting timeliness and accuracy
 - Enrollment Reporting statistics are difficult to understand without supporting detail
 - Schools who received a Compliance Notification might need an exception
 - Enrollment Management/Registrar's office needs guidance from ED

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Lessons Learned

- Total number of schools (at the 8-digit OPEID level) within each percentile range of program-level reporting compliance
- Schools below 90% will be notified for non-compliance

2017 Statistics	June	July	Aug	Sept	Oct	Nov
100%	2,610	2,687	2,852	3,065	2,778	3,000
95-99.9%	3,437	3,448	3,467	3,159	2,901	3,094
90-94.99%	777	749	627	529	520	585
85-89.99%	269	236	181	155	160	217
75-84.99%	230	224	207	169	147	174
0-74.99%	487	449	431	495	380	431
Total	7,810	7,793	7,765	7,572	6,886	7,501

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Lessons Learned

- Schools that fall below 90% of the portfolio certified with a program are notified for non-compliance

Date of Compliance Notification Delivery	Total Number of Schools that Received a Letter #1
April 27, 2017	1,365
May 17, 2017	
June 29, 2017	
July 27, 2017	

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Enrollment Reporting Tools

Enrollment Reporting Online Tools	
Online Enrollment Update	Users can update individual students online
Enrollment Spreadsheet Submittal	Users can upload a spreadsheet of enrollment data directly to NSLDS
Program Enrollment Detail	Users can review each program-level certification
Enrollment Reporting Statistics	Monthly calculation measuring the timeliness of enrollment data
Certification by Quarter	Calculation of certifications received, by status, in each quarter
Enrollment Submittal Tracking	Users can review file-level counts for each distribution from NSLDS and the school's response to the NSLDS distribution
Ad Hoc Roster Request	Users can schedule an out-of-cycle roster to be sent to the school
Enrollment Roster Schedule	Users can create or update a schedule for receiving and responding to rosters

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Enrollment Reporting Tools

Enrollment Reports

New Reports in 2016-2017		Existing Reports before 2016	
ER Statistics Back-Up Detail Report (SCHCB1)	2017	Enrollment Reporting Summary Report (SCHER1)	
ER Program-Level Certification Report (SCHER8)	2017	Enrollment Reporting Certification Report (SCHER4)	
NSLDS-COD Program Comparison Report (SCHE10)	2017	Enrollment Statistics Report (ENLST1)	
Enrollment Errors Report (SCHER5)	2016		
Late Enrollment Certifications (SCHLC1)	2016		
Enrollment Reporting Compliance Report (SCHCR1)	2016		
Enrollment Submittal File Tracking (SCHET1)	2016		

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Enrollment Reporting Tools

- Enrollment Errors Report (SCHER5)
- Released in December 2016 to assist schools with monitoring reporting errors
 - Report provides a copy of the error/acknowledgement for each processed enrollment reporting batch
 - Helps to ensure enrollment reporting errors are corrected and resubmitted in a timely manner

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Enrollment Reporting Tools


- ER Program Level Certification Report (SCHER8)
- Released in April 2017 to help users review certified historical program-level enrollment data for students active on the school's roster
 - Helpful when compared to the Enrollment Reporting Certification Report (SCHER4)
 - Students included in the SCHER4 with the same Extract Date, but not the SCHER8 are missing program data

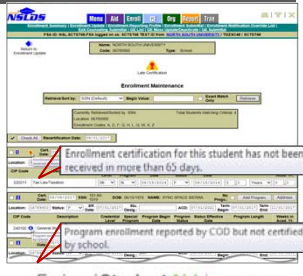
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Enrollment Reporting Tools

- Based on school feedback, icons on Enrollment Maintenance were updated in May 2017

 Late Certification Icon displays if Certification Date is greater than 65 days

 Informational icon displays next to a program that was reported by COD and not yet certified by the school



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Report Enhancements

- In February 2017, NSLDS added the option to schedule additional existing reports

- New Report IDs
- Updated Message Classes
- Enhanced display of the Report Lists on NSLDSFAP
- Made more reports available in comma separated values format
- Added headers and trailers to comma separated value files

New IDs for the reports now available to schedule are as follows:

Report Name	Ad Hoc ID	New Scheduled ID
Borrower Demographic Report	SCHB01	SCHB04
Borrower Default Summary Report	SCH0F1	SCH0F3
Date Entered Repayment Report	DER001	DER003
36 Month Repayment Info Loan Detail Report	DRC016	DRC017
Enrollment Errors Report	SCH0R5	SCH0R7
Loan Exit Counseling Completion Report (GA)	EXT003	EXT006
Loan Exit Counseling Summary by Date Report (GA)	EXT003	EXT006
Perkins Extract by Parameters Report	RECO05	RECO07

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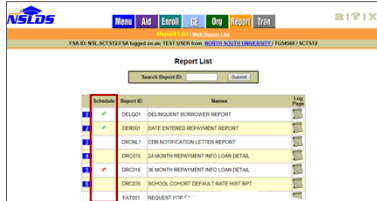
Report Enhancements

Report Name	Fixed Width	CSV	Pre-formatted
Borrower Demographic Report	DEMOFWOP	DEMOCDOP	N/A
Borrower Default Summary Report	FWDF1OP	SCDDF1OP	SRPDF1OP
Date Entered Repayment Report	SDERFWOP	SDERCOP	SDERRPOP
36 Month Repayment Info Loan Detail Report	SHNOTEOP	SHNOTCOP	SHNOTROP
Enrollment Errors Report	EFERFWOP	EFERCOP	N/A
Loan Exit Counseling Completion Report for GA	EXNSFFOP	N/A	EXITFMOP
Loan Exit Counseling Summary by Date Report for GA	EXSMFFOP	N/A	EXSMFMOP
Perkins Extract by Parameters Report	SCHRECOP	N/A	N/A

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Report Enhancements

- New active icons added to the both the Report and Web Report Lists
 - A red "S" icon indicates report has not been scheduled
 - A green "S" icon indicates report has been scheduled
 - No "S" icon indicates the report is not available for scheduling



The screenshot shows a web interface for NSLDS with a 'Report List' table. The table has columns for 'Schedule', 'Report ID', and 'Name'. Several rows are visible, including 'DELQ01 DELINQUENT BORROWER REPORT' and 'DER001 DATE ENTERED REPAYMENT REPORT'. A red 'S' icon is present in the 'Schedule' column for the first row, and a green 'S' icon is present for the second row. A search bar and 'Submit' button are located above the table.

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Report Enhancements

Schedule	Report ID	Names	Log Page
	DELQ01	DELINQUENT BORROWER REPORT	
	DER001	DATE ENTERED REPAYMENT REPORT	

- Select the "S" icon in the Schedule column to be directed to the Profile Update page for the corresponding report under the Org Tab

DATE ENTERED REPAYMENT REPORT Profile Update

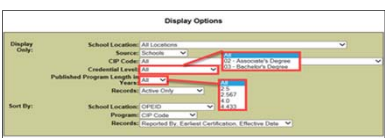
REPORTING TYPE: EXTRACT
 EXTRACT TYPE: FIXED WIDTH
 FREQUENCY: MONTHLY
 SCHOOL BRANCH: ALL
 SAIG MAIL BOX: TG12345

Submit Cancel

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Recent Updates

- The default Display Options on the Program Enrollment Detail page have been modified to display 'Active Only' records
- Users are now able to filter the data displayed by the Credential Level and Published Program Length in years



The screenshot shows a 'Display Options' form. The 'Display' dropdown is set to 'Active Only'. The 'Published Program Length' dropdown is set to 'Years'. Other options include 'School Location', 'Source', 'Credential Level', 'Program', and 'Records Reported By'. Red boxes highlight the 'Active Only' selection and the 'Published Program Length' dropdown.

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Reminders

The Enrollment Status Effective Date should not be updated unless the status level changes (for example, from full-time to half-time).

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Reminders

The Program Begin Date should never be updated as long as the student is in the same program at the same location. This is true even if the student withdraws and then later returns to the same program at the same location.

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Organization Profile Page

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Organization Profile

- In February 2017, NSLDS created the Organization Profile to allow users to see all of their NSLDS services in one place

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Organization Profile

- On the Organization Profile page, schools can find:
 - Link to the Data Provider Schedule
 - Link to Enrollment Reporting Schedule
 - Scheduled Reports
 - Batch Services
 - School Transfer Profile

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Name	Reporting Type	Extract Type	Extract Format	Frequency	School Branch ID	SAIG Mailbox
BORROWER DEFAULT SUMMARY REPORT	EXTRACT	FIXED WIDTH	N/A	MONTHLY	N/A	TG50013
DATE ENTERED REPAYMENT REPORT	EXTRACT	FIXED WIDTH	N/A	QUARTERLY	ALL	TG12345

Organization Profile

- View Scheduled Reports
 - Add a scheduled report by selecting from drop down
 - Update a scheduled report by clicking the active bullet number

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Name	Reporting Type	Extract Type	Extract Format	Frequency	School Branch ID	SAIG Mailbox
BORROWER DEFAULT SUMMARY REPORT	EXTRACT	FIXED WIDTH	N/A	MONTHLY	N/A	TG50013
DATE ENTERED REPAYMENT REPORT	EXTRACT	FIXED WIDTH	N/A	QUARTERLY	ALL	TG12345

Organization Profile

Scheduled Reports

Add Scheduled Report:

1 No records have been scheduled.

Scheduled Reports

Add Scheduled Report:

1 No records have been scheduled.

Batch

1 No records have been scheduled.

- BORROWER DEFAULT SUMMARY REPORT
- BORROWER DEMOGRAPHIC REPORT
- DATE ENTERED REPAYMENT REPORT
- DELINQUENT BORROWER REPORT
- ENROLLMENT ERRORS REPORT
- LOAN EXIT COUNSEL COMPLETION
- LOAN EXIT COUNSEL SUMMARY BY DATE
- PERSONS EXTRACT BY PARAMETERS
- SCHOOL PORTFOLIO REPORT
- TEACH EXIT COUNSEL COMPLETION
- TEACH EXIT COUNSEL SUMMARY BY DATE
- 36 MONTH REPAYMENT INFO LOAN DETAIL

- On the Organization Profile page, the user selects a report from the drop down list
- User is directed to the Profile Update page for the selected report

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Organization Profile

- On the Profile Update page for selected report, user enters the desired parameters
- Submit button:** schedules the report
- Cancel button:** directs user back to the Organization Profile page

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Organization Profile

- To update parameters, click the active bullet number icon of the report to be directed to the Profile Update page
- Submit button:** schedules the report with updated parameters
- Cancel button:** directs user back to the Organization Profile page with no changes

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Organization Profile

- View batch services and destination SAIG Mailboxes set up through the SAIG Enrollment site (fsaweбенroll.ed.gov)

Service	SAIG Mailbox
COHORT DEFAULT RATE (CDR) NOTIFICATION PACKAGE	TG0YF13
GAINFUL EMPLOYMENT NOTIFICATION PACKAGE	TG64R20
GAINFUL EMPLOYMENT REPORTING	TG64R20
FINANCIAL AID HISTORY REQUEST	TG1002GE
NSLDS ENROLLMENT REPORTING	TMP9031
NSLDS LOAN DATA REPORTING	TG64R20
NSLDS PERKINS ENROLLMENT NOTIFICATION	TG64S60

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Student Privacy and Data Security

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Student Privacy

- Data from NSLDS is confidential and is protected by The Higher Education Act (HEA), The Privacy Act of 1974 as amended, The Family Educational Rights and Privacy Act (FERPA), and other applicable statutes and regulations
- NSLDS data includes but is not limited to:
 - Any borrower- or loan-level information retrieved from NSLDS
 - Usage of the NSLDS web sites
 - Receipt of data from NSLDS reports
 - Receipt of data from NSLDS batch distributions

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Student Privacy

- Institutions must ensure that its third-party servicers use NSLDS data only for the purpose(s) for which the information was disclosed. For a third-party servicer, that purpose is the Title IV function for which the servicer is contracted to perform on behalf of the institution. Servicers are prohibited from using NSLDS data for any other purpose
- The Department will initiate an administrative action against the institution and/or its third-party servicer if a third-party servicer violates this prohibition

<https://studentprivacy.ed.gov/>

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Resources

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Resources

- FSA-NSLDS / AACRAO Webinar:
<https://ifap.ed.gov> > *Dear Colleague Letters* > 2014 > ANN-14-16
- Representatives from ED, AACRAO, and the National Student Clearinghouse (NSC) provided a webinar with Q&A to assist schools in meeting program-level data reporting requirements
 - Clarified ER requirements and ER Compliance Notification generation
 - Demonstrated NSLDS tools to assist with common reporting problems Encouraged Registrars to work with Financial Aid offices to address common problems
 - Encouraged Registrars to have access to NSLDS
 - Provided AACRAO with a formal response to Q&As submitted

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Resources

- NSLDS Enrollment Reporting Guide (November 2017) and Gainful Employment User Guide (March 2018)
<https://ifap.ed.gov> > *Processing Resources* > *NSLDS Reference Materials* > *NSLDS User Documentation*
- NSLDS Newsletters
<https://ifap.ed.gov> > *Processing Resources* > *NSLDS Reference Materials* > *NSLDS Newsletters*

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Resources

- Summer enrollment reporting:
<https://ifap.ed.gov> > *Electronic Announcements* > 2017 > EA 2017-04-20

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NSLDS Contact Information

NSLDS Customer Support Center

- Phone: 800-999-8219
- Toll: 785-838-2141
- Fax: 785-838-2154
- Web: <https://www.nslsdfap.ed.gov>
- Email: nsls@ed.gov

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 **Thank you!**

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Questions?



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