Common Record Layout

VOLUME II
SECTION 3

This section provides the Common Record layout table, which lists the valid tags that can be used in XML Schema version 3.0d as well as their valid values. Additionally, this section provides standards for the physical layout of the Common Record XML Document file. Standards on the physical layout of the Common Record XML Document file are required to ensure all systems transmitting or processing an instance of the file can do so without encountering physical constraint errors.

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Introduction

This section provides the Common Record layout table, which lists block information grouped according to the following column headings:

- Field Number - Lists the Common Record field number
- COD Data Field – Contains the Common Record 2011-2012 tag name (Schema version 3.0d), and a description
- Maximum Length – Specifies the maximum length of the element
- Data Type – Specifies the type of field (e.g. date, integer, string, Boolean etc.)
- Field Type – Specifies whether the field is a simple or complex element
- Format and Valid Field Values – Describes the acceptable content for a given Common Record element
- Element Requirements for Various Business Processes - Indicates whether the field is required to perform the following functions:
    - P = Establish Pell Grant
    - A = Establish Academic Competitiveness Grant (ACG)
    - S = Establish National Science and Mathematics Access to Retain Talent (SMART) Grant
    - T = Establish TEACH Grant
    - DS = Establish DL Subsidized
    - DU = Establish DL Unsubsidized
    - DP = Establish DL PLUS
    - DB = Establish a disbursement for an award/loan
    - RS = Response

    These initials are also listed at the bottom of each page in the Layout Business Process Key.

Under each of the functions, an “R” indicates the field is required. An “O” indicates the field is optional to perform the function. “NA” indicates the field is not applicable to the function being referenced.

A field is considered Optional (O) when it is not required in all business processes; however it may be required in some business processes. For example, MPN Status Code is marked as Optional (O) in the Response (RS) column as it is not returned on Pell responses but is required to be returned on Direct Loan responses. Please consult Implementation Guide for more information on business scenarios in which specific tags need to be submitted.

Required Fields

Refer to the *Minimum Data Elements Required for Document Processing* topic in *Volume II, Section 1 – Implementation Guide* for more information.

The intent of this Technical Reference is to describe the purpose and use of the COD Process and the Common Record. XML Standards are not presented here and should be obtained from other sources. The following is a representation of the Common Record content, for example, data elements, valid values and maximum field lengths. It does not represent the physical layout of the data transmission. The layout is depicted in a separate document, the XML schema.

The COD system uses Version 2.0e of the Common Record XML schema for the 2006-2007, 2007-2008, and 2008-2009 award years. It is provided in a format that can be downloaded for printing or importing to another application.

Effective March 26, 2010, schools were required to use Version 3.0c of the Common Record XML schema for the 2010-2011 Award Year.

Beginning February, 2011, schools must use Version 3.0d of the Common Record XML schema for the 2011-2012 Award Year. Please refer to the *Schema Version 3.0d Common Record Layout* topic in this section of the Technical Reference for more information.

The Common Record Layout lists elements in block sequence. A general rule regarding sequence of data within blocks, and within complex elements: the start and end data tags and their context must be presented on the XML document within the block's tags or the complex element tags to which they belong. The sequence of the data within that block or element is dictated by the sequence of the data tags presented in the XML schema. The Common Record Layout does not attempt to depict the order or sequence of tags. For example, if a complex element has ten simple elements within it, those ten elements must occur in the same sequence as depicted in the XML schema. If there is any discrepancy between the information presented here and the information presented in the XML schema, the XML Schema should be considered as the correct source for the information.

DLGraduate PLUS Block

The Common Record XML Schema 3.0d includes a DL Graduate PLUS Block. This block is reserved for future use and will not be used for processing. As such, schools should not use the DL Graduate PLUS Block for Direct PLUS Loans made to eligible graduate and professional students.

Schema Version 3.0d Common Record Layout

Schema version 3.0b was updated in March 2010 to version 3.0c. Version 3.0c incorporated support for the new PLUS Application Acknowledgements via changes to the DL PLUS Award Block and the PLUS Award Response Type global component. Schema version 3.0c also included a new `<LifetimeEligibilityUsed>` element in the Grant Award Response component , and the `<EntranceCounseling>` tag in the Common Record response for all Direct Loan Subsidized, Unsubsidized and PLUS awards.

Schema version 3.0c was updated again in February 2011 to version 3.0d. The updated version will incorporate support for the new Ability To Benefit fields via changes to the Pell, DL, and TEACH Award Block. Schema version 3.0d will be updated to include the new `<ProgramOfStudy>` element in the Loan Award Type component.

Schema 3.0d includes updates to the PLUS Application Acknowledgements via changes to the DL PLUS Award Response Type global component where the new fields of `<PreviousApplicationID>`, `<ApplicationSubmissionReason>`, and `<UnknownLoanAmount>`, are included. These fields will not be used until July of 2011. Existing fields like `<SixMonthDefermentOption>`, `<SchoolCreditBalanceOption>`, and `<DefaultOverpayCode>`, that were introduced in March of 2010, but have not been used, will become available in July 2011. The existing fields `<LoanPeriodBeginDate>` and `<LoanPeriodEndDate>` that were introduced, but not used in March 2010 will be renamed to `<AwardRangeRequestedStartDate>` and `<AwardRangeRequestedEndDate>`. These fields will be available in July of 2011.

System-Generated Responses

Beginning February 2011, all Common Record documents for the 2011-2012 Award Year and forward must be sent by schools and will be acknowledged by the COD System using COD Common Record XML Schema Version 3.0d. System-generated responses include the following:

- BN Booking Notification
- CO Credit Decision Override
- ND Negative Disbursement
- PS Payment to Servicing
- PN Promissory Note
- AT Agreement to Serve
- EC Entrance Counseling

- SP PLUS Application Acknowledgement

Changes to Award Block

Schema version 3.0d will include changes to the `Award Block` for Pell, DL, and TEACH.The following tags have been added

- `<AbilityToBenefitCode>`
  - This tag did not exist for the `Award Block` prior to schema version 3.0d.
- `<AbilityToBenefitTestAdministratorCode>`
  - This tag did not exist for the `Award Block` prior to schema version 3.0d.
- `<AbilityToBenefitTestCode>`
  - This tag did not exist for the `Award Block` prior to schema version 3.0d.
- `<AbilityToBenefitCompletionDate>`
  - This tag did not exist for the `Award Block` prior to schema version 3.0d.
- `<AbilityToBenefitStateCode>`
  - This tag did not exist for the `Award Block` prior to schema version 3.0d.

Changes to Loan Award Type

Schema version 3.0d will include changes to the `Loan Award Type` complex type. The following tags have been added

- `<ProgramOfStudy>`
  - This tag did not exist for the `Loan Award Type` prior to schema version 3.0d.

Changes to DL PLUS Application Response

Schema version 3.0d will include changes to the `DL PLUS Award Response` global element. The following tags have been added

- `<Endorser>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d. Note: This tag is not currently in use.
- `<PreviousApplicationID>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.
- `<AwardRangeRequestedStartDate>`

  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

- `<AwardRangeRequestedEndDate>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

- `<SixMonthDefermentOption>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

- `<SchoolCreditBalanceOption>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

- `<ApplicationSubmissionReason>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

- `<UnknownLoanAmount>`
  - This tag did not exist for the `DL PLUS Award Response Type` prior to schema version 3.0d.

For more information about these tags, please refer to the *Award Information* topic contained within this section of the Technical Reference.

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Document Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
1.	**<CommonRecord xmlns=" ">** **Common Record:** The root element for the document. The attribute: "xmlns", and its value: http://www.ed.gov/FSA/COD/2010/v3.0d, are together used to indicate the namespace of the elements in the XML document. The namespace convention COD incorporates the schema version indicator. The version indicator is the "/v3.0d" component of the namespace. When schema updates are made, the version indicator must reflect the update (e.g., "/v3.0c", "/v3.0d"). This attribute and value are required on all transmissions.	NA	NA	Complex Element with Attribute	NA	R	R	R	R	R	R	R	R	R	R
2.	**<TransmissionData>** **TransmissionData:** Nested immediately below the Common Record element, it contains the DocumentID, CreatedDateTime, Source, Destination, Software, and FullResponseCode	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	R	R
3.	**<DocumentID>** **Document ID:** The Date and Time stamp with the Source Entity ID. This tag maps to the Pell Batch ID and the Direct Loan Origination Batch Identifier, the Disbursement Batch Number, and the Change Batch Identifier.	30	string	Simple Element	CCYY-MM-DDTHH:mm:ss.ff99999999 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	R	R
4.	**<CreatedDateTime>** **Created Date and Time**: The Date and Time stamp when the document was created.	22	date/ time	Simple Element	CCYY-MM-DDTHH:mm:ss.ff For 2011-2012 awards, the valid date range is from 2011-01-01 to 2013-10-05. Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	R	R
5.	**<Source>** **Source:** This element provides a logical grouping of elements related to Document Information.	NA	NA	Complex Element	NA Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	R	R
6.	**<Destination>** **Destination:** This element provides a logical grouping of elements related to Document Information.	NA	NA	Complex Element	NA Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	R	R

Common Record Layout Business Process Key

P = Establish Pell Grant **A** = Establish ACG	**S** = Establish National SMART Grant **T** = Establish TEACH Grant	**DS** = Establish DL Subsidized **DU** = Establish DL Unsubsidized	**DP** = Establish DL PLUS **DB** = Establish a disbursement	**RC** = Receipt **RS** = Response

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
7.	**<Lender>** **<Guarantor>** **<School>** **<ThirdPartyServicer>** **<COD>** **<Other>** Complex element containing the Routing ID simple element that identifies data exchange partner.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	R	R
8.	**<RoutingID>** **Routing ID:** Element containing the unique identifier for each data exchange partner. This identifier is used by a translator to produce related identifiers (i.e., OPE ID, Direct Loan School Code, Reporting Pell ID, DUNS number, etc).	NA	NA	Simple Element	000000000 to 999999999	R	R	R	R	R	R	R	R	R	R
9.	**<Software>** **Software:** This element provides a logical grouping of elements related to Entity Information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
10.	**<SoftwareProvider>** **Software Provider**: This element indicates the software provider and product. Provider cannot be sent without the Version element.	10	string	Simple Element	Software provider defined	O	O	O	O	O	O	O	O	NA	O
11.	**<SoftwareVersion>** **Software Version**: This element indicates the software version number.	6	string	Simple Element	Software version defined	O	O	O	O	O	O	O	O	NA	O
12.	**<FullResponseCode>** **Full Response Code**: This element provides a code allowing an override on Entity profile concerning the response document.	1	string	Simple Element	S = Standard Response F = Full Response (standard plus original data) Defaultsto Standard Response	O	O	O	O	O	O	O	O	NA	NA

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Entity Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
13.	**<ReportingSchool>** **Reporting School Entity Identification:** A complex element. This element provides a logical grouping of elements related to Entity Information.	8	string	Complex Element	99999999 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	NA	R
14.	**<ReportedFinancialSummary>** **Reported Financial Summary**: A complex element. This element provides a logical grouping of elements related to reported summary information.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	NA	NA
15.	**<FinancialAwardType>** **Financial Award Type:** This element indicates the award type. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.	NA	string	Simple Element	Pell Academic Competitiveness Grant National SMART Grant TEACH DLSubsidized DLUnsubsidized DLPLUS DLGraduatePLUS – this is not a valid value for the 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011 and 2011-2012 Award Years FWSP* SEOG* Counseling Once initial information is submitted to COD, new content cannot overwrite the database. * COD will accept the award type but will not process the record.	R	R	R	R	R	R	R	R	NA	NA
16.	**<FinancialAwardYear>** **Financial Award Year**: This element indicates the year corresponding to awards. This tag is listed in the Reported Financial Summary and Response Financial Summary.	4	year	Simple Element	CCYY Last year in cycle is used (i.e., 2012 corresponds to 2011-2012) Year > 2001 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	NA	NA
17.	**<TotalCount>** **Total Number of Students**: Total number of student tags in this document (can be duplicated). This information is summarized by award type by award year. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.	9	integer	Simple Element	0-999999999 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	NA	NA

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
18.	**<TotalReportedAward>** **Total Award Amount Reported**: The total dollar value for awards reported in this document. This information is summarized by award type by award year. This tag is listed in Reported Financial Summary and the Response Financial Summary complex elements.	15	decimal	Simple Element	0-999999999999.99 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	NA	O
19.	**<TotalReportedDisbursement>** **Total Disbursement Amount Reported**: The total dollar value reported in this document. For Direct Loan, this is the total gross disbursement amount. This information is summarized by award type by award year. This tag is listed in the Reported Financial Summary and the Response Financial Summary complex elements.	15	decimal	Simple Element	0-999999999999.99 Once initial information is submitted to COD, new content cannot overwrite the database.	O	O	O	O	O	O	O	R	NA	O
20.	**<AttendedSchool>** **Attending School Entity Identification:** A complex element. This element provides a logical grouping of elements related to Entity Information.	8	string	Complex Element	99999999 Once initial information is submitted to COD, new content cannot overwrite the database.	R	R	R	R	R	R	R	R	NA	R

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Person Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
21.	**<Student>** **<Borrower>** **Student/Borrower:** A complex element that provides a logical grouping of elements related to the student or borrower.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	NA	R
22.	**<Endorser>** **Endorser:** A complex element that provides a logical grouping of elements related to the endorser. Note: this tag is not currently in use.	NA	NA	Complex Element	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
23.	**<Index>** **Index:** A complex element. This element provides a logical grouping of elements related to indexing information, which includes the SSN, BirthDate and LastName elements.	NA	NA	Complex Element	NA	R	R	R	R	R	R	R	R	R	R
24.	**<PersonIdentifiers>** **Person Identifiers:** A complex element. This element provides a logical grouping of elements related to identification information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
25.	**<SSN>** **Social Security Number**: The person's current Social Security Number. This tag is the appropriate vehicle in which to change the Social Security Number. If the content of this tag is different than the SSN in the Person Identifier, then COD will update the Person Identifier.	9	string	Simple Element	001010001 to 999999998	O	O	O	O	O	O	O	O	NA	O
26.	**<DriversLicense>** **Driver's License:** A complex element. This element provides a logical grouping of elements related to the Drivers License.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
27.	**<DriversLicenseState>** **Driver's License State**: Attribute indicating the person's Driver's License State.	3	string	Simple Element	Uppercase A to Z; Valid postal code (See *Volume VI, Section 4 - State, Jurisdiction, Country Codes*)	O	O	O	O	O	O	O	O	NA	O
28.	**<DriversLicenseNumber>** **Driver's License Number**: The person's Driver's License Number.	20	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); *(Asterisk); -(Dash)	O	O	O	O	O	O	O	O	NA	O
29.	**<SchoolAssignedPersonID>** **School Assigned Person ID:** This is an institutionally defined identification number for the student.	20	String	Simple Element	Institutionally defined Nil = true	O	O	O	O	O	O	O	O	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
30.	**<Birth>** **Birth:** A complex element containing the BirthDate simple element.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
31.	**<BirthDate>** **Birth Date**: The person's current date of birth. This tag is the appropriate vehicle in which to change the BirthDate. If the content of this tag is different than the BirthDate in the Person Identifier, then COD will update the Person Identifier.	10	date	Simple Element	Format is CCYY-MM-DD 1912-01-01 to 2003-12-31	O	O	O	O	O	O	O	O	NA	O
32.	**<Name>** **Name:** A complex element. This element provides a logical grouping of elements related to name information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
33.	**<FirstName>** **First Name**: The person's first name. This basic component specifies the name given to a person at birth, baptism, or another naming ceremony, or through legal change.	12	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); .(period); ‘(apostrophe); -(dash) Nil = true **Note:** Please references the XML Predefined Entity References Section of the Implementation Guide for more information on special characters.	O	O	O	O	O	O	R	O	NA	O
34.	**<MiddleInitial>** **Middle Initial**: The person's middle name at one character (middle initial). This basic component specifies a person's middle initial.	1	string	Simple Element	Uppercase A to Z Nil = true	O	O	O	O	O	O	O	O	NA	NA
35.	**<LastName>** **Last Name**: The person's last name or surname by which a person is legally known. This element is the appropriate vehicle in which to change the Last Name. If the content of this element is different than the NameLast in the Person Identifier, then COD will update the Person Identifier.	35	string	Simple Element	0 to 9; Uppercase A to Z; Space(s); .(period); ‘(apostrophe); -(dash) **Note:** Please references the XML Predefined Entity References Section of the Implementation Guide for more information on special characters.	O	O	O	O	O	O	O	O	NA	O
36.	**<Contacts>** **Contacts:** A complex element. This element provides a logical grouping of elements related to contact information.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
37.	**<PermanentAddress>** **Permanent Address:** A complex element. This element provides a logical grouping of elements related to Permanent Address information. These elements are nested within the Address block and contain the General Address block. Note: This element is required for the Borrower on Direct Loan PLUS originations.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
38.	**<TemporaryAddress>** **Temporary Address:** A complex element. This element provides a logical grouping of elements related to Temporary Address information. These elements are nested within the Address block and contain the General Address block.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
39.	**<AddressLine>** **Address Line**: A line of the person's address. There is a maximum occurrence of three address lines for this tag. The sequence of this tag maps to the person's first, second, and third lines of address. This basic component specifies the local delivery information such as street, building number, post office box, or apartment portion of a postal address.	40	string	Simple Element	0 to 9 Uppercase A to Z; .(Period); ‘(Apostrophe); -(Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(Ampersand); /(Slash); Space(s) **Note:** Please references the XML Predefined Entity References Section of the Implementation Guide for more information on special characters.	O	O	O	O	O	O	O	O	NA	O
40.	**<City>** **City**: The person's city.	24	string	Simple Element	0 to 9 Uppercase A to Z; .(Period); ‘(Apostrophe); -(Dash); ,(Comma); #(Number); @(At); %(Percent or care of); &(Ampersand); /(Slash); Space(s) **Note:** Please references the XML Predefined Entity References Section of the Implementation Guide for more information on special characters.	O	O	O	O	O	O	O	O	NA	O
41.	**<StateProvinceCode>** **State/Province Code**: The person's State or Province. This tag is required for a Domestic Address	3	string	Simple Element	Uppercase A to Z; Valid state or province code (See *Volume VI, Section 4 - State, Jurisdiction, Country Codes*)	O	O	O	O	O	O	O	O	NA	O
42.	**<PostalCode>** **Postal Code**: The person's Postal Code (Zip Code).	13	string	Simple Element	0 to 9; Uppercase A to Z	O	O	O	O	O	O	O	O	NA	O
43.	**<StateProvince>** **State/Province**: The person's State or Province. This tag should be used for an International Address.	3	string	Simple Element	Uppercase A to Z; Valid state or province code (See *Volume VI, Section 4 - State, Jurisdiction, Country Codes*) **Note:** Schools should submit this tag to ensure DL Correspondence is sent to foreign addresses	O	O	O	O	O	O	O	O	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
44.	**<CountryCode>** **Country Code:** The person's country. This basic component specifies the ISO standard 3166-alpa 2 Country code for the address. This is required for an International Address.	2	string	Simple Element	Uppercase A to Z; Valid country code (See *Volume VI, Section 4 - State, Jurisdiction, Country Codes*)	O	O	O	O	O	O	O	O	NA	O
45.	**<Phone>** **Phone:** This is a complex element that provides a logical grouping to information related to the phone number.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
46.	**<PhoneNumber>** **Phone Number**: The person's phone number. There is a maximum occurrence of three phone numbers for this tag; however the COD System only stores the last occurrence of this tag.	17	string	Simple Element	0 to 99999999999999999 Nil = true	O	O	O	O	O	O	O	O	NA	O
47.	**<Email>** **Email:** This is a complex element that provides a logical grouping to information related to the email address.	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
48.	**<EmailAddress>** **Email Address**: The person's email address. This basic component specifies the numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs. Follows the format of username@domain.	128	string	Simple Element	Any valid keyboard character including an underscore; but not the pipe symbol or space. If the field is not blank, an @ and a "." (period) to the right of the @ are required and a valid character must exist prior to the "." (period) and after the "." (period). Nil = true	O	O	O	O	O	O	O	O	NA	O
49.	**<Citizenship>** **Citizenship:** A complex element containing the CitizenshipStatusCode simple element	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
50.	**<CitizenshipStatusCode>** **Citizenship Status**: The person's citizenship status. COD will pull student citizenship status from CPS for all award types except DL PLUS. For DL PLUS, there is an override field for student citizenship status to allow schools to report correction information from documentation located at the school. **For DL PLUS for Parents**: The Citizenship Status Code nested under the student tag indicates the status of the student. The Citizenship Status Code nested under the borrower tag indicates the status of the parent.	1	string	Simple Element	1 = U.S. citizen (or U.S. national) 2 = Eligible noncitizen 3 = Not eligible **For Pell, ACG and National SMART Grant**, this value must be equal to 1 or 2. **For TEACH Grant**, this value must be equal to either 1 or 2. **Note:** If this tag is not submitted, COD will pull this value from CPS for all award types except DL PLUS (parent or graduate/professional student). Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	O	O	O	O	O	O	R	O	NA	O
51.	**<Note>** **Note:** This complex element contains the School Note Message simple element	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
52.	**<SchoolNoteMessage>** **School Note Message**: This tag contains cross-reference information useful to the School. This tag is located in the Person, Award, and Disbursement complex elements of the Common Record.	20	string	Simple Element	Institutionally defined. Nil = true	O	O	O	O	O	O	O	O	NA	O

Award Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
53.	**<DLLoanInformation AwardKey = " " >** **Award Key**: An attribute that is used as a reference key to identify related award information.	2	integer	Complex Element with Attribute	1-99	NA	NA	NA	NA	R	R	R	O	NA	O
54.	**<OriginationFeePercent>** **Origination Fee Percent**: The origination fee percent used for this record.	7	decimal	Simple Element	0-100.000 1 for 1 percent 1.5 for 1.5 percent 2 for 2 percent 2.5 for 2.5 percent 3 for 3 percent 4 for 4 percent	NA	NA	NA	NA	R	R	R	O	NA	O
55.	**<InterestRebatePercent>** **Interest Rebate Percent**: The upfront interest rebate percentage for the disbursement.	7	decimal	Simple Element	0-100.000 1.5 = 1.5 percent 1 = 1.0 percent .5 = 0.5 percent	NA	NA	NA	NA	R	R	R	O	NA	O
56.	**<PromissoryNotePrintCode>** **Promissory Note Print Code**: The Promissory Note print option used for this record. Note: If this tag is not submitted, and the school's Promissory Note Print Indicator is set to Y, the Promissory Note correspondence is eligible to be sent out electronically.	1	string	Simple Element	S = COD Prints and sends to Borrower on paper format. R = COD Prints and sends to School Z = COD Reprints and sends to Borrower V = COD Reprints and sends to School O= School or its delegate prints and sends	NA	NA	NA	NA	O	O	O	O	NA	O
57.	**<DisclosureStatementPrintCode>** **Disclosure Statement Print Code:** Indicates whether the school or COD will print the Disclosure Statement. The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure Statement.	1	string	Simple Element	Y = COD prints and sends to Borrower R = COD reprint S = School prints	NA	NA	NA	NA	O	O	O	O	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
58.	**<StudentLevelCode>** Student Level Code indicates the student's current academic level as defined by the Direct Loan, ACG, National SMART Grant, or TEACH Programs. Note: The student level can differ by program for the same award year.	1	string	Simple Element	0 = 1st year, undergraduate/never attended college; 1 = 1st year, undergraduate/attended college before; 2 = 2nd year undergraduate/sophomore; 3 = 3rd year undergraduate/junior; 4 = 4th year undergraduate/senior; 5 = 5th year/other undergraduate; 6 = 1st year graduate/professional; 7 = Continuing graduate/professional or beyond **For ACG**, this value must be 0, 1 or 2. **For National SMART**, this value must be 3, 4 or 5. **For PLUS loans made to parent borrowers**, this value must be 0, 1, 2, 3, 4 or 5. **For PLUS loans made to graduate/ professional students**, this value must be 6 or 7. **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	NA	R	R	R	R	R	R	O	NA	O
59.	**<FinancialAwardBeginDate>** **Financial Award Begin Date**: The date when classes begin for the specific period covered by aid.	10	date	Simple Element	CCYY-MM-DD On or before 2012-06-30 Cannot be prior to the student's academic year begin date	NA	NA	NA	NA	R	R	R	O	NA	O
60.	**<FinancialAwardEndDate>** **Financial Award End Date**: The date when classes end for the specific period covered by aid.	10	date	Simple Element	CCYY-MM-DD 2011-07-01 or after Cannot be after the student's academic year end date	NA	NA	NA	NA	R	R	R	O	NA	O
61.	**<AcademicYearBeginDate>** **Academic Year Begin Date**: The date the student's academic year starts at the school.	10	date	Simple Element	CCYY-MM-DD On or before 2012-06-30	NA	NA	NA	NA	R	R	R	O	NA	O
62.	**<AcademicYearEndDate>** **Academic Year End Date**: The date the student's academic year ends at the school.	10	date	Simple Element	CCYY-MM-DD 2011-07-01 or after	NA	NA	NA	NA	R	R	R	O	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
63.	**<Pell>** **<AcademicCompetitivenessGrant>** **<NationalSMARTGrant>** **<TEACH>** **<DLSubsidized>** **<DLUnsubsidized>** **<DLPLUS>** **<DLGraduatePLUS> <FWSP>** **<SEOG>** **<Counseling>** A complex element. This element provides a logical grouping of elements related to award information.	NA	NA	Complex Element	NA **Note:** ACG and National SMART programs are only valid from 2006-2007 through 2010-2011. Note: For DL Grad PLUS, this tag is not used for the 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011 and 2011-2012 Award Years. If erroneously submitted, no edits will be returned. Data will be ignored. Data will not be returned in response.	R	R	R	R	R	R	R	R	NA	O
64.	**<FinancialAwardYear>** **Financial Award Year**: Tag indicating the year corresponding to awards.	4	year	Simple Element	CCYY List last year in cycle (i.e., 2012 for 2011-2012)	R	R	R	R	R	R	R	R	NA	O
65.	**<CPSTransactionNumber>** **CPS Transaction Number**: Transaction number from eligible ISIR used to calculate award.	2	integer	Simple Element	01-99	R	R	R	R	R	R	R	R	NA	O

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						P	A	S	T	DS	DU	DP	DE	RC	RS	
66.	**<FinancialAwardAmount>** **Financial Award Amount**: The total award amount that the student is eligible to receive as determined by the school.	12	decimal	Simple Element	0-99999999.99 Loan amount approved cannot be greater than the maximum annual loan limit amount: **Pell** – Award Amount for Entire School Year. The student's maximum Financial Award Amount is $5,550, or 100% of the maximum SFPG for the 2011-2012 Award Year. **ACG** 1st Year (Grade Level 0 or 1): 750 2nd Year (Grade Level 2): 1,300 **National SMART Grant** 3rd, 4th, or 5th Year (Grade Level 3, 4, 5): 4,000 **TEACH Grant** Grade Levels 0-7: 4,000 **Sub, Unsub**– Refer to *Performing Annual Loan Limit Edits* topic in *Volume II, Section 1 – Implementation Guide*. **PLUS**: 99999999.99 **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	R	R	R	R	R	R	R	O	R	NA	C
67.	**<AwardKey>** **Award Key**: This tag references related award information.	2	integer	Simple Element	1-99	NA	NA	NA	NA	R	R	R	O	NA	NA	C
68.	**<DependencyStatusCode>** **Dependency Status Code:** This element describes the dependency status of the student.	1	string	Simple Element	I = Independent D = Dependent Nil = true For PLUS loans made to parent borrowers, this value must be D. For PLUS loans made to graduate/professional students, this value must be I. **Note:** Dependency Status Code is only required for award years 2008-2009 and forward.	NA	NA	NA	NA	R	R	R	O	NA	NA	C

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
69.	**<EntranceCounseling>** **Entrance Counseling:** This element indicates the type of counseling a borrower has completed.	NA	boolean	Simple Element	true = School indicates borrower completed entrance counseling at their institution. false = School indicates borrower has not completed entrance counseling at their institution. DLSubsidized DLUnsubsidized DLGraduatePLUS Note: Will be returned when submitted in 3.0d schema any AY.	NA	NA	NA	NA	O	O	O	NA	R	NA
70.	**<DefaultOverpayCode>** **Default Overpay Code:** This element provides a logical grouping of elements related to default/overaward information. This tag is located in the DLPLUS, DLUnsubsidized, and DLSubsidized complex elements. The Default Overpay Code nested under the student tag indicates the status of the student. The Default Overpay Code nested under the Borrower tag indicates the status of the parent. Note: This tag is required for a PLUS borrower but is optional for the student on a Parent PLUS award. Note: Beginning in July 2011, this field will also be included in the PLUS Application Acknowledgement.	1	string	Simple Element	Y = Yes N = No Z = Overridden by School	NA	NA	NA	NA	O	O	R	NA	NA	NA
71.	**<FinancialAwardNumber>** **Financial Award Number**: Award identifier or Award Sequence Number (last three positions of the Financial Award ID). **For Pell Grant:** This field is not used for Pell. The COD system does not validate, store, or return values submitted in this field when submitted with the Pell complex element.	3	integer	Simple Element	0-999 **For ACG, National SMART Grant, TEACH Grant:** Schools should always use 001 as the financial award number when the award is the first award for the award year, regardless of the student's grade level. Schools should always use 002 as the financial award number when the award is a second award for the same student, in the same award year, at the same school, regardless of student's grade level. **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	NA	R	R	R	R	R	R	R	R	NA

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						P	A	S	T	DS	DU	DP	DE	RC	RS	
72.	**<FinancialAwardID>** **Financial Award ID**: Unique award identifier. **For Pell Grant:** This field is not used for Pell. The COD system does not validate, store, or return values submitted in this field when submitted with the Pell complex element.	23	string	Simple Element	**For Direct Loan:** Student's Social Security Number: 001010001-999999998 Loan Type: S = Subsidized U = Unsubsidized P = PLUS for parent and graduate/professional borrowers Program Year: 12, for 2011-2012 School Code: X00000-X99999 where X = G or E Loan Sequence Number: 001-999 **For ACG and National SMART:** Student's Social Security Number: 001010001-999999998 Award Type: A = ACG, T = National SMART Award Year: 07-11, from 2006-2007 to 2010-2011 Pell School ID: 000000-999999 Award Sequence Number: 001-999 **For TEACH Grant:** Student's Social Security Number: 001010001-999999998 Award Type: H = TEACH Award Year: 12, for 2011-2012 First six digits of school OPEID: 000000-099990 Award Sequence Number: 001-999 **Note**: Valid values must be uppercase **Note**: Max length will be 21. **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	NA	R	R	R	R	R	R	R	R	NA	C
73.	**<FinancialAwardCreateDate>** **Financial Award Create Date**: the date the school created the award record.	10	date	Simple Element	CCYY-MM-DDTHH 1900-01-01 to 2099-12-31 Note: Currently for the 1112 AY this date has to be on or after 1/1/2011 or records will be rejected.	NA	NA	NA	NA	R	R	R	NA	R	NA	C
74.	**<FinancialAwardAmountRequested>** **Financial Award Amount Requested**: The total award amount that the parent is interested in borrowing for the PLUS loan.	12	decimal	Simple Element	0 to 99999999.99	NA	NA	NA	NA	NA	NA	O	NA	NA	NA	C

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75.	**<HPPAIndicator>** **Health Professions flag:** Indicates if the student is eligible for a Health Profession Programs additional unsubsidized loan amount. This was formerly a HEAL loan. Note: The COD System will not allow Foreign Schools to process the HPPA Flag on Direct Loan Unsubsidized awards. This is an exception only applying to Foreign Schools. A new award level reject edit will be added to the COD System if a HPPA Flag is submitted on a Direct Loan Unsubsidized award from a Foreign School.	NA	boolean	Simple Element	true = Student is eligible for an additional loan amount. Unsubsidized only This tag is optional. If the tag is not sent, the default is false. Nil = true	NA	NA	NA	NA	NA	O	NA	NA	NA	NA
76.	**<LessThanFullTimeIndicator>** **Less Than Full Time Indicator**: Flag indicating if student is less than full-time.	NA	boolean	Simple Element	true = Less than Full Time Status This tag is optional. If the tag is not sent, the default is false. Nil = true	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
77.	**<FederalShareAmount>** **Federal Share Amount**: The federal share portion of the FSEOG or FWS award amount. **Note**: Currently not in use.	12	decimal	Simple Element	0 to 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
78.	**<FISAPIncomeAmount>** **FISAP Income Amount**: COD will download the primary and secondary FISAP Income amounts from CPS. This is a field to allow schools to override the total Taxable and Nontaxable Income for the student and parents, if dependent, or the student only if independent. **Note**: Currently not in use.	12	decimal	Simple Element	-9999999.99 to 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
79.	**<AttendanceCost>** **Attendance Cost**: The cost of attending school. For Pell, the amount must equal COA calculated by the School for a full-time student or a full academic year following the Federal Pell Grant Program requirements.	12	decimal	Simple Element	0 to 99999999.99	R	NA	NA	NA	NA	NA	NA	NA	NA	NA
80.	**<AcademicCalendarCode>** **Academic Calendar Code:** Calendar that applies to this student's educational program. Must be valid or system accepted to process record. **Note:** Not applicable for award year 2004-2005 and forward	1	string	Simple Element	1 = Credit Hours-non-standard terms; 2 = Credit Hours-standard terms of quarters; 3 = Credit Hours-standard terms of semesters; 4 = Credit Hours-standard terms of trimesters; 5 = Clock hours; 6 = Credit Hours without terms The academic calendar dictates which Payment Methodology can be accepted, and the data that is required for the elements used in calculating the student's award.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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						P	A	S	T	DS	DU	DP	DE	RC	RS
81.	**<PaymentMethodologyCode>** **Payment Methodology Code**: Formula used to calculate the student's Federal Pell Grant Award. **Note**: Not applicable for award year 2004-2005 and forward	1	string	Simple Element	1 = (a)Credit hour with standard terms in which total weeks of instructional time fall through spring terms equal or exceed 30 weeks, or have been granted waiver; or (b) Program has a summer term in addition to fall through spring terms, and the definition of an academic year for the program includes the weeks of instructional time for all terms in the award year, could calculate awards using Formula 1 or 2 and chooses to perform alternate calculation (AC: 2,3, or 4) 2 = Credit hour with standard terms in which total weeks of instructional time fall through spring terms are less than 30 weeks, has not been granted waiver. School does not use alternate calculation (AC: 2, 3, or 4) 3 = Credit hour with standard or non-standard terms (AC: 1, 2, 3, or 4) 4 = Clock hour or Credit hour without terms (AC: 5 or 6) 5 = Programs of study by correspondence (AC: 1, 2, 3, or 4 denotes Formula 5B AC: 6 denotes Formula 5A)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
82.	**<WeeksUsedCalculate>** **Weeks of instructional time used to calculate payment:** Total Number of weeks of instructional time in the payment periods for which this student is eligible. Valid Values depend upon Payment Methodology and Academic Calendar fields. Must be completed when Payment Methodologies 2, 3, 4, or 5 are used. **Note**: Not applicable for award year 2004-2005 and forward	2	integer	Simple Element	No element reported in Document (Payment Methodology 1) 0 to 78 (Payment Methodology 2, 3, 4, or 5) IF PM = 2 Must be valid range IF PM = 3 Must be valid range IF PM = 4 Must be valid range IF PM = 5 Must be valid range	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
83.	**<WeeksProgramsAcademicYear>** **Weeks of instructional time in program's definition of academic year:** Total number of weeks of instructional time in the School's definition of academic year for this student's Program of Study. **Note**: Not applicable for award year 2004-2005 and forward	2	integer	Simple Element	No element reported in document (Payment Methodology 1) 30 - 78(May never be less than the number provided in Weeks of instructional time used to calculate payment. If > 78 set to 30.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
84.	**<HoursAwardYear>** **Credit/Clock hours used to calculate payment:** Total number of credit/clock hours in all payment periods School expects this student to attend and be paid for during this Federal Pell Grant Award year. **Note**: Not applicable for award year 2004-2005 and forward	4	integer	Simple Element	Required for Academic Calendars 5 and 6. Ranges: 0-3120 AC = Clock Hour (5) 0-100 AC = Credit Hours without terms(6)	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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						P	A	S	T	DS	DU	DP	DB	RC	RS
85.	**<HoursProgramsAcademicYear>** **Credit/Clock hours in this student's program of study's academic year:** Total number of credit or clock hours in the School's definition of academic year for this student's Program of Study. **Note**: Not applicable for award year 2004-2005 and forward	4	integer	Simple Element	Required for Academic Calendars 5 and 6. Ranges: 900-3120 Academic calendar 5 24-100 Academic calendar 6	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
86.	**<LowTuitionFeesCode>** **Low Tuition and Fees Code**: Indicator identifying tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table. **Note:** Not applicable for award year 2008-2009 and forward.	1	string	Simple Element	N/A	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
87.	**<IncarceratedIndicator>** **Incarcerated Indicator:** Indicator identifying if the student is incarcerated in local penal institution but otherwise eligible to receive Federal Pell Grants.	1	boolean	Simple Element	true = Yes, the student is incarcerated in a local institution but is otherwise eligible. false = No, the student was previously reported as incarcerated, but is not or is no longer incarcerated. If the student has never been incarcerated, do not submit the tag to COD. Nil = true	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
88.	**<VerificationStatusCode>** **Verification Status Code:** Verification status of the applicant as reported by the school.	1	string	Simple Element	W = Without Documentation V = Verified S = Selected but not verified Nil = true	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
89.	**<EnrollmentDate>** **Enrollment Date**: First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2011-2012 funds, report the actual start date of the student's classes for that payment period.	10	date	Simple Element	CCYY-MM-DD 2011-01-01 to 2012-06-30	R	R	R	R	NA	NA	NA	NA	NA	NA
90.	**<SecondaryEFCCode>** **Secondary EFC Used Code**: Indicator of EFC value used to determine award amount. **Note:** Not applicable for award year 2005-2006 and forward.	1	string	Simple Element	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

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						P	A	S	T	DS	DU	DP	DE	RC	RS	
91.	**<EligibilityPaymentReasonCode>** **Eligibility Payment Reason Code:** Reason why student is eligible to receive an ACG	2	string	Simple Element	01 = High School Program 02 = Advanced Placement/International Baccalaureate Coursework 03 = Coursework **Note:** Valid only from 2006-2007 through 2010-2011.	NA	R	NA	NA	NA	NA	NA	NA	NA	NA	C
92.	**<RigorousHighSchoolProgramCode>** **Rigorous High School Program Code:** Description of a High School Program that rendered eligibility for the Academic Competitiveness Grant	6	string	Simple Element	For a complete list of valid values, please refer to *Volume VI, Section 9* Technical Reference from the year the award was originated. This field is only required if <EligibilityPaymentReasonCode> = 01. **Note:** Valid only from 2006-2007 through 2010-2011.	NA	O	NA	NA	NA	NA	NA	NA	NA	NA	C
93.	**<ProgramCIPCode>** **Program CIP Code:** Description of student CIP Code (major).	7	string	Simple Element	For a complete list of valid values, please refer to *Volume VI, Section 9* Technical Reference from the year the award was originated. List of valid values can also be found at this link: http://www.ifap.ed.gov/dpcletters/GEN1012.html Valid Format: xx.xxxx **Note:** Valid only from 2006-2007 through 2010-2011.	NA	NA	R	NA	NA	NA	NA	NA	NA	NA	C
94.	**<AdditionalUnsubsidizedEligibilityIndicator>** **Additional Unsubsidized Indicator:** Indicates whether a dependent undergraduate student is receiving an additional, unsubsidized amount. If a dependent undergraduate student is not receiving an additional, unsubsidized amount, the sum of all subsidized and unsubsidized awards for that academic year cannot exceed the Base Annual Loan Limit. **Note:** Edits triggered on this field will return AdditionalUnsubsidizedEligibility as the error value within the ResponseErrorField tag.	NA	boolean	Simple Element	true = dependent, undergraduate student is receiving an additional unsubsidized amount false = student is not receiving an additional unsubsidized amount OR the student is independent and, therefore, is automatically eligible for the additional amount. **Note:** If student is independent, the value must be false.	NA	NA	NA	NA	NA	R	NA	NA	NA	NA	C
95.	**<AdditionalEligibilityIndicator>** **Additional Eligibility Indicator:** Indicates whether a student is receiving an additional Pell grant. **Note:** This field is only valid for Award Years 2009 – 2010 and 2010 – 2011. .	NA	boolean	Simple Element	true =Student is eligible for 200% EU at the school and 200.00% TEU across all schools for the award year. (Only applicable for 09-10 and forward).false = Student is eligible for 100% EU at the school and 100.00% TEU across all schools for the award year. (Only applicable for 09-10 and forward).	O	NA	NA	NA	NA	NA	NA	NA	NA	NA	C

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						P	A	S	T	DS	DU	DP	DB	RC	RS
96.	**<PreprofessionalCourseworkIndicator>** **Preprofessional Coursework Indicator:** Indicates if the student is eligible for Preprofessional Coursework additional unsubsidized loan amount due to enrollment in preparatory coursework for a graduate/professional program or enrollment in a teacher certification program beyond their baccalaureate degree.	NA	Boolean	Simple Element	true = Student is eligible for an additional loan amount for award first disbursed on or after July 1, 2007. Unsubsidized only. false = Student is not eligible for an additional loan amount. Unsubsidized only. This tag is optional. If the tag is not sent, the default is false. Nil = true	NA	NA	NA	NA	NA	O	NA	NA	NA	NA
97.	**<TeacherExpertIndicator>** **Teacher Expert Indicator:** Indicates that the graduate student is a teacher expert. This tag may only be submitted for graduate students (grade level equals either 6 or 7)	NA	Boolean	Simple Element	true = Student is a graduate student AND a teacher expert. **Note:** true is a valid value if and only if the grade level is equal to either 6 or 7. false = Student is not a graduate student OR not a teacher expert. This tag is optional. Nil = true	NA	NA	NA	O	NA	NA	NA	NA	NA	NA
98.	**<CounselingType>** **Counseling Type:** This element indicates the type of counseling corresponding to the award.		string	Simple Element	DLSEntranceCounseling = Sub/Unsub DLPEntranceCounseling = Sub/Unsub, PLUS TEACHCounseling	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
99.	**<CounselingSequenceNumber>** **Counseling Sequence Number:** This element indicates the sequence number for the counseling corresponding to the award.	3	integer	Simple Element	001-999	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
100.	**<CounselingCompleteDate>** **Counseling Complete Date:** This element indicates the date counseling was completed.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
101.	**<Note>** **Note:** This complex element contains the School Note Message simple element	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	O	NA
102.	**<SchoolNoteMessage>** **School Note Message**: This tag contains cross-reference information useful to the School. This tag is located in the Person, Award, and Disbursement complex elements of the Common Record.	20	string	Simple Element	Institutionally defined. Nil = true	O	O	O	O	O	O	O	O	O	NA

Common Record Layout Business Process Key

P = Establish Pell Grant	**S** = Establish National SMART Grant	**DS** = Establish DL Subsidized	**DP** = Establish DL PLUS	**RC** = Receipt
A = Establish ACG	**T** = Establish TEACH Grant	**DU** = Establish DL Unsubsidized	**DB** = Establish a disbursement	**RS** = Response

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
103.	**<ApplicationID>** **Application ID:** This value indicates the unique application identifier that is returned to schools on PLUS Application Acknowledgements	10	integer	Simple Element	0000000001-9999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
104.	**<ProgramOfStudy>** **Program of Study:** This value is required for Foreign School users. This field will display the program of study attributed to the corresponding unduplicated origination and disbursement amounts. Domestic schools should not submit this tag.	3	string	Simple Element	001 = Medical 002 = Nursing 003 = Veterinary 004 = Other	NA	NA	NA	NA	O	O	O	O	O	NA
105.	**<AbilityToBenefitCode>** **Ability To Benefit Code:** This value indicates how the student achieved their Ability to Benefit	2	string	Simple Element	01 = Testing Completed 02 = College Credits 03 = State Process 04 = Home Schooled 05 = Other Nil = true	O	NA	NA	O	O	O	O	O	O	O
106.	**<AbilityToBenefitTestAdministratorCode>** **Ability To Benefit Test Administrator Code:** Indicates the administrator code of the Ability to Benefit testing	2	string	Simple Element	01 = Testing Center 02 = Test Administrator Nil = true	O	NA	NA	O	O	O	O	O	O	O
107.	**<AbilityToBenefitTestCode>** **Ability To Benefit Test Code:** Indicates which Ability to Benefit Test was taken by the student	2	string	Simple Element	01 = ASSET Program 02 = Career Program Assesment(CPAT) 03 = Combined English Language Skills Assesment (CELSA) 04 = Compass Subtests (COMPASS) 05 = Computerized Placement Tests (CPTs) 06 = Descriptive Tests of Language Skills (DTLS) 07 = ESL Placement Test (COMPASS/ESL) 08 = Wonderlic Basic Skills Test (WBST) 09 = WorkKeys Program 10 = Test of Adult Basic Education (TABE) Nil = true	O	NA	NA	O	O	O	O	O	O	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
108.	**<AbilityToBenefitCompletionDate>** **Ability To Benefit Completion Date:** Indicates the date that the student completed the Ability to Benefit Test or State Process	10	date	Simple Element	Format is CCYY-MM-DD Nil = true Note: a value of 01-01-0001 will be returned in the common record response if the input record contained nil=true for <AbilityToBenefitCompletionDate>	O	NA	NA	O	O	O	O	O	O	O
109.	**<AbilityToBenefitStateCode>** **Ability To Benefit State Code:** The state in which the student completed the State Process to achieve Ability To Benefit	2	string	Simple Element	Uppercase A to Z; Valid postal code (See *Volume VI, Section 4 - State, Jurisdiction, Country Codes*) Nil = true	O	NA	NA	O	O	O	O	O	O	O

Disbursement Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
110.	**<Disbursement Number= " ">** **Disbursement Number**: Number of the disbursement. This tag maps to the Pell Disbursement Reference Number and the Direct Loan Disbursement Number.	2	integer	Complex Element with Attribute	1 to 20	O	O	O	R	R	R	R	R	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
111.	**<DisbursementAmount>** **Disbursement Amount**: The amount of money credited to the student's account at the school or paid to the student (or borrower if PLUS) directly. For Direct Loan, this is the gross disbursement amount before the fee and interest rebate calculations are made. If the DisbursementReleaseIndicator = false, this is anticipated disbursement information; if the DisbursementReleaseIndicator = true, then this is actual disbursement information. This tag maps to the Pell Disbursement Amount, Accepted Disbursement Amount.	12	decimal	Simple Element	0 to 99999999.99 Loan amount approved cannot be greater than the maximum annual loan limit amount: **Pell** – Award Amount for Entire School Year. The student's maximum Disbursement Amount is 100% of the maximum SFPG. **ACG** 1st Year (Grade level 0 or 1): 750 2nd Year (Grade level 2): 1,300 **National SMART Grant** 3rd, 4th, or 5th Year (Grade level 3, 4, 5): 4,000 **TEACH Grant** Grade levels 0-7: 4,000 **Sub, Unsub**– Refer to *Performing Annual Loan Limit Edits* topic in *Volume II, Section 1 – Implementation Guide*. **PLUS**: 99999999.99 **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs. **Note:** Pell's maximum disbursement amount for 2011-2012 will be determined when the 2011-2012 Pell Payment and Disbursement schedules are published.	O	O	O	R	R	R	R	R	NA	O
112.	**<DisbursementDate>** **Disbursement Date**: The date money was credited to the student's account at the school or paid to the student (or borrower if a PLUS loan) directly. If the DisbursementReleaseIndicator = false, this is anticipated disbursement information. If the DisbursementReleaseIndicator = true, then this is actual disbursement information.	10	date	Simple Element	CCYY-MM-DD **For Pell Grant (Including Pell Grants with IAS Grant indicator set to 'true'):** 2011-02-01 to 2017-09-30 **For ACG and National SMART:** **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs. **For TEACH Grant:** 2011-01-01 to 2013-09-30 **For Direct Loan Sub/UnSub/PLUS/Grad PLUS:** 2008-06-21 to 2015-12-27	O	O	O	R	R	R	R	R	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
113.	**<DisbursementReleaseIndicator>** **Disbursement Release Indicator**: The indicator identifying if the Entity is submitting an actual disbursement used to substantiate cash that has been drawn down or may lead to change in the CFL.	NA	boolean	Simple Element	true = submit actual records for payment. false = submit anticipated records. Defaults to false for Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan Defaults to true for Campus Based **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	O	O	O	O	O	O	O	R	NA	O
114.	**<DisbursementSequenceNumber>** **Disbursement Sequence Number**: The number that determines the order in which transactions must be processed for a given disbursement number.	2	integer	Simple Element	1-99 Disbursement sequence numbers must be incrementally sequential. **Pell, ACG, National SMART Grant, and TEACH Grant valid values are:** 1-65 School assigned 66-90 COD assigned 99 – 91 Debt Collection Services transactions (COD assigned) **Direct Loan valid values are:** 1-65 School assigned 66-90 COD assigned 99-91-Payment to Servicer (COD assigned in reverse order) **Note:** Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	O	O	O	O	O	O	O	R	NA	O
115.	**<FirstDisbursementIndicator>** **First Disbursement Flag**: Flag identifying the disbursement with the earliest disbursement date.	NA	boolean	Simple Element	true = Yes, this is the first disbursement (earliest dated disbursement)	NA	NA	NA	NA	O	O	O	O	NA	O
116.	**<DisbursementNetAmount>** **Disbursement Net Amount**: The net award amount. For Direct Loan: The amount of money credited to the student's account (or borrower, if PLUS) at the school or paid to the student (or borrower, if PLUS) directly less fees plus rebate. If the DisbursementReleaseIndicator = false, this is anticipated disbursement information. If the DisbursementReleaseIndicator = true, then this is actual disbursement information.	11	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	R	R	R	R – DL	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
117.	**<DisbursementFeeAmount>** **Disbursement Fee Amount**: The Fee Amount.	11	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	O	O	O	R – DL	NA	O
118.	**<InterestRebateAmount>** **Interest Rebate Amount**: The Upfront Interest Rebate Amount. If the DisbursementReleaseIndicator = false, this is anticipated disbursement information. If the DisbursementReleaseIndicator = true, then this is actual disbursement information.	11	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	O	O	O	R – DL	NA	O
119.	**<DisbursementConfirmationIndicator>** **Disbursement Confirmation Indicator:** Indication that the borrower at the school has confirmed this disbursement.	NA	boolean	Simple Element	true = Yes, this disbursement has been confirmed by the borrower. This tag is optional. If the tag is not sent, the default is false.	NA	NA	NA	NA	NA	NA	NA	O	NA	O
120.	**<PaymentPeriodStartDate>** **Payment Period Start Date**: Beginning date of the Payment Period. Used to pay on awards submitted by schools that have become ineligible.	10	date	Simple Element	CCYY-MM-DD 2011-01-01 to 2012-06-30 **Note:** For Pell/ACG/National SMART, this field is required if the school has become ineligible. Valid only from 2006-2007 through 2010-2011 for ACG and National SMART programs.	NA	NA	NA	O	NA	NA	NA	R*	NA	O
121.	**<Note>** **Note:** This complex element contains the School Note Message simple element	NA	NA	Complex Element	NA	O	O	O	O	O	O	O	O	NA	O
122.	**<SchoolNoteMessage>** **School Note Message**: This tag contains cross-reference information useful to the School. This tag is located in the Person, Award, and Disbursement complex elements of the Common Record.	20	string	Simple Element	Institutionally defined. Nil = true	O	O	O	O	O	O	O	O	NA	O

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Response Information

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
123.	**<EMPNIndicator>** **Electronic MPN Indicator**: This tag indicates whether there is an electronic or paper MPN.	NA	boolean	Simple Element	true = Electronic MPN false = Paper MPN	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
124.	**<MPNID>** **MPN ID**: The MPN identifier printed on the MPN.	23	string	Simple Element	Student's Social Security Number: 001010001-999999998 MPN Type: M = Subsidized and Unsubsidized N = PLUS for parent and graduate/professional student borrowers Program Year: 12, for 2011-2012 School Code: X00000-X99999 where X = G or E MPN Sequence Number: 999 – 001 (decrementing format; for EMPN only)	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
125.	**<MPNStatusCode>** **MPN Status Code**: The status of the MPN on file at COD.	1	string	Simple Element	A = Accepted R = Rejected MPN or valid MPN not on file at COD P = Pending C = Closed I = Inactive	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
126.	**<MPNLinkIndicator>** **MPN Link Indicator**: The Master Promissory Note indicator is used to indicate whether or not the record has been linked to an MPN at COD.	NA	boolean	Simple Element	true = Record has been linked to an MPN false = Record is not linked to an MPN	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
127.	**<MPNExpirationDate>** **MPN Expiration Date:** Indicates the date when an MPN will expire.	10	date	Simple Element	Format is CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
128.	**<ElectronicAgreementToServeIndicator>** **Electronic Agreement To Serve Indicator**: This tag specifies if the Agreement To Serve was completed on the electronic Agreement To Serve website.	NA	boolean	Simple Element	true = Electronic Agreement To Serve false = Paper Agreement To Serve **Note:** Although a value of false does not violate schema rules, no Paper Agreement To Serve currently exists and this field should equal true.	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
129.	**<AgreementToServeID>** **Agreement To Serve ID**: The unique Agreement To Serve identifier printed on the Agreement To Serve.	23	string	Simple Element	Student's Social Security Number: 001010001-999999998 Agreement to Serve Type: C = TEACH Program Year: 12, for 2011-2012 First six digits of school OPEID: 000000-099990 Agreement To Serve Sequence Number: 001-999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
130.	**<AgreementToServeStatusCode>** **Agreement To Serve Status Code**: The status of the Agreement to Serve on file at COD.	1	string	Simple Element	A = Accepted R = Rejected Agreement to Serve or valid Agreement to Serve not on file at COD P = Pending C = Closed	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
131.	**<AgreementToServeLinkIndicator>** **Agreement To Serve Link Indicator**: The Agreement to Serve link indicator is used to indicate whether or not the record has been linked to an Agreement to Serve at COD.	NA	boolean	Simple Element	true = Record has been linked to an Agreement to Serve false = Record is not linked to an Agreement to Serve	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
132.	**<PaymentToServicerAmount>** **Payment to Servicer Amount**: Amount of payment sent to the Servicer by the borrower.	11	decimal	Simple Element	(-9999999.99 to 99999999.99) A negative amount indicates a payment A positive amount indicates a reversal of the payment(that is, bounced check)	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
133.	**<PaymentToServicerDate>** **Payment to Servicer Date**: The date the Servicer posted the payment to the student's account.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
134.	**<BookedAmount>** **Booked Amount**: Total net amount of disbursements accepted and booked.	11	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
135.	**<BookedDate>** **Booked Date**: The date the loan booked on COD.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
136.	**<CreditDecisionStatus>** **PLUS Credit Decision Status:** The status of the PLUS credit decision for the loan on COD.	1	string	Simple Element	A = Accepted D = Denied P = Pending	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
137.	**<CreditDecisionDate>** **PLUS Credit Decision Date**: The date on which the credit check decision was processed.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
138.	**<CreditOverrideCode>** **PLUS Credit Decision Override Code**: The status of the credit checks for this loan on COD as a result of an override.	1	string	Simple Element	C = Credit overridden as a result of new credit information provided E = Credit overridden as a result of an endorser's approval D = Credit denied as a result of an endorser's denialN = Credit denied after pending L – Endorsed for a Less Amount	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
139.	**<EndorserAmount>** **Endorser Amount:** Total amount of loan for which the endorser has agreed to co-sign.	12	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
140.	**<ApplicationCompleteDate>** **Application Complete Date:** Date a PLUS Application was completed by a borrower	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
141.	**<ApplicationLoanAmount>** **ApplicationLoan Amount:** Total amount of loan requested by a borrower when completing a PLUS Application	11	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
142.	**<CreditBalanceOption>** **Credit Balance Option:** Indicates whether a credit balance on a loan should be directed to the student or the borrower	1	string	Simple Element	B = Borrower S = Student	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
143.	**<CreditActionChoice>** **Credit Action Choice:** Indicates the action a borrower plans once the borrower has failed the credit check	1	string	Simple Element	A = Appeal Decision E = Pursue Endorser N = Not Pursue PLUS Loan (Process Additional Unsubsized Loan if Eligible) U = Undecided	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
144.	**<CreditAppealStatus>** **Credit Appeal Status:** Indicates current status of a credit appeal	1	string	Simple Element	A = Appeal Accepted D = Appeal Denied P = Appeal Pending R = Appeal Closed Without Final Decision	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
145.	**<MaximumLoanIndicator>** **Maximum Loan Indicator:** Indicates whether the borrower wants to borrow the maximum loan amount determined by the school	NA	boolean	Simple Element	true = Borrower has requested maximum loan amount as determined by the school false = Borrower has not requested the maximum loan amount	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
146.	**<CreditDecisionExpirationDate>** **Credit Decision Expiration Date:** Indicates the date on which a potential borrower's credit decision will expire, necessitating the need for another credit check prior to originating a PLUS loan.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
147.	**<OriginalCreditDecisionStatus>** **Original Credit Decision Status:** The initial credit decision for a borrower	1	string	Simple Element	A = Accepted D = Denied P = Pending	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
148.	**<DefermentOption>** **Deferment Option:** Repayment deferment option based upon enrollment status of the student	NA	boolean	Simple Element	true = Deferment Option utilized false = Deferment Option not utilized	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
149.	**<LifetimeEligibilityUsed>** **Lifetime Eligibility Used:** The total percentage of the student's annual Pell eligibility used for all schools across all award years if the student is a first time Pell recipient.	8	decimal	Simple Element	0-9999.999 **Note:** Only populated for First Time Pell Recipients, defined as Pell Recipient's for whom the first actual disbursement was made in 2008-2009 or later. This tag is only returned for Pell awards for 2010-2011 award years and forward.	O	NA	NA	NA	NA	NA	NA	NA	NA	NA
150.	**<YTDDisbursementAmount>** **Year-To-Date Disbursement Amount**: For Pell and TEACH Grant, the total amount that has been disbursed to the student for the award year at all schools. For ACG and National SMART Grant, the total amount that has been disbursed to the student for the award.	12	decimal	Simple Element	0 - 99999999.99 **Note:** For Award Year 2008-2009 and forward, this field will be populated in the response file for ACG and National SMART Grant.	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
151.	**<TotalEligibilityUsed>** **Total Eligibility Used**: For Pell, total percentage of the student's annual Pell eligibility used for all schools for the specific award year. For ACG and National SMART Grant, total percentage of the student's eligibility used at each applicable grade level across all award years and schools.	7	decimal	Simple Element	0-999.999 **Note:** For Award Year 2008-2009 and forward, this field will be populated in the response file for ACG and National SMART Grant.	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
152.	**<ScheduledGrant>** **Scheduled Grant**: Scheduled amount for a full time student.	12	decimal	Simple Element	0-Award Amount Maximum	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
153.	**<Negative PendingAmount>** **Negative Pending Amount:** The amount by which the Pell award is overpaid (i.e., sum of disbursements exceeds Award Amount). School must adjust either award amount or disbursement amount within 30 days to avoid a COD-generated negative disbursement.	12	decimal	Simple Element	0 - 99999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
154.	**<FSACode>** **FSA Code**: Code set to inform institutions of modifications that have been made to their database and require immediate action to rectify.	2	string	Simple Element	SA = Pell Shared SAR CE = Pell/ACG/National SMART Grant/TEACH Grant Concurrent Enrollment PO = Pell POP	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
155.	**<ResponseFinancialSummary>** **Response Financial Summary:** A complex element. This element provides a logical grouping of elements related to summary information.	NA	NA	Complex Element	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
156.	**<TotalCountAccepted>** **Total Number Accepted**: Total number of accepted awards in this document. This information is summarized by award type and by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
157.	**<TotalCountRejected>** **Total Number Rejected**: Total number of rejected awards in this document. This information is summarized by award type by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
158.	**<TotalCountCorrected>** **Total Number Corrected**: Total number of corrected awards in this document. This information is summarized by award type by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
159.	**<TotalCountDuplicate>** **Total Number Dup**: Total number of duplicate awards in this document. This information is summarized by award type by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
160.	**<TotalCountVerificationSelected>** **Total Number Verified**: Total number of students in this document that are reported selected for verification by CPS. This information is summarized by award type by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
161.	**<TotalCountSSAdministration>** **Total Number SSA Match**: Total number of students in this document that are reported by CPS to have an SSA match not equal to 4. This information is summarized by award type by award year.	9	integer	Simple Element	0 to 999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
162.	**<TotalFinancialAwardAccepted>** **Total Financial Award Accepted**: The total dollar amount accepted in this document. For Pell Grant, ACG, National SMART Grant, TEACH Grant, and Direct Loan, this is the accepted award amount. This information is summarized by year by award type.	15	decimal	Simple Element	0 to 999999999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
163.	**<TotalFinancialDisbursementAccepted>** **Total Financial Disbursement Accepted**: The total dollar amount accepted in this document. For Pell, ACG, National SMART Grant, and TEACH Grant, the total disbursement amount accepted. For Direct Loan, the total gross disbursement amount accepted, regardless of the Disbursement Release Indicator. This information is summarized by year by award type.	15	decimal	Simple Element	0 to 999999999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
164.	**<TotalFundedDisbursementAccepted>** **Total Funded Disbursement Accepted:** For Pell, ACG, National SMART Grant, and TEACH Grant, the total disbursement amount accepted with a Disbursement Release Indicator of "true." For Direct Loan, the total net disbursement amount accepted with Disbursement Release indicator of "true." This information is summarized by award type by award year.	15	decimal	Simple Element	0 to 999999999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
165.	**<TotalNonFundedDisbursementAccepted>** **Total NonFunded Disbursement Accepted:** For Pell, ACG and National SMART Grant, and TEACH Grant, the total disbursement amount accepted with a Disbursement Release Indicator of "false." For Direct Loan, the total net disbursement amount accepted with Disbursement Release indicator of "false." This information is summarized by award type by award year.	15	decimal	Simple Element	0 to 999999999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
166.	**<TotalFinancialAwardCorrected>** **Total Amount Corrected**: The total dollar value reported in this document for corrected Pell disbursements. This information is summarized by award type by award year.	15	decimal	Simple Element	0 to 999999999999.99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
167.	**<Receipt>** **Receipt:** A date time stamp indicating receipt of the document at COD.	22	date/ time	Simple Element	CCYY-MM-DDTHH:mm:ss.ff	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
168.	**<Response>** Response: A complex element. This element provides a logical grouping of elements related to Entity Information.	NA	NA	Complex Element	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
169.	**<ResponseCode>** **Response Indicator**: The result of processing the record on COD.	1	string	Simple Element	A = Accepted R = Rejected D = Duplicate (Not in use) C = Corrected	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Common Record Layout Business Process Key

P = Establish Pell Grant	**S** = Establish National SMART Grant	**DS** = Establish DL Subsidized	**DP** = Establish DL PLUS	**RC** = Receipt
A = Establish ACG	**T** = Establish TEACH Grant	**DU** = Establish DL Unsubsidized	**DB** = Establish a disbursement	**RS** = Response

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DE	RC	RS
170.	**<DocumentTypeCode>** **Document Type Code**: This element indicates the code corresponding to the type of data being returned in the document.	2	string	Simple Element	BN = Response - Booking Notification CO = Response - Credit Decision Override ND = Response - Negative Disbursement PS = Response - Payment to Servicer PN = Response - Promissory Note RC = Receipt (Not in use) RS = Response SG = Response - System-Generated (Not in use) WB = Response - Web-Initiated AT = ATS Response AC = Response - TEACH Grant Counseling SP = Response - PLUS Application Acknowledgement EC = Response - Entrance Counseling Acknowledgement	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
171.	**<DocumentStatusCode>** **Document Status Code**: The status of the processed document on COD.	1	string	Simple Element	A = Accepted R = Rejected D = Duplicate (Not in use)	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
172.	**<ProcessDate>** **Process Date**: The date the document information was processed at COD.	10	date	Simple Element	CCYY-MM-DD	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
173.	**<EditProcessResult>** **Edit Process Result:** A complex element. This element provides a logical grouping of elements related to the edit response information.	NA	NA	Complex Element	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
174.	**<ResponseErrorCode>** **Response Error Code**: Edit result from COD processing.	3	string	Simple Element	See *Volume II, Section 4 - COD Edits.*	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
175.	**<ResponseMessage>** **Response Message:** The text of the edit result. This field is transmitted only via web applications.	150	string	Simple Element	See *Volume II, Section 4 - COD Edits.*	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
176.	**<ResponseErrorField>** **Response Error Field**: The tag referenced by the Edit Code.	35	string	Simple Element		NA	NA	NA	NA	NA	NA	NA	NA	NA	O
177.	**<ResponseErrorValue>** **Response Error Value**: New value in field if a correction is applied.	150	string	Simple Element		NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
178.	**<ReportedValue>** **Reported Value:** The value reported by the school in the tag contained in the <ResponseErrorField> tag.	150	string	Simple Element		NA	NA	NA	NA	NA	NA	NA	NA	NA	O
179.	**<PreviousSequenceNumber>** **PreviousSequenceNumber:** The previous disbursement sequence number on the COD database for the disbursement number. This tag is returned on all disbursement responses with a Disbursement Sequence Number greater than one, including COD system-generated responses.	2	integer	Simple Element	1 to 99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
180.	**<CPSVerificationIndicator>** **CPS Verification Indicator:** Indicates whether this student has been selected for verification by the CPS on any transaction number for this award year.	NA	boolean	Simple Element	true = Student selected for verification by CPS false = Student not selected for verification by CPS	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
181.	**<HighestCPSTransactionNumber>** **Highest CPS Transaction Number:** Indicates the highest transaction number on CPS for this student and award.	2	integer	Simple Element	01 – 99	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
182.	**<EntranceCounseling>** **Entrance Counseling:** This element indicates the type of counseling a borrower has completed.	NA	boolean	Simple Element	true = Value stored at the person level and displayed on the View Person Information web page as complete. false = Value not stored at the person level nor displayed on the View Person Information web page as incomplete. DLSubsidized DLUnsubsidized DLGraduatePLUS Note: Will always be returned starting AY 2011 and forward.	NA	NA	NA	NA	R	R	R	NA	NA	NA
183.	**<ApplicationSubmissionReason>** **Application Submission Reason:**.Indicates the reason of the PLUS Application submission	30	string	Simple Element	New Application = Borrower is submitting a new application Loan Amount Increase = Borrower wishes to increase the original loan amount requested Loan Amount Decrease = Borrower wishes to decrease the original loan amount requested	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
184.	**<UnknownLoanAmount>** **Unknown Loan Amount:** Indicates that the borrower doesn't know the Loan Amount for the PLUS Application	NA	boolean	Simple Element	true = If the borrower selects doesn't know the loan amount	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Common Record Layout Business Process Key

P = Establish Pell Grant	**S** = Establish National SMART Grant	**DS** = Establish DL Subsidized	**DP** = Establish DL PLUS	**RC** = Receipt
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Field #	COD Data Field	Max Length	Data Type	Field Type	Format and Valid Field Values	Element Requirements for Various Business Processes									
						P	A	S	T	DS	DU	DP	DB	RC	RS
185.	**<AwardRangeRequestedStartDate>** **Award Range Requested Start Date:** The start date for which the borrower is requesting the loan for	NA	Year/ month	Simple Element	CCYY-MM	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
186.	**<AwardRangeRequestedEndDate>** **Award Range Requested End Date:** The end date for which the borrower is requesting the loan for	NA	Year/ month	Simple Element	CCYY-MM	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
187.	**<SixMonthDefermentOption>** **Six Month Deferment Option:** Indicates if the borrower wants to defer repayment of their Direct PLUS Loan for 6 months beginning on the date the student on whose behalf the loan was obtained ceases to be enrolled on at least a half-time basis	NA	boolean	Simple Element	true = Six Month Deferment Option utilized false = Six Month Deferment Option not utilized	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
188.	**<SchoolCreditBalanceOption>** **School Credit Balance Option:** Indicates whether any remaining credit balance should be applied to the school	NA	boolean	Simple Element	true = Remaining balance should be applied to school false = Remaining balance should be applied to borrower	NA	NA	NA	NA	NA	NA	NA	NA	NA	O
189.	<PreviousApplicationID> Previous Application ID: Indicates the previously submitted application ID	10	integer	Simple Element	0000000001-9999999999	NA	NA	NA	NA	NA	NA	NA	NA	NA	O

Common Record Physical Layout

This section provides standards for the physical layout of the Common Record XML Document file. Standards on the physical layout of the Common Record XML Document file are required to ensure all systems transmitting or processing an instance of the file can do so without encountering physical constraint errors.

Examples of physical constraint errors include: exceeding available memory, exceeding available disk space, or exceeding available network bandwidth (and timing out). While most physical constraint errors can be avoided by proper coding techniques on the host system, there are some error conditions best handled through the definition of, and adherence to, a set of well-defined and well-publicized standards. Such error conditions and their corresponding standards for resolution are provided in this section.

XML and its associated technologies, (XML Schema, Document Type Definitions), do not provide for a mechanism to define the physical layout of a file. In fact, XML does not depend on the physical layout of the elements by design. White space and line lengths are not relevant to the logical construction and reading of an XML document. Therefore, the Common Record XML file physical layout standards are defined as guidelines and examples presented in this Section.

Line Length Limitations

32-kilobyte Line Length Limitation on Mainframe System

Some mainframe systems cannot create or read a line longer than 32 kilobytes. A line consists of a string of data with an "end of line marker." The phrase "end of line marker" in this document refers to whatever mechanism is used on a platform to terminate an individual line or record. For example, an end of line marker can be set by the writing out of a record (on a mainframe), by inserting a `<CR><LF>` character sequence (on a PC), or by inserting a `<CR>` character (on UNIX). `<CR>` (carriage return character) and `<LF>` (linefeed) are ASCII codes 13 and 10, respectively.

Systems with this limitation cannot handle a string of data longer than 32 kilobytes without encountering some type of data corruption (most likely truncation). By rule, XML ignores white space, which includes tabs, linefeeds, and carriage returns. Since XML has no means to regulate line lengths, a separate standard must be set to ensure lines do not exceed 32 kilobytes.

9,999-byte Line Length Limitation on COD System

The COD System cannot process documents that contain over 9,999 bytes per line. A line consists of a string of data with an "end of line marker." The phrase "end of line marker" in this document refers to

whatever mechanism is used on a platform to terminate an individual line or record. For example, an end of line marker can be set by the writing out of a record (on a mainframe), by inserting a <CR><LF> character sequence (on a PC), or by inserting a <CR> character (on UNIX). <CR> (carriage return character) and <LF> (linefeed) are ASCII codes 13 and 10, respectively. COD will not process or acknowledge Common Record Documents that are submitted with a string of data greater than 4,000 bytes.

Line Length Limitation Solution

The solution, in its general form, is to make sure an end of line marker is always set before a particular output stream of data reaches 9,999 bytes. This end of line marker should be created in the format native to the system where the file is being created.

The data transmission software used by COD and by participating schools handles the translation of end of line markers across platforms. For example, if a file were sent from a PC to a UNIX box, the <CR><LF> character sequence would be automatically changed to <CR> characters. Therefore, the insertion of an end of line marker does not have to take into consideration the platform of the destination system. This same principle holds true between mainframes (EBCDIC or ASCII), PCs and UNIX boxes.

Standard

The following standard is a strongly recommended approach for schools and vendors who want to guarantee their files will not exceed the 9,999 byte limitation. If a school or vendor can ensure their submitted files will not exceed the 9,999 byte limitation by some other means, those files will be accepted by COD. However, the burden of responsibility will then rest with the school or vendor for files incorrectly submitted.

In order to ensure no line grows larger than 9,999 bytes, all Common Record XML files submitted to COD should be constructed with end of line markers inserted at specified points in the document. These points are tied to specific elements in the XML document. The points are:

- After the AttendedSchool element opening tag, <AttendedSchool>
- After every Student element closing tag, </Student>
- Before beginning an ”Award” element opening tag, which could be <Pell>, <AcademicCompetitivenessGrant>, <NationalSMARTGrant>, <TEACH>, <DLSubsidized>, <DLUnsubsidized>, <DLPLUS>, and the opening tags of all other elements designated as part of the Award substitution group in the Common Record XML Schema specification
- Before beginning a Disbursement element opening tag, <Disbursement>, for every disbursement under each of the “Award” elements listed above.

The Common Record XML Schema has been evaluated to confirm that if the above standard is maintained, the maximum size of the data sent in any one of these lines will never exceed 9,999 bytes. The maximum line size takes into account all tags, all maximum data lengths for each element, and all maximum numbers of repetitions of nested data elements.

The following example found is a skeleton submission file correctly formatted according to the end of line marker standards. In this example, for clarity, sub-elements are not listed, and the characters, [EOL], explicitly mark the end of a line.

COD guarantees the Response Document files it produces will not contain lines longer than 9,999 bytes, but the files will not necessarily match the line breaks as specified for submissions. This is due in part to the additional space used by the Response blocks.

Common Record Response File Options

For more information on the length of COD Response Files, please refer to the School Options topic in *Volume II, Section 1 – Implementation Guide* for more information.

Coding Guidelines

The code should track the Common Record elements as they are written to the output stream and write out a line of XML text (via the appropriate end of line marker) as any of the EOL points are encountered. Code to construct the Common Record can vary greatly depending on the platform, libraries, and languages used, so specific examples are not provided.

```
<CommonRecord><!--All Common Record sub elements ->
<ReportingSchool><AttendedSchool> [EOL]
<Student><!--All Student sub elements until an Award is encountered-->[EOL]
<Pell><!--All Pell sub elements until a Disbursement is encountered-->[EOL]
<Disbursement><!-- sub elements --></Disbursement>[EOL]
<Disbursement><!-- sub elements --></Disbursement>[EOL]
<Disbursement><!-- sub elements --></Disbursement></Pell>[EOL]
<DLSubsidized><!--All DLSubsidized sub elements until Disbursement is encountered-->[EOL]
<Disbursement><!-- sub elements --></Disbursement>[EOL]
<Disbursement><!-- sub elements --></Disbursement>[EOL]
<Disbursement><!-- sub elements --></Disbursement></ DLSubsidized ></Student>[EOL]
</AttendedSchool><AttendedSchool>[EOL]
<Student><!--All Student sub elements until an Award is encountered-->[EOL]
<DLSubsidized><!--All DLSubsidized sub elements until Disbursement is encountered-->[EOL]
<Disbursement><!-- sub elements --></Disbursement></ DLSubsidized ></Student>[EOL]
</AttendedSchool></ReportingSchool></CommonRecord>[EOL]
```