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NSLDS Enrollment Reporting
Policy and Procedure
Corrective Action Plan

National Student Loan Enrollment Reporting

Who to report?

Schools are required to certify enrollment for ALL students who are included on their Roster file. NSLDS will include, on the Roster file, undergraduate and graduate Title IV aid recipients enrolled at your school, including students who have received Title IV aid at a school other than yours and who NSLDS knows, or has reason to believe is enrolled at your school due to reporting by another source.

What to report?

Schools are required to report details about: • The Student – Name, Social Security Number, address, email address, and phone number. • The Campus-Level Enrollment for the student – data related to the student's overall enrollment at your campus, including Enrollment Status and Effective Date, Anticipated Completion Date, and Certification Date. • The Program(s) of Attendance for the student – Classification of Instructional Programs (CIP) code, Program Credential Level, Program Length, Program Enrollment Status and other data about the program.

When to report?

At a minimum, schools are required to certify enrollment every 60 days, and respond within 15 days of the date that NSLDS sends a Roster file to the school or its third-party servicer. This requirement also applies to schools that report exclusively online. Any errors identified and returned by NSLDS, in an Error/Acknowledgement file should be corrected and resubmitted within 10 days.

Ways to report

Schools have several options available to them to report enrollment information to the Department. These include using the National Student Loan Data System Professional Access (NSLDSFAP) web pages, submitting a spreadsheet through NSLDSFAP, and submitting via batch file. The reporting requirements remain the same regardless of the reporting method chosen. **DSDT has chosen the manual web enrollment reporting system through the NSLDS system. We plan to outsource the enrollment reporting to the National Clearinghouse; as well as, set aside time to ensure all the data was reported accurately within 15 days (post) Clearinghouse updates. Timely reporting will be executed by the Assistant Director of Administration and then checked by the Director of Administration as a follow-up practice. DSDT's internal follow up will ensure a system of proper checks and balances for both internal and external facilitation, for timely reporting.**

How to report?

Managing the NSLDS Enrollment Reporting process requires the user to have both batch and online enrollment update access; however, the process can be managed entirely online. The batch process uses the Student Aid Internet Gateway (SAIG) to transmit enrollment files electronically. The online capability provides access to the National Student Loan Data System Professional Access (NSLDSFAP) website. **DSDT refers to the NSLDS Reporting Guide monthly when reporting. On DSDT's Financial Aid master calendar there is a required date to review and train applicable staff on the current guides to reporting.**
https://ifap.ed.gov/sites/default/files/attachments/2019-12/NewNSLDSEnrollmentReporting Guide_0.pdf

Why report?

Federal regulations and related guidance governing Title IV student aid programs require schools to report the enrollment of students who receive federal student aid. Accurate and timely completion of Enrollment Reporting satisfies these requirements for schools.
DSDT's corrective action policy plan is put in place to meet the federal regulations and provide accurate and timely data reporting. We realize the necessity of accurate reporting due to potential subsidy loss for students.

Corrective Action Plan-

DSDT's administrative enrollment responsibilities have increased significantly since the beginning of our financial aid eligibility. DSDT's student base continues to increase year over year. With this being said, enrollment reporting has become less manageable to do manually every month and the need to implement automated data entry systems has increased. Having online platforms has helped to improve the overall process of DSDT's timely reporting with accuracy. The enrollment reporting errors occurred in the very beginning months of our Title IV funded eligibility. All errors were reduced and corrected in most instances over the past six months. DSDT's reporting is more efficient and timely now that our organization has streamlined our policy and procedures for reporting. The National Clearinghouse will continue to improve our efficiency and timeliness with our increased student bodies. DSDT will continue to review the data for accuracy once the Clearinghouse updates NSLDS. DSDT believes three sets of eyes and greater efficiency with the Clearinghouse will allow for a complete reduction of reporting errors. We have addressed the problem in a timely manner and have corrected our errors, but we will continue to dedicate our time and efforts in making sure we strategize new ways to assure excellence within our required reporting metrics.