



Navigating the Error Resolution Report on the Web

Part Three of the Data Excellence & Operations Webinar Series

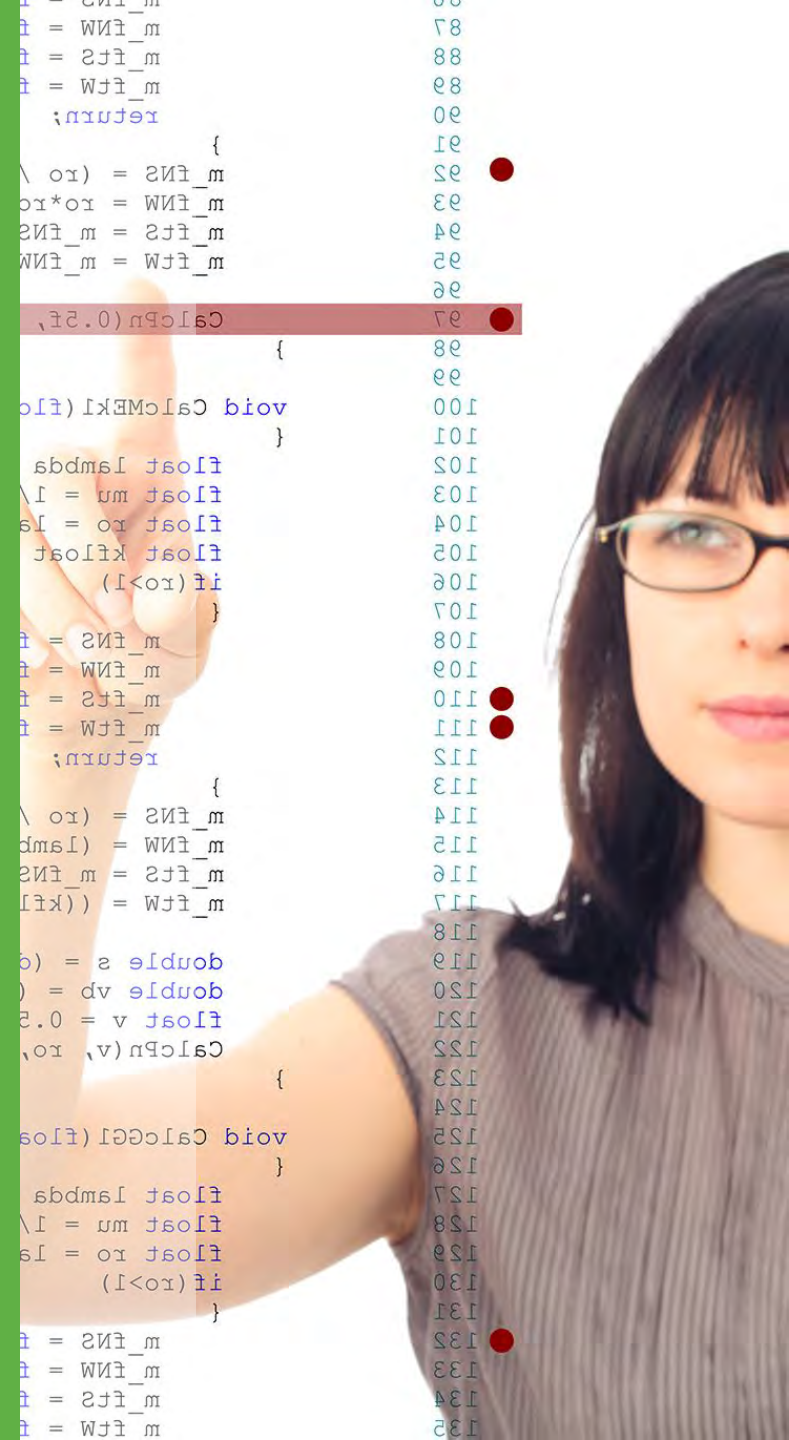
Data Integrity & Operations



National Student
Clearinghouse

Agenda

- Navigating to the Posted Error Resolution Report
- The Parts of the Error Report
- Ways to Resolve Errors & Warnings
- When to Reach out & Resources
- Best Practices
- Questions



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.**

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.

Timely Reporting

- 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

Why Errors are Generated

- When discrepancies are found with incoming data as compared to previously reported data
- When fields contain missing or invalid data
- To help prevent loan servicing issues
- To help prevent NSLDS SSCR Errors
- To help prevent audit findings

Error Resolution Report Guide

- Reference while working the Error Resolution Report
- Contains all Errors and Warnings, including those found on the Reject Detail Report
- Contains additional information regarding Programs, the NSLDS Roster process, best practices, and so much more!
- Also available:
- Clearinghouse Data Operations Glossary

Enrollment Files Eligible for Auto Posting

Eligible:

First of Term, Subsequent of Term,
Summer First, & Summer Subsequent file
types

And

Do not have a previously submitted
enrollment file in-house

And

Do not have formatting issues or certain
file Errors/Warnings

And

Have a valid Submission Data Contact

Not Eligible:

Early Registration, Graduates Only, & G
from Degree file types

And/or

Have a previously submitted enrollment
file in-house

And

Have formatting issues or certain file
Errors/Warnings

And

Submission Data Contact is missing,
invalid, or inactive

Error Resolution Report Posted to the Web

ACTION REQUIRED: Error Resolution Report from the National Student Clearinghouse on your Website - 111111-00 (2925546)

Thank you for your most recent enrollment file. An Error Resolution Report has been posted to our website and is ready for you to review and update.

Please log into our secure Clearinghouse website to work the report.

Important Note: Please have only one person from your institution be logged in and working the report at any time.

If you have any questions, or need assistance, please refer to the Clearinghouse Contact Information listed on your Error Resolution Report.

Navigating to the Error Resolution Report

Student Reporting

Verification Services | Research Services | Transcript Services | Reverse Transfer

Student Reporting

Data Reporting Dashboard

[Data Reporting Dashboard](#)

Click above link to access the Data Reporting Dashboard.

Interstate Passport

[Interstate Passport](#)

Click above link to access Interstate Passport File Submission Summary.

Myhub Dashboard

[Myhub Dashboard](#)

Click above link to access Myhub Dashboard pages.

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

Navigating to the Error Resolution Report

The screenshot shows the 'Compliance' section of the National Student Clearinghouse's Data Reporting Dashboard. An orange callout box is overlaid on the dashboard, containing the following text:

Select Enrollment Reporting (Error Resolution Report).

The days outstanding counts up from when the report was made available.

The dashboard includes a sidebar with navigation icons, a top header with the National Student Clearinghouse logo and 'Compliance' title, and a main content area. The main content area features a 'Needs Immediate Attention' section with three cards:

- Enrollment Reporting (Error Resolution Report)**: Pending school submissions in need of attention. (76 days outstanding)
- Enrollment Reporting (Reject Detail)**: Records rejected from current processed enrollment submission. (112 days outstanding)
- NSLDS Reporting (Correct SSCR Errors)**: Current error report. NSC due date: 2021-04-25. Outstanding

A 'VIEW ALL' link is located below the NSLDS card. To the right, there is a 'Get Instant Compliance' section with a 'Sign Up Now!' button.

Navigating to the Error Resolution Report

[Home](#) [Logout](#)

Error Resolution: Pending Submissions

Enter school code and branch below to find pending submissions for that specific school.

Sch

Select the date in the
Received Date column to
access the error list for
your submission.

School Code	School Name	Received Date	Submission Type	Days Outstanding	Status
007500-00	HOMETOWN UNIVERSITY	<u>03/10/2020</u>	First of term	78	Attention Required

Reviewing the Error Report

Error Resolution Report: Error List

 [Back to Pending Submissions](#)

 [Hide Header Information](#)

Clearinghouse Contact


Clearinghouse Analyst
user@studentclearinghouse.org
703-742-4200

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.

Submission Information

Received Date: 8/29/2022
Certification Date: 8/29/2022
Academic Term: Summer Grad
Submission Type: GRADUATES ONLY
Days Outstanding: 0
CH Submission #: 123456
School Code: 000000-00

 **IMPORTANT:** For audit purposes, BEFORE working the errors and warnings, please download the Error Resolution on the Web Report (ERW) which contains a summary of issues prior to changes.

[Download Error Resolution Report](#)

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: If you need to provide sample data to your programming department, please print copies of the screens containing the data you need BEFORE you request the submission be rejected.

[Request to Reject Submission](#)


Error Number	Error Description	Error Count
--------------	-------------------	-------------



Reviewing the Error Report

Error Number	Error Description	Error Count
<u>208*</u>	<u>Unreported Record with Prior Active Enrollment</u>	<u>2</u>
<u>1504*</u>	<u>Program 1 Published length is blank/Invalid</u>	<u>3</u>
<u>1514*</u>	<u>Program 2 Published length is blank/Invalid</u>	<u>4</u>
<u>1568*</u>	<u>Unreported Program Previously Reported for Term</u>	<u>3</u>
<u>68</u>	<u>Invalid state</u>	<u>2</u>
<u>258</u>	<u>SSD blank for increase during term, default to TBD</u>	<u>2</u>
<u>264</u>	<u>Status (F, Q, H, L, A) start date outside of term</u>	<u>5</u>
<u>1801</u>	<u>Inc Prg 1 PSED does not match last certified PSED</u>	<u>1</u>

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](#)

Reviewing the Error Screen

Error Resolution Instructions: Error Number 260

Status increase during term, Status Start Date is provided. Student status has increased compared to previous report for this same term. While a Status Start Date (SSD) is not required in this instance, a date has been provided. If you wish to capture this date no action is needed. If you want the increased status to be defaulted to the beginning of the term, please remove the SSD.

Note: For all Full-time records throughout this application the status start date is optional.

 **Update All Records for Error**

 **Update and Submit for Validation**

Prev **1** 2 Next

25 per page ▼

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 <u>all</u> / <u>none</u>
	000000000	ABC111	SALLY	STUDENT	F - Full-time ▼	09/07/2022 	01/10/2024		<input type="checkbox"/>
	000000000	ABC112	STU	STUDENT	F - Full-time ▼	09/16/2022 	12/17/2023		<input type="checkbox"/>

Performing Mass Corrections

[Home](#)[Logout](#)

Error Resolution Report: Mass Correction

[Back to Error Number260](#)[Hide Header Information](#)

Requesting a mass correction allows you to update all records that contain the same errors at one time. While the mass correction is in progress (which can take approximately 30 minutes), you will be unable to access the submission.

1. Select Error

Check the box of each error you want to update. Because unselected errors will need to be resolved later, you should select and update as many as you can now.

2. Enter Update

Enter the new information in the corresponding field (you **MUST** enter a value for each field). The update you enter will **ONLY** be applied to records containing that specific error.

3. Click Submit

Click the Submit button at the bottom of this page to begin the mass correction. Once the button is clicked, you will be redirected to the "Pending Submissions" page.

Note: Please click on the Error Number to start working on the Error Resolution Report.

Error Number	Error Description	Error Count	Select Error	Enter Update
260	Status increase during term, SSD is provided	27	<input type="checkbox"/>	<div><div></div><div></div></div>

[Submit](#)[Cancel](#)[Back to Error Number260](#)

Performing Group Updates

Error Resolution Instructions: Error Number 260

Status increase during term, Status Start Date is provided. Student status has increased compared to previous report for this same term. While a Status Start Date (SSD) is not required in this instance, a date has been provided. If you wish to capture this date no action is needed. If you want the increased status to be defaulted to the beginning of the term, please remove the SSD.

Note: For all Full-time records throughout this application the status start date is optional.

 **Update All Records for Error**



Update and Submit for Validation

Prev

1

2

Next

25 per page ▼

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
	000000000	ABC111	SALLY	STUDENT	F - Full-time ▼	09/07/2022	01/10/2024		<input type="checkbox"/>
	000000000	ABC112	STU	STUDENT	F - Full-time ▼	09/16/2022	12/17/2023		<input type="checkbox"/>

Performing Group Updates

Note: For all full-time records throughout this application the status start date is optional.

Update All Records for Error

Update and Submit for Validation

To update the selected records, check the box of each data element you would like to change and enter the new information in the corresponding field. When you are done, click "Update".

Enrollment Status

Status Start Date (mm/dd/yyyy)

F - Full-time

☐ Select

☐ Select

Update and Submit for Validation

Cancel

Note: Detail records that have been expanded cannot be selected for updating.

Prev 1 2 Next 25 per page

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
	000000000	ABC111	SALLY	STUDENT	F - Full-time	09/07/2022	01/10/2024		<input type="checkbox"/>
	000000000	ABC112	STU	STUDENT	F - Full-time	09/16/2022	12/17/2023		<input checked="" type="checkbox"/>
	000000000	ABC113	SAM	STUDENT	H - Half-time	09/13/2022	05/15/2023		<input checked="" type="checkbox"/>
	000000000	ABC114	SCOTT	STUDENT	F - Full-time	09/11/2022	08/22/2024		<input type="checkbox"/>
	000000000	ABC115	SARAH	STUDENT	H - Half-time	09/02/2022	08/22/2024		<input checked="" type="checkbox"/>
	000000000	ABC116	SUSIE	STUDENT	F - Full-time	09/28/2022	12/17/2022		<input type="checkbox"/>
	000000000	ABC117	STEPHANIE	STUDENT	H - Half-time	09/09/2022	12/17/2023		<input type="checkbox"/>

Updating Records from the Error Page

Error Resolution Instructions: Error Number 260

Status increase during term, Status Start Date is provided. Student status has increased compared to previous report for this same term. While a Status Start Date (SSD) is not required in this instance, a date has been provided. If you wish to capture this date no action is needed. If you want the increased status to be defaulted to the beginning of the term, please remove the SSD.

Note: For all Full-time records throughout this application the status start date is optional.

Update All Records for Error



Update and Submit for Validation

Prev

1

2

Next

25 per page ▼

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
	000000000	ABC111	SALLY	STUDENT	F - Full-time ▼	09/07/2022	01/10/2024		<input type="checkbox"/>
	000000000	ABC112	STU	STUDENT	F - Full-time ▼	09/16/2022	12/17/2023		<input type="checkbox"/>



Updating Records from the Detail Screen

Error Resolution Instructions: Error Number 260

Status increase during term, Status Start Date is provided. Student status has increased compared to previous report for this same term. While a Status Start Date (SSD) is not required in this instance, a date has been provided. If you wish to capture this date no action is needed. If you want the increased status to be defaulted to the beginning of the term, please remove the SSD.

Note: For all Full-time records throughout this application the status start date is optional.

Update All Records for Error



Update and Submit for Validation

Prev

1





2

Next

25 per page ▼

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
	000000000	ABC111	SALLY	STUDENT	F - Full-time ▼	09/07/2022	01/10/2024		<input type="checkbox"/>
	000000000	ABC112	STU	STUDENT	F - Full-time ▼	09/16/2022	12/17/2023		<input type="checkbox"/>



The Record Detail Screen

Submission Record Details

Submit for ValidationCancel

[View Previously Reported Student Data](#)

+

Personal Information:

+

Permanent Address:

+

Telephone Information:

-

Campus-Level Information:

Submit for Validation in the Record Detail

Submission Record Details

[View Previously Reported Student Data](#)

Personal Information:

Permanent Address:

Telephone Information:

Campus-Level Information:

Enrollment Status	H - Half-time	Status Start Date (mm/dd/yyyy)	02/01/2022
Term Begin Date (mm/dd/yyyy)	02/01/2022	Anticipated Graduation Date (mm/dd/yyyy)	5/25/2025
Term End Date (mm/dd/yyyy)	05/15/2022	Directory Block Indicator	N - No
		Privacy Block Setting	-- select --

Optional Information:

Program Indicator Y - Yes

Incoming Programs:

Program 1 CIP	
Program 1 CIP Year (yyyy)	
Program 1 Credential Level	
Program 1 Published Length	
Program 1 Published Length Measurement	
Delete Program 1	
Program 2 CIP	
Program 2 CIP Year (yyyy)	
Program 2 Credential Level	03 - Bachelor's Degree
Program 2 Special Indicator	N - Not applicable

Error Alert

1510 - Please provide a valid value for Program 1 Enrollment Status Effective Date, PSED cannot be blank/invalid/after the file Certification Date.

1516 - Please provide a valid value for Program 2 Weeks Title IV Academic Year in format 'nnnnn', with implied decimal between third and fourth digits, when Program 2 Published Length Measurement is W or M.

1536 - Please provide a valid value for Program 4 Weeks Title IV Academic Year in format 'nnnnn', with implied decimal between third and fourth digits, when Program 4 Published Length Measurement is W or M.

1723 - Please provide a valid value for Unreported Program 1 Enrollment Status.

1724 - Please provide a valid value for Unreported Program 1 Enrollment Status Effective Date, PSED cannot be blank/invalid/after the file Certification Date.

Please make corrections to the errors highlighted in red then click on "Submit for Validation".

(This pop-up presents all errors associated with the student record at once. All errors must be resolved before submitting for validation. Please be aware that new errors may be presented after "Submit for Validation" is clicked based on the corrections that have been made.)

OK



Expand Sections in the Detail Record

Submission Record Details

Submit for ValidationCancel

[View Previously Reported Student Data](#)

Personal Information:

Student SSN000000000

College Student IDABC111

First NameSALLY

Middle InitialJ

Last NameSTUDENT

Name Suffix

Previous SSN

Date of Birth (mm/dd/yyyy)

Middle NameJ

Previous Last Name

Permanent Address:

Street Line 12300 DULLES STATION B

Street Line 2APT 2

CityHERNDON

StateVA - Virginia

Zip20170

CountryUnited States

Telephone Information:

Phone TypeHome

Preferred Phone FlagY - Yes

Phone Country Code001

Phone Number

Campus-Level Information:

Enrollment StatusF - Full-time

Term Begin Date (mm/dd/yyyy)01/01/2020

Term End Date (mm/dd/yyyy)03/30/2020

Status Start Date (mm/dd/yyyy)01/01/2020

Anticipated Graduation Date (mm/dd/yyyy)02/22/2023

Directory Block IndicatorY - Yes

Privacy Block Setting-- select --



Add Programs in the Detail Record

Optional Information:

Program Indicator: Y - Yes

Incoming Programs:

Program 1 CIP	010101	Program 1 Weeks Title IV Academic Year	
Program 1 CIP Year (yyyy)	2020	Program 1 Begin Date (mm/dd/yyyy)	12/02/2024
Program 1 Credential Level	03 - Bachelor's Degree	Program 1 Special Indicator	N - Not applicable
Program 1 Published Length	004000	Program 1 Enrollment Status	F - Full-time
Program 1 Published Length Measurement	Y - Year	Program 1 Enrollment Status Effective Date (mm/dd/yyyy)	01/01/2022
		Moved	-- select --

[Delete Program 1](#)

Program 2 CIP	010102	Program 2 Weeks Title IV Academic Year	
Program 2 CIP Year (yyyy)	2020	Program 2 Begin Date (mm/dd/yyyy)	01/02/2021
Program 2 Credential Level	03 - Bachelor's Degree	Program 2 Special Indicator	N - Not applicable
Program 2 Published Length	004000	Program 2 Enrollment Status	F - Full-time
Program 2 Published Length Measurement	Y - Year	Program 2 Enrollment Status Effective Date (mm/dd/yyyy)	01/15/2021
		Moved	-- select --

[Delete Program 2](#) [Add Program 3](#)



Delete Programs in the Detail Record

Optional Information:

Program Indicator: Y - Yes

Incoming Programs:

Program 1 CIP	010101	Program 1 Weeks Title IV Academic Year	
Program 1 CIP Year (yyyy)	2020	Program 1 Begin Date (mm/dd/yyyy)	12/02/2024
Program 1 Credential Level	03 - Bachelor's Degree	Program 1 Special Indicator	N - Not applicable
Program 1 Published Length	004000	Program 1 Enrollment Status	F - Full-time
Program 1 Published Length Measurement	Y - Year	Program 1 Enrollment Status Effective Date (mm/dd/yyyy)	01/01/2022
		Moved	-- select --

[Delete Program 1](#)

Program 2 CIP	010102	Program 2 Weeks Title IV Academic Year	
Program 2 CIP Year (yyyy)	2020	Program 2 Begin Date (mm/dd/yyyy)	01/02/2021
Program 2 Credential Level	03 - Bachelor's Degree	Program 2 Special Indicator	N - Not applicable
Program 2 Published Length	004000	Program 2 Enrollment Status	F - Full-time
Program 2 Published Length Measurement	Y - Year	Program 2 Enrollment Status Effective Date (mm/dd/yyyy)	01/15/2021
		Moved	-- select --

[Delete Program 2](#) [Add Program 3](#)



Previously Reported Student Data

Data Comparison

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

Data Element	This Submission	Previously Certified Enrollment Data
Personal Information:		
Student SSN	000000000	000000000
College Student ID	ABC111	ABC111
First Name	SALLY	SALLY
Middle Initial		
Last Name	STUDENT	STUDENT
Name Suffix		
Previous SSN		
Date of Birth (mm/dd/yyyy)	01/01/1999	01/01/1999
Middle Name		
Previous Last Name		
Permanent Address:		
Street Line 1	2300 DULLES STATION B	2300 DULLES STATION B
Street Line 2		
City	HERNDON	HERNDON
State	VA - Virginia	VA - Virginia
Zip	20170	20170
Country	United States	United States
Telephone Information:		
Phone Type		
Preferred Phone Flag	Y - Yes	Y - Yes
Phone Country Code		
Phone Number		

Previously Reported Student Data

Campus-Level Information:		
Enrollment Status	F - Full-time	F - Full-time
Term Begin Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Term End Date (mm/dd/yyyy)	12/15/2020	12/15/2020
Status Start Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Anticipated Graduation Date (mm/dd/yyyy)	05/20/2022	05/20/2022
Directory Block Indicator	N - No	N - No
Privacy Block Setting		
Optional Information:		
NCES CIP Code for Major 1	150503	018001
NCES CIP Code for Major 2		
Major Course of Study 1		
Major Course of Study 2		
Class		
First Time Full Time		
Degree Seeking		
High School Code		
Gender		
Race/Ethnicity	U - Race/Ethnicity Unknown	U - Race/Ethnicity Unknown
State Student ID		
Email		
Good Student		
Veteran Status		
CommIT		
Pell Recipient		
Remedial Course	N - No	N - No
Citizenship		
Move To OPEID		

Previously Reported Student Data

Program Indicator	Y - Yes	Y - Yes
Incoming Programs:		
Program 1 CIP	150503	150503
Program 1 CIP Year (yyyy)	2010	2010
Program 1 Credential Level	03 - Bachelor's Degree	03 - Bachelor's Degree
Program 1 Published Length	004000	004000
Program 1 Published Length Measurement	Y - Year	Y - Year
Program 1 Weeks Title IV Academic Year		
Program 1 Begin Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Program 1 Special Indicator	N - Not applicable	N - Not applicable
Program 1 Enrollment Status	M - Moved	F - Full-time
Program 1 Enrollment Status Effective Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Moved	Incoming Prg 4- CIP 151701	
Program 2 CIP	150505	150505
Program 2 CIP Year (yyyy)	2010	2010
Program 2 Credential Level	03 - Bachelor's Degree	03 - Bachelor's Degree
Program 2 Published Length	004000	004000
Program 2 Published Length Measurement	Y - Year	Y - Year
Program 2 Weeks Title IV Academic Year		
Program 2 Begin Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Program 2 Special Indicator	N - Not applicable	N - Not applicable
Program 2 Enrollment Status	M - Moved	F - Full-time
Program 2 Enrollment Status Effective Date (mm/dd/yyyy)	08/15/2020	08/15/2020
Moved	Incoming Prg 5- CIP 151703	

Returning the Error Report

[Back to Pending Submissions](#)[Hide Header Information](#)

Clearinghouse Contact

Clearinghouse Analyst
user@studentclearinghouse.org
703-742-4200

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.

Submission Information

Received Date: 8/29/2022
Certification Date: 8/29/2022
Academic Term: Summer Grad
Submission Type: GRADUATES ONLY
Days Outstanding: 0
CH Submission #: 123456
School Code: 000000-00

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[Download Error Resolution Report](#)

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: If you need to provide sample data to your programming department, please print copies of the screens containing the data you need BEFORE you request the submission be rejected.

[Request to Reject Submission](#)

Submission Updates Completed?

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

[I Am Done](#)

Error Number	Error Description	Error Count
75	Status start date too old	3

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](#)



Not Sure How to Resolve an Error?

- Error & Warning tutorials are available on the Clearinghouse Academy website

Recommended Courses:

- Enrollment Reporting: Error Reporting
 - Enrollment Reporting: An Introduction
 - Enrollment Reporting: File Submission
- Error Resolution Report Guide available on the Compliance Central site
 - Reach out to the analyst assigned to your enrollment file

When to Reach Out to an Analyst

- **Error Code 2 present** - Multiple SSNs present on the same file
- **Institution initiated changes** - SIS enhancements, CIP Code updates, etc.
- **Spacing Errors** - Misaligned data present
- **Large Quantity of Errors** - Especially Error Code 4, 75, or 252

Online Update Alert Message

Student Look-Up

Search By:

Student SSN:

Search

Name:

Enrollment History Degree History Notes

View

Enrolled By School	Status	Status First Entered	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.

Alert

We currently have an enrollment file in-house for your institution with this student included on the file, therefore you cannot submit any online updates for this student at this time. For further assistance, please contact School Operations at SchoolOps@studentclearinghouse.org.

OK



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 campus and program enrollment.
- Detail into student records on the Error Resolution Report to make all necessary updates at once
- Save and 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.
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.

Questions?



National Student
Clearinghouse

