After the Enrollment File is Processed
Part Four of the Data Excellence & Operations Webinar Series
Data Integrity & Operations

National Student Clearinghouse®

Agenda

- After the Enrollment file is processed
- Understanding and Navigating the Reject Detail Report
- Common Rejected Record Error Codes
- Correcting Reject Error 253/290
- EDI Reject Reports
- Best Practices
- Questions

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Enrollment Reporting Service

The Clearinghouse **provides enrollment status** and deferment information for financial aid students <u>on behalf of</u> 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 StudentTracker, Myhub, Verifications, etc.

Timely Reporting

- The Department of Education (ED)/National Student Loan Data System (NSLDS) requires institutions certify all federal aid recipients at least every two months.

- Report enrollment status changes 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.

Transmission Processed Email Notification

ACTION REQUIRED: Clearinghouse Enrollment Transmission File Processed - 000000-00

The school enrollment transmission for HOMEGROWN UNIVERSITY (000000-00), certified 05/29/2022, has been processed. Please use the following steps to review the transmission detail and rejected records for this file:

**** Please pay particular attention to warnings 251, 253, 289 & 290 as these students may have loans. If rejected, the enrollment for these students will not be reported to lenders, servicers, or the National Student Loan Data System (NSLDS). This could result in repayment notices for the student and possible audit issues for your institution.****

1. For those records where you have confirmed the Social Security Number (SSN) you reported is correct, please submit online updates under the Student Lookup Tab via the Clearinghouse's Secure Site choosing the 'Add Student' option. We will review your updates and take the necessary steps to remove the conflict in our system. In the event that the Clearinghouse is not able to process the update or if we require additional proof of the student's SSN, we will contact you to request this proof.

2. If you determine that the SSN you reported is incorrect, please correct this data in your Student Information System (SIS) and we will receive and make this update upon processing your next enrollment file transmission. If you do not wish to wait until your next file transmission, you have the option of completing an online update for the student via the Student Look Up tab.

PLEASE NOTE: There are no Reject Detail Lists associated with Graduates Only Submissions.

1. Go to the Clearinghouse secure website.
2. Enter your User Name and Password
3. Under the Student Reporting tab, click the Data Reporting Dashboard link
4. Select your school code and branch code from the dropdown menu
5. Click on the Enrollment Reporting (Reject Detail) tile

For additional assistance, a link to an error code glossary is at the bottom of the page.

Thank you,

NATIONAL STUDENT CLEARINGHOUSEÂ®

www.studentclearinghouse.org<http://www.studentclearinghouse.org>

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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. Further action may be required for the rejected records.

- Data is loaded into the Clearinghouse 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 other Clearinghouse services

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.

Accessing the Reject Detail Report

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

Student Reporting

Data Reporting Dashboard

[Data Reporting Dashboard](#)

Click above link to access the Data Reporting Dashboard.

Student Self-Service

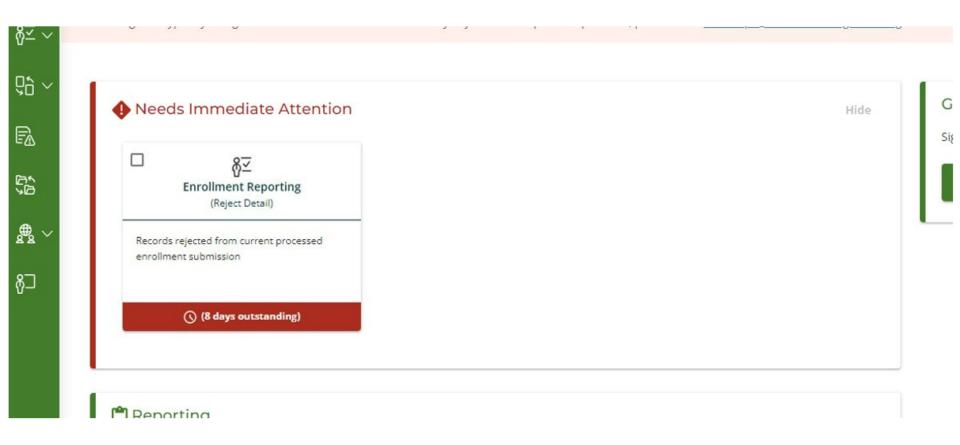Student Self-Service Reporting

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

Interstate Passport

Interstate Passport

Click above link to access Interstate Passport File Submission Summary.

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Accessing the Reject Detail Report

Accessing the Reject Detail Report

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Accessing the Reject Detail Report

School Transmission Detail Tabs

| 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

Click here for explanations of error codes.

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School Transmission Detail Tabs

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

Total Rejected Records: 2

View ▾ | Export Results

SSN	College Student Id	First Name	Last Name	Error ID	Description	Status
				290	Name conflict with prior school, prev. rejected	Half Time
				1304	Blank 2nd CIP code	Half Time
				1309	Blank 2nd Major	Half Time
				1314	Blank 1st time, full time FTFT	Half Time
				1316	Blank Degree Seeking Flag DSF	Half Time
				1319	Blank High School Code HSCODE	Half Time
				1322	Blank Gender	Half Time
				1324	Blank Race/Ethnicity	Half Time
				1328	Blank State Student ID	Half Time
				1330	Blank EMAIL address	Half Time
				1332	Blank Good Student	Half Time
				1334	Blank Middle Name	Half Time
				211	Incoming w/o SSN, College Student ID prev used	Full Time
				1304	Blank 2nd CIP code	Full Time
				1309	Blank 2nd Major	Full Time
				1314	Blank 1st time, full time FTFT	Full Time
				1316	Blank Degree Seeking Flag DSF	Full Time
				1319	Blank High School Code HSCODE	Full Time
				1322	Blank Gender	Full Time
				1324	Blank Race/Ethnicity	Full Time
				1328	Blank State Student ID	Full Time
				1330	Blank EMAIL address	Full Time
				1332	Blank Good Student	Full Time

Click here for explanations of error codes.

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School Transmission Detail Tabs

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

School Code: 001234-00
School Name: Hometown University
Term: SUMMER 2022
Cert Date: 8/8/2022
Term Begin: 5/9/2022

Term End: 8/26/2022
Date Rcvd: 8/8/2022
Merge Date: 8/9/2022
Subm Type: Summer Subsequent
Analyst: nscanalyst

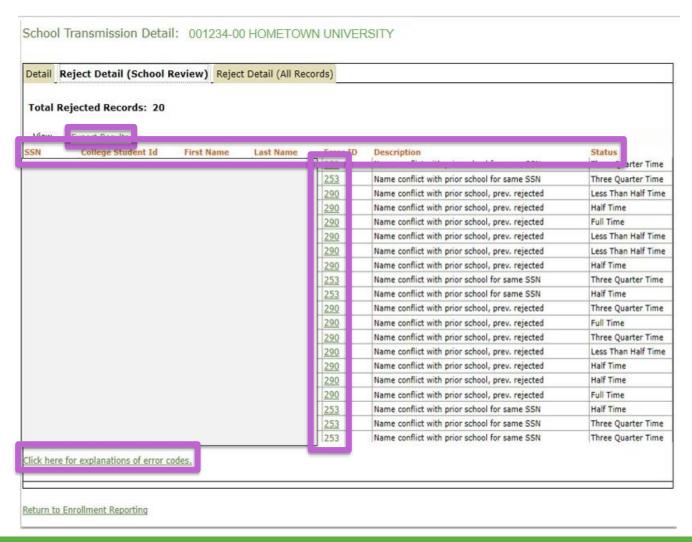**Total Orig Records:** 4504
Less Records Rejected: 2
Total Merged Records: 4505

Plus CH Calculated Withdrawals: 0
Plus Enrollment Corrections Generated: 3

Status	Original	Merged
F	1664	1664
Q	33	33
H	1660	1661
L	898	898
W	248	248
G	0	0
A	0	0
D	1	1
Total	**4504**	**4505**

Reviewing the Rejected Records

School Transmission Detail: 001234-00 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
						arter 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
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				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

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)

Acceptable Forms of Proof of SSN

• A Social Security Card or other Social Security Administration documentation validating the SSN	• A driver's license, permit or ID card containing the SSN (must be government issued)
• A copy of a state or federal tax document	• Tribal ID card containing the SSN
• An employment record containing the SSN	• Medical Benefits card containing the SSN
• A military document containing the SSN	• Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN
• Approved ISIR or FAFSA form	

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Correcting the SSN Conflict

Correcting the SSN Conflict

Enrollment History | Degree History | Notification History | NSLDS 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.						

Correcting the SSN Conflict

Online Update Alert Message

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

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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Questions?

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