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Enrollment Reporting Service

- The Clearinghouse **provides enrollment status** and deferment information for financial aid students on behalf of its participating institutions to **guarantee agencies, lenders, servicers, and the Department of Education.**
- The data that is provided on your enrollment files and uploaded into our database also drives other services that schools participate in, such as Student Tracker, Student Self-Service, Verifications, etc.



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.



What Happens After the File is Processed?

- An email confirming that the file has been processed is sent to the Submission Data contacts at your institution.
- A Reject Detail Report may be generated and will need to be reviewed.
- Data is loaded into the NSC database and becomes available:
 - To be sent to NSLDS for compliance reporting
 - To be sent to lenders, servicers, and guarantors
 - On the Clearinghouse website via the Student Look-up tab
 - For students that attend our Student Self Service institutions



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Transmission Processed Email Notification

ACTION REQUIRED: Clearinghouse Enrollment Transmission File Processed - 001111-00

The school enrollment transmission for HOMETOWN UNIVERSITY (001111-00), certified 05/29/2019, has been processed. Please use the following steps to review the detail and rejected records from this transmission:

**** Please pay particular attention to warnings 251,253,289 & 290 as these students may have loans. If rejected, their enrollment is not being reported to lenders, servicers, or NSLDS, which could result in repayment notices for the student, and possible audit issue for your institution.****

1. For those records where you have confirmed the SSN you are reporting is correct, please submit online updates under Student Lookup (choose 'Add Student' option). We will review your updates and take necessary steps to remove the conflict on our system. In the event we are not able to process for want of SSN proof, we will reach out to you to request same, then we ask that you fax these to our secure fax machine 703-742-7792.
2. For those records where you have determined the SSN you are reporting is incorrect in your database (SIS), please correct it in your system and we will get the data in your next enrollment file. Otherwise, you can complete an online update via the Student Look Up tab.

1. Go to <https://www.studentclearinghouse.org>
2. Enter your user name and password
3. Student Reporting
4. Enrollment Reporting
5. Select School code and Branch code
6. Click Search button and Select Transmission History
7. Click on Detail Link and Select Reject Detail ([School Review](#))
8. Link for explanation of Error Codes is provided below list of Rejected Records

Thank you,

NATIONAL STUDENT CLEARINGHOUSE



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Understanding the Reject Detail Report

What is it?

- A list of student records that were rejected from the enrollment file during the review and processing of the file.

When should it be reviewed?

- After every enrollment file is processed.

What should be done with it?

- Depending on the reason for the rejections, the records will either self-resolve or will need to be manually updated.



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What Happens When an Enrollment File is In House

Student Look-Up

Search By: Social Security Number

Student SSN:

Search

Name:

Enrollment History | Degree History | Not

View

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

• Click on the Status link for explanation of the various Status.

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Accessing the Reject Detail Report

Student Reporting
Verification Services
Research Services
Transcript Services
Reverse Transfer
Student Look-Up
Members
Account Mgmt

[Enrollment Transmissions](#)

[Gainful Employment Reporting](#)
Click above link to go to Gainful Employment Reporting Page.

[Error Correction](#)
Click above link to find any pending school submissions in need of attention.

[CORA Application](#)
Click above link to send enrollment update as scheduled. Individual student updates can be completed via Student Lookup tab.

[Enrollment Reporting](#)
Click above link to Create or Edit Future Transmission Schedule, Schedule of Future Transmissions to the Clearinghouse, History of Transmissions Processed by the Clearinghouse, History of NSLDS SSCRs Processed by the Clearinghouse, History of Advanced Registration


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Accessing the Reject Detail Report

Future Transmission
Transmission History
NSLDS Reporting
Advance Registration

School Name:

View ▼ | [Export Results](#)

Scheduled Transmission Date	Certification Date	Received Date	Processed Date	Academic Term	Term Begin	Term End	Transmission Type	Processing Detail
10/4/2016	10/5/2016	10/4/2016	10/11/2016	G FR DV7783047	1/20/2016	4/29/2016	Graduates On...	Detail
10/5/2016	10/4/2016	10/4/2016	10/11/2016	FALL 2016	8/24/2016	12/2/2016	Subsequent o...	Detail
9/5/2016	9/8/2016	9/7/2016	9/12/2016	FALL 2016	8/24/2016	12/2/2016	First of Term	Detail
9/3/2016	9/2/2016	9/3/2016	9/6/2016	G FR DV7711280	4/29/2016	8/24/2016	Graduates On...	Detail
8/12/2016	8/12/2016	8/15/2016	8/17/2016	SUMMER 2016	5/31/2016	8/5/2016	Summer Sub...	Detail


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Accessing the Reject Detail Report

Detail Reject Detail (School Review) Reject Detail (All Records)

School Code:
School Name:
Term: FALL 2016
Cert Date: 11/21/2016
Term Begin: 9/22/2016

Term End: 12/9/2016
Date Rcvd: 11/22/2016
Merge Date: 11/26/2016
Subm Type: First of Term
Analyst:

Total Orig Records: 40711
Less Records Rejected: 252
Total Merged Records: 40588

Plus CH Calculated Withdrawals: 0
Plus Enrollment Corrections Generated: 1

Status	Original	Merged
F	38458	38340
Q	802	799
H	813	812
L	184	184
W	269	269
G	0	0
A	185	184
D	0	0
Total	40711	40588

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Accessing the Reject Detail Report

School Transmission Detail: 001111-00 HOMETOWN UNIVERSITY

Detail Reject Detail (School Review) Reject Detail (All Records)

Total Rejected Records: 20

View Export Results

SSN	College Student Id	First Name	Last Name	Error ID	Description	Status
				253	Name conflict with prior school for same SSN	Three Quarter Time
				253	Name conflict with prior school for same SSN	Three Quarter Time
				290	Name conflict with prior school, prev. rejected	Less Than Half Time
				290	Name conflict with prior school, prev. rejected	Half Time
				290	Name conflict with prior school, prev. rejected	Full Time
				290	Name conflict with prior school, prev. rejected	Less Than Half Time
				290	Name conflict with prior school, prev. rejected	Less Than Half Time
				290	Name conflict with prior school, prev. rejected	Half Time
				253	Name conflict with prior school for same SSN	Three Quarter Time
				253	Name conflict with prior school for same SSN	Half Time
				290	Name conflict with prior school, prev. rejected	Three Quarter Time
				290	Name conflict with prior school, prev. rejected	Full Time
				290	Name conflict with prior school, prev. rejected	Three Quarter Time
				290	Name conflict with prior school, prev. rejected	Less Than Half Time
				290	Name conflict with prior school, prev. rejected	Half Time
				290	Name conflict with prior school, prev. rejected	Half Time
				290	Name conflict with prior school, prev. rejected	Full Time
				253	Name conflict with prior school for same SSN	Half Time
				253	Name conflict with prior school for same SSN	Three Quarter Time
				253	Name conflict with prior school for same SSN	Three Quarter Time
				253	Name conflict with prior school for same SSN	Three Quarter Time

Click here for explanations of error codes.

Return to Enrollment Reporting

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Common Rejected Record Error Codes

253 Name conflict with prior school for same SSN - Your institution has transmitted a student using a Social Security number that was provided by another school for another student. You should verify the SSN and obtain documentation from the student. If the SSN you provided was in error, include the student on your next transmission using the correct SSN. If you verified that the SSN you provided is correct, please forward the documentation you received to the Clearinghouse. (see 290)

290 Name conflict with prior school, previously rejected- Your institution has transmitted a student using a Social Security number that was provided by another school for another student. You should verify the SSN and obtain documentation from the student. If the SSN you provided was in error, include the student on your next transmission using the correct SSN. If you verified that the SSN you provided is correct, please forward the documentation you received to the Clearinghouse. (see 253)



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Acceptable Forms of Proof of SSN

<ul style="list-style-type: none"> • A Social Security Card or other Social Security Administration documentation validating the SSN 	<ul style="list-style-type: none"> • A driver's license, permit or ID card containing the SSN (must be government issued)
<ul style="list-style-type: none"> • A copy of a state or federal tax document 	<ul style="list-style-type: none"> • Tribal ID card containing the SSN
<ul style="list-style-type: none"> • An employment record containing the SSN 	<ul style="list-style-type: none"> • Medical Benefits card containing the SSN
<ul style="list-style-type: none"> • A military document containing the SSN (such as a military ID card) 	<ul style="list-style-type: none"> • Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN
<ul style="list-style-type: none"> • Approved FAFSA form 	



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Correcting the SSN Conflict

Student ReportingVerification ServicesResearch ServicesTranscript ServicesReverse TransferStudent Look-UpMembersAccount Mgmt

Student Look-Up

Student Look-Up

Search By: Social Security Number ▼

Student SSN: 

Search

No Search Performed yet

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Correcting the SSN Conflict

Enrollment HistoryDegree HistoryNotification HistoryNSLDS SSCR History

View ▼ |  Export Results |  Detach

Certified by School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth
No Student Enrollment History found for this student.						

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Correcting the SSN Conflict

Permanent Address

* Address1:
 Address2:
 * City:

* State/Province:
Select International if address is outside US, US territories or Canada.
 * Zip/Postal Code:
If no ZIP or Postal Code is required, enter 'N/A'.
 * Country:

Enrollment Information

* Enrollment Status:
 * Term Begin Date:
 * Term End Date:

* Status Start / Effective Date:
 * Anticipated Graduation Date:
 Block Data Status: Check box to block release of student-level data)

Optional Information

College Student ID:
 Primary CIP:
 Primary Major:
 Class:
 Middle Name:

CommIT:
 Veteran Status:
 Pell Recipient:
 Citizenship:
 Remedial Course:

Program Information

* Program Indicator:

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EDI Rejected Record Lists

- For those institutions that use EDI mapping software it is important that all required fields are met within the mapping of the students record
- Students that are rejected for missing required information will be provided to your institution as soon your enrollment file is uploaded to review
- EDI Rejected Record lists are completely different from the Error Resolution Report and the Reject Detail report.
- Analyst assigned to your file may reach out to you letting know why student(s) are rejected for you correct

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EDI File Intake Enhancement

- We have enhanced our EDI intake process to map select errors, which were previously rejected from the file, to our Error Resolution on the Web Platform.
- This will allow you to resolve most EDI submission errors the same way you process other enrollment file errors and warnings.
- As a result of this change you may notice:
 - The total records loaded are higher than in previous submissions.
 - You have more or different errors and warnings on your Error Resolution Report.



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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 SSNs and enrollment data.
- Save and process your Error Resolution on the Web report in a timely manner.
- Review the Reject Detail Report and, if applicable, EDI Rejected Record lists and submit corrections as needed.
- Update your SIS with any corrections you make 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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