# Enrollment Reporting

*Enrollment Reporting* is a service designed to support institutions in reporting student enrollment data to NSLDS as well as the Clearinghouse's participating student loan lenders, servicers, and guarantors. The data provided powers other Clearinghouse services such as DegreeVerify, StudentTracker, Myhub and more.

## Benefits of Enrollment Reporting

- Provides institutions with automated enrollment verification and deferment reporting to the Department of Education and student loan lenders, servicers and guarantors.
- Improves data accuracy and helps institutions stay in compliance while reducing school workload.
- The Clearinghouse's Audit Resource Center, Compliance Central and Clearinghouse Academy provide best practices, support and training to help institutions maintain compliance.

## How Enrollment Reporting Works

Once a school completes the participation agreement, the Clearinghouse becomes the institution's agent for confirming the enrollment status of student financial aid recipients. Schools report enrollment status information for **all** students to the Clearinghouse regularly by creating data files and uploading to the Clearinghouse FTP site. The Clearinghouse will perform formatting and error checks, and if errors are found, an error resolution report is posted to our secure site and instructions for reviewing the report are sent to the school's contacts. After errors are addressed, an analyst will conduct a final check and contact the school if additional clarification is needed. Then, the file is processed and added to the Clearinghouse enrollment database. The school's certified enrollment file is then available to NSLDS, student loan lenders, servicers, guarantors, and other Clearinghouse services, such as verifications or StudentTracker.

## Things to Know About Enrollment Reporting

**Scheduling** — Enrollment files should be submitted as soon as the term add/drop period is over. Then, schools submit files at least every 30 days until the end of term.

**Timeliness** — Submitting student enrollment status and corrections on time are critical for enrollment reporting compliance. Files should be submitted on scheduled dates whenever possible, and errors should be reviewed, corrected, and returned in a timely manner.

## Training Webinars & Help

- [Enrollment Reporting: An Introduction](#)
- [Enrollment Reporting: Error Resolution](#)
- [Enrollment Reporting: File Submission](#)
- [Programming & Testing Guide](#)
- [Compliance Central](#)
- [Latest Clearinghouse Audit](#)

## Roles to Know

**Submission Data** — Main contact for all enrollment reporting questions. This person receives reports for error correction and uploads files.

**Submission Data Alternate** —Additional enrollment reporting access for those other than the main contact.

**Reports** — Receives email notifications when errors are corrected and returned to the Clearinghouse and when the file is loaded into the Clearinghouse database.

**Online Update** — Can perform individual student online updates via the Clearinghouse website.

## Contacting Us

**Enrollment File/Data questions** – Schoolops@studentclearinghouse.org

**Audit inquiries/assistance** – AuditResource@studentclearinghouse.org



Please see help.studentclearinghouse.org for additional assistance