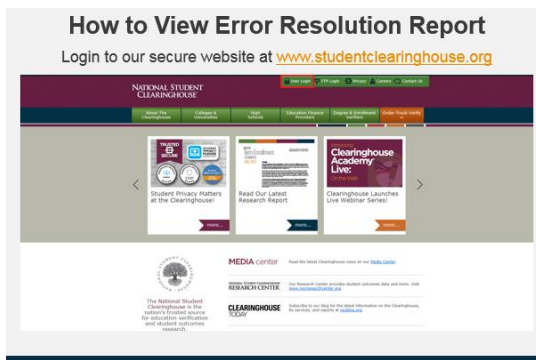


Enrollment Reporting Error Resolution on the Web Webinar Guide for Beginners

This guide provides supplemental information for the National Student Clearinghouse's "Enrollment Reporting Error Resolution on the Web" webinar for beginners. If you have any questions about correcting enrollment reporting errors on the web on the Clearinghouse secure site, please contact our Data Integrity & Operations Department at schoolops@studentclearinghouse.org.

Slide 11

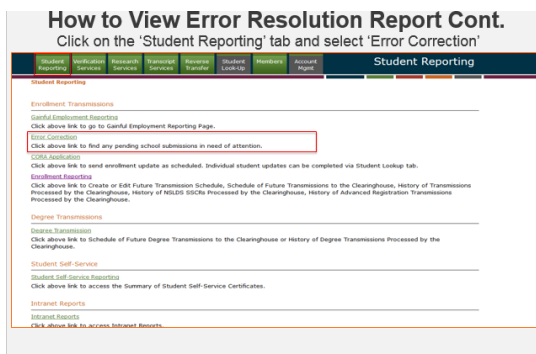


To access the Error Resolution Report:

1. Login to our secure website at www.studentclearinghouse.org.
2. From the menu in the upper right corner, select "User Login."
3. Enter your username and password.

You must have a Web ID to log in to our secure site from the Clearinghouse public site. If you do not have one, contact your school's Clearinghouse user administrator to request a Web ID.

Slide 12



Select the "Student Reporting" tab and click the Error Correction link.

In order to access your school's Error Resolution Report, you must have the Submission Data and/or Submission Data Alternate and the Web Access roles assigned to you. If you do not currently have these roles assigned to your user ID, contact your school's Clearinghouse user administrator to request them.

Just as a friendly reminder, only one school user should access your error report at a time.

Slide 17: Error 1519

Error 1519: Why is the record(s) flagged?

- Error 1519 is defined as Program 2 enrollment status is blank or invalid.
- This error is for previously reported CIP codes that are missing from the current submission.

The status effective date is the date the student withdrew and/or graduated from for the specific CIP code that is being required to update.

Click on error 1519 to see a list of all students that need to be corrected.

Error 1519 is for previously reported CIP codes that are missing from the current submission.

Per NSLDS, if a CIP Code has been reported, the program has to be closed out if the student is no longer in that CIP code. Even if the student switched majors and the new major is included under program 1, NSLDS still wants to receive the major that the student left as closed out.

Slide 21: Error 1507

Error 1507: Why is the record(s) flagged?

- Error 1507 is defined as Program 1 begin date is blank, invalid or in the future.
- Error 1507 was generated because the program begin date is blank, invalid, or in the future. To correct this error you will need to provide the date the student started their Title IV Financial Aid program.
- *This date should not change unless the student is reported in a new program.*

The program begin date should not change unless the student is reported in a new program.

If you notice the date has changed or continue to generate a date in the future, you should consult with your software vendor or programmer to see why your student information system (SIS) is extracting the data incorrectly. Otherwise, you will have to continue to correct the same error every time you submit an enrollment file.

You can determine the date that should be reported for error 1507 by:

1. Checking your institution's student information system and updating the date accordingly
2. Reviewing the "view previously reported student data"

Slide 25: Error 1561

Error 1561: Why is the record(s) flagged?

- Error 1561 is defined as Program 1 status effective date is prior to the program begin date.
- Error 1561 was generated because program 1's enrollment status effective date is blank, invalid, or in the future.
- To correct this error look at what date is being reported for the student's program begin date and then **update the students program 1 enrollment status effective date to a date that is equal to or after the program begin date, then submit selected records for validation.**

The student's program status effective date should not change unless the student:

- Increases in status
- Decreases in status
- Withdraws
- Graduates from the program

If you are not sure what date was previously reported, click the details/plus sign to view previously reported data (as shown on previous slides). You can then compare what was last reported for this student's status effective date or look up the date in your SIS.

Slide 27: Error 201

Error 201: Case Study

Error 201: Decreasing status without new start date. If a student decreases in status during the term, a status start date for the new lower status must be provided.

- John Doe is reported on your January 2016 first of term file as full-time with a status start date of 01/15/2016.
- He is full-time on your subsequent files for February and March
- On April 1, 2016 you run your enrollment file and submit it to the Clearinghouse and John Doe has an error 201.
- What does this mean to you?

An error 201 indicates that when you submitted your file to the Clearinghouse, your SIS captured the decreased status, but did not generate the date the student dropped to a lower status.

Slide 28 Error 208 & Error 1510

Error 208 and Error 1510

Error 208 is generated because the student was previously reported on your last enrollment file and was not included on your current enrollment file

- Check out the 'Error 208' tutorial on the Clearinghouse Academy Site.
 - <https://clearinghouseacademy.org>
 - <https://clearinghouseacademy.org/error-208/>
 - Email the Data Integrity & Operations team at schoolops@studentclearinghouse.org.

Error 1510 will be generated if program enrollment status start date is blank or invalid and is similar to error 1520

- Check out the 'Error 1520' tutorial on the Clearinghouse Academy Site.
 - <https://clearinghouseacademy.org>
 - <https://clearinghouseacademy.org/error-1520/>
 - Email the Data Integrity & Operations team at schoolops@studentclearinghouse.org.

- [Error 208 Tutorial Link](#)
- Error 1510 is similar to error 1520. [Error 1520 Tutorial Link](#)

Slide 31 Enrollment Reporting Warnings

Enrollment Reporting Warnings

73 Anticipated Graduation Date is before Term End Date	74 Term Begin Date is 180 Days before Certification Date	75 Status Start Date is Too Old
252 Term Date Conflict	275 Graduation Date Not Equal to Term End Date	63-71 Address Warnings

73-Anticipated Graduation Date (AGD) is before Term End Date: Update AGD to a later date consistent with student's completion date to avoid placing student back into repayment early.

74-Term begin date is 180 days before Cert Date: You should not report old enrollment information. Update student's current enrollment status and term dates.

75-Status Start Date is Too Old: Update to a current Status Start Date that coincides with the student's last date of attendance or current active status

252-Term Date Conflict: Update to current term dates. These should not change unless you are correcting an incorrectly reported previous set of terms.

275-Graduation Date Not Equal to Term End Date: Update Status Start Date to student's last date of attendance, which should be the term end date.

63 to 71-Address Warnings: Provide student address. If unable to provide, enter the value, "UK" (for "Unknown") into address line one.

Slide 32: Warning Code 75

Warning Code 75
Status start date too old

Error Resolution Report: Error Number 75

Data Comparison

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

Data Element	This Submission	Current Data
Student SSN	00000000	00000000
College Student ID	00000000	00000000
First Name	MATT	MATT
Middle Initial	M	M
Last Name	STUDENT	STUDENT
Name Suffix		
Date of Birth (mm/dd/yyyy)	08/31/1998	08/31/1998
Street Line 1	0000 PARKER PARK ROAD	0000 PARKER PARK ROAD
Street Line 2		
City	MORE	MORE
State	MD - Maryland	MD - Maryland
Zip	1111 1	11111
Country	United States	United States
Previous SSN		
Previous Last Name		
Enrollment Status	W - Withdrawn	W - Withdrawn
Status Start Date (mm/dd/yyyy)	08/31/2015	08/31/2015
Admission Date (mm/dd/yyyy)		
Term Begin Date (mm/dd/yyyy)	09/01/2015	09/01/2015

In the example provided in slide 32, you will notice the student is being reported with a withdrawn status and a status start date of 8/31/2015. This indicates the student withdrew from your institution 8/31/2015.

- If you have already reported the student as withdrawn and/or graduated at least twice, you do not need to continue to report the student on your enrollment files.
- If you are updating the record from withdrawn or graduated, let the Clearinghouse analyst assigned to your enrollment file know the student should have been reported as graduated on this date and not withdrawn, or vice versa.
- It is important to review all these records to ensure the information your institution is extracting is correct. In some cases, the student may be currently enrolled and accepting this old data could eliminate some of their enrollment history. This can cause the student to go into repayment, if he or she is receiving Title IV Financial Aid.
- When a Clearinghouse analyst reviews warning code 75 and finds that the student has been reported twice with a graduated or withdrawn status and status start date, they will reject the student from the file if no other changes to the record are being made. This is because the data is no longer needed and has already been reported.

Slide 33 Address Warnings

Address Warnings

Invalid or incomplete student address

Name Suffix	
Date of Birth (mm/dd/yyyy)	07/23/1984
Street Line 1	UK
Street Line 2	
City	UK
State	UK - Unknown
Zip	
Country	United States
Previous SSN	
Previous Last Name	
Enrollment Status	F - Full-time
Status Start Date (mm/dd/yyyy)	
Anticipated Graduation Date (mm/dd/yyyy)	04/08/2018
Term Begin Date (mm/dd/yyyy)	11/29/2016
Term End Date (mm/dd/yyyy)	01/16/2017
Directory Block Indicator	N - No
NCES CIP Code for Major 1	520201
NCES CIP Code for Major 2	

If a student does not provide you with an address or provides only a partial address, you should have your SIS populate any missing address fields with the value "UK," which to the Department of Education translates to "Unknown."

Please note, if you are providing us with Street Line 1, you do not need to populate Street Line 2 with UK. Street Line 2 should be used if you exceed the number of characters allowed in Street Line 1.