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Agenda

- Navigating to the Error Resolution Report
- Reviewing and Correcting the Error Resolution Report
- Samples of Common Errors & Warnings
- Best Practices
- Questions

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Enrollment Reporting Service

- The Clearinghouse **provides enrollment status** and deferment information to **guarantee agencies, lenders, servicers, and the NSLDS** for financial aid recipients.
- Data provided from your institution to the Clearinghouse on enrollment files also drives other services such as StudentTracker, Verifications, and Student Self-Service.



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Timely Reporting

- The Department of Education/National Student Loan Data System requires institutions certify all federal aid recipients at least every two months.
- Report changes in Status to the Clearinghouse as swiftly as possible because...
 - The ED requires Status changes to be sent to NSLDS within 60 days of the Date of Determination



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Notice of the Error Resolution Report on the Web

ACTION REQUIRED: Error Resolution Report from the National Student Clearinghouse on your Website - 111111-00 (2925546)

Thank you for your most recent enrollment file. An Error Resolution Report has been posted to our website and is ready for you to review and update. Please log into our secure Clearinghouse website to work the report.

Important Note: Please have only one person from your institution be logged in and working the report at any time.

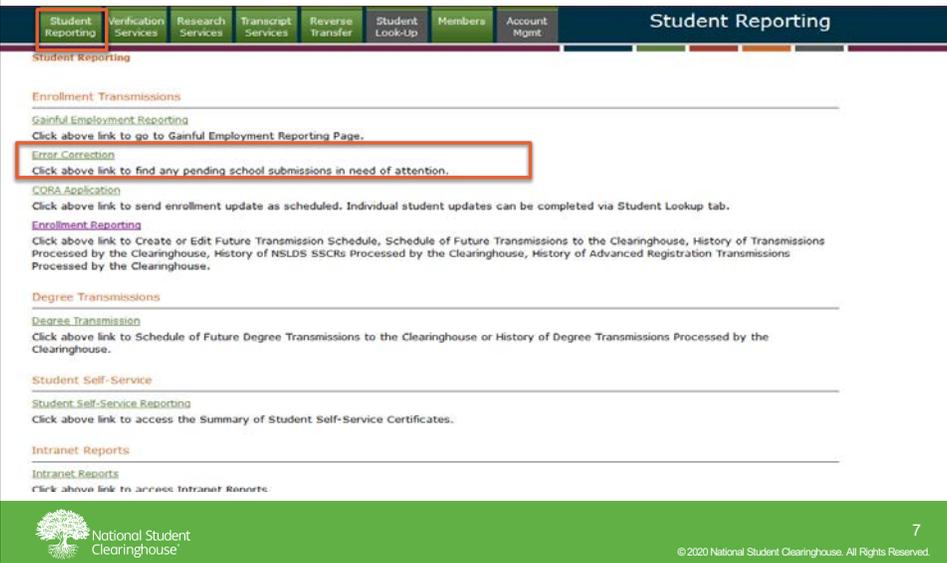
If you have any questions, or need assistance, please refer to the Clearinghouse Contact Information listed on your Error Resolution Report.

<https://studentclearinghouse.org>



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Navigating to the Error Resolution Report



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Navigating to the Error Resolution Report

[Home](#) [Logout](#)

Error Resolution: Pending Submissions

Enter school code and branch below to find pending submissions for that specific school.

School: -

School Code	School Name	Received Date	Submission Type	Days Outstanding	Status
001111-00	Hometown University	06/28/2019	Graduates Only	2	Attention Required

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Reviewing the Error Resolution Report

Error Resolution Report: Error List

[← Back to Pending Submissions](#)
[Hide Header Information](#)

Clearinghouse Contact

NSC Analyst
user@studentclearinghouse.org
 703-742-4200

Submission Information

Received Date: 07/01/2019
 Certification Date: 06/28/2019
 Academic Term: NSC Sample
 Submission Type: SUMMER-SUBSEQUENT
 Days Outstanding: 22
 CH Submission #: 123456
 School Code: 001111-00

Request to Reject Submission

We are reviewing your request to reject this submission. Once the submission is rejected, it will not be accessible via the Clearinghouse school secure site. You should not make any further submission edits (although you can take screen shots and print pages while it is accessible).

Navigation Information

Please click anywhere on the row beneath Error Number, Error Description, or Error Count to start working on the Error Resolution Report. While working on the Error Resolution Report, please remember to periodically hit 'Submit Selected Records for Validation' to submit your changes to the Clearinghouse.

IMPORTANT: For audit purposes, BEFORE working the errors and warnings, please download the Error Resolution on the Web Report (ERW) which contains a summary of issues prior to changes.

Error Number	Error Description	Error Count
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Reviewing the Errors and Warnings

[Home](#) [Logout](#)

Error Resolution Report: Error List

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Error Number	Error Description	Error Count
1503*	Program 1 Credential level is blank/invalid	2
1568*	Unreported Program Previously Reported for Term	52
1701*	Program 1 CIP Code Not a Valid Value	1
68	Invalid state	4
70	Zip code missing	2

All errors marked in red (*) are required and MUST be resolved. Once all errors in red are gone, please review all the other warnings listed in black. Note: By not correcting or changing error number(s) in black, you are verifying the data displayed is accurate.

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The Parts of the Error Screen

Error Resolution Instructions: Error Number 207
A Status Start Date, SSD, is required. Please provide the effective date for the status shown. SED's should be included in a student's record if the status reported is Withdrawn, Graduated, Deceased, or Leave of Absence, OR the status reported is Half time or Less than Half time, AND this status represents a DECREASE from the student's last reported status.

[Update All Records for Error](#)
[Update and Submit for Validation](#)
[Submit Selected Records for Validation](#)

Note: Whenever you correct or change a field in a record, you must click the **Update and Submit for Validation** button.

Details	Student SSN	College Student ID	First Name	Last Name	Enrollment Status	Status Start Date (mm/dd/yyyy)	Anticipated Graduation Date (mm/yy/yyyy)	Status	Select all/none
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>
⊕					W - Withdrawn			⊗	<input type="checkbox"/>

[Back to Error List](#)
[Submit Selected Records for Validation](#)

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Sending the Error Report Back for Review

Submission Updates Completed?
 All errors requiring correction have been resolved. To indicate that you are finished working on this submission, click "I Am Done."

Error Number	Error Description	Error Count
63	Country is blank	11
64	Street too short	11
67	City too short	11
68	Invalid state	16
70	Zip code missing	11
71	Zip code not numeric	6

All errors marked in red (*) are required and MUST be resolved. Once all errors in red are gone, please review all the other warnings listed in black. Note: By not correcting or changing error number(s) in black, you are verifying the data displayed is accurate.

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When to Reach Out to an Analyst

- Error Code 2 Present
- Institution Initiated Changes
- Spacing Errors
- Large Quantity of Errors (especially 4, 75, or 252)

John Student's Enrollment History	John Student's Final Incoming Spring 2019 Enrollment Record
Fall 2016- Full Time (8/22/16) Spring 2017- Full Time Summer 2017- Full Time Fall 2017- Full Time Spring 2018- Full Time Summer 2018- Full Time Fall 2018- Full Time Spring 2019- Full Time	Status: Withdrawn Status Start Date: 8/22/16 Error Code: 75

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What Happens When an Enrollment File is In House

The screenshot shows a 'Student Look-Up' form with a search dropdown set to 'Social Security Number'. An alert box is overlaid on the form, stating: 'Alert: We currently have an enrollment file in-house for your institution, therefore we cannot process online updates at this time. Further updates can be made by contacting School Operations at SchoolOps@studentclearinghouse.org.' Below the alert is a table of enrollment history.

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	School Code	School Name	Block Data?
05/21/2018	F	08/14/2017	01/16/2018	05/07/2018	05/13/2018	02/10/1996		STATE UNIVERSITY	No
04/23/2018	F	08/14/2017	01/16/2018	05/07/2018	05/13/2018	02/10/1996		STATE UNIVERSITY	No
03/22/2018	F	08/14/2017	01/16/2018	05/07/2018	05/13/2018	02/10/1996		STATE UNIVERSITY	No
02/20/2018	F	08/14/2017	01/16/2018	05/07/2018	05/13/2018	02/10/1996		STATE UNIVERSITY	No
02/01/2018	F	08/14/2017	01/16/2018	05/07/2018	05/13/2018	02/10/1996		STATE UNIVERSITY	No
12/18/2017	F	08/14/2017	08/14/2017	12/04/2017	05/13/2018	02/10/1996		STATE UNIVERSITY	No

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Sample Red Error Codes

208

Unreported student previously reported as enrolled in term

1577

Campus and Program level statuses are in conflict

201

Decreasing Status without new Status Start Date (SSD)

15

Error Code 208 Unreported Student Previously Enrolled in Term

- **Why is this error generated?**
 - This error indicates that a student(s) was previously reported by your institution as enrolled in the current term and was not included on the current submission.

- **How to correct?**
 - Update enrollment status and status start date for each student with associated EC and submit for validation



Error 208 Example

013023033	3033	SABRINA	SPELLMAN	W - Withdrawn	
Submission Record Details					
<input type="button" value="Submit for Validation"/> <input type="button" value="Cancel"/>					
View Previously Reported Student Data					
Student SSN	013023033	Last Name	SPELLMAN		
College Student ID	3033	Name Suffix			
First Name	SABRINA	Date of Birth (mm/dd/yyyy)	02/02/1984		
Middle Initial		Program Indicator	Y - Yes		
Enrollment Status	W - Withdrawn	Status Start Date (mm/dd/yyyy)			
Term Begin Date (mm/dd/yyyy)	01/08/2020	Anticipated Graduation Date (mm/dd/yyyy)			
Term End Date (mm/dd/yyyy)	05/08/2020	PBS to be Applied	-- select --		
Program Level Data					
Program 1 CIP	240102	Program 1 Begin Date (mm/dd/yyyy)	03/07/2018		
Program 1 CIP Year (yyyy)	2010	Program 1 Weeks Title IV Academic Year			
Program 1 Credential Level	02 - Associate's Degree	Program 1 Special Indicator	N - Not applicable		
Program 1 Published Length	002000	Program 1 Enrollment Status	W - Withdrawn		
Program 1 Published Length Measurement	Y - Year	Program 1 Enrollment Status Effective Date	08/03/2019		



Error Code 1577

Campus and Program Level Statuses are in Conflict

- **Why am I seeing this error?**
 - This EC indicates the enrollment status at the Campus Level is W, G, or D and the enrollment status at the Program Level is FT, TQ, HT, LTHT, or LOA
- **How to correct?**
 - If the student is not enrolled: update the program level enrollment status and status effective date to match the campus level
 - If the student is enrolled: update the campus level enrollment status and status start date appropriately


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Error 1577 Example

Error Resolution Instructions: Error Number 1577

At least one Program Level Status (PLS) is in conflict with the Campus Level Status (CLS) on the record. If the CLS is Withdrawn, Graduated, or Deceased, program(s) cannot be in an enrolled status of Full time, Three Quarter Time, Half time, Less than Half time, or Leave of Absence. Any enrolled status at the program level must be closed and Program Status Effective Date (PSED) must be updated as well. Or, the CLS should be corrected to reflect if the student continues to be enrolled. Please click on the (+) to expand the details and update the CLS, or the PLS(es), and PSED(s) as needed. Please note if the separated CLS is correct all conflicting programs will need to be addressed to clear the error. A program already W or G should not be updated, original separation status and date should be maintained.

A record can have no more than 6 programs with a status that is NOT Withdrawn, Graduated, or Never Enrolled. Please update the Enrollment Status of any extraneous programs to Withdrawn, Graduated, or Never Enrolled to indicate that the student has separated or should not have been reported in these programs. Also, please update the Enrollment Status Effective Date to the accurate Withdrawal or Graduated date or to the Program Begin Date in the event the Never Enrolled Status is being used.

Details	Student SSN	College Student ID	First Name	Last Name	Enrollment Status	Status Start Date (mm/dd/yyyy)	Status
(+)					W - Withdrawn	07/20/2018	⊗
(+)					W - Withdrawn	07/23/2018	⊗
(+)					W - Withdrawn	07/26/2018	⊗
(+)					W - Withdrawn	07/22/2018	⊗
(+)					W - Withdrawn	08/04/2018	⊗
(+)					W - Withdrawn	08/04/2018	⊗
(+)					W - Withdrawn	07/09/2018	⊗
(+)					W - Withdrawn	08/03/2018	⊗
(+)					W - Withdrawn	07/26/2018	⊗
(+)					W - Withdrawn	08/04/2018	⊗


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Error 1577 Example

Submission Record Details

[View Previously Reported Student Data](#)

Student SSN	Last Name
College Student ID	Name Suffix
First Name	Date of Birth (mm/dd/yyyy)
Middle Initial	Program Indicator
Enrollment Status	W - Withdrawn
Status Start Date (mm/dd/yyyy)	07/20/2018

Incoming Program Data

Program 1 CIP	Program 1 Weeks Title IV Academic Year
Program 1 CIP Year (yyyy)	Program 1 Begin Date (mm/dd/yyyy)
Program 1 Credential Level	Program 1 Special
Program 1 Published Length	Program 1 Enrollment Status
Program 1 Published Length Measurement	Program 1 Enrollment Status Effective Date



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Error Code 201 Decrease in Status without New Status Start Date

- **Why is this error generated?**
 - The student(s) was reported at a higher status on your previous enrollment file and is now at a lower status without a status start date
- **How to correct?**
 - Verify the student’s enrollment status, provide the date they dropped in status, and submit for validation



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Sample Black Warning Codes

73

Anticipated
Graduation Date is
before Term End
Date

74

Term Begin Date is
180 Days before
Certification Date

252

Term Date Conflict

275

Graduation Date Not
Equal to Term End Date

63-71

Address Warnings



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Enrollment Reporting Best Practices

- Submit on time and in sync with your submission schedule and file type.
- Identify and ensure students that should be reported are on enrollment files with the accurate campus and program enrollment.
- Save and process your Error Resolution on the Web report in a timely manner.
- Update your SIS with any changes you make on your error report to avoid future errors and warnings.
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.



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