Enrollment Reporting Error Resolution:
Managing & Resolving Enrollment Reporting Errors Through Our Secure Site
(Beginner)
AGENDA

• NSC: Beginnings, Purpose & Value
• A Closer Look: Enrollment Reporting
• Errors & Warnings
• Best Practices: Enrollment & Compliance Reporting
• On the Horizon: What’s New?
• Next Steps
Beginnings, Purpose & Value
Our Value to You

We are **YOU**
Enrollment Reporting

Data intake for Enrollment Reporting
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.
Clearinghouse Data Flow – Enrollment Data Intake

School Sends Data

Via secure FTP

Clearinghouse Database

Once the file arrives, the Clearinghouse performs edits on the data.

Clearinghouse back to School

School completes required edits to data, correcting any information that was identified as erroneous.

School back to Clearinghouse

Corrections are reviewed and, if corrections are complete, data is loaded to Clearinghouse database.
Addressing Enrollment Reporting Errors/Warnings

- The enrollment file Error Resolution on the Web errors/warnings are not the same as the NSLDS (SSCR) errors.

- The enrollment file Error Resolution on the Web errors/warnings occur when you send enrollment information to the Clearinghouse (NSC).

- NSC runs edits on the intake of the data to deter from NSLDS (SSCR) errors from occurring.

- Questions on NSLDS (SSCR) errors?
  - Check out the ‘SSCR Error Resolution on the Web Series’ webinars on the Clearinghouse Academy Site.
    - https://clearinghouseacademy.org
    - Email SSCRerrors@studentclearinghouse.org.
How to View Error Resolution Report

Login to our secure website at www.studentclearinghouse.org
How to View Error Resolution Report Cont.
Click on the ‘Student Reporting’ tab and select ‘Error Correction’

- **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 Transmissions Processed by the Clearinghouse.

- **Degree Transmissions**
  - **Degree Transmission**
    - Click above link to Schedule of Future Degree Transmissions to the Clearinghouse or History of Degree Transmissions Processed by the Clearinghouse.

- **Student Self-Service**
  - **Student Self-Service Reporting**
    - Click above link to access the Summary of Student Self-Service Certificates.

- **Intranet Reports**
  - **Intranet Reports**
    - Click above link to access Intranet Reports.
Error Resolution Report

Error Resolution Report: Error List

Clearinghouse Contact
nsc user
user@studentclearinghouse.org
700-000-0000

Submission Information
Received Date: 12/29/2016
Certification Date: 12/29/2016
Academic Term: FALL 2016
Submission Type: SUBSEQUENT OF TERM
Days Outstanding: 1
CH Submission #: 17795816
School Code: 000000-00

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.

Request to Reject Submission
If you prefer, you can reject this submission and send a new enrollment file in its place by clicking the 'Request to Reject Submission' button below. You should contact your assigned analyst or School Operations to advise that you have submitted a rejection request and have your transmission schedule updated.

IMPORTANT: For audit purposes, please save copies of the screens containing the error records BEFORE submitting changes to the Clearinghouse. Maintaining the list may be helpful for compliance audits.

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

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Error Description</th>
<th>Error Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Duplicate SSN</td>
<td>00</td>
</tr>
</tbody>
</table>

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.
## Error Resolution Report: Error List

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Error Description</th>
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<tbody>
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<td>25</td>
</tr>
<tr>
<td>208*</td>
<td>Unreported student previously enrolled in term</td>
<td>3</td>
</tr>
<tr>
<td>213*</td>
<td>AGD Required - Less Than Half Time Status</td>
<td>7</td>
</tr>
<tr>
<td>1503*</td>
<td>Program 1 Credential level is blank/invalid</td>
<td>1</td>
</tr>
<tr>
<td><strong>1519</strong>*</td>
<td>Program 2 Enrollment Status is blank/Invalid</td>
<td><strong>29</strong></td>
</tr>
<tr>
<td>1523*</td>
<td>Program 3 Credential level is blank/invalid</td>
<td>28</td>
</tr>
<tr>
<td>1529*</td>
<td>Program 3 Enrollment Status is blank/Invalid</td>
<td>2</td>
</tr>
<tr>
<td>1533*</td>
<td>Program 4 Credential level is blank/invalid</td>
<td>11</td>
</tr>
<tr>
<td>68</td>
<td>Invalid state</td>
<td>24</td>
</tr>
<tr>
<td>275</td>
<td>Graduation date not equal to term end date</td>
<td>1</td>
</tr>
</tbody>
</table>

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.
When Things Don’t Go Perfectly…

*The man who smiles when things go wrong has thought of someone to blame it on…* ~Robert Bloch

- Files with formatting errors
- Excessive data errors or warnings

If you are continually addressing the same enrollment reporting errors/warnings or are seeing a high volume of enrollment reporting errors/warnings please contact our Data Integrity & Operations Department directly at:

[schoolops@studentclearinghouse.org](mailto:schoolops@studentclearinghouse.org)

We can work with you to identify the issues and let you know if you should get in contact with your SIS vendor.
Typical Enrollment Reporting Errors

1519
PROGRAM 2
ENROLLMENT STATUS IS BLANK/INVALID

1507
PROGRAM 1 BEGIN DATE IS BLANK/INVALID/FUTURE

1510
PROGRAM 1 ENROLLMENT STATUS START DATE IS BLANK/INVALID/FUTURE

1561
PROGRAM 1 STATUS EFFECTIVE DATE PRIOR TO PROGRAM BEGIN DATE

1569
PROGRAM INDICATOR N, PROGRAM 1 INFORMATION PRESENT

208
UNREPORTED STUDENT PREVIOUSLY ENROLLED IN TERM

201
DECREASING STATUS WITHOUT NEW STATUS START DATE
Error 1519: Why is the record(s) flagged?

• Error 1519 is defined as Program 2 enrollment status is blank or invalid.

• This error occurs when program 2 enrollment status field is blank or contains invalid data.
Error 1519: How to correct

Error Resolution Instructions: Error Number 1519

Record received indicates that the student is enrolled in a program; however, the Program Enrollment Status is either blank or is not one of the approved values. Please select the correct Program Status from the dropdown, then click the Details icon on the left to ensure all other program fields are appropriately populated.

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 2 CIP</th>
<th>Program 2 Enrollment Status</th>
<th>Program 2 Begin Date (mm/dd/yyyy)</th>
<th>Program 2 Enrollment Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>700500758</td>
<td></td>
<td>DAISYOOO</td>
<td>TEST ONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>700501290</td>
<td></td>
<td>PAULAAFDSAFA</td>
<td>TEST RST</td>
<td>400601</td>
<td></td>
<td>03/01/2017</td>
<td>03/03/2017</td>
</tr>
</tbody>
</table>

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

- **Submit for Validation**
- **Cancel**

#### View Previously Reported Student Data

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 2 CIP</th>
<th>Program 2 Enrollment Status</th>
<th>Program 2 Enrollment Status Effective Date</th>
<th>Status</th>
<th>Select all/none</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>700500758</td>
<td></td>
<td>DAISYOOO</td>
<td>TEST ONE</td>
<td>130401</td>
<td>-- select --</td>
<td>03/01/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Program Level Data

<table>
<thead>
<tr>
<th>Program 2 CIP</th>
<th>Program 2 Begin Date (mm/dd/yyyy)</th>
<th>Program 2 Title IV Academic Year</th>
<th>Program 2 Special Indicator</th>
<th>Program 2 Enrollment Status</th>
<th>Program 2 Enrollment Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>130401</td>
<td>03/01/2017</td>
<td></td>
<td>N - Not applicable</td>
<td>-- select --</td>
<td>03/03/2017</td>
</tr>
</tbody>
</table>

- **Date of Birth (mm/dd/yyyy):** 03/04/1980
- **Program Indicator:** Y - Yes
- **Program 2 Credential Level:** 06 - Doctoral Degree
- **Program 2 Published Length:** 026002
- **Program 2 Published Length Measurement:** Y - Year

**Note:** Whenever you correct or change a field in a record, the record will be automatically selected for you.
Error 1507: Why is the record(s) flagged?

- Error 1507 was generated because the program begin date is blank, invalid, or in the future. To correct this error you will need to provide the date the student started their Title IV Financial Aid program.

- This date should not change unless the student is reported in a new program.
## Error 1507

### Submission Record Details

**View Previously Reported Student Data**

<table>
<thead>
<tr>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 1 CIP</th>
<th>Program 1 CIP Year (yyyy)</th>
<th>Program 1 Credential Level</th>
<th>Program 1 Published Length</th>
<th>Program 1 Published Length Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>240102</td>
<td>2010</td>
<td>02 - Associate's Degree</td>
<td>002000</td>
<td>Y - Year</td>
</tr>
</tbody>
</table>

**Program 1 Begin Date (mm/dd/yyyy)**

- [ radios button ]

**Program 1 Weeks Title IV Academic Year**

- [ radios button ]

**Program 1 Special Indicator**

- [ drop-down menu ]

**Program 1 Enrollment Status**

- [ drop-down menu ]

**Program 1 Enrollment Status Effective Date**

- [ radios button ]
Error 1507 Data Comparison

<table>
<thead>
<tr>
<th>Data Comparison</th>
<th>Value 1</th>
<th>Value 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoveTo OPEID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Indicator</td>
<td>Y - Yes</td>
<td>Y - Yes</td>
</tr>
<tr>
<td>Program 1 CIP</td>
<td>240102</td>
<td>240102</td>
</tr>
<tr>
<td>Program 1 CIP Year (yyyy)</td>
<td>2010</td>
<td>2010</td>
</tr>
<tr>
<td>Program 1 Credential Level</td>
<td>02 - Associate's Degree</td>
<td>02 - Associate's Degree</td>
</tr>
<tr>
<td>Program 1 Published Length</td>
<td>002000</td>
<td>002000</td>
</tr>
<tr>
<td>Program 1 Published Length</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 1 Measurement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 1 Weeks Title IV Academic Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program 1 Begin Date (mm/dd/yyyy)</td>
<td></td>
<td>03/31/2014</td>
</tr>
<tr>
<td>Program 1 Special Indicator</td>
<td>N - Not applicable</td>
<td>N - Not applicable</td>
</tr>
<tr>
<td>Program 1 Enrollment Status</td>
<td>Q - Three-quarter-time</td>
<td>Q - Three-quarter-time</td>
</tr>
<tr>
<td>Program 1 Enrollment Status</td>
<td></td>
<td>09/28/2015</td>
</tr>
<tr>
<td>Program 1 Effective Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1507 Case Study

• Emily Student is enrolled at Hometown University starting September 9, 2014 and has declared her Major as Chemical Engineering (CIP code 140701) and is working full-time towards a 4 year Bachelor’s Degree.

• Emily is reported throughout fall 2014 and spring 2015 and doesn’t return for fall 2015 due to personal reasons and you report her as withdrawn effective May 8, 2015.

• After a year of taking no classes, Emily re-enrolls at Hometown University in Fall 2016 and continues to work on her degree for Chemical Engineering (CIP code 140701).
Error 1561: Why is the record(s) flagged?

- Error 1561 was generated because program 1’s enrollment status effective is blank, invalid, or in the future.

- To correct this error look at what date is being reported for the student’s program begin date and then update the students program 1 enrollment status effective date to a date that is equal to or after the program begin date, then submit selected records for validation.
Error 1561

Error Resolution Instructions: Error Number 1561

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

<table>
<thead>
<tr>
<th>Details</th>
<th>Student SSN</th>
<th>College Student ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Program 1 Begin Date (mm/dd/yyyy)</th>
<th>Program 1 Enrollment Status</th>
<th>Program 1 Enrollment Status Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>000000000</td>
<td>000000000</td>
<td>GABRY</td>
<td>STUDENT</td>
<td>09/01/2016</td>
<td>W - Withdrawn</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>NO SSN</td>
<td>000000000</td>
<td>YUO</td>
<td>STUDENT</td>
<td>09/06/2016</td>
<td>A - Leave of absence</td>
<td>08/24/2016</td>
</tr>
<tr>
<td>+</td>
<td>000000000</td>
<td>000000000</td>
<td>STEPHEN</td>
<td>STUDENT</td>
<td>08/15/2016</td>
<td>W - Withdrawn</td>
<td>08/26/2016</td>
</tr>
<tr>
<td>+</td>
<td>000000000</td>
<td>000000000</td>
<td>PAUL</td>
<td>STUDENT</td>
<td>09/06/2016</td>
<td>A - Leave of absence</td>
<td>08/01/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/11/2016</td>
</tr>
</tbody>
</table>
Error 201: Case Study

Error 201: Decreasing status without new start date. If a student decreases in status during the term, a status start date for the new lower status must be provided.

- John Doe is reported on your January 2016 first of term file as full-time with a status start date of 01/15/2016.
- He is full-time on your subsequent files for February and March.
- On April 1, 2016 you run your enrollment file and submit it to the Clearinghouse and John Doe has an error 201.
- What does this mean to you?
Error 208 and Error 1510

- Error 208 is generated because the student was previously reported on your last enrollment file and was not included on your current enrollment file

  - Check out the ‘Error 208’ tutorial on the Clearinghouse Academy Site.
    - https://clearinghouseacademy.org
    - https://clearinghouseacademy.org/error-208/
    - Email the Data Integrity & Operations team at schoolops@studentclearinghouse.org.

- Error 1510 will be generated if program enrollment status start date is blank or invalid and is similar to error 1520

  - Check out the ‘Error 1520’ tutorial on the Clearinghouse Academy Site.
    - https://clearinghouseacademy.org
    - https://clearinghouseacademy.org/error-1520/
    - Email the Data Integrity & Operations team at schoolops@studentclearinghouse.org.
Reference List: Common Errors

- 1519—Program 2 Enrollment status is blank/invalid: Enter student’s program enrollment status for CIP code being required to update.

- 1507—Program Begin Date Blank/Invalid—Update to date student Started the program being reported.

- 1510—Program Enrollment Status Effective Date is Blank/Invalid/Future: Update to date student first started in this status in this program

- 1569—Program Indicator Set to N but Program Data Present: Verify whether or not student is enrolled or not enrolled in a program. If in program, change indicator to Y.

- 1561—Status Effective Date is Prior to Program Begin Date: Verify or update what the status start date is for the student in the program and it cannot be before the program begin date

- 208—Missing Student: Need to review all students and verify whether the enrollment status that was previously reported is accurate. If so, please provide the date the student started this status. If not, please withdraw or graduate back to last date of attendance.

- 201---Decreasing Status Without New Status Start Date: If a student decreases in status during the term, a status start date for the new status must be provided.
## Error Resolution Report: Error List

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<th>Error Count</th>
</tr>
</thead>
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<td>208*</td>
<td>Unreported student previously enrolled in term</td>
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</tr>
<tr>
<td>213*</td>
<td>AGD Required - Less Than Half Time Status</td>
<td>7</td>
</tr>
<tr>
<td>1503*</td>
<td>Program 1 Credential level is blank/invalid</td>
<td>1</td>
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<tr>
<td>1519*</td>
<td>Program 2 Enrollment Status is blank/Invalid</td>
<td>29</td>
</tr>
<tr>
<td>1523*</td>
<td>Program 3 Credential level is blank/invalid</td>
<td>28</td>
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<tr>
<td>1529*</td>
<td>Program 3 Enrollment Status is blank/Invalid</td>
<td>2</td>
</tr>
<tr>
<td>1533*</td>
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<td>11</td>
</tr>
<tr>
<td>68</td>
<td>Invalid state</td>
<td>24</td>
</tr>
<tr>
<td>275</td>
<td>Graduation date not equal to term end date</td>
<td>1</td>
</tr>
</tbody>
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Enrollment Reporting Warnings

- **73** Anticipated Graduation Date is before Term End Date
- **74** Term Begin Date is 180 Days before Certification Date
- **75** Status Start Date is Too Old

- **252** Term Date Conflict
- **275** Graduation Date Not Equal to Term End Date
- **63-71** Address Warnings
Warning Code 75

Status start date too old

Error Resolution Report: Error Number 75

The Clearinghouse’s current data for this student is shown in the far right column.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>This Submission</th>
<th>Current Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student SSN</td>
<td>0000000000</td>
<td>0000000000</td>
</tr>
<tr>
<td>College Student ID</td>
<td>0000000000</td>
<td>0000000000</td>
</tr>
<tr>
<td>First Name</td>
<td>MATT</td>
<td>MATT</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>Last Name</td>
<td>STUDENT</td>
<td>STUDENT</td>
</tr>
<tr>
<td>Name Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>08/31/1908</td>
<td>08/31/1908</td>
</tr>
<tr>
<td>Street Line 1</td>
<td>0000 PARKER PARK ROAD</td>
<td>0000 PARKER PARK ROAD</td>
</tr>
<tr>
<td>Street Line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>MORE</td>
<td>MORE</td>
</tr>
<tr>
<td>State</td>
<td>MD - Maryland</td>
<td>MD - Maryland</td>
</tr>
<tr>
<td>Zip</td>
<td>11111</td>
<td>11111</td>
</tr>
<tr>
<td>Country</td>
<td>United States</td>
<td>United States</td>
</tr>
<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>W - Withdrawn</td>
<td>W - Withdrawn</td>
</tr>
<tr>
<td>Status Start Date (mm/dd/yyyy)</td>
<td>08/31/2015</td>
<td>08/31/2015</td>
</tr>
<tr>
<td>Anticipated Graduation Date (mm/dd/yyyy)</td>
<td>09/01/2016</td>
<td>06/01/2016</td>
</tr>
</tbody>
</table>
Address Warnings

Invalid or incomplete student address

<table>
<thead>
<tr>
<th>Name Suffix</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>07/23/1984</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Line 1</td>
<td></td>
<td>UK</td>
</tr>
<tr>
<td>Street Line 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td>UK</td>
</tr>
<tr>
<td>State</td>
<td></td>
<td>UK - Unknown</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td>United States</td>
</tr>
<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></td>
<td>F - Full-time</td>
</tr>
<tr>
<td>Status Start Date (mm/dd/yyyy)</td>
<td></td>
<td>04/08/2018</td>
</tr>
<tr>
<td>Anticipated Graduation Date (mm/dd/yyyy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term Begin Date (mm/dd/yyyy)</td>
<td></td>
<td>11/29/2016</td>
</tr>
<tr>
<td>Term End Date (mm/dd/yyyy)</td>
<td></td>
<td>01/16/2017</td>
</tr>
<tr>
<td>Directory Block Indicator</td>
<td></td>
<td>N - No</td>
</tr>
<tr>
<td>NCES CIP Code for Major 1</td>
<td></td>
<td>520201</td>
</tr>
<tr>
<td>NCES CIP Code for Major 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reference List: Common Warnings

- 73—Anticipated Graduation Date is before Term End Date: Update AGD to a later date that is consistent with student’s completion date to avoid placing student back into repayment early.

- 74—Term begin date is 180 days before Cert date: You should not be reporting old enrollment information. Please update to student’s current enrollment status and term dates.

- 75—Status Start Date is Too Old: Update to a current Status Start Date that coincides with the student’s last date of attendance or currently active status.

- 252—Term Date Conflict: Update to current term dates. These should not change unless you are correcting an incorrectly reported previous set of terms.

- 275—Graduation Date Not Equal to Term End Date: Update Status Start Date to Student’s last date of attendance, which should be the term end date.

- 63-71—Address Warnings—Provide student address. If unable to provide, put UK in address line one.
Submitting Your Error Report

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

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Error Description</th>
<th>Error Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>Country is blank</td>
<td>11</td>
</tr>
<tr>
<td>64</td>
<td>Street too short</td>
<td>11</td>
</tr>
<tr>
<td>67</td>
<td>City too short</td>
<td>11</td>
</tr>
<tr>
<td>68</td>
<td>Invalid state</td>
<td>16</td>
</tr>
<tr>
<td>70</td>
<td>Zip code missing</td>
<td>11</td>
</tr>
<tr>
<td>71</td>
<td>Zip code not numeric</td>
<td>6</td>
</tr>
</tbody>
</table>

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.

Back to Pending Submissions
Schedule of Future Enrollment Reports Transmissions

Institutions Send Enrollment Files
NSC Performs Error Checks

Found Errors Flagged
School Resolves Errors & Data Uploaded
Lenders/Servicers/Guarantors → COLLEGES & UNIVERSITIES

COLLEGES & UNIVERSITIES → SSCR received monthly

SSCR received monthly → NSLDS

NSLDS → Lenders/Servicers/Guarantors

Lenders/Servicers/Guarantors → Lenders Send Overlay Files

Lenders Send Overlay Files → National Student Clearinghouse

National Student Clearinghouse → Clearinghouse Reports Student Status

Clearinghouse Reports Student Status → Clearinghouse Submits Students on SSCR

Clearinghouse Submits Students on SSCR → National Student Clearinghouse
Lenders/Servicers/Guarantors

COLLEGES & UNIVERSITIES

Adding Missing Students To Roster

Error Report Created & NSC Responds

NSLDS

NATIONAL STUDENT CLEARINGHOUSE

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Heads Up!: After File is Processed

• After your enrollment file has been processed and the data has been loaded into NSC’s enrollment data base the reports, submission data, and submission data alternate may receive an email making them aware there are additional rejected records available for review.

• These rejected records would be associated with the ‘Reject Detail’ or *EDI rejects (*EDI rejects are specific to schools that use Banner as a SIS).

• ‘Reject Detail’ rejects may be rejected due to various reasons. (i.e. SSN mismatch).

• EDI rejects are due to individual record formatting issues and will be sent to your secure FTP account for review.

**Note: Records listed on the ‘Reject Detail’ list and EDI Rejects list are not loaded into the NSC database with your enrollment file.**
Heads Up!: After File is Processed

Reject Detail

• Login at www.studentclearinghouse.org > select ‘Student Reporting’ tab> then ‘Enrollment Reporting’ option> select ‘Transmission History’ tab> select ‘Detail’ link under ‘Processing Detail’ column for file> select ‘Reject Detail (School Review)’ tab to review students rejected.

• Common errors: **253 or 290**: SSN conflicts: These occur as NSC has received enrollment information for that SSN previously for a different student.

• Questions on Reject Detail?
  - Check out the ‘Enrollment Reporting Error Resolution on the Web – Intermediate/Advanced’ webinar on the Clearinghouse Academy Site.
    • https://clearinghouseacademy.org
    • Email schoolops@studentclearinghouse.org
  
• Acceptable Proof of SSN:

<table>
<thead>
<tr>
<th>Social Security Card or other Social Security Administration documentation validating the SSN</th>
<th>A driver’s license, permit or ID card containing the SSN (must be government issued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A copy of a state or federal tax document</td>
<td>Tribal ID card containing the SSN</td>
</tr>
<tr>
<td>An employment record containing the SSN</td>
<td>Medical Benefits card containing the SSN</td>
</tr>
<tr>
<td>A military document containing the SSN (such as a military ID card)</td>
<td>Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN</td>
</tr>
</tbody>
</table>

• Approved FAFSA form
Heads Up!: After File is Processed

**EDI Rejects** (*specific to Banner SIS*)

• Submission Data & Submission Data Alternate will receive email if EDI rejects need to be reviewed.

• Login to the secure FTP account: [https://ftps.nslc.org/](https://ftps.nslc.org/)

• EDI Rejects will be located in ‘Receive’ folder

• Need assistance with EDI Rejects?
  – Contact our Compliance & Data Operations Department directly at: [schoolops@studentclearinghouse.org](mailto:schoolops@studentclearinghouse.org)
  – Compliance & Data Ops will assist in understanding what the issue was and how to address it moving forward.
Enrollment Reporting Best Practices

• Submit on time and in sync with your submission schedule and transmission type.

• Update your submission schedule with any changes as soon as you are aware.

• Keep your Submission Data and Submission Data Alternate contacts updated.

• 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.

• Print or copy the students included on your error report.

• Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.
Compliance Best Practices

Your institution’s enrollment reporting schedule is designed to help ensure compliance with the federal regulations.

We recommend your school take the following actions when reporting your students:

- Report every month
- Resolve Error Resolution On The Web reports promptly and please be sure to address any items flagged for your review
- Review details of your enrollment files to ensure students are reported with appropriate program information
- Report graduates at campus AND program levels (as appropriate) as soon as degree audits are completed
- Continue to report graduates until all your graduates have been reported
- Contact SchoolOps@studentclearinghouse.org for assistance with any non-standard updates, changes or unique situations
On the Horizon or What’s New?
The Clearinghouse Solution – Going Forward

NSC is working to meet school client needs expressed and upcoming changes from FSA.

• The X-status
• Adding visibility into SSCR process on secure site, guidance for resolving SSCR errors, and portal to submit
• Enhancing and leveraging DegreeVerify logic to create graduated enrollment status records for schools participating in G from DV
• Streamlining online update process for submitting individual student changes
Compliance Central

Information and support to keep YOU in compliance.

Reporting Data
How to report student data to the Clearinghouse

Fixing Errors
What you need to know about viewing and fixing errors

Maintaining Compliance
Best practices and reminders to help you maintain compliance

Getting Audited
Support and resources to help simplify the audit process for you

Our Value to You

Since 1993, the National Student Clearinghouse has been higher education's trusted and secure partner committed to privacy and transparency. Our free Enrollment Reporting service provides institutions with automated enrollment verification and deferment reporting to the Department of Education and education finance industry. This improves data accuracy and helps institutions stay in compliance, while reducing their workload. Through Compliance Central, the Clearinghouse Academy, and our Audit Resource Center, we provide resources to help our members develop processes and tools that align with our compliance policies and procedures.
Clearinghouse Resources

We’ve made Online Help for you and your students even better!

Help for your Students:
mystudentcenter.org

Help for You:
studentclearinghouse.info/help/

Your 24/7 access to training and resources is at clearinghouseacademy.org
Find the help you need quickly and easily with our online resources.
Help Center

Search for the help topic you are interested in.

Search the Knowledge Base

School Secure Site (45 Articles)
Manage your college's Clearinghouse services

- Getting Started with the School Secure Site (2 Articles)
  - Getting Started
  - Establish Your Secure FTP Account

School Secure Site Tabs (34 Articles)
- Student Reporting Tab (9 Articles)
  - Using the Student Reporting Tab
  - Your Transmission Schedule
  - Transmission Types
  - View Transmissions

StudentTracker® for High Schools (13 Articles)
Obtain postsecondary outcomes on your high school graduates

- Getting Started with StudentTracker® for High Schools
- Account Management
- View and Manage Users
- Submit a Credit Card Payment
- Make Your Query and Report Selections
- View Reports Log
- Report Definitions
- Submit a Test File
Clearinghouse Academy

- Live events and webinars
- Tutorials and recorded webinars
- Conferences attending
- User help and FAQs

Visit us at clearinghouseacademy.org
Questions?
Available Resources:

Clearinghouse Audit Resource Center
SSCR & Compliance Questions
AuditResource@studentclearinghouse.org

Compliance & Data Operations
Enrollment & Degree File Processing
SchoolOps@studentclearinghouse.org

Data Excellence
SSCR Questions
SSCRerrors@studentclearinghouse.org

Compliance Updates
https://studentclearinghouse.info/audit/compliance/

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