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## Agenda

- What are the Separation Statuses
- What is the Importance of Reporting Separation Statuses
- When to Report Separation Statuses
- How to Submit Separation Statuses
- Best Practices
- Questions

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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 NSLDS.**
- The data uploaded from your enrollment file submissions also drives other services that your institution might participate in, such as Student Tracker, Student Self-Service, Verifications, etc.



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## What are the Separation Statuses

- A Separation Status is an inactive, terminal enrollment status code that should be reported for a student previously certified in an active enrollment status code but is no longer attending your institution.
- The Separation Statuses are:
  - Deceased or “D” status code\*
  - Graduated or “G” status code\*
  - Withdrawn or “W” status code\*

\*For Enrollment Status Code definitions see the NSLDS Guide Appendices

<https://ifap.ed.gov/nsldsmaterials/attachments/NewNSLDSEnrollmentReportingGuideAppendices.pdf>



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## NSLDS Compliance Reporting Expectations for Graduated Enrollment Statuses

- Expectation: NSLDS requires schools certify Graduated Statuses for each completed Program of Enrollment
- Reason: NSLDS uses the G Statuses in their 150% Calculations
  - Students subject to the 150% Direct Loan Limit, who complete their program before exceeding the 150% Limit, will have interest subsidy protection with reporting of the Graduated status from the school for unique, completed program



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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 the NSLDS within 60 days of the Date of Determination.



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## When to Submit Separation Statuses

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- Date of Determination
  - Submit Status changes, including W, G, and D as swiftly as possible
- As you award degrees
- As they occur throughout the term



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## How to Submit Separation Statuses for Compliance Reporting to the Clearinghouse

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- Enrollment Reporting files for the Term
- Graduates Only Enrollment files
- Student Look-up tab on the NSC website
- The G from Degree file process\*

\*For DegreeVerify participating institutions only and is recommended to be used as a supplemental backup



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## How to Submit Separation Statuses for Compliance Reporting to the Clearinghouse

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## How to Submit Separation Statuses for Compliance Reporting to the Clearinghouse

- Enrollment Reporting files for the Term
- **Graduates Only Enrollment files**
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## Graduates Only Enrollment Error 81

**Error Resolution Instructions: Error Number 81**  
 Invalid record in graduates only data

Update and Submit for Validation

Prev 1 2 3 Next

Submit Selected Records for Validation

Note: Whenever you correct or change a field in a record, the record will be automatically selected for you.

Details	Student SSN	College Student ID	First Name	Last Name	Enrollment Status	Status Start Date (mm/dd/yyyy)	Anticipated Graduation Date (mm/dd/yyyy)	Status	Select all/none
+					H - Half-time	05/22/2019	08/09/2019	✖	<input type="checkbox"/>
+					H - Half-time	05/22/2019	08/09/2019	✖	<input type="checkbox"/>
+					H - Half-time	05/22/2019	08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time		08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time		08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time		08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time	05/22/2019	08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time		08/09/2019	✖	<input type="checkbox"/>
+					L - Less than half-time		08/09/2019	✖	<input type="checkbox"/>
+					H - Half-time	05/22/2019	08/09/2019	✖	<input type="checkbox"/>
+	H - Half-time		08/09/2019	✖	<input type="checkbox"/>				

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## Graduates Only Enrollment Error 81 Example

### Jane Smith- Spring 2019

#### End of Term File

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Full Time 1/3/19

#### Graduates Only File

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Graduated 4/26/19

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## Graduates Only Enrollment Error 252

### Error Resolution Instructions: Error Number 252

The current term begin and end date provided appears to be inaccurate, or different from what you previously reported. Please review and correct on this Error Resolution Report as well as in your Student Information System, SIS. Note: Term dates should move forward, or into the future.

Details	Student SSN	College Student ID	First Name	Last Name	Enrollment Status	Term Begin Date (mm/dd/yyyy)	Term End Date (mm/dd/yyyy)	Status	Select all (none)																																				
<div> <div> <div>Student SSN</div> <div>College Student ID</div> <div>First Name</div> <div>Middle Initial</div> <div>Last Name</div> <div>Name Suffix</div> <div>Date of Birth (mm/dd/yyyy)</div> <div>Street Line 1</div> <div>Street Line 2</div> <div>City</div> <div>State</div> </div> <div> <div>Data Comparison</div> <table border="1"> <tbody> <tr> <td>Previous SSN</td> <td></td> <td></td> </tr> <tr> <td>Previous Last Name</td> <td></td> <td></td> </tr> <tr> <td>Enrollment Status</td> <td>G - Graduated</td> <td>F - Full-time</td> </tr> <tr> <td>Status Start Date (mm/dd/yyyy)</td> <td>04/26/2019</td> <td>08/12/2019</td> </tr> <tr> <td>Anticipated Graduation Date (mm/dd/yyyy)</td> <td></td> <td>12/19/2020</td> </tr> <tr> <td>Term Begin Date (mm/dd/yyyy)</td> <td>01/03/2019</td> <td>08/12/2019</td> </tr> <tr> <td>Term End Date (mm/dd/yyyy)</td> <td>04/26/2019</td> <td>12/19/2019</td> </tr> <tr> <td>Directory Block Indicator</td> <td>N - No</td> <td>N - No</td> </tr> <tr> <td>NCES CIP Code for Major 1</td> <td>520201</td> <td>520201</td> </tr> <tr> <td>NCES CIP Code for Major 2</td> <td></td> <td></td> </tr> <tr> <td>Major Course of Study 1</td> <td>BUSINESS ADMINISTRATION</td> <td>BUSINESS ADMINISTRATION</td> </tr> <tr> <td>Major Course of</td> <td></td> <td></td> </tr> </tbody> </table> </div> </div>										Previous SSN			Previous Last Name			Enrollment Status	G - Graduated	F - Full-time	Status Start Date (mm/dd/yyyy)	04/26/2019	08/12/2019	Anticipated Graduation Date (mm/dd/yyyy)		12/19/2020	Term Begin Date (mm/dd/yyyy)	01/03/2019	08/12/2019	Term End Date (mm/dd/yyyy)	04/26/2019	12/19/2019	Directory Block Indicator	N - No	N - No	NCES CIP Code for Major 1	520201	520201	NCES CIP Code for Major 2			Major Course of Study 1	BUSINESS ADMINISTRATION	BUSINESS ADMINISTRATION	Major Course of		
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## Graduates Only Enrollment Error 252 Example

### Jane Smith

#### Spring 2019- End of Term File

Term Dates: 1/3/19-4/26/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Full Time 1/3/19

#### Fall 2019- First of Term File

Term Dates: 8/12/19-12/19/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Graduated 4/26/19

#### Spring Graduates Only File

Term Dates: 1/3/19-4/26/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Graduated 4/26/19



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## Graduates Only Enrollment Error 252 Example

### Jane Smith

#### Spring 2019- End of Term File

Term Dates: 1/3/19-4/26/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Full Time 1/3/19

#### Fall 2019- First of Term File

Term Dates: 8/12/19-12/19/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Graduated 4/26/19

#### Spring Graduates Only File

Term Dates: ~~1/3/19-4/26/19~~ 8/12/19-12/19

Campus Level Status & Status Start Date: Full Time 1/3/19

Program 1 Status & Status Start Date: Full Time 1/3/19

Program 2 Status & Status Start Date: Graduated 4/26/19



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## How to Submit Separation Statuses for Compliance Reporting to the Clearinghouse

- Enrollment Reporting files for the Term
- Graduates Only Enrollment files
- **Student Look-up tab on the NSC website**
- The G from Degree file process\*

\*For DegreeVerify participating institutions only and is recommended to be used as a supplemental backup



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## What Happens When an Enrollment File is In House

Student Look-Up

Search By:

Student SSN:

Name:

Enrollment History Degree History Not

View

**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](mailto:SchoolOps@studentclearinghouse.org).

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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## How to Submit Separation Statuses for Compliance Reporting to the Clearinghouse

- Regular Enrollment Reporting files for the Term
- Graduates Only Enrollment files
- Student Look-up tab on the NSC website
- **The G from Degree file process\***

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## Enrollment Reporting Best Practices

- Submit on time and in sync with your submission schedule and transmission type.
- Process your Error Resolution on the Web report in a timely manner.
- Report Graduated “G” statuses at campus AND program levels (as appropriate) as degree audits are completed.
- Continue to report until all of your Graduated students have been reported.
- Subscribe to the Compliance Central blog to keep up to date with the latest compliance information from our Data Excellence & Operations.
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.




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**Questions?**



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