



# **Understanding Submission File Types & Your Transmission Schedule**

**Part One of the Data Excellence & Operations Webinar Series**

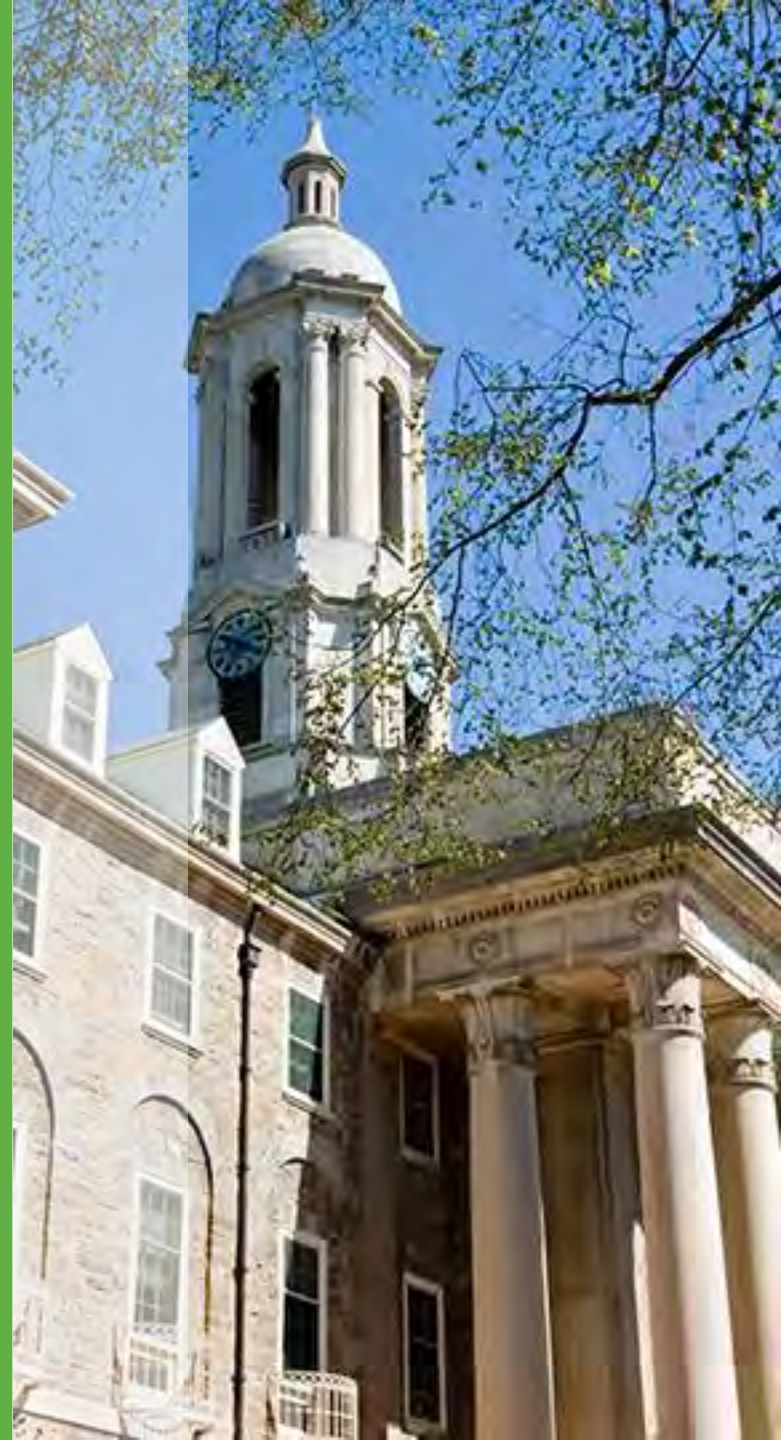
Data Integrity & Operations



National Student  
Clearinghouse

# Agenda

- Submission File Types
- Transmission Schedule
- Timely Reporting
- Email Notifications
- Best Practices
- Questions



# Enrollment Reporting Service

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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 in our database also drives other services that schools participate in, such as StudentTracker, Myhub, Verifications, etc.

# Enrollment & Other Reporting File Types

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- Early Registration
- First of Term
- Subsequent of Term
- Graduates Only
- Summer-First
- Summer Subsequent
- Non-Comp/Non-Summer

**Files should be submitted in chronological order & before reporting a new term, the final file for the previous term must be fully processed into our database.**

# Enrollment & Other Reporting File Types

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- Advanced Registration
- DegreeVerify



# Enrollment & Other Reporting File Types

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- **Early Registration**
  - First of Term
  - Subsequent of Term
  - Graduates Only
  - Summer-First
  - Summer Subsequent
  - Non-Comp/Non-Summer
- Optional File for required Terms
  - Data is eligible to be sent to NSLDS and non-direct lenders
  - Should be Certified and submitted between the second and tenth day of the Term
  - Less than Half Time and Withdrawn students are not accepted

# Enrollment & Other Reporting File Types

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- Early Registration
  - **First of Term**
  - Subsequent of Term
  - Graduates Only
  - Summer-First
  - Summer Subsequent
  - Non-Comp/Non-Summer
- Required
  - Submitted after add/drop has ended
  - Must be transmitted within 30 days of the Term Begin Date
  - Error Report may auto post to the web
  - Used to generate Calculated Withdrawn records

# Enrollment & Other Reporting File Types

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## **Spring 2023 – Final data reported for the Term**

Name: Robert Student

Term Dates: 1/16/2023 - 5/12/2023

Enrollment Status: Three Quarter Time

Status Start Date: 1/16/2023

## **First of Term file for Fall 2023 (Student is omitted from file)- Clearinghouse calculates Withdrawn Status**

Name: Robert Student

Term Dates: 1/16/2023 - 5/12/2023

Status: Withdrawn-C

Status Start Date: 5/12/2023



# Enrollment & Other Reporting File Types

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- Early Registration
- First of Term
- **Subsequent of Term**
- Graduates Only
- Summer-First
- Summer Subsequent
- Non-Comp/Non-Summer
- Additional Term reporting
- Used to report enrollment status changes throughout the term and students that register after first of term is reported
- Submitted monthly (approx. every 30-45 days)
- Error Report may auto post to the web

# Enrollment & Other Reporting File Types

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- Early Registration
- First of Term
- Subsequent of Term
- **Graduates Only**
- Summer-First
- Summer Subsequent
- Non-Comp/Non-Summer
- Used to report separation statuses not picked up on End of Term file
- Can report campus and/or Program G or W
- Used in addition to DegreeVerify and G from DV
- Can be submitted after the next Term's First of Term has been reported

# Enrollment & Other Reporting File Types

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- Early Registration
  - First of Term
  - Subsequent of Term
  - Graduates Only
  - **Summer-First**
  - **Summer Subsequent**
  - Non-Comp/Non-Summer
- Used to report non-required Summer Terms
  - Captures true enrollment history for students
  - Eligible to be sent to NSLDS and non-direct lenders
  - Should be scheduled at minimum at the beginning and end of the Summer Term
  - Error Report may auto post to the web

# Enrollment & Other Reporting File Types

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- Early Registration
- First of Term
- Subsequent of Term
- End of Term
- Graduates Only
- Summer-First
- Summer Subsequent
- **Non-Comp/Non-Summer**
- Used to report all other non-required Terms
- Terms are typically shorter and only one submission is sent
- Eligible to be sent to NSLDS and non-direct lenders

# Enrollment & Other Reporting File Types

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- **Advanced Registration**
- DegreeVerify
  - Optional file for Student Self Service participants
  - File can be submitted more than 30 days before the Term Begin Date
  - Auto processed- not reviewed by an analyst
  - Not loaded to the Clearinghouse database to be used for compliance reporting

# Enrollment & Other Reporting File Types

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- Advanced Registration
- **DegreeVerify**
  - For institutions that participate in our DegreeVerify service
  - Submitted at least once after conferral period, as soon as most degrees/certificates have been posted
  - Loaded into our degree database for verification purposes only
  - For G from DV participants, must meet specific criteria for Graduates Only file to generate

# Transmission Schedule

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- Designed to keep your institution compliant with enrollment reporting and NSLDS reporting requirements
- Established at the time-of-service activation
- Evergreen
- Editable, practical, and accessible
- Assists with making sure files are submitted in chronological order



# Accessing the Transmission Schedule

**Student Reporting**

Verification Services | Research Services | Transcript Services | Reverse Transfer

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**Student Reporting**

[Data Reporting Dashboard](#)

Click above link to access the Data Reporting Dashboard.

[Interstate Passport](#)

Click above link to access Interstate Passport File Submission Summary.

[Myhub Dashboard](#)

Click above link to access Myhub Dashboard pages.

[Service Status](#) | [Terms of Use](#) | [Privacy Policy](#)

# Accessing the Transmission Schedule

National Student Clearinghouse

Compliance

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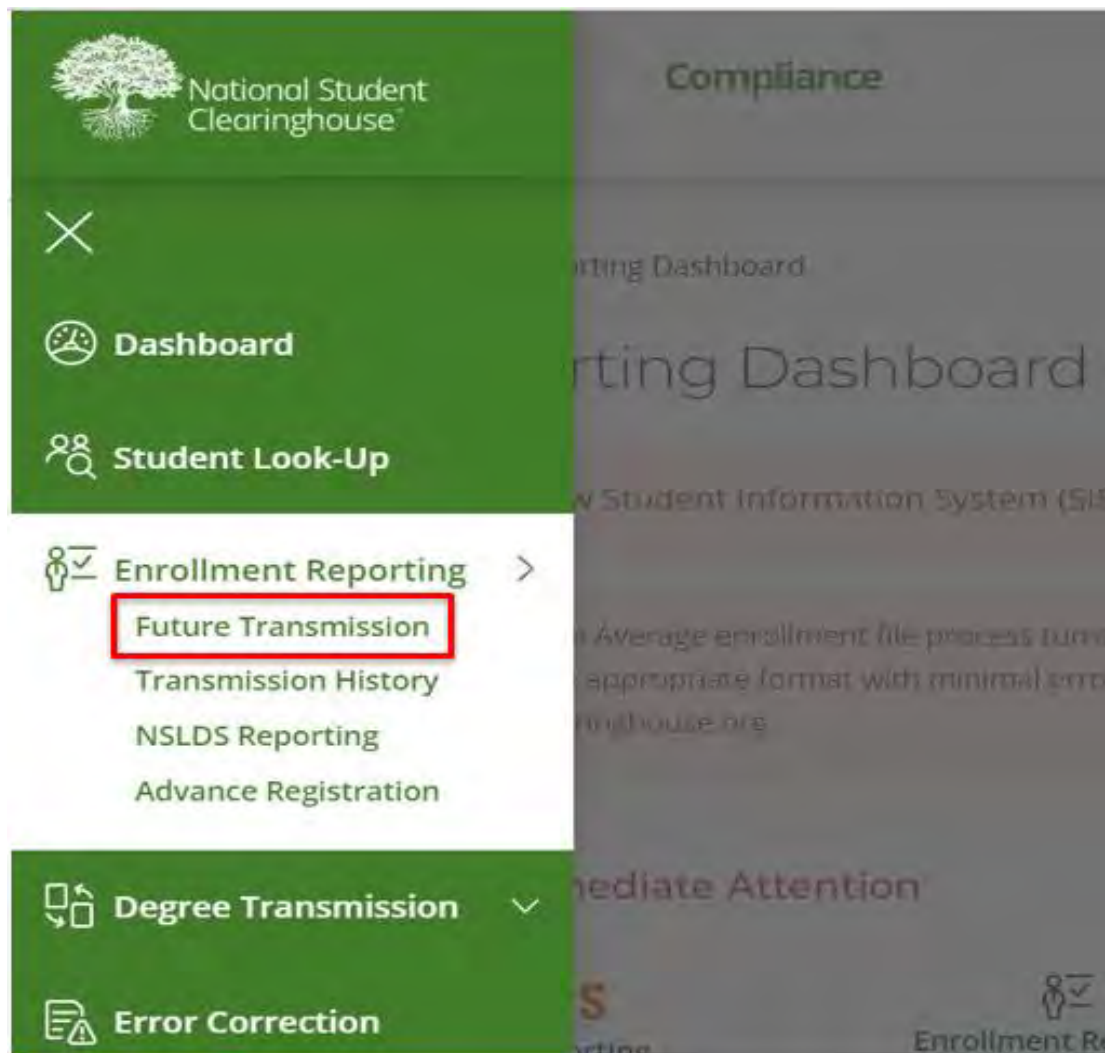
Home Data Reporting Dashboard

## Data Reporting Dashboard

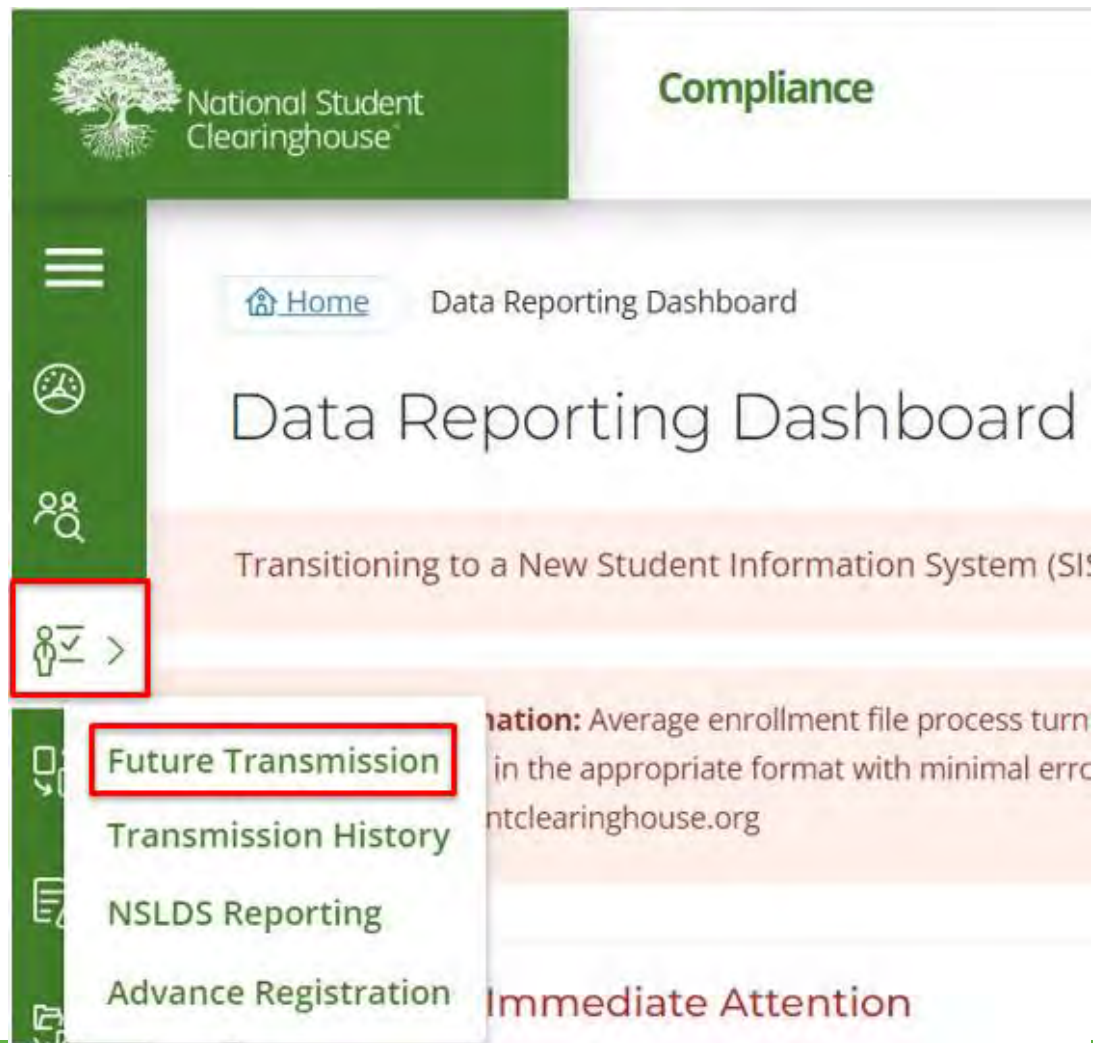
Transitioning to a New Student Information System (SI)

**Important Information:** Average enrollment file process turn for files submitted in the appropriate format with minimal error. Contact: SchoolOps@studentclearinghouse.org

# Accessing the Transmission Schedule



# Accessing the Transmission Schedule



The screenshot displays the National Student Clearinghouse Data Reporting Dashboard. The top navigation bar includes the National Student Clearinghouse logo and the word "Compliance". The main content area is titled "Data Reporting Dashboard" and features a "Home" link. A prominent orange banner across the middle of the dashboard reads "Transitioning to a New Student Information System (SIS)". On the left side, a green sidebar contains several icons. The icon representing a person with a checkmark is highlighted with a red box. A dropdown menu is open from this icon, listing four options: "Future Transmission" (highlighted with a red box), "Transmission History", "NSLDS Reporting", and "Advance Registration". Below the orange banner, a section titled "Immediate Attention" is partially visible, containing text about enrollment file processing.

National Student Clearinghouse

Compliance

Home Data Reporting Dashboard

Data Reporting Dashboard

Transitioning to a New Student Information System (SIS)

Future Transmission

Transmission History

NSLDS Reporting


Advance Registration


Immediate Attention

Information: Average enrollment file process turn...  
in the appropriate format with minimal error...  
ntclearinghouse.org


# Accessing the Transmission Schedule


errors and warnings are typically being sent to schools within one calendar day. If you have file process questions, please email [SchoolOps@studentclearinghouse.org](mailto:SchoolOps@studentclearinghouse.org)

**Needs Immediate Attention**


**Enrollment Reporting**  
(Reject Detail)


Records rejected from current processed enrollment submission

 (13 days outstanding)


**Enrollment Reporting**  
(Scheduled Submission)


You have an enrollment file due


 (95 days outstanding)

**DegreeVerify**  
(Scheduled Submission)


You have a DegreeVerify file due

 (179 days outstanding)

**Reporting**

**Enrollment Reporting**  
(Submission Schedule)

View/edit future transmission schedule and transmission history

**DegreeVerify**  
(Submission Schedule)

View/edit future transmission schedule and transmission history





# Accessing the Transmission Schedule

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

School Name: **HOMETOWN UNIVERSITY**

View ▾ **Create or Edit Transmission Schedule** Export Results

Term Begin Date	Term End Date	Transmission Type:	Schedule Transmission Date:	Received Date	Transmission Status	Assigned Analyst
8/15/2022	12/8/2022	First of Term	8/31/2022		Not Yet Received	unassign
8/15/2022	12/8/2022	Subsequent of Term	9/19/2022		Not Yet Received	unassign
8/15/2022	12/8/2022	Subsequent of Term	10/5/2022		Not Yet Received	unassign
8/15/2022	12/8/2022	Subsequent of Term	10/31/2022		Not Yet Received	unassign
8/15/2022	12/8/2022	Subsequent of Term	12/12/2022		Not Yet Received	unassign
1/24/2023	5/25/2023	First of Term	2/9/2023		Not Yet Received	unassign
1/24/2023	5/25/2023	Subsequent of Term	3/14/2023		Not Yet Received	unassign
1/24/2023	5/25/2023	Subsequent of Term	4/18/2023		Not Yet Received	unassign
1/24/2023	5/25/2023	Subsequent of Term	5/27/2023		Not Yet Received	unassign
6/13/2023	8/4/2023	Summer First	6/29/2023		Not Yet Received	unassign
6/13/2023	8/4/2023	Summer Subsequent	7/15/2023		Not Yet Received	unassign
6/14/2023	8/5/2023	Summer Subsequent	8/10/2023		Not Yet Received	unassign

- Click on the [Term Begin Date](#) link for explanation.
- Click on the [Term End Date](#) link for explanation.
- Click on the [Transmission Type](#) link for explanation of various types.



# Timely Reporting

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- The Department of Education (ED)/National Student Loan Data System (NSLDS) requires institutions to 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 be sent to the NSLDS within 60 days of the Date of Determination



# Late Enrollment File Notification

Email Notification Type	Notification Sent When	Contact Types Notified
Early reminder	Sent 4 days before scheduled transmission date	Submission Data Submission Data Alternate
First late reminder	Sent 5 days after scheduled submission date	Submission Data Submission Data Alternate Relationship Executive
Second late reminder	Sent 7 days after the first late reminder	Submission Data Submission Data Alternate Relationship Executive Financial Aid Director
Subsequent late reminder	Sent 7 days after the second late reminder	Submission Data Submission Data Alternate Relationship Executive Financial Aid Director

Clearinghouse Enrollment Transmission Late Reminder – 000000-00

Dear Clearinghouse Participant:

According to the schedule provided by your institution, the Clearinghouse was to have received the following transmission reports for HOMETOWN UNIVERSITY (000000-00) on or before the dates noted:

- GRADUATES ONLY enrollment report due 02/03/2018

Either we have not received the transmission(s) or the data was unusable.

- If you transmitted the data OR received an FTP confirmation email from us LESS THAN 48 HOURS AGO, please disregard this notice.

- If you transmitted the data AND received an FTP confirmation email from us MORE THAN 48 HOURS AGO, we are having difficulties reading your file. Please call 703-733-4123 to resolve the problem.

- If you haven't transmitted the data, please send your transmission report(s) to us as soon as possible. If you are experiencing problems, call 703-733-4123 for assistance.

# Enrollment Reporting Best Practices

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- Submit on time and in sync with your submission schedule and file type.
- Update your submission schedule with any changes as soon as you are aware.
- Keep your Submission Data and Submission Data Alternate contacts updated.
- Save and process your Error Resolution on the Web reports in a timely manner.
- Update your SIS with any changes you make on your error reports to avoid future errors and warnings.
- Contact [SchoolOps@studentclearinghouse.org](mailto:SchoolOps@studentclearinghouse.org) or 1.703.742.4880 with any questions related to enrollment reporting.
- OnDemand content and future live presentation events can be found on the Clearinghouse Academy website.

# Questions?



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