



National Student  
Clearinghouse<sup>®</sup>

# Enrollment Reporting Programming & Testing Guide

**VERSION 3.6**  
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**National Student Clearinghouse<sup>®</sup>**  
2300 Dulles Station Boulevard  
Herndon, Virginia 20171  
[www.studentclearinghouse.org](http://www.studentclearinghouse.org)

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## What's Changed?

Version #	Revision Date	Change
3.6	12/15/2023	<ul style="list-style-type: none"> <li>• <u>What is the Difference between Lived Name and Previous Name Fields?</u> <ul style="list-style-type: none"> <li>○ Added new section</li> </ul> </li> <li>• <u>Exhibit II: Data Record Layouts &amp; Report Formats</u> <ul style="list-style-type: none"> <li>○ Added the following optional fields: <ul style="list-style-type: none"> <li>▪ Previous First Name</li> <li>▪ Lived First Name</li> <li>▪ Lived Middle Name</li> <li>▪ Lived Last Name</li> <li>▪ Gender Identity</li> </ul> </li> <li>○ Renamed existing Gender field to Sex for Reporting</li> <li>○ Updated Class/Credential Level – Student Level to Optional (previously Conditional)</li> </ul> </li> <li>• <u>Exhibit III: Data Element &amp; Status Code Definitions</u> <ul style="list-style-type: none"> <li>○ Added “Definition for Sex for Reporting”</li> <li>○ Added “Definition for Gender Identity”</li> <li>○ Clarified “Definitions for Class/Credential Level – Student Level”</li> </ul> </li> <li>• <u>Exhibit VIII: Errors and Warnings Associated with Enrollment Records</u> <ul style="list-style-type: none"> <li>○ Removed Campus and Program Level Errors and Warnings table.</li> <li>○ Included link to Compliance Central with all Error and Warning descriptions, explanations and remedies</li> </ul> </li> <li>• <u>Abbreviations and Acronyms</u> <ul style="list-style-type: none"> <li>○ Added new section</li> </ul> </li> <li>• Minor text and formatting fixes throughout guide</li> </ul>
3.5	02/21/2023	<ul style="list-style-type: none"> <li>• Added new vendor to Exhibit I Enrollment Reporting Service Software Vendors</li> <li>• Updated Exhibit IX to include new Error Code series 1791-1796</li> </ul>
3.4	10/04/2022	<ul style="list-style-type: none"> <li>• Updated Exhibit IX Explanation and Remedy for warning codes 275 and 293 on pages 75 &amp; 76</li> <li>• Updated wording in “How Do I Report Students Who Have Graduated?” on page 15</li> </ul>
3.3	08/17/2022	<ul style="list-style-type: none"> <li>• Updated Exhibit IX to include Warning Code 293 on page 76</li> </ul>

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

Version #	Revision Date	Change
3.2	06/07/2022	<ul style="list-style-type: none"> <li>Updated description, explanation, remedy for warning codes 258 and 260 on page 71</li> </ul>
3.1	03/02/2022	<ul style="list-style-type: none"> <li>Updated "Q" Three Quarter-Time, "H" Half-Time, or "L" Less Than Half-Time under Definitions for Current Status Start Date on page 39</li> </ul>
3.0	12/03/2021	<ul style="list-style-type: none"> <li>Updated Exhibit IX to include new Warning Code series 1801-1806, 1811-1816, and 1821-1826</li> <li>Updated Exhibit IX to include Warning Code 1900</li> <li>Updated Exhibit IX to include CIP Year 2020 for the EC1502 series</li> </ul>
2.9.1	09/02/2021	<ul style="list-style-type: none"> <li>For all Student Self-Service references, added that schools participating in Myhub can also provide Advanced Registration data.</li> </ul>
2.9	03/11/2021	<ul style="list-style-type: none"> <li>CIP Code references on page 44 and in detail layout updated for CIP 2020 Codes</li> </ul>
2.8	12/02/2020	<ul style="list-style-type: none"> <li>Updated Early Registration paragraph at top of page 12</li> <li>Updated "How to schedule" description for Early Registration on page 61</li> </ul>
2.7	07/09/2020	<ul style="list-style-type: none"> <li>New section added, "What is the Privacy Block Setting and How Is It Different from the Data Block Indicator?"</li> <li>Updated Exhibits I, II, III, VIII and X to include more details on Privacy Block Setting</li> <li>Revised Exhibit VIII to update existing Error Code 208</li> <li>Updated Exhibit VIII to include new Error Codes 214 and 215</li> <li>Removed "CommIT" from Exhibit II, III and X</li> </ul>
2.6	03/16/2020	<ul style="list-style-type: none"> <li>"G from Degree Process" diagram added to "How Do I Report Students Who Have Graduated?"</li> </ul>
2.5	11/05/2019	<ul style="list-style-type: none"> <li>Edit to Exhibit V, "Population Selection Criteria," to remove invalid SSNs series</li> <li>Edit to "When Should the Status Start Date Be Provided?" question</li> </ul>
2.4	08/21/2019	<ul style="list-style-type: none"> <li>Edit to "When Should the Status Start Date Be Provided?" question</li> <li>Definitions update for Current Status Start Date for F Status</li> <li>Exhibit VII Notes section of First of Term Submission Type</li> <li>New Error 7</li> <li>Decommissioned Error 22</li> <li>New Warnings 258, 260, 263 and 264</li> </ul>

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Version #	Revision Date	Change
		<ul style="list-style-type: none"> <li>• States Code values</li> <li>• Updated Country Code values</li> </ul>
2.3	07/23/2018	<ul style="list-style-type: none"> <li>• Minor revision to Introduction</li> <li>• “What is the difference between Early Registration and Advance Registration” question added</li> <li>• “How do I Report Graduated Statuses” question added</li> <li>• Exhibit II Notation regarding EDI layout</li> <li>• Additional clarification on Early Registration file type</li> <li>• Edit to Error 1509, 1519, 1529, 1539, 1549, and 1559 Remedy fields</li> <li>• Edit to Error 1568 Remedy field</li> <li>• Minor text and formatting fixes</li> </ul>
2.2	10/10/2017	<ul style="list-style-type: none"> <li>• New Error Description added. Footer dates corrected</li> </ul>
2.1	07/01/2017	<ul style="list-style-type: none"> <li>• Added new error to error table for Optional Move-To field</li> </ul>
2.0	11/08/2016	<ul style="list-style-type: none"> <li>• Footer dates corrected</li> </ul>
2.0	10/31/2016	<ul style="list-style-type: none"> <li>• UK for Unknown Addresses</li> <li>• Additional Guidance for Program Level</li> <li>• Reporting X Status at Program Level</li> <li>• Definitions of file types</li> <li>• Errors and Warnings for Campus Level</li> <li>• Errors and Warnings for Program Level</li> </ul>
		<ul style="list-style-type: none"> <li>• Removal of NP as a race/ethnicity code</li> <li>• New link for IPEDs race definitions</li> </ul>

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## Introduction

This guide, file layout, and data definitions are designed to be used by educational institutions and their Student Information System (SIS) vendors to facilitate the use of the Enrollment Reporting Service offered by the National Student Clearinghouse (The Clearinghouse). This material was developed based on the July 23, 2014, Department of Education (ED) release of the National Student Loan Data System (NSLDS) Enrollment Reporting File Layout and guidance provided by ED through that date. ED's July 23 version contains several new data elements pertaining to their new reporting regulations that are related to the reporting and calculation of loan eligibility related to the 150% Rule. In addition to the data elements stipulated by ED to satisfy their reporting requirements, the Clearinghouse has added some optional data elements that can be utilized to enable future compliance reporting and research capabilities.

The Clearinghouse file layout includes these added ED fields, effective July 2014, which are:

- Student Phone Type
- Preferred Phone Flag
- Student Phone Country Code
- Student Phone Number
- Reserved Field for Move TO OPEID
- Program Indicator Flag
- Program CIP Code
- CIP Year
- Program Credential Level
- Published Program Length
- Published Program Length Measurement
- Weeks in Title IV Academic Year
- Program Begin Date
- Special program Indicator
- Program Enrollment Status
- Program Enrollment Status Effective Date

The optional fields added by the Clearinghouse to the file layout are:

- Veteran's Status Indicator
- Pell Grant Recipient Flag
- Remedial Flag
- Citizenship Flag
- Previous First Name
- Lived First Name
- Lived Middle Name
- Lived Last Name
- Gender Identity

Please follow these steps in developing and testing your programming:

- If you have a third-party student information system, check the Enrollment Reporting Service Software Vendors list in [Exhibit I](#) to see if your software provider offers an interface that can automatically extract Clearinghouse data in the correct format for you.
- Read this guide and all exhibits thoroughly.
- Before you begin programming, contact your Clearinghouse New Service coordinator to address any issues or questions.
- Before writing any programming, draft a functional requirements document in plain English of your enrollment system requirements, see the sample in [Exhibit V](#).
- Write the program code based on your functional requirements document.
- Send the Clearinghouse an initial enrollment data file via our secure FTP server (see [Exhibit IV](#) for instructions).
- Upon receipt of your file, the Clearinghouse will perform a variety of edit checks and contact you with the results and/or questions. If your code requires modification, you should submit a new data file to the Clearinghouse.
- Once all questions and discrepancies are resolved, your enrollment data will be loaded into our database. We will conduct a brief start-up call to confirm the role the Clearinghouse will play and review how the Clearinghouse Web site can be optimally utilized by you and your staff.



## Which Students Should be Reported?

All students who are or were enrolled in the current term, including those who are:

- In continuing education
- Taking no classes, but preparing a thesis or dissertation
- Studying at another school under a consortium arrangement, but for whom you are the home school. You should include all of the student's credit hours in your status calculation, including courses at the away school
- Studying abroad under a school-sponsored program
- Enrolled, but not pursuing a degree or certificate
- Attending any other special program that qualifies as enrolled for purposes of the Federal Family Education Loan Program (FFEL and Direct)
- Students for whom you do not have a valid Social Security number on record
- Foreign students to whom you have assigned alternate numeric identifiers
- High school students who are receiving Title IV Aid

Do NOT include:

- Medical students who are in internship or fellowship programs
- Consortium students for whom you are not the home or degree granting institution (these students are frequently noted on the student information system as visiting students)

If your school maintains student records under multiple OPE IDs<sup>1</sup> or branch codes (commonly called school codes), you should run a separate report for each OPE ID or branch code combination. For example, you would run one report for the medical school and one report for all other students.

If your school maintains student records under a single OPE ID but has academic programs with different terms or mandatory attendance periods, consult your Clearinghouse Implementation Coordinator. Medical schools, for instance, often have very different attendance periods than undergraduate schools. We may recommend that a separate data file be generated for each academic program and differentiate them using a Clearinghouse assigned branch code or the

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<sup>1</sup> U.S. Department of Education's Office of Postsecondary Education identification numbers

official branch code.

## When Should the Status Start Date be Provided?

At the campus level, if a Status Start Date (SSD) for an active status (F, Q, H, L) is not reported, our system edits default the SSD to the beginning of the first term during which the student is reported with the active status (F, Q, H, L).

If a student is enrolled Full-Time (F), Three Quarter-Time (Q), Half-Time (H), or Less than Half-Time (L), follow these rules to determine whether the SSD should be provided:

- If the student was enrolled in a higher status and dropped to a lower status during the term, provide the date the student changed to the lower status as the SSD.
  - Please note: If the decrease in status occurs between terms and a status start date is not populated, our system edits will default to the Term Begin Date.
- If the student was enrolled in a lower status and increased to a higher status during the term, schools can now provide the SSD.
  - Please note: If the increase in status occurs between terms or during a term and the SSD is not populated, our system edits will default the date to the Term Begin Date.
- Always report SSD if the student has a non-enrolled status, such as Graduated (G), Deceased (D), Withdrawn (W), or is on an Approved Leave of Absence (A). Report the date stored on your school system that indicates the date the student's status change was effective.

Program Status Effective Dates (PSED) must be provided for all program statuses reported (including Full-Time) on every file submitted.

- In the event a student's status changes while continuously enrolled in the same program, please provide the date of that change, and continue to report that date until the next change in status.
  - Please note about SSD and PSED mismatch: If the student is continuously enrolled in the same program, please confirm the (PSED) for active status (F, Q, H, L, A) does not conflict with the campus level SSD. Typically, the SSD and PSED match at campus and program levels on active enrollment status (F, Q, H, L, A) when there is no change in program when the student's enrollment status changes.
  - Please note about PBD: The program begin date (PBD) is a static date for the unique program that does not change, even if the student withdraws and re-enrolls in the same program. The only scenario PBD should change for a unique program is if a correction is being reflected for the program's PBD.

## What if a Student Changed Statuses During the Term?

If your enrollment system has separate fields for status and change of status date, you will need to determine if the change of status date is in the current term. If it is, you should report it in the status start date field using the guidelines provided above in *“When Should the Status Start Date be Provided?”*

## What if my SIS does not have Separate Status and Status Change Date Fields?

If the status of a three quarter-time, half-time, or less than half-time student is higher during the current term, compare the current status to the one you last reported to the Clearinghouse **(you should save a data file of each report you send us)**. If the student’s status did not change, leave the status start date field blank (filled with spaces).

If the student's status is lower (e.g., went from full- to three quarter-time, half-time, or less than half-time or from three quarter- time to half-time or less than half-time, or half-time to less than half time), you need to determine the date the status changed. You can do this by reviewing the list of classes dropped by the student. Your program should add all enrolled course credits and then sequentially subtract the dropped credits until the threshold for the current status is passed. Once you have identified the course that lowered the student’s status, you should report its drop date as the status change date.

## What to Provide as an Anticipated Graduation Date?

An Anticipated Graduation Date (AGD) is your best estimate of when a student is expected to complete a current program of study. If you maintain AGDs in your student information system, report this date.

If you do not maintain AGDs, you should use a simple algorithm to calculate and report them. For example, if undergraduates typically graduate from your school in five years, the best algorithm for you could be:

- If a first-year student, AGD = end of current academic year + four years,
- If a second-year student, AGD = end of current academic year + three years,
- If a third-year student, AGD = end of current academic year + 2 years,
- If a fourth-year student, AGD = end of current academic year + 1 year,
- Else, AGD = end of current academic year.

AGDs must be provided for students with F, Q, H, L or A statuses. Do not provide AGDs for students with W, G or D statuses.

**Your program should include a routine to identify and correct AGDs that are:**

- Blank and the status is F, Q, H, L, or A
- Before the current Term End Date
- Invalid (e.g., February 30)
- More than 25 years in the future

If invalid AGDs are not corrected, processing your enrollment data file will cause errors that must be resolved before the data can be loaded into our system.

## **What is the Directory Block Indicator? How is it Used?**

The Directory Block Indicator (DBI) is used to inform the Clearinghouse when a student has exercised the right under the Family Educational Rights and Privacy Act (FERPA) to block the release of name and/or attendance dates to third parties. These data elements are usually included in the definition of directory information at postsecondary institutions. Because this definition can vary by institution, your institutional policy should be reviewed.

If a student requests a block, your student information system would record the request in one or more block fields. Your extraction program should be able to include DBI fields each time a Clearinghouse enrollment data file is created. The DBI field should contain a "Y" for each student who requested a block on name and attendance dates and an "N" for each student who did not request the block.

If the DBI is set to "Y" for yes, the Clearinghouse will block all outbound enrollment reporting on the student to all entities other than those in the student loan industry. The Clearinghouse uses the DBI to maintain your FERPA compliance when we report to other schools, on your behalf, about the transfer of their former students to your institution.

## What is the Privacy Block Setting? How is it Different from the Directory Block Indicator?

The Privacy Block Setting (PBS) is a reportable value that your institution can use to communicate to the Clearinghouse that a student's enrollment and/or degree record is restricted from certain uses by the Clearinghouse due to the requirements of a state or federal data privacy law (or, even in some cases, the law of a foreign jurisdiction).

The PBS allows you to instruct the Clearinghouse not to use personally identifiable information in enrollment and/or degree records for research purposes (such as StudentTracker) or verifications (such as DegreeVerify and EnrollmentVerify) where the student has not consented to those data uses and/or the data use is not for the purpose of complying with a legal requirement (like compliance reporting under Title IV of the federal Higher Education Act). The PBS applies to uses of personally identifiable enrollment and/or degree data and does not restrict the Clearinghouse's use of such data in aggregate or de-identified form.

This PBS is different from the Clearinghouse's Directory Block Indicator, which is designed to protect student rights under the Family Educational Rights and Privacy Act and ensure FERPA compliance. The PBS is a block that is applied to the individual record reported by the institution. The Directory Block Indicator is a block that is applied to the entire student's history at an institution.

## What is the Difference between Lived Name and Previous Name Fields?

Previous Name fields should include the previous legal name for the student and are utilized when determining if an incoming record with a name change is a match to a previously reported record. Lived Name fields should NOT include legal name **changes** and should reflect the chosen or preferred personal or professional name used by the student. Lived Name fields are optional to report and do not impact federal compliance or loan servicing.

The only condition when a legal name should be reported in a Lived Name field is if a student has a **partial** lived name. For example, if a student has a Lived First Name but no Lived Last Name, include the legal last name in the Lived Last Name field. Or, if a student has a Lived Last Name but no Lived First Name, include the legal first name in the Lived First Name field.

## How do I Report Program Level Information?

For any student where the program indicator (detail record space 674) is set to "Y," information for at least one program must be completed.

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

If CIP Code is present for any additional programs, all fields for that program must be populated.

If these fields are not populated or conditions for that field are not met, records will be returned to your school for resolution prior to being loaded into the Clearinghouse database.

**Program Status Effective Dates must be provided for all program statuses reported (including Full time) on every file submitted.**

In the event a student's status changes during the course of the program, please provide the date of that change, and continue to report that date until the next change in status.

### **How do I Report a Student in Multiple Programs?**

If a student is in more than one program, include the CIP code for each program in the appropriate field, being sure to provide all additional information for that program. You may provide up to six (6) programs per student.

### **How do I Report a Student as Enrolled in One Program, But Graduated from Another?**

According to 150 percent federal reporting requirements, when a student completes Program A while concurrently enrolled in Program B, you must report the Graduated (G) status and status effective date for the completed Program A. To successfully close out Program A, you must include the program CIP code on the student's graduated record. If your school uses the Clearinghouse's "G" from DegreeVerify service, the program-level CIP code must be included in your degree/certificate file.

You should continue to report an enrolled status and additional required information for any other program in which the student continues to be enrolled. Please remember, program statuses are separate from the overall enrollment status, which is used for compliance reporting to lenders, servicers, guarantors, and NSLDS.

### **How is my Programming Tested?**

Once you complete your data extraction programming, you should send us an enrollment file so we can run edit checks against it. Use the secure FTP account that has been set up for your school (see [Exhibit IV](#) for instructions).

## How do I Report Summer Enrollment?

If your institution offers summer courses, you should report summer data to the Clearinghouse. This allows us to accurately track the actual summer withdrawal date of students enrolled in the spring and summer terms who did not return for the fall term.

To report summer enrollment:

- Set the Standard Report Flag (Header Record position 26 for fixed width or Column E for Excel format) to "N" (No).
- If your school uses different thresholds for enrollment status during the summer term (summer terms are generally considered non-compulsory), your system's Time Status Rule Form/Validation Table should be adjusted to reflect the correct statuses (see [Exhibit V](#) for an example of how one school made these adjustments).
- Establish term start and end dates for each summer student. Your academic policy may be to report terms as beginning on the first day of the first session of summer classes and ending on the last day of exams of the last summer session or to report the specific term start and end dates for the session(s) that each student attends.
- Report summer term enrollment data at the beginning of the summer term and again at the end. Report student status (e.g., full-time, three quarter- time, half-time, etc.) according to your institution's definitions for summer enrollment.
- Continue to report status start dates for students who experience a decrease in status or withdraw from your institution. If you tell us a student has withdrawn, we will accept the record. However, you should only report official withdrawals and not those of students who withdrew from summer registration.

## What is the Difference between Early Registration and Advanced Registration?

**Early Registration (ER)** files should be submitted after the Term Begin Date and may be beneficial for students who are continuing at your school in the same status and programs previously reported for the prior term. Data from an Enrollment Reporting file will be used for NSLDS reporting in the event a roster is received after the ER file and before your First-of Term submission has been loaded to the Clearinghouse database. If an Early Registration file is sent prior to the Term Begin Date, then for new students, or students with a new status or new programs, this could generate SSCR errors due to the "future status start date" or "future program begin or status effective date." Therefore, we strongly recommend if you opt to use ER files that you certify and send them no earlier than the date after the Term Begin Date. ER files

will not do the term-to-term comparison that generates separation statuses and dates, so some schools do find these to be beneficial in the event students do not all start at the same time.

**Advanced Registration** (AR) files can be submitted at any time prior to the beginning of a term and are intended solely for use with Student Self Service (SSS), which makes upcoming enrollment available for SSS certificates. AR data is not considered for compliance reporting and will not be available after the first day of the term reported.

Additional Information: <https://theclearinghouse.download/earlyvsadvregflyer>

## How do I Report Advanced Registration Data?

If you currently participate in Myhub or Student Self-Service, your institution may want to report advanced registration information (i.e., pre-enrollment data for the next academic term) to the Clearinghouse. This data is beneficial to students who need early verifications for health insurance, computer software discounts, housing verifications, and more. It also frees your staff from performing pre-enrollment verifications. Advanced registration data is available for verification through Myhub and Student Self-Service until the first day of the term.

Please note: Advanced Registration data is for use with Myhub and Student Self-Service<sup>SM</sup> only. It **cannot be used for compliance reporting** or lender/loan deferment verification purposes.

Use your current enrollment reporting software to generate the data file with the following settings in the Header Record Layout. (See [Exhibit II](#), “Data Record Layouts & Report Formats” for additional details regarding the Header.) You should use the same instructions used for your Enrollment Reporting service to report the school code, branch code, academic term, and certification date instructions for your advanced registration data. Because your advanced registration files will be automatically loaded into our database and become immediately available to your students who need pre-enrollment verifications, it’s important that you **make sure that the school and branch codes are accurate**.

We suggest that you ensure any modifications made to your extract program to provide advanced registration data not impact the extract your institution uses to provide enrollment data for compliance reporting.

- Set the record type to P3 (Header Record position 01 & 02 or Column A (P1 is our original 250-byte record, and P2 is our expanded layout format, but neither contain the additional program nor Lived Name data elements))

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).



- Set the Standard Report Flag to “N” Not Standard (Header Record position 26 or Column E)

Please ensure that any time status rule or validation table is set to reflect your academic policy regarding how many credits equal full-time, three quarter-time, half-time, and less than half-time for the term you are reporting. For this reason, reporting multiple terms is not recommended. Any school wanting to report multiple terms please work with a Clearinghouse Implementation Coordinator at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

- Set the Reporting Level to “F” Full Reporting (Header Record position 35 or Column G)

Once you have sent your full report, you can send additional records for the same term by setting the Reporting Level indicator in the Header to “A” (add). This allows you to add students without overriding previously reported data. If you prefer, you can send in a new “F” (full) report each time to ensure that we have the most current information for each of your pre-registered students.

- Name your file with your school and branch code and a two-letter extension (00123400.AR). See the General Requirements section in Exhibit II, “Data Record Layouts & Report Formats.”
- Transmit the file using your Clearinghouse secure FTP account. See the Transmitting Files section in [Exhibit II](#), “Data Record Layouts & Report Formats.”

## How do I Report Students who have Graduated?

Students who have graduated can be included in your regular enrollment files or on a separate Graduates only enrollment submission with a Graduated (G) status at the campus and/or program level and the appropriate Status Start Date and/or Program Status Effective Date. This date would generally be the end of the last term the student attended and not the commencement date.

If the student has completed all requirements and is not re-enrolling in your school, you would report the G status at both the campus and program-levels where the Graduated status is appropriate. In the event a student has graduated from a program and has re-enrolled, you would report a G status and date for **the appropriate program only**.

If your school participates in the DegreeVerify service and meets certain data criteria, the Clearinghouse can assist you in reporting your students who have graduated. *Graduates from DegreeVerify* (G from DV) is a Graduates Only enrollment file the Clearinghouse creates on

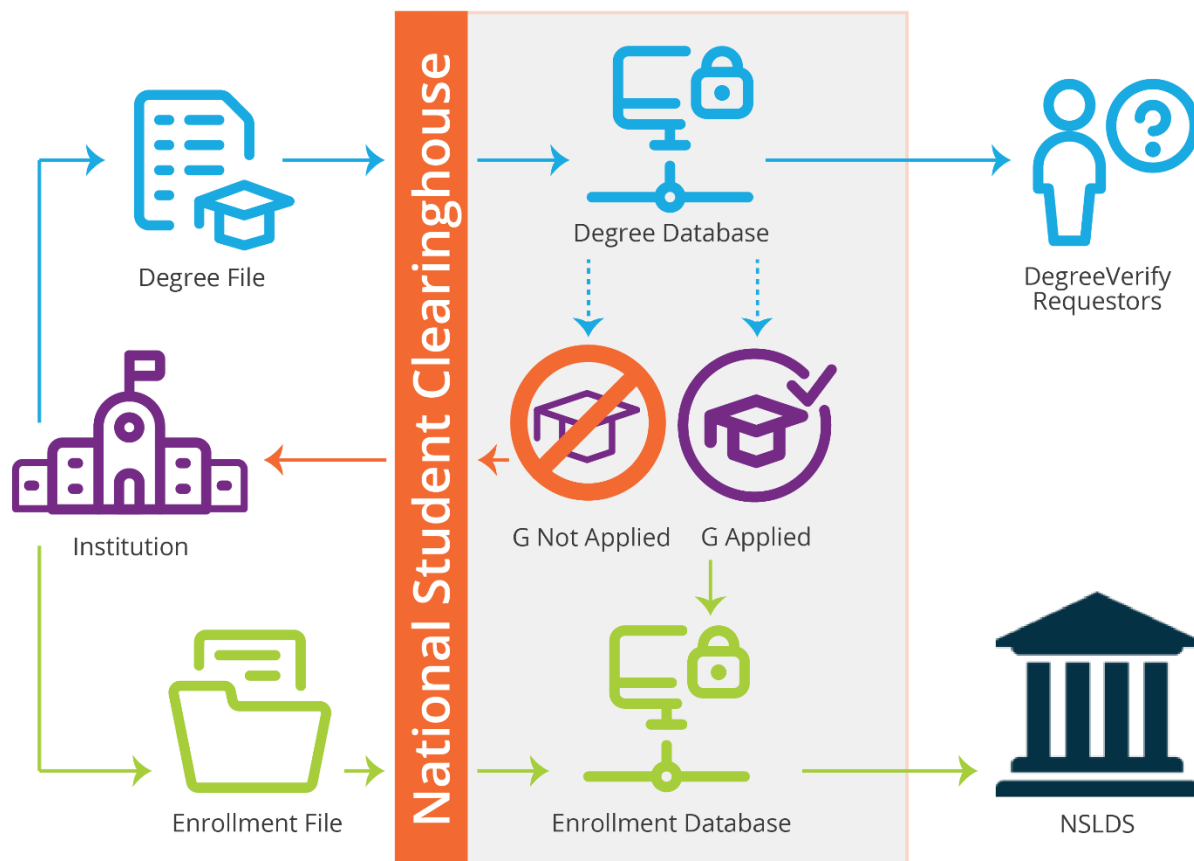
behalf of your school based on the data included in your DegreeVerify submission. If the data from your DegreeVerify file meets the G from DV function criteria, students' enrollment records will be updated with a Graduated Status and a status start date equal to the end of the last term in which they were reported. G from DV is also referred to as G from DegreeVerify or G from Degree.

\*\* There are several reasons why a Graduated record would not be generated, see <https://theclearinghouse.download/graduaterreporting>.

You may also report a student as Graduated via the online update utility on the Clearinghouse website. Please ensure that any programs that should be updated to a G status are also reported. See Exhibit IX: Online Updates for Enrollment Records for detailed instructions on updating a student record.

## G from Degree Process

**Note:** DegreeVerify and the Enrollment Reporting of graduates are two different processes with two different databases. An additional file must be sent with graduates for the DegreeVerify product. The National Student Clearinghouse is unable to pull the information from Enrollment Reporting files



### Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## EXHIBITS

### Exhibit I: Enrollment Reporting Service Software Vendors

If your student information system is listed below, you can easily obtain an interface program from your vendor that will allow you to automatically extract enrollment status information from your student information system in the required Clearinghouse form.<sup>1 2</sup> Using your software vendor's Clearinghouse interface will reduce the time your programming staff need to prepare your system for reporting regularly to the Clearinghouse.

If your software vendor is not on our list and you would like us to discuss Clearinghouse programming with them, contact us at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

Vendor	Product Name
Aptron Corporation	AIMS, Campus
Blackbaud Inc.	
Campus Management Corporation	CLASS, CampusVue
Champlain Software	AS 400 Version PC Version
Complete Business Solutions, Inc.	APECS
Computing Options Company	REGENT/COLLEGE
ComSpec International	EMPOWER
EDC, Inc.	CampusAnyware
Ellucian	Banner® Bi-Tech IFAS Colleague® 12.8+ Matrix Plus PowerCAMPUS®
Jenzabar	CX, EX, PX, QX, QE, TE
Oracle	PeopleSoft
RJM Enterprises	SONIS
RobinSoft Corporation	GradPro
Scan Business Systems, Inc.	Scanware

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

Vendor	Product Name
Tolemac	n.a.
Unit4	CAMS®
Workday	Workday Student

<sup>1</sup> At this time, data elements up to and including the DBI field are available through all software vendor interfaces.

<sup>2</sup> Many software vendors have not programmed for PBS to be included in the standard enrollment reporting format. The Clearinghouse encourages schools to work with their Student Information System vendors and IT department to have the PBS included in the extraction process.

## Exhibit II: Data Record Layouts & Report Formats

The following are the transmission and data record layout requirements for submitting files to the Clearinghouse for your institution's Enrollment Reporting service in flat file or text tab delimited format.

If you are using Electronic Data Interchange (EDI) formatted files, please contact your Clearinghouse Implementation Coordinator at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org) for the EDI Transaction Set (190) layout and map.

### TRANSMITTING FILES

You will use your Clearinghouse secure FTP account to transmit your enrollment reports. Key features of the secure FTP system are:

- Employs an easy-to-use Web browser interface so users can quickly and securely send and receive files.
- Stores files using the U.S. federal encryption standard, FIPS 140-2 validated AES encryption.
- Eliminates the need to encrypt or compress data files or enter complicated FTP line commands prior to file transmission.
- Allows users with automated environments to use no- or low-cost secure FTP clients to exchange files over encrypted FTPS and SSH connections.

### GENERAL REQUIRMENTS

- Your data file should contain:
  1. One Header Record
  2. Individual Student Detail Records
  3. One Trailer Record
- File Name = School Code and Branch Code with a three-letter file extension (12345600.CLR).
- All dates must be valid and formatted as YYYYMMDD (full year, month, day).
- We prefer but do not require that student records be presented in Social Security number order.
- All data fields with alphanumeric characters are stored in our database in uppercase, except for email addresses which are stored in mixed case.

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

- In the Type column of the data record layouts, "N" is used to indicate numeric values and "AN" is used to indicate alphanumeric values.
- Name suffixes (e.g., Jr, Sr, III) have an assigned field. If your system includes them as part of the last name, you should parse the suffix from the last name and move it into the suffix field.
- If using fixed width format: Fields containing no value (aka, "fillers") should be filled with spaces, as indicated in the comment's column of the data record layout table.
- If using Excel/Tab Delimited format: columns for fields contain no value should be included, but may be left blank.
- Your file should be formatted according to the data element layout in a flat file using trailing spaces/filler to create fixed length records of 1250 bytes or Excel/ Text Tab Delimited records of 109 columns each.

A variable length file can be created using a tab as the delimiter (i.e., use the tab button after each data element and as a placeholder for each blank field). Each field must be separated with this delimiter, including fields left blank and filler space. Carriage returns or line feeds signals the end of the record.

## Questions?

If you have a question or need assistance, contact your Clearinghouse Implementation Coordinator at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## HEADER RECORD LAYOUT

For Fixed Width Format: Total Header Record length is 1250 bytes.

For Excel/Text Tab Delimited format: Total Header record length is 8 columns.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
A	Record Type	2	01	02	R	AN	'A3' indicates the Header Record for Enrollment Reporting (e.g., Early Registration, First of Term, Subsequent of Term, Graduates Only, Summer Terms, Non-Compulsory & Non-Summer)  'P3' indicates the Header Record for Advanced Registration (used by schools active with Myhub or Student Self-Service)	
B	School Code	6	03	08	R	N	Dept. of Education "FICE" code (OPE ID)	
C	Branch Code	2	09	10	R	N	School branch code suffix or 00, if none	
D	Academic Term	15	11	25	R	AN	Institutionally defined name of academic term for the reported data (e.g., Fall 2023, 1 <sup>st</sup> Quarter 2023, 1 <sup>st</sup> Semester 2023)	
E	Standard Report Flag	1	26	26	R	A	Valid values: <ul style="list-style-type: none"> <li>Y = Standard Report, no special handling</li> <li>N = Non-standard Report (e.g., Early Registration, Summer Terms, Non-Compulsory &amp; Non-Summer, Graduates Only, or Advanced Registration)</li> </ul>	
F	Certification Date	8	27	34	R	N	Date enrollment data was certified by school. Format: YYYYMMDD	
G	Reporting Level	1	35	35	R	A	Valid values: <ul style="list-style-type: none"> <li>F = Full Reporting</li> <li>A = Add Records (Advanced Registration only)</li> </ul>	
H	Filler	1215	36	1250	R	AN	Space fill	

The type codes in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.

The "Req'd" column in the layouts displays the required codes in this document, which are "R" required, "C" conditional, and "O" optional. Conditional means that in certain circumstances, the field is required. The file layout or indicated exhibits provide additional information.

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).



## DETAIL RECORD LAYOUT

For Fixed Width Format: Each detail record must be 1250 bytes in length.

For Excel/Text Tab Delimited format: Total Detail Record length is 109 columns.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
A	Record Type	2	1	2	R	AN	'D1' indicates Student Detail Record	
B	Student SSN	9	3	11	R	N	Numbers only, no hyphens.  If no SSN is available, fill with "NO SSN" followed by trailing spaces.	
C	First Name	20	12	31	R	AN	Student's first name	
D	Middle Initial	1	32	32	O	AN	Student's middle initial	
E	Last Name	20	33	52	R	AN	Student's last name	
F	Name Suffix	5	53	57	O	AN	e.g., III, JR, SR, etc. Space fill, if not applicable.	
G	Previous SSN	9	58	66	O	N	If SSN changed, enter student's previous SSN	
H	Previous Last Name	20	67	86	O	AN	Student's previous last name. Space fill, if not applicable.	
I	Enrollment Status	1	87	87	R	A	Code for student's enrollment status  Valid values: <ul style="list-style-type: none"> <li>F = Full Time</li> <li>Q = Three Quarter Time</li> <li>H = Half Time</li> <li>L = Less Than Half Time</li> <li>W = Withdrawn</li> <li>G = Graduated</li> <li>A = Approved Leave of Absence</li> <li>D = Deceased</li> </ul> Advanced Registration, valid values: 'F', 'Q', 'H', 'L' only  See <a href="#">Exhibit III</a>	Q added 2014
J	Status Start Date	8	88	95	C	N	Date student's enrollment status started.  See <a href="#">Exhibit III</a>	
K	Street Line 1	30	96	125	R	AN	Student's permanent street address *if address is unknown, populate with UK.	
L	Street Line 2	30	126	155	O	AN	Continuation of address (e.g., Apt B)	
M	City	20	156	175	R	A	Permanent city of student's residence *if address is unknown, populate with UK.	

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
N	State	2	176	177	R	A	Permanent state (enter "FO" if foreign country) *if address is unknown, populate with UK.	
O	Zip	9	178	186	C	AN	Permanent zip code (space fill foreign addresses and zip extensions, if not available)	
P	Country	15	187	201	R	AN	Country of residence; (See <a href="#">Exhibit III</a> for accepted two-character country codes) If State is domestic and country is blank, US will be populated by default.	2014 required
Q	Anticipated Graduation Date	8	202	209	C	N	Date student is expected to graduate.  Format: YYYYMMDD  Required for student enrollment data with F, Q, H, L or A statuses; otherwise, space fill.	
R	Date of Birth	8	210	217	R	N	Date student was born.  Format: YYYYMMDD.  If unknown, space fill.	
S	Term Begin Date	8	218	225	R	N	Start date of current academic term (1st day of classes) for program in which student is enrolled  Format: YYYYMMDD.	
T	Term End Date	8	226	233	R	N	End date of current academic term (last day of exams) for program in which student is enrolled  Format: YYYYMMDD.	
U	Filler	1	234	234	R	AN	Space fill	
V	Directory Block Indicator	1	235	235	R	A	Used to inform the Clearinghouse when a student has exercised the right under the Family Educational Rights and Privacy Act (FERPA) to block the release of name and/or attendance dates to third parties.  Valid values: <ul style="list-style-type: none"> <li>Y = Student requested a block on the release of his/her name and/or attendance dates.</li> <li>N = Student did not request a block.</li> </ul>	1999

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
W	NCES CIP Code for Major 1	6	236	241	O	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ('.'). Space fill, if not applicable. See <a href="#">Exhibit III</a>	2007
X	NCES CIP Code for Major 2	6	242	247	O	N	Appropriate NCES CIP code for major, if available. Do not enter decimal points ('.'). Space fill, if not applicable.	2007
Y	Major Course of Study 1	80	248	327	O	AN	e.g., History.  Fill with "NOT APPLICABLE," if appropriate. See <a href="#">Exhibit III</a>	2007
Z	Major Course of Study 2	80	328	407	O	AN	e.g., Political Science.  Space fill, if not applicable.	2007
AA	Class/ Credential	1	408	408	O	A	STUDENT LEVEL Class or Credential  <u>Class Valid Values:</u> <ul style="list-style-type: none"> <li>• F = Freshman</li> <li>• S = Sophomore</li> <li>• J = Junior</li> <li>• R = Senior</li> </ul> <u>Credential Valid Values:</u> <ul style="list-style-type: none"> <li>• C = Certificate</li> <li>• A = Associate's</li> <li>• B = Bachelor's</li> <li>• N = Unspecified</li> <li>• T = Post Baccalaureate certificate</li> <li>• M = Master's</li> <li>• D = Doctoral</li> <li>• P = Post doctorate</li> <li>• L = Professional</li> <li>• G = Unspecified</li> </ul> Otherwise, space fill. (See <a href="#">Exhibit III</a> )	2007

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
AB	First Time Full Time	1	409	409	O	A	First-time, full-time degree/certificate-seeking undergraduate flag. (See <a href="#">Exhibit III</a> )  Valid values: <ul style="list-style-type: none"> <li>Y = First-time undergraduate student enrolled full-time who is seeking a degree/certificate</li> <li>N = Student attended full-time before is enrolled only part-time, or is not seeking a degree/certificate</li> </ul> If no value, space fill.	2007
AC	Degree Seeking	1	410	410	O	A	Valid values: <ul style="list-style-type: none"> <li>Y = Student is seeking a degree</li> <li>N = Student is not seeking a degree</li> </ul> If no value, space fill.	2007
AD	High School Code	6	411	416	O	N	CEEB/ACT Code, 000001 thru 999999; otherwise, space fill. (See <a href="#">Exhibit III</a> )	2007
AE	Sex for Reporting (previously Gender)	1	417	417	O	A	Sex that a student is declared to be according to government records.  Valid values: <ul style="list-style-type: none"> <li>M = Male</li> <li>F = Female</li> <li>U = Unknown</li> </ul> If no value, space fill.	2007  Renamed and added "U" 2023
AF	Race/ Ethnicity	2	418	419	O	A	If no value, space fill. See <a href="#">Exhibit III</a>	2007
AG	College Student ID	20	420	439	O	AN	Institutionally supplied student ID number. If no value, space fill.  Do not include special characters in this field (e.g., @, #, *, etc.).	2007
AH	State Student ID	30	440	469	O	AN	State-supplied student ID number.  If no value, space fill.	2007
AI	Email	128	470	597	O	AN	Student's email address.  If no value, space fill.	2007

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
AJ	Good Student	1	598	598	O	A	Good Student Discount eligibility flag  Valid values: <ul style="list-style-type: none"> <li>Y = Eligible</li> <li>N = Not eligible</li> </ul> If no value, space fill. (See <a href="#">Exhibit III</a> )	2007
AK	Middle Name	35	599	633	O	AN	Student's middle name.  If no value, space fill.	2007
AL	Veteran's Status Indicator	1	634	634	O	A	Valid values: <ul style="list-style-type: none"> <li>V = Veteran receiving benefits</li> <li>N = Veteran does not receive benefits</li> <li>D = Dependent receiving benefits</li> </ul> If no value, space fill. (See <a href="#">Exhibit III</a> )	2014
AM	Filler	12	635	646	O	AN	Space Fill	
AN	Pell Grant Recipient Flag	1	647	647	O	A	Student receiving a Pell Grant in the current term.  Valid values: <ul style="list-style-type: none"> <li>Y = Yes</li> <li>N = No</li> </ul> If no value, space fill. (See <a href="#">Exhibit III</a> )	2014
AO	Remedial Flag	1	648	648	O	A	Student in at least one remedial course in the current term.  Valid values: <ul style="list-style-type: none"> <li>Y = Yes</li> <li>N = No</li> </ul> If no value, space fill. (See <a href="#">Exhibit III</a> )	2014
AP	Citizenship Flag	1	649	649	O	A	Student is a US Citizen  Valid values: <ul style="list-style-type: none"> <li>Y = Yes</li> <li>N = No</li> </ul> If no value, space fill. (See <a href="#">Exhibit III</a> )	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
AQ	Student Phone Type	1	650	650	O	A	Type of phone number reported.  Valid values: <ul style="list-style-type: none"> <li>C = Cell</li> <li>H = Home</li> <li>O = Other</li> <li>W = Work</li> </ul> If no value, space fill.	2014
AR	Preferred Phone Number Flag	1	651	651	O	A	Student's preferred phone number:  Valid values: <ul style="list-style-type: none"> <li>Y = Yes</li> <li>N = No</li> </ul> Space defaults to Y	2014
AS	Student Phone Country Code	3	652	654	O	N	Country code for student phone number  If no value, space fill.	2014
AT	Student Phone Number	11	655	665	O	N	Student's phone number  If no value, space fill.	2014
AU	Move To OPEID	8	666	673	O	N	Eight-digit school code for location to which student enrollment is being moved.  If no value, space fill.	2014
AV	Program Indicator	1	674	674	R	A	Indicates if student is enrolled in at least one program.  Valid values: <ul style="list-style-type: none"> <li>Y = Yes</li> <li>N = No</li> </ul>	2014
AW	Program 1 CIP Code	6	675	680	C	N	Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.').  Space fill if Program Indicator is "N".	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
AX	CIP Year	4	681	684	C	N	<p>Year in which the CIP codes used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format: CCYY</p> <p>Space fill if Program Indicator is "N".</p> <p>*If CCYY value other than 2020 is present, Clearinghouse edit will automatically default to 2020.</p>	2014
AY	Program 1 Credential Level	2	685	686	C	N	<p>The credential level of the PROGRAM. (See <a href="#">Exhibit III</a>)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>01 = Undergraduate Certificate or Diploma Program</li> <li>02 = Associate Degree</li> <li>03 = Bachelor's Degree</li> <li>04 = Post Baccalaureate Certificate</li> <li>05 = Master's Degree</li> <li>06 = Doctoral Degree</li> <li>07 = First Professional Degree</li> <li>08 = Graduate / Professional Certificate</li> <li>99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Space fill if Program Indicator is "N".</p>	2014
AZ	Published Program 1 Length	6	687	692	C	N	<p>Length of the instructional program as published by the school.</p> <p>Format "nnnnnn," with implied decimal between third and fourth digits.</p> <ul style="list-style-type: none"> <li>000100 – one tenth (1/10)</li> <li>001000 – one (1)</li> <li>010000 – ten (10)</li> <li>100000 – one hundred (100)</li> </ul> <p>Space fill if Program Indicator is "N".</p>	2014



Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BA	Published Program 1 Length Measurement	1	693	693	C	A	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y = Year</li> <li>M = Month</li> <li>W = Week</li> </ul> <p>Space fill if Program Indicator is "N".</p>	2014
BB	Weeks Program 1 Title IV Academic Year	6	694	699	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>000100 – one tenth (1/10)</li> <li>001000 – one (1)</li> <li>010000 – ten (10)</li> <li>100000 – one hundred (100)</li> </ul> <p>Space fill if Program Indicator is "N" or Published Program 1 Length Measurement is "Y".</p>	2014
BC	Program 1 Begin Date	8	700	707	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Space fill if Program Indicator is "N".</p>	2014
BD	Special Program Indicator	1	708	708	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>A = Special Admission Associate Degree Program</li> <li>B = Bachelor's Degree Completion Program</li> <li>N = Not applicable</li> <li>P = Preparatory Coursework Graduate/Professional</li> <li>T = Non-Credential Teacher Certification</li> <li>U = Preparatory Coursework Undergraduate</li> </ul> <p>Space fill if Program Indicator is "N".</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BE	Program 1 Enrollment Status	1	709	709	C	A	<p>Code for student's enrollment status in this program:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>F = Full Time</li> <li>Q = Three Quarter Time</li> <li>H = Half Time</li> <li>L = Less than Half Time</li> <li>A = Leave of Absence</li> <li>G = Graduated</li> <li>W = Withdrawn</li> <li>D = Deceased</li> <li>X = Never Attended</li> </ul> <p>Space fill if Program Indicator is "N".</p>	2016  X Status added
BF	Program 1 Enrollment Status Effective Date	8	710	717	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Space fill if Program Indicator is "N".</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
BG	Program 2 CIP Code	6	718	723	O	N	<p>Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.').</p> <p>Space fill if not applicable.</p>	2014
BH	CIP Year	4	724	727	C	N	<p>Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format CCYY</p> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p> <p>*If CCYY value other than 2020 is present, Clearinghouse edit will automatically default to 2020.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BI	Program 2 Credential Level	2	728	729	C	N	<p>The credential level of the program. (see <a href="#">Exhibit III</a>)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>01 = Undergraduate Certificate or Diploma Program</li> <li>02 = Associate Degree</li> <li>03 = Bachelor's Degree</li> <li>04 = Post Baccalaureate Certificate</li> <li>05 = Master's Degree</li> <li>06 = Doctoral Degree</li> <li>07 = First Professional Degree</li> <li>08 = Graduate / Professional Certificate</li> <li>99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2014
BJ	Published Program 2 Length	6	730	735	C	N	<p>Length of the instructional program in years, months, or weeks as published by the school. Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>000100 – one tenth (1/10)</li> <li>001000 – one (1)</li> <li>010000 – ten (10)</li> <li>100000 – one hundred (100)</li> </ul> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2014
BK	Published Program 2 Length Measurement	1	736	736	C	A	<p>Valid values:</p> <ul style="list-style-type: none"> <li>Y = Year</li> <li>M = Month</li> <li>W = Week</li> </ul> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BL	Weeks Program 2 Title IV Academic Year	6	737	742	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 2 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.</p>	2014
BM	Program 2 Begin Date	8	743	750	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2014
BN	Special Program Indicator	1	751	751	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• A = Special Admission Associate Degree Program</li> <li>• B = Bachelor's Degree Completion Program</li> <li>• N = Not applicable</li> <li>• P = Preparatory Coursework Graduate/Professional</li> <li>• T = Non-Credential Teacher Certification</li> <li>• U = Preparatory Coursework Undergraduate</li> </ul> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2014



Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BO	Program 2 Enrollment Status	1	752	752	C	A	<p>Code for student's enrollment status in this program:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• F = Full Time</li> <li>• Q = Three Quarter Time</li> <li>• H = Half Time</li> <li>• L = Less than Half Time</li> <li>• A = Leave of Absence</li> <li>• G = Graduated</li> <li>• W = Withdrawn</li> <li>• D = Deceased</li> <li>• X = Never Attended</li> </ul> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p>	2016  X Status added Fall 2016
BP	Program 2 Enrollment Status Effective Date	8	753	760	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 2 CIP Code is populated, otherwise space fill.</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
BQ	Program 3 CIP Code	6	761	766	O	N	<p>Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.').</p> <p>Space fill, if not applicable.</p>	2014
BR	CIP Year	4	767	770	C	N	<p>Year in which the CIP codes used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format: CCYY</p> <p>Space fill if Program Indicator is "N".</p> <p>*If CCYY value other than 2020 is present, Clearinghouse edit will automatically default to 2020.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BS	Program 3 Credential Level	2	771	772	C	N	<p>The credential level of the program. (See <a href="#">Exhibit III</a>)</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>• 01 = Undergraduate Certificate or Diploma Program</li> <li>• 02 = Associate Degree</li> <li>• 03 = Bachelor's Degree</li> <li>• 04 = Post Baccalaureate Certificate</li> <li>• 05 = Master's Degree</li> <li>• 06 = Doctoral Degree</li> <li>• 07 = First Professional Degree</li> <li>• 08 = Graduate / Professional Certificate</li> <li>• 99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2014
BT	Published Program 3 Length	6	773	778	C	N	<p>Length of the instructional program as published by the school.</p> <p>Format "nnnnnn," with implied decimal between third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2014
BU	Published Program 3 Length Measurement	1	779	779	C	A	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• Y = Year</li> <li>• M = Month</li> <li>• W = Week</li> </ul> <p>Required if Program 3 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BV	Weeks Program 3 Title IV Academic Year	6	780	785	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2014
BW	Program 3 Begin Date	8	786	793	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2014
BX	Special Program Indicator	1	794	794	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• A = Special Admission Associate Degree Program</li> <li>• B = Bachelor's Degree Completion Program</li> <li>• N = Not applicable</li> <li>• P = Preparatory Coursework Graduate/Professional</li> <li>• T = Non-Credential Teacher Certification</li> <li>• U = Preparatory Coursework Undergraduate</li> </ul> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
BY	Program 3 Enrollment Status	1	795	795	C	A	<p>Code for student's enrollment status in this program:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• F = Full Time</li> <li>• Q = Three Quarter Time</li> <li>• H = Half Time</li> <li>• L = Less than Half Time</li> <li>• A = Leave of Absence</li> <li>• G = Graduated</li> <li>• W = Withdrawn</li> <li>• D = Deceased</li> <li>• X = Never Attended</li> </ul> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p>	2016  X Status added Fall 2016
BZ	Program 3 Enrollment Status Effective Date	8	796	803	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 3 CIP Code is populated, otherwise space fill.</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
CA	Program 4 CIP Code	6	804	809	O	N	<p>Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.').</p> <p>Space fill if not applicable.</p>	2014
CB	CIP Year	4	810	813	C	N	<p>Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format: CCYY</p> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p> <p>*If CCYY value other than 2010 is present, Clearinghouse edit will automatically default to 2020.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CC	Program 4 Credential Level	2	814	815	C	N	<p>The credential level of the program. (See Exhibit III)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>01 = Undergraduate Certificate or Diploma Program</li> <li>02 = Associate Degree</li> <li>03 = Bachelor's Degree</li> <li>04 = Post Baccalaureate Certificate</li> <li>05 = Master's Degree</li> <li>06 = Doctoral Degree</li> <li>07 = First Professional Degree</li> <li>08 = Graduate / Professional Certificate</li> <li>99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2014
CD	Published Program 4 Length	6	816	821	C	N	<p>Length of the instructional program as published by the school.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>000100 – one tenth (1/10)</li> <li>001000 – one (1)</li> <li>010000 – ten (10)</li> <li>100000 – one hundred (100)</li> </ul> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2014
CE	Published Program 4 Length Measurement	1	822	822	C	A	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y = Year</li> <li>M = Month</li> <li>W = Week</li> </ul> <p>Required if Program 4 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CF	Weeks Program 4 Title IV Academic Year	6	823	828	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2014
CG	Program 4 Begin Date	8	829	836	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2014
CH	Special Program Indicator	1	837	837	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• A = Special Admission Associate Degree Program</li> <li>• B = Bachelor's Degree Completion Program</li> <li>• N = Not applicable</li> <li>• P = Preparatory Coursework Graduate/Professional</li> <li>• T = Non-Credential Teacher Certification</li> <li>• U = Preparatory Coursework Undergraduate</li> </ul> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CI	Program 4 Enrollment Status	1	838	838	C	A	<p>Code for student's enrollment status in this program:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>F = Full Time</li> <li>Q = Three Quarter Time</li> <li>H = Half Time</li> <li>L = Less than Half Time</li> <li>A = Leave of Absence</li> <li>G = Graduated</li> <li>W = Withdrawn</li> <li>D = Deceased</li> <li>X = Never Attended</li> </ul> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p>	2016  X Status added Fall 2016
CJ	Program 4 Enrollment Status Effective Date	8	839	846	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 4 CIP Code is populated, otherwise space fill.</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
CK	Program 5 CIP Code	6	847	852	O	N	<p>Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.').</p> <p>Space fill, if not applicable.</p>	2014
CL	CIP Year	4	853	856	C	N	<p>Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format: CCYY</p> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p> <p>*If CCYY value other than 2020 is present, Clearinghouse edit will automatically default to 2020.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CM	Program 5 Credential Level	2	857	858	C	N	<p>The credential level of the program. (See <a href="#">Exhibit III</a>)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• 01 = Undergraduate Certificate or Diploma Program</li> <li>• 02 = Associate Degree</li> <li>• 03 = Bachelor's Degree</li> <li>• 04 = Post Baccalaureate Certificate</li> <li>• 05 = Master's Degree</li> <li>• 06 = Doctoral Degree</li> <li>• 07 = First Professional Degree</li> <li>• 08 = Graduate / Professional Certificate</li> <li>• 99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2014
CN	Published Program 5 Length	6	859	864	C	N	<p>Length of the instructional program as published by the school.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2014
CO	Published Program 5 Length Measurement	1	865	865	C	A	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• Y = Year</li> <li>• M = Month</li> <li>• W = Week</li> </ul> <p>Required if Program 5 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CP	Weeks Program 5 Title IV Academic Year	6	866	871	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000 – one hundred (100)</li> </ul> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2014
CQ	Program 5 Begin Date	8	872	879	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2014
CR	Special Program Indicator	1	880	880	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• A = Special Admission Associate Degree Program</li> <li>• B = Bachelor's Degree Completion Program</li> <li>• N = Not applicable</li> <li>• P = Preparatory Coursework Graduate/Professional</li> <li>• T = Non-Credential Teacher Certification</li> <li>• U = Preparatory Coursework Undergraduate</li> </ul> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CS	Program 5 Enrollment Status	1	881	881	C	A	<p>Code for student's enrollment status in this program:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>F = Full Time</li> <li>Q = Three Quarter Time</li> <li>H = Half Time</li> <li>L = Less than Half Time</li> <li>A = Leave of Absence</li> <li>G = Graduated</li> <li>W = Withdrawn</li> <li>D = Deceased</li> <li>X = Never Attended</li> </ul> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p>	2016  X Status added Fall 2016
CT	Program 5 Enrollment Status Effective Date	8	882	889	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 5 CIP Code is populated, otherwise space fill.</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
CU	Program 6 CIP Code	6	890	895	O	N	<p>Six-digit Classification of Instructional Program code identifying a program's academic content. Do not enter decimal points ('.'). Space fill, if not applicable.</p>	2014
CV	CIP Year	4	896	899	C	N	<p>Year in which the CIP used by NSLDS was published. The CIP Year for the codes currently used by NSLDS is 2020.</p> <p>Format: CCYY</p> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p> <p>*If CCYY value other than 2020 is present, Clearinghouse edit will automatically default to 2020.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CW	Program 6 Credential Level	2	900	901	C	N	<p>The credential level of the program. (See <a href="#">Exhibit III</a>)</p> <p>Valid values are:</p> <ul style="list-style-type: none"> <li>01 = Undergraduate Certificate or Diploma Program</li> <li>02 = Associate Degree</li> <li>03 = Bachelor's Degree</li> <li>04 = Post Baccalaureate Certificate</li> <li>05 = Master's Degree</li> <li>06 = Doctoral Degree</li> <li>07 = First Professional Degree</li> <li>08 = Graduate / Professional Certificate</li> <li>99 = Non-Credential Program (Preparatory Coursework / Teacher Certification)</li> </ul> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	2014
CX	Published Program 6 Length	6	902	907	C	N	<p>Length of the instructional program as published by the school.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>000100 – one tenth (1/10)</li> <li>001000 – one (1)</li> <li>010000 – ten (10)</li> <li>100000 – one hundred (100)</li> </ul> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	2014
CY	Published Program 6 Length Measurement	1	908	908	C	A	<p>The unit of measure for the length of the instructional program as published by the school.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Y = Year</li> <li>M = Month</li> <li>W = Week</li> </ul> <p>Required if Program 6 CIP Code is populated. If not applicable or Program Length Measurement is Y, space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
CZ	Weeks Program 6 Title IV Academic Year	6	909	914	C	N	<p>Total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.</p> <p>Format "nnnnnn," with implied decimal b/n third and fourth digits.</p> <ul style="list-style-type: none"> <li>• 000100 – one tenth (1/10)</li> <li>• 001000 – one (1)</li> <li>• 010000 – ten (10)</li> <li>• 100000- one hundred (100)</li> </ul> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	2014
DA	Program 6 Begin Date	8	915	922	C	N	<p>Date on which student began attending the program.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	2014
DB	Special Program Indicator	1	923	923	C	A	<p>Flag to indicate that the program belongs to one of the following groups:</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• A = Special Admission Associate Degree Program</li> <li>• B = Bachelor's Degree Completion Program</li> <li>• N = Not applicable</li> <li>• P = Preparatory Coursework Graduate/Professional</li> <li>• T = Non-Credential Teacher Certification</li> <li>• U=Preparatory Coursework Undergraduate</li> </ul> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	2014

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
DC	Program 6 Enrollment Status	1	924	924	C	A	<p>Code for student's enrollment status in this program.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>F = Full Time</li> <li>Q = Three Quarter Time</li> <li>H = Half Time</li> <li>L = Less than Half Time</li> <li>A = Leave of Absence</li> <li>G = Graduated</li> <li>W = Withdrawn</li> <li>D = Deceased</li> <li>X = Never Attended</li> </ul> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p>	<p>2016</p> <p>X Status added Fall 2016</p>
DD	Program 6 Enrollment Status Effective Date	8	925	932	C	N	<p>Effective date for the program enrollment status currently being reported.</p> <p>Format: CCYYMMDD</p> <p>Required if Program 6 CIP Code is populated, otherwise space fill.</p> <p>*If X status is used, date should be equal to the Program Begin Date</p>	2014
DE	Privacy Block Setting	2	933	934	C	N	<p>The Privacy Block Setting for a student (See <a href="#">Exhibit III</a>)</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>00 - No block, value has been submitted</li> <li>01 - Block from research</li> <li>02 - Block from verifications</li> <li>03 - Block from research and verifications</li> </ul> <p>Once a value from 00-03 has been submitted, PBS can never be submitted as blank for the student at this school. Blank PBS also translates to no block, like 00.</p>	2020
DF	Previous First Name	20	935	954	O	AN	<p>Student's previous first name.</p> <p>Space fill, if not applicable.</p>	2023

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Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
DG	Lived First Name	40	955	994	O	AN	Student's personal and/or preferred professional first name used instead of legal name. Space fill, if not applicable. Do not include Legal First Name here.	2023
DH	Lived Middle Name	40	995	1034	O	AN	Student's personal and/or preferred professional middle name used instead of legal name. Space fill, if not applicable. Do not include Legal Middle Name here.	2023
DI	Lived Last Name	40	1035	1074	O	AN	Student's personal and/or preferred professional last name used instead of legal name. Space fill, if not applicable. Do not include Legal Last Name here.	2023
DJ	Gender Identity	2	1075	1076	O	A	Student's perceived gender. If no value, space fill. (See <a href="#">Exhibit III</a> )	2023
DK	Filler	174	1077	1250	O	AN	Space Fill	

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## TRAILER RECORD LAYOUT

For Fixed Width Format: Total Trailer Record Length is 1250 Bytes.

For Excel/Text Tab Delimited format: Total Trailer record length is 12 columns.

Column for Excel Format	Field Name	Length	Start	Stop	Req'd	Type	Comments	Year Added
A	Record Type	2	01	02	R	AN	Value is "T1"	
B	Number of "F"	6	03	08	R	N	Number of records where campus level enrollment status = "F"	
C	Number of "Q"	6	09	14	R	N	Number of records where campus level enrollment status = "Q"	2014
D	Number of "H"	6	15	20	R	N	Number of records where campus level enrollment status = "H"	
E	Number of "L"	6	21	26	R	N	Number of records where campus level enrollment status = "L"	
F	Number of "W"	6	27	32	R	N	Number of records where campus level enrollment status = "W"	
G	Number of "G"	6	33	38	R	N	Number of records where campus level enrollment status = "G"	
H	Number of "A"	6	39	44	R	N	Number of records where campus level enrollment status = "A"	
I	Number of "X"	6	45	50	R	N	Fill with zeros. (This status is not currently used at campus level.)	
J	Number of "D"	6	51	56	R	N	Number of records where campus level enrollment status = "D"	
K	Total Record Count	8	57	64	R	N	Total count equals the number of student detail records plus two (the Header and Trailer Records are included in the total)	
L	Filler	1186	65	1250	R	AN	Space fill	

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## Exhibit III: Data Element & Status Code Definitions

### CAMPUS LEVEL REPORTING

#### **"F" Full-Time\***

A student's enrollment in a postsecondary institution (other than a correspondence program) is considered full-time if his/her academic workload constitutes full-time status as determined by the institution using standards applicable to all students enrolled in the same program. The workload can consist of any combination of courses, work experience, research or special studies, whether or not for credit, that the institution considers sufficient to constitute full-time status. A student who is enrolled in a vocational school (other than a correspondence program) and carries a workload of not less than 24 hours per week, 12 semester or quarter hours of instruction, or the equivalent is considered full-time.

#### **"Q" Three Quarter-Time or More (But Less Than Full-Time)\***

A student's enrollment in a postsecondary institution is considered three quarter-time when his/her academic workload is at least three-fourths (75%) the workload of a full-time student, as determined by the institution.

#### **"H" Half-Time or More (But Less Than Three Quarter-Time)\***

A student's enrollment in a postsecondary institution is considered half-time when his/her academic workload is at least one-half (50%) the workload of a full-time student, as determined by the institution. A student enrolled solely in an eligible correspondence program is also considered to be a half-time student.

#### **"L" Less Than Half-Time (But Still Enrolled)\***

A student's enrollment in a postsecondary institution is considered less than half-time when his/her workload amounts to less than the academic workload of a half-time student, as determined by the institution.

#### **"W" Withdrawn**

A student enrolled in a postsecondary institution who has withdrawn, dropped out, failed to re-enroll or been terminated, expelled or dismissed by the institution is considered withdrawn.

#### **"G" Graduated**

A student who was enrolled in an eligible postsecondary institution and completed the requirements for graduation or the program of study in which he/she was enrolled is considered graduated.

#### **"A" Approved Leave of Absence**

A student who is enrolled in an eligible postsecondary institution and has met the requirements for

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an approved student loan leave of absence and, therefore, is not required to attend classes for a specified period of time. For purposes of Title IV, HEA program loan borrower, an institution does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence. An approved student loan leave of absence must not exceed 180 days in any 12-month period. The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month-period. If a student does not resume attendance at the institution at or before the end of a leave of absence, the institution must treat the student as a withdrawal in accordance with CFR 668.22(d).

**"D" Deceased**

Student is deceased.

*\*Only full-time, three quarter-time, half-time, and less than half-time can be included in your advanced registration data report.*

## Definitions for Current Status Start Date

**"F" Full-Time Status**

You can report a start date for full-time status that may not be the first day of the term, if you choose. If a start date for full-time status is not reported, the Clearinghouse assumes that a full-time student's status start date is the first day of the term. If no status start date is provided, the Clearinghouse will assume a full-time student's status start date is the first day of the term being reported unless:

- Student's full time status continues from the previously reported term; in which case the status start date from the prior full-time record will be maintained.
- Student's full-time status represents an increase from a lower status during a term and a status start date is provided.

**"Q" Three Quarter-Time, "H" Half-Time, or "L" Less Than Half-Time**

If the student dropped or increased to any of these three statuses during the term, report the start date as the date the student's status changed. If no status start date is provided, the Clearinghouse will assume a student's status start date is the first day of the term being reported unless:

- Student's status continues from the previously reported term; in which case the status start date from the prior record will be maintained.
- Student's status represents an increase from a lower status during a term and a status start date is provided.

**"W" Withdrawn**

When the "W" code is used, the start date is the earliest of these dates:

- Date the student officially notified the school of his/her withdrawal or the withdrawal date specified in the student's written notification, whichever is later.
- Date determined by the school, if no notice is given by the student.
- Date of the last lesson submitted if the student is enrolled in a correspondence program and fails to submit an assignment (using the schedule of lessons established by the school).
- First day of the leave of absence, if a student does not return to school after an approved leave of absence.
- Date of termination, expulsion or dismissal, if a student is terminated, expelled or dismissed by the school.

**"G" Graduated**

Report the date that the student completed the institution's requirements for graduation, not the date of the graduation ceremony. Usually, this is the term-end date.

**"A" Approved Leave of Absence**

Report the date that the student began the approved leave of absence.

**"D" Deceased**

Report the student's date of death (or the date of the notification of the student's death if the actual date of death is not known and cannot be obtained on a timely basis).

### **Definitions for Class/Credential Level – Student Level (Expanded Data Element)**

Report each student's Class/Credential Level (as defined by your institution) using the values below. For students pursuing degrees from a combination of programs that cross class/credential-level categories, report the level of the primary program. The Clearinghouse *strongly* encourages institutions to populate this field for all students to improve the various accountability and analytic services it provides to institutions.

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

For information regarding Program Credential Level reporting, see Definition for Program Credential Level later in this section.

**Class/Credential levels for graduating and enrolled students:**

**“C” Certificate** (Undergraduate). For students enrolled in or completing undergraduate certificate programs.

**“A” Associate’s**. For students enrolled in or completing associate degree programs.

**“B” Bachelor’s**. For students completing bachelor’s degrees; also, for students enrolled in bachelor’s degree programs who do not fit into any of the four traditional class levels that are provided below:

- **“F” Freshman** (Bachelor’s degree programs only)
- **“S” Sophomore** (Bachelor’s degree programs only)
- **“J” Junior** (Bachelor’s degree programs only)
- **“R” Senior** (Bachelor’s degree programs only)

**“N” Unspecified** (Undergraduate). Includes students who do not fit in traditional class designations for undergraduate programs (e.g., students taking undergraduate courses but not pursuing degrees).

**“T” Post baccalaureate certificate****“M” Master’s** (Graduate)

**“D” Doctoral** (Graduate) A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M., and others, as designated by the awarding institution.

**“P” Post doctorate** (Graduate)

**“L” Professional** (Graduate). A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (L.L.B. or J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine

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(D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

**“G” Unspecified** (Graduate/Professional). Includes students taking graduate-level coursework who do not fit into the other graduate and professional categories (e.g., students taking graduate-level courses who are not seeking degrees).

**How Class/Credential Codes Align Across Enrollment and Degree Reporting:**

Class/Credential Student Level (Expanded Data Elements)	Enrollment Column for Excel Format	Program Credential Level	Enrollment Column for Excel Format	Degree Level	DegreeVerify Column for Excel Format
C – Certificate (Undergraduate)	AA	01 – Undergraduate Certificate or Diploma Program	AY, BI, BS, CC, CM, CW	C – Certificate	L
A – Associates	AA	02 – Associate Degree	AY, BI, BS, CC, CM, CW	A – Associate	L
B – Bachelors (F, S, J, R)	AA	03 – Bachelors Degree	AY, BI, BS, CC, CM, CW	B – Bachelors	L
N – Unspecified (Undergraduate)	AA	Not Applicable	Not Applicable	Not Applicable	Not Applicable
T – Post Baccalaureate Certificate	AA	04 – Post Baccalaureate Certificate	AY, BI, BS, CC, CM, CW	T – Post Baccalaureate Certificate	L
M – Masters	AA	05 – Masters Degree	AY, BI, BS, CC, CM, CW	M – Master	L
D – Doctoral	AA	06 – Doctoral Degree	AY, BI, BS, CC, CM, CW	D – Doctorate	L
P – Post Doctorate	AA	04 – Post Baccalaureate Certificate	AY, BI, BS, CC, CM, CW	Not Applicable	Not Applicable
L – Professional (Graduate)	AA	07 - First Professional Degree	AY, BI, BS, CC, CM, CW	P - Professional	L
G – Unspecified (Graduate/Professional)	AA	08 – Graduate/Professional Certificate	AY, BI, BS, CC, CM, CW	R - Credential	L
Not Applicable	Not Applicable	99 - Non-Credential Program (Preparatory Coursework/Teacher Certification)	AY, BI, BS, CC, CM, CW	Not Applicable	Not Applicable

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

### Definition for First-Time, Full-Time Flag

The “First-Time, Full-Time” flag should be set to yes (“Y”) or no (“N”). Annually, your institution is required to report a “First-Time, Full-Time” cohort to the Department of Education via IPEDS. The methodology used to create the cohort you reported to IPEDS should be used to determine the “First-Time, Full-Time” status for this flag.

### Definitions for High School Code

Report the code for the most recent high school attended by the student using the College Entrance Exam Board/ACT (CEEB/ACT) code structure. Enter 960000 for GED recipients and 969999 for home-schooled students.

### Definitions for Majors

**NCES CIP Codes for Majors:** The National Center for Education Statistics Classification of Instructional Programs (NCES CIP) codes associated with any major course of study, if available. If the codes are not available, space fill the fields. (Important: When you enter the code, do not include the periods.)

**Major Course of Study 1 and 2 (Required Data Element):** The official name of any and all major courses of study associated with the student's degree. At least one major course of study is required. If your institution does not have majors, enter “NOT APPLICABLE” in “Major Course of Study 1” (to indicate to employers that the absence of a value is not an error) and space fill “Major Course of Study 2.”

### Definitions for Race/Ethnicity\*

Report the race/ethnicity provided by the student.

**“A” Nonresident Alien:** A person who is not a U.S. citizen or national, is in this country on a visa or temporary basis, and does not have the right to remain indefinitely.

**“AN” Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**“B” Black, Non-Hispanic:** A person having origins in any of the black racial groups of Africa

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(except those of Hispanic origin).

**“IA” American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

**“H” Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**“HP” Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**“W” White, Non-Hispanic:** A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

**“TM” Two or More Race/Ethnicity Categories:** This category is for students who claim to belong to two or more of the race/ethnicity categories.

**“U” Race/Ethnicity Unknown:** The category used to report persons whose race and ethnicity are not known.

*\*The definitions above are from the 2010-2011 [IPEDS race/ethnicity definitions](#).*

### **Definition for Veteran's Status Indicator**

A veteran is any person who served honorably on active duty in the US Armed Forces.

### **Definition for Remedial Flag**

A student enrolled in at least one remedial course for the current term.

### **Definition for Pell Grant Recipient**

A student receiving Pell funds for the current term.

### **Definition for Sex for Reporting (*previously Gender*)**

A student's Sex as defined by government records. Leave blank or report as:

- "M" Male
- "F" Female
- "U" Unknown

### **Definition for Gender Identity**

A student's perceived gender. Leave blank or report as:

- "M" Male
- "F" Female
- "TM" Transgender Male
- "TF" Transgender Female
- "NB" Non-binary
- "AG" Agender
- "GQ" Genderqueer
- "NA" Does Not Apply

## PROGRAM-LEVEL REPORTING

### Definition for Program Indicator Flag

The Program Indicator flag indicates whether a student is enrolled in at least one program. If this field is populated with a “Y”, you are required to report the student’s Program Level Enrollment Data for at least one program.

### Definition for Program CIP Code

Six-digit Classification of Instructional Program code identifying a program’s academic content. Do not enter decimal points (“.”). Space fill, if not applicable.

Note: If a program CIP is reported, you are required to report all additional information for that program.

### Definition for CIP Year

Year in which the CIP codes used by NSLDS were published. The CIP year for the codes currently used is 2020.

Note: If value other than 2020 is present, Clearinghouse edit will automatically default to 2010.

### Definition for Program Credential Level

When the Program Indicator flag is Y, reflect each student’s credential level (as defined by the Department of Education). For students pursuing multiple credentials, report each program that meets criteria for a unique program as defined by IPEDS and NSLDS.

The codes and definitions below should be used when populating data in the Program Credential Level field(s). For information regarding Class/Credential Level Expanded data field reporting, see Definitions for Class/Credential - Student Level (Expanded Data Elements) previously mentioned in this section.

Valid Values:

- “01” (Undergraduate Certificate or Diploma Program)
- “02” (Associate Degree)
- “03” (Bachelor’s Degree)

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

- “04” (Post Baccalaureate Certificate)
- “05” (Master’s Degree)
- “06” (Doctoral Degree)
- “07” (First Professional Degree)
- “08” (Graduate / Professional Certificate)
- “99” (Non-Credential Program [Preparatory Coursework / Teacher Certification])

Note: According to new guidelines, Special Program Indicators and Program Credential Levels must “agree” per the following table:

If Special Program Indicator is	Then Credential Level must be
A – Special Admission Associates Degree Program	02 – Associate Degree
B – Bachelor’s Degree Completion Program	03 – Bachelor’s Degree
P – Preparatory Coursework Graduate Professional Program	99 – Non-Credential Program [Preparatory Coursework / Teacher Certification]
T – Non-Credential Teacher Certification Program	99 – Non-Credential Program [Preparatory Coursework / Teacher Certification]
U – Preparatory Coursework Undergraduate Program	99 – Non-Credential Program [Preparatory Coursework / Teacher Certification]

\*Any credential level can have Special Program Indicator “N.”

### Definition for Published Program Length

The length of the instructional program in years, months, or weeks as published by your school. Format “nnnnnn,” with an implied decimal point between the third and fourth digits. Thus, schools should report:

- “000100” to represent a value of one tenth
- “001000” to represent a value of one
- “010000” to represent a value of ten
- “100000” to represent a value of one hundred

Examples:

- A 32-week program would be represented as 032000 with Length Measurement of W.
- A 2-year program would be represented as 002000 with Length Measurement of Y.

### **Definition for Weeks Program Title IV Academic Year**

The total number of weeks of instruction in the program's academic year. Only report when Published Program Length Measurement is W or M.

Format "nnnnnn," with an implied decimal point between the third and fourth digits. Thus, schools should report:

- "000100" to represent a value of one tenth
- "001000" to represent a value of one
- "010000" to represent a value of ten
- "100000" to represent a value of one hundred

Note: Per NSLDS guidelines, the number of weeks in academic year should be no less than 26 (026000) and no more than 52 (052000).

### **Definition for Program Begin Date**

Date the student begins enrollment in the program being reported (not the registration date).

### **Definition for Special Program Indicator**

Flag to indicate that the program belongs to one of the following groups:

- "A" (Special Admission Associate Degree Program)
- "B" (Bachelor's Degree Completion Program)
- "N" (Not Applicable)
- "P" (Preparatory Coursework Graduate Professional Program)
- "T" (Non-Credential Teacher Certification Program)
- "U" (Preparatory Coursework Undergraduate Program)

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Note: According to new guidelines, Special Program Indicators and Program Credential Levels must “agree” per the following table:

If Special Program Indicator is	Then Credential Level must be
A – Special Admission Associates Degree Program	02 - Associate Degree
B – Bachelor’s Degree Completion Program	03 – Bachelor’s Degree
P – Preparatory Coursework Graduate Professional Program	99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]
T – Non-Credential Teacher Certification Program	99 - Non-Credential Program [Preparatory Coursework / Teacher Certification]
U - Preparatory Coursework Undergraduate Program	99- Non-Credential Program [Preparatory Coursework / Teacher Certification]
N – Not Applicable	Any Credential Level listed above

### Definition for Program Enrollment Status

Code for the student’s enrollment status in that program. Values are:

- “F” (Full-Time)
- “Q” (Three-Quarter Time)
- “H” (Half-Time)
- “L” (Less Than Half-Time)
- “A” (Leave of Absence)
- “G” (Graduated)
- “W” (Withdrawn)
- “D” (Deceased)
- “X” (Never Attended) – this indicates a program was reported in error and needs to be deleted from the student’s record.

### Definition for Program Status Effective Date

Program Status Effective Dates must be provided for all program statuses reported on every file submitted.

In the event a student's status changes during the course of the program, please provide the date of that change, and continue to report that date until the next change in status.

Note: Program Status Effective Date cannot be prior to the Program Begin Date

Note: If an X status is present, the Program Status Effective Date should be equal to the Program Begin Date.

### Definition for Privacy Block Setting

- 00** Student has no Privacy Block Setting. This is utilized when the school has programmed for the Privacy Block Setting values and/or changes from a higher value to no block.
- 01** Student detail blocked for any non-consented Personally Identifiable Information (PII) research purpose.  
Student data can be used in de-identified and aggregate reports as well as research reports with student consent.
- 02** Student blocked from use in non-consented verifications.
- 03** Student detail blocked for any non-consented Personally Identifiable Information (PII) research purpose and blocked from use in non-consented verifications.  
Student data can be used in de-identified and aggregate reports as well as research with student consent and verifications with student consent.

## **Additional Notes on Program Reporting**

A program is defined by the following fields:

1. School Code
  2. CIP Code
  3. Credential Level
  4. Published Program Length
  5. Published Program Length Measurement
- If there is a change to any of the above fields, a new unique program is created.
  - Once a program is reported in an enrolled status, it must be accounted for in the next file for the same term in an enrolled or separated status or an error will be generated.
  - Programs are subject to the same rules for calculated separation as campus level records



### State Code Values

Code	State	Code	State
AA	Military Location Code	IL	Illinois
AB	Alberta, Canada	IN	Indiana
AE	Military Location Code	IQ	Other U.S. Territory/Possession
AK	Alaska	KS	Kansas
AL	Alabama	KY	Kentucky
AP	Military Location Code	LA	Louisiana
AR	Arkansas	MA	Massachusetts
AS	American Samoa	MB	Manitoba, Canada
AZ	Arizona	MD	Maryland
BC	British Columbia, Canada	ME	Maine
CA	California	MH	Marshall Islands
CN	Canada	MI	Michigan
CO	Colorado	MN	Minnesota
CT	Connecticut	MO	Missouri
CZ	Canal Zone	MP	Northern Marianas Islands
DC	District of Columbia	MS	Mississippi
DE	Delaware	MT	Montana
FC	Foreign Country	MX	Mexico
FO	Foreign Country	NB	New Brunswick, Canada
FL	Florida	NC	North Carolina
FM	Federated States of Micronesia	ND	North Dakota
GA	Georgia	NE	Nebraska
GU	Guam	NF	Newfoundland, Canada
HI	Hawaii	NH	New Hampshire

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).



Code	State	Code	State
IA	Iowa	NJ	New Jersey
ID	Idaho	NL	Newfoundland and Labrador, Canada
NM	New Mexico	SC	South Carolina
NS	Nova Scotia, Canada	SD	South Dakota
NT	Northwest Territories, Canada	SK	Saskatchewan, Canada
NU	Nunavut, Canada	TN	Tennessee
NV	Nevada	TT	Trust Territories of the Pacific
NY	New York	TX	Texas
OH	Ohio	UK	Unknown
OK	Oklahoma	UT	Utah
ON	Ontario, Canada	VA	Virginia
OR	Oregon	VI	Virgin Islands
PA	Pennsylvania	VT	Vermont
PE	Prince Edward Island, Canada	WA	Washington
PQ	Quebec, Canada	WI	Wisconsin
PR	Puerto Rico	WV	West Virginia
PW	Republic of Palau	WY	Wyoming
QC	Quebec, Canada	YT	Yukon, Canada
RI	Rhode Island		

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

### Country Code Values

COUNTRY		CODE
Afghanistan	=	AF
Albania	=	AL
Algeria	=	DZ
Andorra	=	AD
Angola	=	AO
Anguilla	=	AI
Antigua and Barbuda	=	AG
Argentina	=	AR
Armenia	=	AM
Aruba	=	AW
Ascension	=	SH
Australia	=	AU
Austria	=	AT
Azerbaijan	=	AZ
Bahamas	=	BS
Bahrain	=	BH
Bangladesh	=	BD
Barbados	=	BB
Belarus	=	BY
Belgium	=	BE
Belize	=	BZ
Benin	=	BJ
Bermuda	=	BM
Bhutan	=	BT
Bolivia	=	BO
Bosnia and Herzegovina	=	BA
Botswana	=	BW
Brazil	=	BR
British Indian Ocean Territory	=	IO
British Virgin Islands	=	VG
Brunei Darussalam	=	BN
Bulgaria (Republic)	=	BG
Burkina Faso	=	BF
Burundi	=	BI
Cambodia	=	KH
Cameroon	=	CM
Canada	=	CA
Cape Verde	=	CV
Cayman Islands	=	KY
Central African Republic	=	CF
Chad	=	TD

COUNTRY		CODE
Chile	=	CL
China (People's Republic)	=	CN
Colombia	=	CO
Comoros	=	KM
Congo (Republic)	=	CG
Cook Island	=	CK
Costa Rica	=	CR
Cote d'Ivoire (Republic)	=	CI
Croatia	=	HR
Cuba	=	CU
Cyprus	=	CY
Czech Republic	=	CZ
Democratic People's Republic of Korea	=	KP
Democratic Republic of the Congo	=	CD
Denmark	=	DK
Djibouti	=	DJ
Dominica	=	DM
Dominican Republic	=	DO
East Timor	=	TP
Ecuador	=	EC
Egypt	=	EG
El Salvador	=	SV
Equatorial Guinea	=	GQ
Eritrea	=	ER
Estonia	=	EE
Ethiopia	=	ET
Falkland Islands (Malvinas)	=	FK
Faroe Islands	=	FO
Fiji	=	FJ
Finland (including the Aland Islands)	=	FI
France	=	FR
French Guiana	=	GF
French Polynesia (including Clipperton)	=	PF
French Southern and Antarctic Territories	=	TF
Gabon	=	GA
Gambia	=	GM
Georgia	=	GE
Germany	=	DE
Ghana	=	GH
Gibraltar	=	GI
Great Britain	=	GB

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

COUNTRY		CODE
Greece	=	GR
Greenland	=	GL
Grenada	=	GD
Guadeloupe (incl. St Barthelemy)	=	GP
Guam	=	GU
Guatemala	=	GT
Guinea	=	GN
Guinea-Bissau	=	GW
Guyana	=	GY
Haiti	=	HT
Honduras (Republic)	=	HN
Hong Kong, China (People's Republic)	=	HK
Hungary (Republic)	=	HU
Iceland	=	IS
India	=	IN
Indonesia	=	ID
Iran (Islamic Republic)	=	IR
Iraq	=	IQ
Ireland	=	IE
Israel	=	IL
Italy	=	IT
Jamaica	=	JM
Japan	=	JP
Jordan	=	JO
Kazakhstan	=	KZ
Kenya	=	KE
Kiribati	=	KI
Korea (Republic)	=	KR
Kuwait	=	KW
Kyrgyzstan	=	KG
Lao People's Democratic Republic	=	LA
Latvia	=	LV
Lebanon	=	LB
Lesotho	=	LS
Liberia	=	LR
Libyan Jamahiriya	=	LY
Liechtenstein	=	LI
Lithuania	=	LT
Luxembourg	=	LU
Macao, China (People's Republic)	=	MO
Madagascar	=	MG
Malawi	=	MW
Malaysia	=	MY
Maldives	=	MV

COUNTRY		CODE
Mali	=	ML
Malta	=	MT
Marshall Islands	=	MH
Martinique	=	MQ
Mauritania	=	MR
Mauritius	=	MU
Mexico	=	MX
Micronesia (Federated States of)	=	FM
Moldova	=	MD
Monaco	=	MC
Mongolia	=	MN
Montserrat	=	MS
Morocco	=	MA
Mozambique	=	MZ
Myanmar	=	MM
Namibia	=	NA
Nauru	=	NR
Nepal	=	NP
Netherlands	=	NL
Netherlands Antilles	=	AN
New Caledonia	=	NC
New Zealand (including the Ross Dependency)	=	NZ
Nicaragua	=	NI
Niger	=	NE
Nigeria	=	NG
Niue	=	NU
Norfolk Island	=	NF
Norway	=	NO
Oman	=	OM
Pakistan	=	PK
Palau	=	PW
Panama (Republic)	=	PA
Papua New Guinea	=	PG
Paraguay	=	PY
Peru	=	PE
Philippines	=	PH
Pitcairn, Henderson, Ducie and Oeno	=	PN
Poland	=	PL
Portugal	=	PT
Puerto Rico	=	PR
Qatar	=	QA
Reunion	=	RE
Romania	=	RO

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

COUNTRY		CODE
Russian Federation	=	RU
Rwanda	=	RW
Saint Christopher (St Kitts) and Nevis	=	KN
Saint Lucia	=	LC
Saint Vincent and the Grenadines	=	VC
Samoa	=	AS
San Marino	=	SM
Sao Tome and Principe	=	ST
Saudi Arabia	=	SA
Scattered Islands	=	RE
Senegal	=	SN
Serbia and Montenegro	=	YU
Seychelles	=	SC
Sierra Leone	=	SL
Singapore	=	SG
Slovakia	=	SK
Slovenia	=	SI
Solomon Islands	=	SB
Somalia	=	SO
South Africa	=	ZA
South Georgia and the South	=	GS
Spain	=	ES
Sri Lanka	=	LK
St Helena	=	SH
Sudan	=	SD
Suriname	=	SR
Svalbard and Jan Mayen	=	SJ
Swaziland	=	SZ
Sweden	=	SE
Switzerland	=	CH
Syrian Arab Republic	=	SY
Tajikistan	=	TJ

COUNTRY		CODE
Tanzania (United Republic)	=	TZ
Territorial Community of Mayotte	=	YT
Territorial Community of St Pierre	=	PM
Thailand	=	TH
The former Yugoslav Rep of Macedonia	=	MK
Togo	=	TG
Tokelau	=	TK
Tonga (including Niuafo'ou)	=	TO
Trinidad and Tobago	=	TT
Tristan da Cunha	=	SH
Trust territory of the Pacific Islands	=	MP
Tunisia	=	TN
Turkey	=	TR
Turkmenistan	=	TM
Turks and Caicos Islands	=	TC
Tuvalu	=	TV
Uganda	=	UG
Ukraine	=	UA
United Arab Emirates	=	AE
United States Minor Outlying Islands	=	UM
United States of America	=	US
Uruguay	=	UY
Uzbekistan	=	UZ
Vanuatu	=	VU
Vatican	=	VA
Venezuela	=	VE
Viet Nam	=	VN
Virgin Islands of the USA	=	VI
Wallis and Futuna Islands	=	WF
Yemen	=	YE
Zambia	=	ZM
Zimbabwe	=	ZW

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## Exhibit IV: Secure FTP Instructions

### Establishing a secure FTP Account

The Clearinghouse supports Secure FTP, an electronic method of safely and securely collecting, storing, managing, and exchanging sensitive information between your institution and the Clearinghouse. Our secure FTP environment features an easy-to-use Web browser interface that allows you to view logs of your file and user activity, manage your passwords, as well as send and receive files. All files received by the Clearinghouse are securely stored using FIPS 140-2 validated AES encryption, the U.S. Federal encryption standard, eliminating the need for encryption prior to sending.

You must establish a Clearinghouse secure FTP account at least two business days before you expect to send your first file. To open an account, please submit the online secure FTP Access Form located on our Web site at [Contact Us - National Student Clearinghouse](#). Within two business days, we will contact your designated Secure FTP contact to provide your password as well as answer any technical questions.

### Compressing Your File

You may want to compress your file to minimize secure FTP transmission time. The Clearinghouse will uncompress your file using PKZIP version 2.02T. If you plan to use a different compression utility, contact [secureftp@studentclearinghouse.org](mailto:secureftp@studentclearinghouse.org) to determine its compatibility.

### Transmitting Your Files via secure FTP

Secure FTP supports the following methods of securely exchanging files with the Clearinghouse:

- Web browser interface
- FTP over SSH (SFTP)
- FTP over SSL (FTPS)

The Web browser interface is a quick, easy method of manually transmitting files. For the Web browser interface, follow the instructions below or refer to [Logging On To Your Account](#) on the Clearinghouse Knowledgebase Help Center.

1. From a web browser, go to <https://ftps.nslc.org> (you may want to bookmark this site)
2. Enter your Clearinghouse username and password.
  - Username is NOT case sensitive; password IS case sensitive.
  - Your account will be suspended if you attempt to log in too many times with an incorrect password.

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

- If you are logging in for the first time, you may be prompted to change your password. The password rules are:
  - i. Minimum length is six characters
  - ii. Must contain at least one alphabetical and one numerical character
  - iii. Must not resemble your username
- 3. Once you are logged in, click “Upload” and follow the prompts.

For automated environments, please refer to [Configuring Automated Scripts](#) on the Clearinghouse Knowledgebase Help Center.

**Secure FTP File Receipt Confirmation**

The Clearinghouse will send a file receipt confirmation to the email address you entered on the online secure FTP Access Form. If you do not receive a confirmation email within 24 hours of transmission, contact us.

**Questions?**

If you have any questions, or need assistance with secure FTP, contact Clearinghouse technical support at [secureftp@studentclearinghouse.org](mailto:secureftp@studentclearinghouse.org).

## Exhibit V: Sample Functional Requirements Document

### ABC University

Prior to programming, we recommend that you write a functional requirements document encompassing your institution's unique enrollment system requirements. The sample below will assist you in writing your own document.

#### Population Selection Criteria

- All students for the current term being processed who are enrolled or withdrawn, (i.e., enrollment status = 3 for enrolled students or 5 for withdrawn students)

#### Field-Specific Processing Criteria

Only needed for fields requiring explanation.

#### Header Record

- ABC University's OPE ID is "002300"
- ABC University will use branch code = 00, since we have no other branches
- Academic terms are "Fall Semester," "Spring Semester," and "Summer Semester"
- Standard report flag is "Y" for fall and spring; "N" for summer
- Certification date is the date that ABC University certified the enrollment data (may correlate to the file creation date)
- Reporting level is "F" for full (all students)

#### Detail Record

- Name fields require a parsing routine to split out last, first and middle names
- Enrollment status types are:
  - **F:** Undergraduate students enrolled in 12 or more hours or graduate students enrolled in 10 or more hours for the fall and spring semesters. Graduate or undergraduate students enrolled in six or more hours for the summer semester. All students in program codes THESIS, STDYABRD, STDNTEACHR, and GRADASSIST.
  - **Q:** Undergraduate students enrolled in nine to 11 hours or graduate students enrolled in six to seven hours for fall and spring semesters.



- **H:** Undergraduate students enrolled in six to eight hours or graduate students enrolled in four to five hours for the fall and spring semesters. Graduate or undergraduate students enrolled in three to five hours for the summer semester.
- **L:** Graduate or undergraduate students enrolled in less than four hours for the fall and spring semesters. Graduate or undergraduate students enrolled in less than three hours for the summer semester.
- **W:** Students with an enrollment status of 5 (withdrawn).
- **G:** Students who have a conferred degree.
  
- **A:** ABC University has no approved leave of absence and will not use this status.
- **D:** Students with the deceased indicator set on the associated file.
  
- **Start Date of Current Status**
  - **F:** Do not report start date for this status.
  - **Q:** Start date will only be reported when the status is "Q" and the hours at first term report are 12 or greater, otherwise it will be blank.
  - **H:** Start date will only be reported when the status is "H" and the hours at first term report are nine or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
  - **L:** Start date will only be reported when the status is "L" and the hours at the first term report are six or greater; otherwise, it will be blank. The date of the earliest "drop" transaction after the 10th day (academic selection) will be used.
  - **W:** The withdrawal date from the enrollment file will be used.
  - **G:** The date that the student completed ABC University's requirements for graduation (**not** the date of the graduation ceremony).
  - **A:** Not used at ABC University.
  - **D:** ABC University has no record of when the student died or was reported as deceased. If exact date of death is unknown, provide the date of notification.
  
- **Anticipated Graduation Date Calculations**
  - Freshman = end of current academic year + 4 years
  - Sophomore = end of current academic year + 3 years
  - Junior = end of current academic year + 2 years

- Senior < 120 hrs. = end of current academic year + 1 year
  - Senior > 120 hrs. = end of current academic year
  - Graduate master's program = program start date + 2 years
  - Graduate doctoral program = program start date + 5 years
  - Graduate non-degree = program start date + 1 year
  - Undergraduate non-degree = program start date + 2 years
- **Term Begin and End Dates**
    - Term Begin Date: Registration date entered in the Academic Center Term file for the term being processed. This date is the first day of classes.
    - Term End Date: Term end date entered in the Academic Center Term file for the term being processed. This date is the last day of exams.

### **General Information**

- Directory Block Indicator will be a "Y" if the student has an information block associated with his/her name or attendance dates. Otherwise, it will be an "N."
- CIP Codes will be formatted NNNNNN
- Degree Seeking flag will be set to "Y" if student is in a degree program. Otherwise, it will be an "N."
- High School Code will be formatted NNNNNN
- Program Indicator flag will be set to "Y" if student is enrolled in at least one program. Otherwise, it will be an "N."
- CIP Year will be 2010.
- Trailer Record (self-explanatory; see the Clearinghouse specifications).
- All fields without values will be space filled (not zero filled), except for branch code and trailer fields.
- All date values will be YYYYMMDD.
- Files should be fixed width format.
- ABC University will report to the Clearinghouse at 10th day census and monthly thereafter. The final file for the term will be created and sent two weeks after the last day of finals in order to obtain and report the most accurate graduation data.

## Exhibit VI: Creating Enrollment Data Files Using Excel

### STEP 1: FORMAT COLUMNS A-DJ

- Open a new Excel spreadsheet and highlight columns A through DK (columns will appear shaded).
- Under the “Format” menu, select “Cells”
- On the number tab of the “Format Cells” window, select “Text” and click “OK”

### STEP 2: ENTER HEADER RECORD IN COLUMNS A-G OF ROW 1

- Provide details in each column as outlined in Header Record Layout table in [Exhibit II](#)

Example:

- Column A = Record Type
  - Use **A3** for enrollment files such as Early Registration, First of Term, Subsequent, Graduates Only, and Summer
  - Use **P3** for Advanced Registration files for use with Myhub and Student Self-Service
- Column B = School Code
  - Use your **6-digit school code** (e.g., 001234)
- Column C = Branch Code
  - Use your **2-digit branch code** (if unknown, enter 00)
- Column D = Academic term
  - Enter the term being reported (e.g., **Fall 2023**)
- Column E = Standard Report Flag.
  - Use **Y** for a Standard Report (no special handling)
  - Use **N** for a Non-standard Report (e.g., Early Registration, Advanced Registration)
- Column F = Certification Date
  - Use **YYYYMMDD** format (e.g., 20230115).
    - Note: Date cannot be in the future
- Column G = Reporting Level
  - Use **F** for full reporting level (e.g., Enrollment Reporting and Advanced Registration records)
  - Use **A** to add records to Advanced Registration data that has already provided
- Columns H through DK = Leave blank

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

**STEP 3: ENTER DETAIL RECORD IN COLUMNS A – DK BEGINNING WITH ROW 2  
(one row per student)**

- Provide details in each column as outlined in Detail Record Layout table in [Exhibit II](#)
  - Each field will be a separate column (see Header Record above for example)
- Columns A – DK = Leave blank

**STEP 4: ENTER TRAILER RECORD IN COLUMNS A-K OF THE LAST ROW**

- Provide details in each column as outlined in Detail Record Layout table in [Exhibit II](#)
  - Each status or record count should be a separate column.
- Columns L through DK = Leave blank

**STEP 5: SAVE YOUR FILE IN TEXT TAB DELIMITED FORMAT**

- In Excel 2007, select “Save As” from the “Office Button” menu (in earlier versions of Excel, “Save As” is under the File menu on the main toolbar)
- On the “Save As” window, select the drive and/or directory where you would like to save the file
- Enter a file name (your school code should be part of the file name)
- Select “Text (Tab delimited) (\*.txt)”
- Click “Save.” Your file will be saved as a **text tab-delimited** file in the location you selected.
- **PLEASE save your file as text tab delimited. Saving and sending any other format will cause technical difficulties that will delay the set up and processing of your file.**

**STEP 6: SUBMIT YOUR FILE**

- Go to <https://ftps.nslc.org> to transmit your file to the Clearinghouse via your Secure FTP account.

**IMPORTANT! DO NOT email your file; emailing is not a secure method of transferring student data.**

- If you do not have a Secure FTP account, visit [Contact Us - National Student Clearinghouse](#) or email us at [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## Exhibit VII: File Types for Enrollment Reporting

Submission Type	How to Schedule	Notes
<b>Early Registration (ER)</b>	<p>This optional transmission can be submitted up to 30 days prior to the Term Begin Date and no more than 10 days after the Term Begin Date. To avoid potential NSLDS Enrollment Roster Errors, schools are strongly advised to submit these transmissions AFTER the first day of the term.</p> <p>Note: Certifying on or before the term begins can cause errors with NSLDS due to future Status Start Dates. To ensure new students or students with a new status or new program do not have a certification date prior to the begin date of status or program we encourage reporting the ER file after the FIRST DAY of the term.</p>	<p>Standard report flag set to "N". Recommended for Standard (required) terms only. This file provides a preview of the upcoming term, and provides existing students with the benefit of early notification to lenders/servicers/guarantors.</p> <p>*If you need to have data loaded prior to the term begin for Student Self Service purposes, consider Advanced Registration transmission type.</p>

Submission Type	How to Schedule	Notes
<b>First of Term</b>	Transmission sent after add/drop or census date. Should be submitted 2-3 weeks into the term but no more than 30 days into the term.	Standard report flag set to "Y." This file provides the first official status report for the term. If a status start date is not provided, the status start date for new students or those with new enrolled statuses will be set to the current term begin date at the campus level only. File will compare to prior submission(s): Students with open enrollment from the previous term in F, Q, H, L, or A status and NOT present on the First of Term submission will have separation calculated to Withdrawn and status start date set to previous term end for F, Q, H, or L, and status start date set to Leave of Absence start date for A statuses. Calculation is for both the campus and program levels.
<b>Subsequent of Term</b>	Multiple transmission sent 30-45 days after the previous file for the same term through term end.	Standard report flag set to "Y." File will compare to the previous submission loaded to CH database in attempt to determine students are missing or if change dates are required for status changes at the campus level, or if programs are missing at the program level.

For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

Submission Type	How to Schedule	Notes
<b>Graduates Only</b>	Transmissions containing separation statuses (G, W, D) and may include actively enrolled students who have completed individual programs.	Standard report flag set to "N." Does not compare to previous submission(s). File type name is misnomer – can include other statuses such as enrolled at campus level and G status at program level only, or unofficial withdrawals or academic dismissals (W statuses)
<b>Summer-First</b>	First summer transmission.	Standard report flag set to "N." Does not compare to previous submissions for errors or calculation of separation.
<b>Summer-Subsequent</b>	Transmission sent every 30-45 days after the first summer transmission through term end.	Standard report flag set to "N." Only compares to previously reported Summer term submission to determine changes within this term.
<b>History</b>	Transmission used during the testing and activation process and to report data prior to a live term with the Clearinghouse.	Standard report flag set to "Y." To submit historical data PRIOR to loading current term information in process of implementing CH Enrollment Reporting Services.
<b>Non-Compulsory &amp; Non-Summer</b>	Transmissions that are non-standard such as January "J" term and interims.	Standard report flag set to "N." Does not compare to previous submission(s).
<b>Advanced Registration</b>	Transmission for pre-enrollment of students—not loaded to compliance database.	Standard report flag set to "N." For Student Self Service only, does not load to active portion of CH database used for compliance reporting.

## Exhibit VIII: Errors and Warnings Associated with Enrollment Records

If the Clearinghouse enrollment reporting Error Resolution on the Web system flags any errors or warnings in your enrollment file, it will automatically email an error resolution report to users at your institution with the Submission Data and Submission Data Alternate roles. Once you have resolved the errors, your enrollment file will be processed in our database and the certified data will be provided to NSLDS and loan servicer reporting and enrollment verifications.

### ENROLLMENT FILE ERRORS

Errors presented in **RED** on the Error Resolution Report on the Web, must be corrected prior to data file being loaded to the Clearinghouse database. Please know that only ONE error will be presented at a time for a record, so if multiple errors are present, after submitting for validation it is possible another error may be triggered.

### ENROLLMENT FILE WARNINGS

Warnings presented in **BLACK** on the Error Resolution Report on the Web, should be reviewed. Please note by not correcting warnings--number(s) in black, you are verifying the data displayed is accurate.

Please visit the [Enrollment Reporting Errors – Compliance Central](#) for detailed descriptions and best practices to resolve all NSC error and warning code.



## Exhibit IX: Online Updates for Enrollment Records

In the event a student record needs to be added or corrected between reporting cycles, there is an online update utility on the Clearinghouse website.

- Log on to Clearinghouse website at <http://www.studentclearinghouse.org/> with your User Name and Password.
- Select the Student Look-Up tab, enter the Student SSN or College Student ID and click 'Search.'
  - Click the 'Update Student Record' link.
  - If no student enrollment history is found for the student, click the 'Add Student' link.
- Update Student Record
  - The following edit options are available depending on the student's current enrollment status.
    - If the student is enrolled (F, Q, H, L, or A)
      - Update Date of Birth, Anticipated Graduation Date, and/or Block Data Status
      - Student has Withdrawn\*
      - Student has Graduated\*
      - Update College Student ID, Primary CIP, Primary Major, Class and/or Middle Name
      - Update CommIT, Veteran Status, Pell Recipient, Remedial Course, Citizenship and/or Move To OPEID
      - Update Program Indicator and/or Program Information
      - Other Changes\*\*
    - If the student is in separated status (W, G, or D)
      - Update Date of Birth and/or Block Data Status
      - Re-Enroll Student
      - Other Changes
      - Change status to Graduated

\*Please be sure to address the Campus and Program level information

\*\* Allows changes to any field

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).

## Abbreviations and Acronyms

AGD	Anticipated Graduation Date
AR	Advanced Registration
CIP	Classification of Instructional Programs
DBI	Directory Block Indicator
ED	Department of Education
EDI	Electronic Data Interchange
ER	Early Registration
FFEL	Federal Family Education Loan
FTP	File Transfer Protocol
NSC	National Student Clearinghouse or Clearinghouse
NSLDS	National Student Loan Data System
OPEID	Office of Postsecondary Education Identification
PBD	Program Begin Date
PBS	Privacy Block Setting
PSED	Program Status Effective Date
SIS	Student Information System
SSD	Status Start Date
SSN	Social Security Number

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For assistance, contact [implementation@studentclearinghouse.org](mailto:implementation@studentclearinghouse.org).