



# **NSLDS Requirements and Enrollment Reporting Best Practices**

## Compliance Webinar



National Student  
Clearinghouse®

# This Webinar's Purpose

*Showcase how the Clearinghouse Enrollment Reporting service is designed to meet NSLDS federal reporting requirements. We'll include best practices that support your institution in maintaining compliant reporting and mitigating compliance risk.*

- Depth of Content: **In Depth**
- **Objective:** Highlight key components in managing your enrollment reporting to promote data integrity and decrease financial aid audit risk, walk through example scenarios
- Other Available Webinar Sessions:
  - [Webinar Calendar | Clearinghouse Academy \(studentclearinghouse.org\)](#)
  - Enrollment Reporting Series
  - Error Resolution on the Web
- For additional school specific support, please contact us directly
  - [auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)
  - [schoolops@studentclearinghouse.org](mailto:schoolops@studentclearinghouse.org) or **703.742.4200 (select options #7, #2)**



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# Agenda

- **Why Report According to NSLDS guidance?**
- **Clearinghouse Support Best Practices**
  - Accurate status changes and ideal frequency to report
  - Clearinghouse Reject Detail
  - NSLDS SSCR Roster errors
  - Graduated 'G' Enrollment Status
  - Withdrawn 'W' Enrollment Status
  - Approved LOA 'A' Enrollment Status
  - NSLDS Enrollment Reporting Statistics
  - Clearinghouse Audit Resource Center
- **Resources**
- **Questions**



# NSLDS

(National Student Loan Data System)

## Compliance Reporting

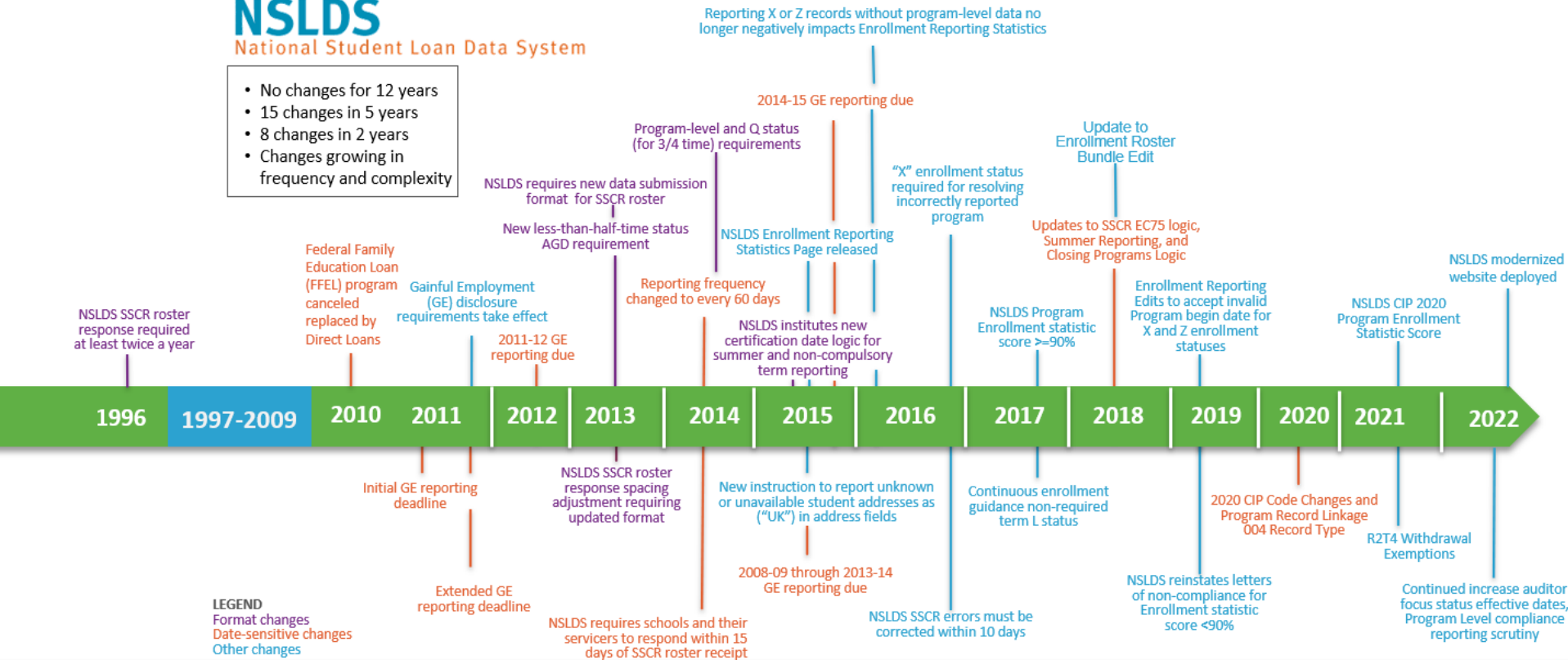


# Acceleration NSLDS Compliance Changes

## NSLDS

National Student Loan Data System

- No changes for 12 years
- 15 changes in 5 years
- 8 changes in 2 years
- Changes growing in frequency and complexity



# Why Comply with NSLDS reporting guidelines?

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- Ensures NSLDS has **accurate** Campus Level, Program Level, and Permanent Student Address for Federal Student Aid Recipients
- Mitigates Audit and Program Review **finding risk** for enrollment reporting
- Ensures **College Scorecard** data accurately reflects program enrollment for your Title IV student population
- Alerts Title IV loan recipients when they are in **repayment or grace**
- Facilitates in-school **deferments** are granted swiftly
- Ensures loan repayment **dates** are accurate

# NSLDS' Primary Requirements for Schools

NSLDS Rosters must be completed at least every 2 months

NSLDS Rosters returned to NSLDS within 15 days of receipt

Correct NSLDS Errors within 10 days of receipt

Report enrollment status changes swiftly to Clearinghouse to meet NSLDS' 60-day timeliness

Schools' NSLDS Enrollment Reporting Statistics Score must be  $\geq$  90% (Program certifications & Programs reflecting CIP Year 2020)

Clearinghouse manages

Clearinghouse emails alert to school users and posts on secure site

School users manage their Clearinghouse Enrollment Reporting Schedule via the secure site

Clearinghouse Enrollment Reporting logic supports consistent, complete data reporting for NSLDS compliance

# Best Practices

## Meeting NSLDS Title IV Compliance Requirements





# Adhere to your Enrollment Reporting Schedule

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## Clearinghouse Enrollment Reporting Structure

### How does Clearinghouse support your NSLDS compliance reporting?

- Clearinghouse scheduled NSLDS Roster Distribution monthly:
  - To meet ED **frequency** expectation
  - To meet **status change reporting** requirements
- Clearinghouse advises schools schedule Enrollment Files every 30-45 days
  - Automated reminder emails
  - Processing confirmation emails
  - Evergreen schedule
  - Adjustable schedule

# Monitor and address SSN conflicts where possible

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## **NSLDS Roster Process** **SSN is required to report for NSLDS**

- SSN is critical and a single point of failure if it does not match across systems
- SSN is necessary to properly certify enrollment for Title IV with the NSLDS
- Ensuring SSN is accurate is an important consideration for compliant enrollment reporting

# Example Finding: Student Enrollment Missing in NSLDS

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- Auditor citing school for missing enrollment in NSLDS
- Considerations:
  - Does the student have financial aid?
  - Was the student reported to Clearinghouse with the correct SSN?

# Example Finding: Student Enrollment Missing in NSLDS

## Z (No Record Found) Status in NSLDS

### Campus Enrollment Details

Enrollment Summary > Campus Enrollment Details

The Campus Enrollment Details page displays a detailed history of a student's enrollment statuses. Users may choose to apply filters or add a sort order to the campus-level details below.

#### Campus Enrollment Filters and Sorting

##### Filter Options

School Location

All

Record Type

Active Only

Effective Date From

MM/DD/YYYY

to

Effective Date To

MM/DD/YYYY

Source

School

##### Sort Options

Sort Schools By:

OPEID

Sort Records By:

☐ Source

☐ Effective Date


☐ Anticipated Completion Date

☐ Certification Date

☐ Date Received


Reset

Apply

 **AnotherBranch**  
OPEID: 88810603 Status: OPEN

Date Received	Source	Source Code	Status	Effective Date	Active	ACD	Certification Date	Certification Method	Term Begin Date	Term End Date
08/03/2021	SCHOOL	88810603	Z	07/25/2021	Yes	07/25/2021	N/A		04/28/2021	04/28/2022
08/03/2021	SCHOOL	88810603	Z	12/04/2020	Yes	07/25/2021	N/A	WEB	04/28/2021	04/28/2022

Showing 1 to 2 of 2 Items << < Previous Next > >>

 National Student Clearinghouse

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# Example Finding: Student Enrollment Missing in NSLDS

No Student in Clearinghouse after searching by the SSN

Student Reporting

Verification Services

Research Services

Transcript Services

Reverse Transfer

Student Look-Up

Members

Account Mgmt

Student Look-Up

[Student Reporting](#) > [Data Reporting Dashboard](#) > **Student Look-Up**

## Student Look-Up

Search By: 


Social Security Number


Student SSN: 

XXX-XX-XXXX

Search

Resource Center

 [Student Self-Service Promotional Tip Sheet](#)

 [Audit Guide](#)


**Enrollment History**


Degree History

Notification History

NSLDS SSCR History

View

 Export Results

 Detach

Certified School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	School Code	School Name	Block Data?	Privacy Block Setting
No Student Enrollment History found for this student.										

# Finding: Student Enrollment Missing in NSLDS Example

## View Reject Detail (School Review)

Student Reporting	Verification Services	Research Services	Transcript Services	Reverse Transfer	Student Look-Up	Members	Account Mgmt	Enrollment Reporting
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[Student Reporting](#) > [Data Reporting Dashboard](#) > [Enrollment Reporting](#) > **School Transmission Detail**

### School Transmission Detail: Hometown University

Detail

Reject Detail (School Review)

Reject Detail (All Records)

Total Rejected Records: 16

View ▾

[Export Results](#)

SSN	College Student Id	First Name	Last Name	Error ID	Description	Status
000000000	0000000	Test	Student1	<a href="#">290</a>	Name conflict with prior school, prev. rejected	Full Time
000000000	0000000	Test	Student2	<a href="#">290</a>	Name conflict with prior school, prev. rejected	Three Quarter Time

# Error Code 253/290 – SSN/Name Mismatch

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- **How to Correct Error 253/290?**

- Verify the SSN being reported is correct.
- Submit an “Add New Student” online update via the Student Look-Up tab and query by valid SSN
  - If the SSN reported to Clearinghouse was incorrect, update SIS where Clearinghouse extract is pulled to reflect the valid SSN
- Clearinghouse Analyst will review the update.
- **Only** if necessary, the analyst will contact the school asking for proof of SSN

Acceptable Proof of SSN	
A Social Security Card	An ID card containing the SSN
Approved FAFSA / ISIR form	Medical Benefits card containing the SSN
A copy of a state or federal tax document	A military document containing the SSN
An employment record containing the SSN	Any acceptable document submitted as proof of legal presence/identity or residence address containing the SSN

## Multiple statuses/terms missing?

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- If the entire enrollment history is missing in NSLDS, school must rebuild record directly in NSLDS, in addition to updating Clearinghouse.
- Enrollment History Update – NSLDS Guide, page 111



# NSLDS Roster errors

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- NSLDS expects Roster errors be corrected
- Some NSLDS Roster errors will not self-correct which can cause delay or absence of enrollment certifications for Title IV students
- For this reason, it is important to work NSLDS Roster errors presented
- Clearinghouse alerts school users via email if NSLDS Roster errors are presented and posted to Clearinghouse secure site for school action

# Where to access NSLDS errors

- User login link at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) > Student Reporting tab > Data Reporting Dashboard link > NSLDS Reporting (Correct SSCR Errors) tile
  - SSCR = NSLDS Roster Student Status Confirmation Report
- Correct current NSLDS 'Originator' row errors
- Review, and correct wherever possible on current CH 'Originator' row errors (ADD process)
- Correct current NSLDS 'Originator' row errors by the NSC Due Date

Student Reporting > Data Reporting Dashboard > Enrollment Reporting

## Enrollment Reporting

Select a branch: 007500 00 HOMETOWN UNIVERSI ▼

Future Transmission Transmission History **NSLDS Reporting** Advance Registration

View ▼ | [Export Results](#)

SSCR Creation Date	NSC Received Date	NSC Processed Date	Originator	Error Report Received Date	NSC Due Date (by 5 PM ET)	Error Response Sent Date	# of Students w/ Errors	NSLDS Error Codes and (#)
12/5/2020	3/3/2021	3/3/2021	NSLDS					
12/5/2020	3/3/2021	3/3/2021	NSLDS					
12/6/2020	3/2/2021	3/2/2021	NSLDS					
12/6/2020	3/2/2021	3/2/2021	NSLDS					
12/6/2020	3/2/2021	3/2/2021	NSLDS					

# Critically Assess How Your Institution Reports Graduated 'G' Enrollment Statuses to Clearinghouse

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- Reporting Graduated 'G' for completed programs is an NSLDS federal reporting requirement
- If your institution sends Degree files to Clearinghouse and you use the optional *G From Degree* feature, we urge you to investigate how you report Graduated Enrollment Statuses for compliance reporting
- Specific questions:
  - Contact your Clearinghouse Client Success Manager
  - Contact Clearinghouse's Audit Resource Center  
[auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)

## Example Finding: Missing Graduated Status in NSLDS

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- Auditor citing school for missing Graduated status in NSLDS.

What should you do?



# Example Finding: Missing Graduated Status in NSLDS

## Step 1: Review the student in NSLDS

An official website of the United States government.

Federal Student Aid | NSLDS

Sodium Lement - 88810603 - AnotherBranch | Log Out

Aid Recipient School Enrollment Data Providers Reports Resources

SSN: \*\*\*-\*\*-0460 DOB: 06/06/1997 Name: Bernardo B. Silva Role(s): Clear Aid Recipient

### Enrollment Summary

The Enrollment Summary page provides a quick overview of a student's most recent reported status and corresponding program and each school.

**Enrollment History Update**

Update historical enrollment details at this school

[Go to Enrollment History Update >](#)

**Campus Enrollment Details**

View campus enrollment details at all schools

[Go to Campus Enrollment Details >](#)

**Program Enrollment Details**

View program enrollment details at all schools

[Go to Program Enrollment Details >](#)

**Push to Roster**

Add this student to another school's roster

[Go to Push to Roster >](#)

### Current Enrollment

The table below displays the current enrollment summary for the retrieved student. Expand each school row to display the program enrollment details. Click the "Update" link to update a student's current enrollment for that specific school. Click the "Add Student to an Additional Location" button to add and certify the student's current enrollment at an additional location.

[Add Student to an Additional Location](#)

OPEID	School Name	Most Recent Status	Effective Date	Anticipated Completion Date	Certification Date	Certification Method	Source	Update Enrollment
88810600	College of the Study of Arts and Sciences-ActualMainCampus-	G - GRADUATED	01/21/2022	01/21/2022	01/21/2022	NSLDS Web	88810600 - SCHOOL	<a href="#">Update</a>
88810603	AnotherBranch	F - FULL-TIME	07/28/2021	03/01/2026	07/03/2022	NSLDS Web	88810603 - SCHOOL	<a href="#">Update</a>

# Example Finding: Missing Graduated Status in NSLDS

## Step 2: Review the student in the Clearinghouse

Student Reporting

Verification Services

Research Services

Transcript Services

Reverse Transfer

Student Look-Up

Members

Account Mgmt

Student Look-Up

[Student Reporting](#) > [Data Reporting Dashboard](#) > **Student Look-Up**

### Student Look-Up

Search By: 

Social Security Number

Student SSN: 

XXX-XX-XXXX

Search

Resource Center

Student Self-Service Promotional Tip Sheet

Audit Guide

Name :

Enrollment History

Degree History

Notification History

NSLDS SSCR History

View

Export Results

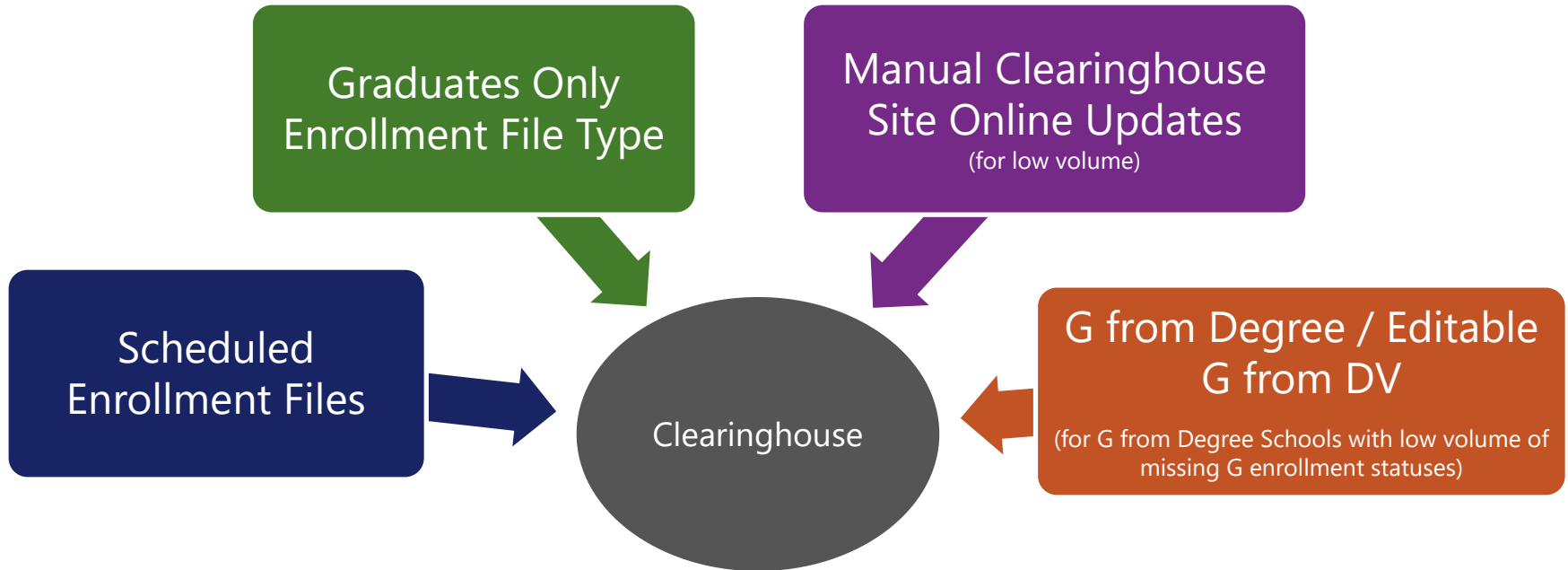
Detach

Certified School	Status	Status First Started	Term Begin	Term End	Anticipated Graduation Date	Date of Birth	School Code	School Name	Block Data?	Privacy Block Setting
02/10/2023	W	12/20/2022	08/29/2022	12/20/2022		11/30/1996		Hometown University	No	
01/06/2023	F	08/26/2019	08/29/2022	12/20/2022	12/20/2024	11/30/1996		Hometown University	No	
12/02/2022	F	08/26/2019	08/29/2022	12/20/2022	12/20/2024	11/30/1996		Hometown University	No	
11/11/2022	F	08/26/2019	08/29/2022	12/20/2022	12/20/2024	11/30/1996		Hometown University	No	
10/14/2022	F	08/26/2019	08/29/2022	12/20/2022	12/20/2024	11/30/1996		Hometown University	No	

# Example Finding: Missing Graduated Status in NSLDS

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Step 3: Was the G status reported by your institution?



Submitting a DegreeVerify file is not submitting a Graduated enrollment status

# Example Finding: Missing Graduated Status in NSLDS

G from Degree/ Editable G from DV

Student Reporting	Verification Services	Research Services	Transcript Services	Reverse Transfer	Student Look-Up	Members	Account Mgmt	Degree Transmission
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[Student Reporting](#) > [Data Reporting Dashboard](#) > [Degree Transmission](#) > **Degree Transmission Detail**

## Office Closing :

The Clearinghouse will be closed on Monday, May 29, for Memorial Day.

Please visit [MyStudentCenter.org](https://mystudentcenter.org) to learn how your transcript order may be affected.

Have you reviewed the G Not Applied student record and confirmed no updates are needed? [Learn more](#)

Click on Degree Transmission or go to Degree Transmission History on the Data Reporting Dashboard if additional DegreeVerify submissions were sent within a 30-day window to review other G Applied / G Not Applied lists.

## Degree Transmission Detail: Hometown University

Detail	G Applied	G Not Applied	G Not Applied - Student already G status						
View ▾	Total Records: 249 <a href="#">Export Results</a>								
SSN	CSID	First Name	Last Name	DOB	Degree Level	Degree Title	Reasons for Not Applying G	Submitted By	Submi
NO SSN	<a href="#">000000</a>	Test	Student1	11/15/2002	A	ASSOCIATE IN ...	Missing/Conflicting Enrollment Data		
<a href="#">000000000</a>	<a href="#">000000</a>	Test	Student2	1/24/1974	C	CERTIFICATE O...	Student in Withdrawn status and Status St...		
<a href="#">000000000</a>	<a href="#">000000</a>	Test	Student3	8/5/1982	A	ASSOCIATE IN ...	Other		
<a href="#">000000000</a>	<a href="#">000000</a>	Test	Student4	9/3/1982	A	ASSOCIATE IN ...	Program 1 not a match to degree record		



# Critically Assess How Your Institution Identifies and Reports Withdrawn 'W' Statuses to Clearinghouse

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- Reporting change in status to Withdrawn 'W' swiftly is an NSLDS federal reporting requirement
- Policy & Procedure Considerations:
  - Is your institution mandated to take attendance?
  - What is your protocol for unofficial Withdrawals if you are not an attendance taking school?
  - What is your policy for updating your SIS for Withdrawn 'W' students?
  - Does your Withdrawn status Enrollment Reporting parallel Financial Aid R2T4?
  - [2021-2022 FSA Handbook Volume 5 \(ed.gov\)](#), effective July 1, 2021, R2T4 Withdrawal Exception Guidance
- Compliance or Audit Question?
  - [auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)

# Critically Review Your LOA Policy

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- It is a federal compliance reporting requirement to only report Title IV students with the 'A' enrollment status if the student is on an *Approved Leave of Absence* that meets ED definition and criteria for the 'A' enrollment status code
- **Considerations regarding your LOA Policy:**
  - ✓ Does Financial Aid consider the student to be in deferment during the LOA and *NO Return to Title IV* (R2T4) is completed?
  - ✓ Does the student have awareness surrounding deferment status and consequences if they do not return from an Approved LOA?
  - ✓ Does the policy specify the Title IV student must return within 180 calendar days or student will exhaust grace period with backdated Withdrawn 'W' effective date to beginning of LOA?
  - ✓ Does the policy speak to any interruptions in enrollment due to module or nontraditional term reporting if applicable at your school?

# Critically Evaluate Your LOA Policy

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## *Approved Leave of Absence Resources:*

- ED Federal Student Aid Handbook, Volume [2021-2022 FSA Handbook Volume 5 \(ed.gov\)](#)
- Questions? [auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)

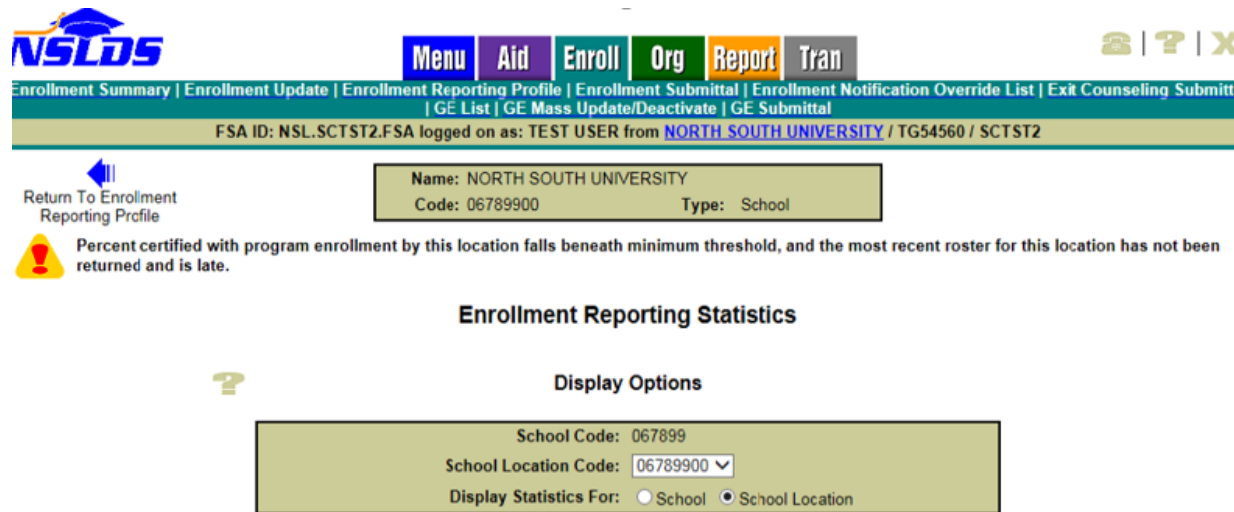
# NSLDS Enrollment Reporting Statistics Score

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- It is a Federal compliance requirement to report Program Level enrollment
- NSLDS considers a Program to be a unique combination of:
  - OPEID
  - CIP
  - Credential Level
  - Program Length and Measurement
  - Weeks in Title IV Academic Year (measurement in W/M)
- The NSLDS Enrollment Reporting Statistics Score evaluates the **consistency** and **completeness** of your school's Program Level enrollment reporting and reflects CIP Year 2020 values in Enrollment Reporting to Clearinghouse
- Consistent Program components are critical across all areas:
  - Published Course Catalog
  - SIS
  - Financial Aid Office
  - COD and G5 for federal grants
  - Clearinghouse Enrollment Reporting

# Know and Monitor Your NSLDS Enrollment Reporting Statistics Score

- A new score is posted monthly and is accessible directly on the NSLDS
- Support:
  - Compliance Blog <https://www.studentclearinghouse.org/compliancecentral/blog/>
  - Compliance Webinar '**Your Institution's NSLDS Enrollment Reporting Statistics Score**'
  - Contact Clearinghouse's Audit Resource Center [auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)
  - To view your score, visit NSLDS:



The screenshot shows the NSLDS Enrollment Reporting Profile page. At the top is the NSLDS logo and a navigation menu with links: Menu, Aid, Enroll, Org, Report, and Tran. Below the menu is a status bar showing the FSA ID: NSL.SCTST2.FSA logged on as: TEST USER from NORTH SOUTH UNIVERSITY / TG54560 / SCTST2. On the left, there is a link to 'Return To Enrollment Reporting Profile' with a blue arrow icon. In the center, a box displays the school information: Name: NORTH SOUTH UNIVERSITY, Code: 06789900, and Type: School. Below this, a yellow warning icon is accompanied by the text: 'Percent certified with program enrollment by this location falls beneath minimum threshold, and the most recent roster for this location has not been returned and is late.' The main heading is 'Enrollment Reporting Statistics'. Underneath, there is a 'Display Options' section with a question mark icon. A box contains the following options: School Code: 067899, School Location Code: 06789900 (selected), and Display Statistics For: School (selected) and School Location (deselected).

# NSLDS Enrollment Reporting Statistics Score On the NSLDS website

## Enrollment Reporting Statistics

### Display Options

School Code: 067899

School Location Code: 06789900

Display Statistics For: ☐ School ☒ School Location

Compliance Notification Letter Sent On or Before: 09/22/2020 (MMDDCCYY)

Maximum Number of Compliance Notifications Per Location: 10

Apply

### Certification Statistics for Location

#### Enrollment Reporting Threshold Override History

	Start Date	Evaluation Date	Students in Portfolio	Students Cert.	Students Cert. With Prog. Enroll.	Percent Stu. Cert.	Percent Stu. Cert. with Prog. Enroll.	Prog. Cert. With Active Enroll.	Prog. Cert. With 2020 CIP Year	Percent Prog. Cert. with 2020 CIP Year	Roster Records Returned	Roster Records in Error Returned	Roster Error Percent
1	03/02/2020	07/15/2020	9,557	9,557	9,557	100.00%	100.00%	60,922	0	0.00%	148,384	81	0.05%
2	02/03/2020	06/17/2020	8,850	8,850	8,850	100.00%	100.00%	56,244	0	0.00%	151,127	42	0.03%
3	01/06/2020	05/20/2020	8,892	8,892	8,892	100.00%	100.00%	59,233	0	0.00%	155,053	35	0.02%
4	12/03/2019	04/16/2020	8,897	8,897	8,897	100.00%	100.00%	0	0	N/A	158,914	30	0.02%
5	11/04/2019	03/18/2020	8,687	8,687	8,687	100.00%	100.00%	0	0	N/A	179,602	64	0.04%
6	10/07/2019	02/19/2020	6,290	6,290	6,290	100.00%	100.00%	0	0	N/A	157,257	94	0.06%
7	09/02/2019	01/15/2020	6,453	6,453	6,453	100.00%	100.00%	0	0	N/A	162,692	94	0.06%
8	08/05/2019	12/18/2019	6,490	6,490	6,490	100.00%	100.00%	0	0	N/A	175,152	101	0.06%
9	07/08/2019	11/20/2019	6,465	6,465	6,465	100.00%	100.00%	0	0	N/A	152,929	89	0.06%
10	06/03/2019	10/16/2019	7,135	7,135	7,135	100.00%	100.00%	0	0	N/A	167,340	69	0.04%
11	05/06/2019	09/18/2019	7,106	7,106	7,106	100.00%	100.00%	0	0	N/A	133,214	40	0.03%
12	04/08/2019	08/21/2019	7,243	7,243	7,243	100.00%	100.00%	0	0	N/A	120,410	36	0.03%

On the NSLDS website, in this table, Enrollment Reporting Statistics Page, includes Percent Certified with Program Enrollment **and** Percent of Programs Certified reflecting CIP Year 2020 values

[NSLDS Enrollment Reporting Guide \(ed.gov\)](#)



# Support

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- Let us help by providing a compliance assessment and any support with next steps
  - NSLDS compliance concerns?
  - Federal financial aid auditor or program reviewer citing your school for enrollment reporting?
- Please contact our dedicated Audit and Compliance resource team: Audit Resource Center (ARC)
  - We are here for you, to support your institution and the auditor through federal financial aid audit's enrollment reporting testing
  - Email: [auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)

# Clearinghouse Academy

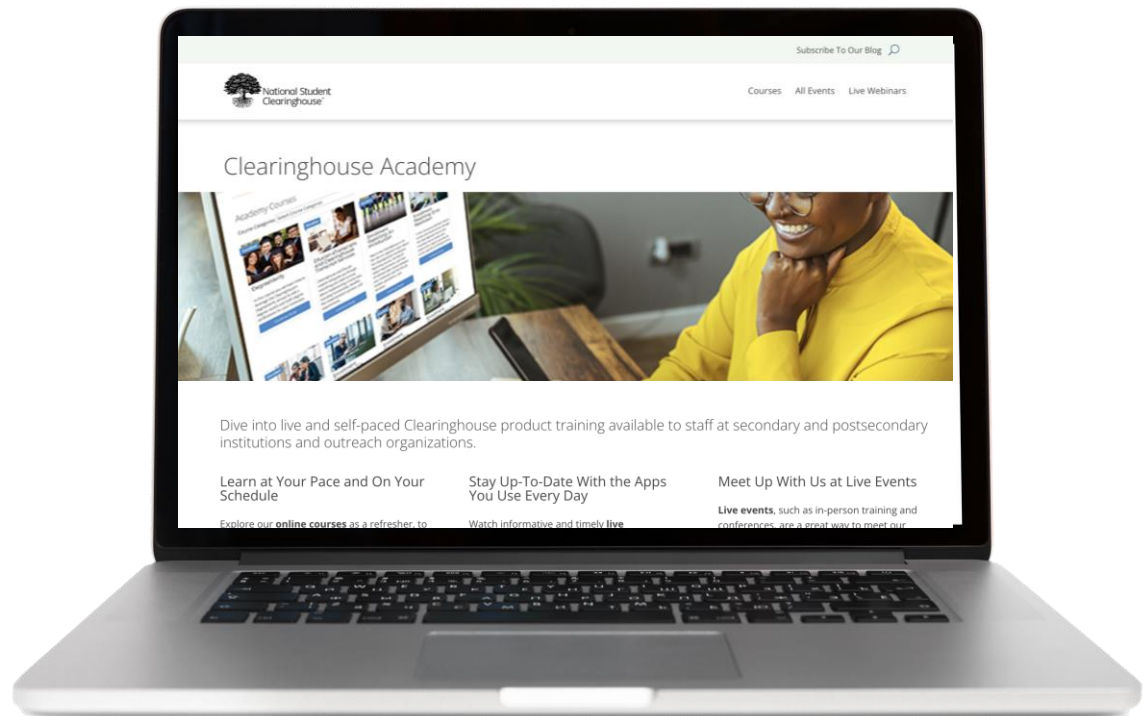
## For All Your Clearinghouse Service Training Needs!

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- Live Webinar Schedule
- On Demand Tutorials

**Please visit us!**

[studentclearinghouse.org/  
academy/](https://studentclearinghouse.org/academy/)



# Questions?

- **Data Integrity Operations**  
Enrollment & Degree File Processing  
[schoolops@studentclearinghouse.org](mailto:schoolops@studentclearinghouse.org)
- **Audit Resource Center**  
Federal Aid Audits & Program Reviews  
[auditresource@studentclearinghouse.org](mailto:auditresource@studentclearinghouse.org)
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