



Reporting Student Separation Statuses

Part Five of the Data Excellence & Operations Webinar Series

Data Integrity & Operations



National Student
Clearinghouse®

Agenda

- What are the Separation Statuses
- What is the Importance of Reporting Separation Statuses
- How to Report Separation Statuses
- 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.

What are the Separation Statuses

- A Separation Status is an inactive, terminal enrollment status code that should be reported for a student previously certified in an active enrollment status code but is no longer attending your institution.
- The Separation Statuses are:
 - Deceased or “D” status code*
 - Graduated or “G” status code*
 - Withdrawn or “W” status code*

*For Enrollment Status Code definitions see Appendix C of the NSLDS Reporting Guide Appendices

The Calculated Withdrawn Process

Who is eligible?

- Students currently listed in the Clearinghouse database in an active Status in a previous term
- Are not reported in an active Status on the First of Term file for the new Term

What is applied to the record?

- Withdrawn Status at campus and applicable Programs
- Status Start Date is set to the Last (known) Date of Attendance (Reported Term End Date of previous Term)

NSLDS Compliance Reporting Expectations

Graduated Enrollment Statuses

- Expectation: NSLDS requires schools certify Graduated Statuses for each completed Program of Enrollment
- Reason: NSLDS uses the G Statuses in their 150% Calculations
 - Students subject to the 150% Direct Loan Limit, who complete their program before exceeding the 150% Limit, will have interest subsidy protection with reporting of the Graduated status from the school for unique, completed program

Reporting Separation Statuses to the Clearinghouse

- Enrollment Reporting files for the Term
- Graduates Only Enrollment files
- Student Look-up tab on the secure website
- The G from Degree file process*

*For DegreeVerify participating institutions only and is recommended to be used as a supplemental backup

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Graduates Only Enrollment File: Error Code 252

Error Resolution Instructions: Error Number 252

The current term begin and end date provided appears to be inaccurate, or different from what you previously reported. Please review and correct on this Error Resolution Report as well as in your Student Information System, SIS. Note: Term dates should move forward, or into the future.

Update All Records for Error

Update and Save

Note: Whenever you

Details	Student SSN	College Student ID	First Name	Last Name
Submission Record				
Submit for Validation				
View Previous Reports				

Personal Information:

Permanent Address:

Telephone Information:

Campus-Level Information:

Enrollment Status	G - Graduated	
Term Begin Date (mm/dd/yyyy)	08/22/2022	01/09/2023
Term End Date (mm/dd/yyyy)	12/16/2022	05/12/2023
Status Start Date (mm/dd/yyyy)	12/16/2022	01/09/2023
Anticipated Graduation Date (mm/dd/yyyy)		05/12/2026
Directory Block Indicator	N - No	N - No
Privacy Block Setting		

Optional Information:

NCES CIP Code for Major 1	140102	240101
NCES CIP Code for Major 2		
Major Course of	ENGINEERING BROAD FIELD	LIBERAL EDUCATION

Program 1 Weeks Title IV Academic Year

Program 1 CIP Year

Program 1 Begin Date (mm/dd/yyyy)

OK

Graduates Only Enrollment File: Error Code 252

Jane Student

Fall 2022- End of Term File

Term Dates: 8/15/22-12/16/22

Campus Level Status & Status Start Date: Full Time 8/15/22

Program 1 (Bachelors) Status & Status Start Date: Full Time 8/15/22

Spring 2023- First of Term File

Term Dates: 1/9/23-5/12/23

Campus Level Status & Status Start Date: Full Time 8/15/22

Program 1 (Masters) Status & Status Start Date: Full Time 1/9/23

Program 2 (Bachelors) Status & Status Start Date: Graduated 12/16/22

Fall Graduates Only File

Term Dates: 8/15/22-12/16/22

Campus Level Status & Status Start Date: Graduated 12/16/22

Program 1 (Bachelors) Status & Status Start Date: Graduated 12/16/22

Graduates Only Enrollment File: Error Code 252

Jane Student

Fall 2022- End of Term File

Term Dates: 8/15/22-12/16/22

Campus Level Status & Status Start Date: Full Time 8/15/22

Program 1 (Bachelors) Status & Status Start Date: Full Time 8/15/22

Spring 2023- First of Term File

Term Dates: 1/9/23-5/12/23

Campus Level Status & Status Start Date: Full Time 8/15/22

Program 1 (Masters) Status & Status Start Date: Full Time 1/9/23

Program 2 (Bachelors) Status & Status Start Date: Graduated 12/16/22

Fall Graduates Only File

Term Dates: ~~8/15/22-12/16/22~~ 1/9/23-5/12/23

Campus Level Status & Status Start Date: ~~Graduated 12/16/22~~ Full Time 8/15/22

Program 1 (Bachelors) Status & Status Start Date: Graduated 12/16/22

Program 2 (Masters) Status & Status Start Date: Full Time 1/9/23

Graduates Only Enrollment File: Error Code 81

Error Resolution Instructions: Error Number 81

Invalid record in graduates only data

Update and Submit for Validation

[Prev](#)
[1](#)
[2](#)
[3](#)
[4](#)
[...](#)
[10](#)
[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
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕					Q - Three-quarter-time	12/16/2022	12/16/2025	✖	<input type="checkbox"/>
⊕					F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕					L - Less than half-time	12/16/2022	12/16/2027	✖	<input type="checkbox"/>
⊕					F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>
⊕					F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>
⊕					L - Less than half-time	12/16/2022	12/16/2027	✖	<input type="checkbox"/>
⊕					F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>
⊕					W - Withdrawn	12/16/2022		✖	<input type="checkbox"/>
⊕					F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>
⊕					L - Less than half-time	12/16/2022	12/16/2027	✖	<input type="checkbox"/>
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕					L - Less than half-time	12/16/2022	12/16/2027	✖	<input type="checkbox"/>
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕					Q - Three-quarter-time	12/16/2022	12/16/2025	✖	<input type="checkbox"/>
⊕					L - Less than half-time	12/16/2022	12/16/2027	✖	<input type="checkbox"/>
⊕					Q - Three-quarter-time	12/16/2022	12/16/2025	✖	<input type="checkbox"/>
⊕					H - Half-time	12/16/2022	12/16/2026	✖	<input type="checkbox"/>
⊕	F - Full-time	12/16/2022	12/16/2023	✖	<input type="checkbox"/>				

Graduates Only Enrollment File: Error Code 81

Campus-Level Information:

Enrollment Status	F - Full-time	Status Start Date (mm/dd/yyyy)	01/31/2022
Term Begin Date (mm/dd/yyyy)	09/07/2022	Anticipated Graduation Date (mm/dd/yyyy)	03/07/2024
Term End Date (mm/dd/yyyy)	12/22/2022	Directory Block Indicator	N - No
		Privacy Block Setting	-- select --

Optional Information:

Program Indicator	Y - Yes
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Incoming Programs:

Program 1 CIP	430104	Program 1 Weeks Title IV Academic Year	052000
Program 1 CIP Year (yyyy)	2020	Program 1 Begin Date (mm/dd/yyyy)	12/22/2020
Program 1 Credential Level	02 - Associate's Degree	Program 1 Special Indicator	N - Not applicable
Program 1 Published Length	036000	Program 1 Enrollment Status	F - Full-time
Program 1 Published Length Measurement	M - Month	Program 1 Enrollment Status Effective Date (mm/dd/yyyy)	01/31/2022
		Moved	-- select --

Program 2 CIP	430107	Program 2 Weeks Title IV Academic Year	052000
Program 2 CIP Year (yyyy)	2020	Program 2 Begin Date (mm/dd/yyyy)	09/07/2022
Program 2 Credential Level	01 - Undergraduate Certificate or Diploma Program	Program 2 Special Indicator	N - Not applicable
Program 2 Published Length	018000	Program 2 Enrollment Status	G - Graduated
Program 2 Published Length Measurement	M - Month	Program 2 Enrollment Status Effective Date (mm/dd/yyyy)	12/22/2022

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Online Update Alert Message

Student Look-Up

Search By:

Student SSN:

Search

Name:


Enrollment History Degree History Noti

View

Certified by School	Status	Status First Started	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	<input type="text"/>	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.

 [Update Student Record](#)

 **Alert**

We currently have an enrollment file in-house for your institution, therefore we cannot process online updates at this time. Further updates can be made by contacting School Operations at SchoolOps@studentclearinghouse.org.

OK

Reporting Separation Statuses to Clearinghouse

- Regular Enrollment Reporting files for the Term
- Graduates Only Enrollment files
- Student Look-up tab on the secure website
- **The G from Degree file process***

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Enrollment Reporting Best Practices

- Submit on time and in sync with your submission schedule and file type.
- Save and process your Error Resolution on the Web reports in a timely manner.
- Report Graduated "G" statuses at campus AND program levels (as appropriate as degree audits are completed).
- Continue to report until all Graduated students have been reported.
- Subscribe to the Compliance Central blog to keep up to date with the latest compliance information from our Compliance & Data Operations Department
- Contact SchoolOps@studentclearinghouse.org or 1.703.742.4880 with any questions related to enrollment reporting.

Questions?



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