Volume III
Combination System Supplement

Common Origination and Disbursement
2013-2014 Technical Reference

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Combination System Implementation Guide

VOLUME III
SECTION 1

This section contains general overview information and guidance for schools and other agencies who use EDExpress in combination with third-party software or in-house systems to exchange Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data with the COD System.

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Overview

Welcome to Volume III of the *Common Origination and Disbursement (COD) Technical Reference*, written for users with Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, or William D. Ford Direct Loan systems used in combination with EDExpress for Windows 2013-2014 [the free software package provided by the U.S. Department of Education (ED)].

This volume of the *COD Technical Reference* provides guidance, edits, and record layouts for using EDExpress 2013-2014 in combination with your own system or vendor-provided software.

EDExpress users participate with the COD System to exchange and process Pell Grant, Direct Loan, and other data. For more information on participating with the COD System, be sure to read *Volume II: Common Record Technical Reference* of the *2013-2014 COD Technical Reference*.

Each volume of the *2013-2014 COD Technical Reference* is available for download from the ED's Federal Student Aid Download (FSAdownload) Web site located at fsadownload.ed.gov as well as the Information for Financial Aid Professionals Web site (IFAP) located at ifap.ed.gov, as needed.

The Higher Education Reconciliation Act of 2005 (the HERA)

The Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171, extended Federal Direct PLUS Loan (Direct PLUS) eligibility to graduate or professional students. The HERA also created the Academic Competitiveness Grant (ACG) and National Science and Mathematics to Retain Talent Grant (National SMART Grant); both grant programs were discontinued prior to the 2011-2012 Award Year.

The HERA provides for eligible graduate or professional students to receive Direct PLUS Loans on or after July 1, 2006. The HERA provision did not create a new loan program, but rather, allows a new type of borrower—an eligible graduate or professional student—to borrow under the existing Direct PLUS Loan Program. In EDExpress, a Direct PLUS loan for a graduate or professional student is referred to as a "Grad PLUS" loan.

TEACH Grant

Through the College Cost Reduction and Access Act of 2007 (CCRAA), Congress created the TEACH Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Eligible undergraduate and post-baccalaureate students may receive up to an aggregate limit of $16,000 and graduate students may receive up to a graduate aggregate limit of $8,000 in TEACH Grants.

In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high need field in a public or private elementary or secondary school that serves low-income students. Recipients must teach for at least four academic years within eight calendar years of completing the program of study for which they received a TEACH Grant. If they do not complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan and interest charged from the date the grants were disbursed.

Before receiving a TEACH Grant, students must sign a TEACH Grant Agreement to Serve (ATS) for each year in which a TEACH Grant is awarded. The ATS explains the teaching service requirements that students must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan.

For more information on EDExpress 2013-2014 enhancements related to the TEACH Grant, see the TEACH Grant Appendix at the end of this section.

What it Means to be a Combination User

To keep your school database in synch with the COD System, we advise EDExpress users against originating Pell, TEACH Grant, or Direct Loan records online at the COD System. You should originate your records in EDExpress first, then submit the records to the COD System for processing.

Once your EDExpress origination records are accepted by the COD System, you can perform any additional online activities as needed on the COD Web site without risk of conflicting data between your system and the COD System.

As a financial aid administrator (FAA) at a combination school, you are aware of how complicated the entire financial aid process can be to manage. The COD System improves the flow of financial aid processing and can streamline the workload in your financial aid office.

The COD System continues to function using the basic process of schools submitting records and receiving responses. You can use EDExpress in combination with your mainframe or third-party software to perform this task or part of this task with the COD System.

EDExpress continues to use flat American Standard Code for Information Interchange (ASCII) files to communicate with your external systems. You import flat ASCII files into EDExpress to load Pell, TEACH Grant, and Direct Loan data. In turn, EDExpress exports your data to the COD System in the required Extensible Markup Language (XML) format.

After your data is processed, the COD System sends a response in XML format that can be imported into EDExpress. You can then export the information you need to your mainframe or third-party software from EDExpress in the ASCII flat file format.

Beginning with the 2013-2014 Award Year, you must be enrolled for COD Online Services through Federal Student Aid's Participation Management System to access the COD Web site (cod.ed.gov).

Monitor the IFAP Web site later in 2012 and early 2013 for electronic announcements and additional information regarding this new requirement.

Schools planning to use EDExpress 2013-2014 to process Pell, TEACH Grant, or Direct Loan data must be enrolled as a participant with the COD System for the respective programs.

- You only need to enroll as a participant for Pell, TEACH Grant, or Direct Loan if you were *not* enrolled in the respective program in 2012-2013.

If you have any questions about enrolling with the COD System, contact the COD School Relations Center at (800) 474-7268 for Grants or (800) 848-0978 for Direct Loans. You can also e-mail CODSupport@acs-inc.com.

Note: The COD School Relations Center e-mail address will be updated to CODSupport@ed.gov in March 2013.

Organization of this Guide

This Implementation Guide is a reference to assist school FAAs who use EDExpress software in combination with their mainframe system or third-party software to process Pell, TEACH Grant, and Direct Loan data. This guide also assists schools in implementing changes for the COD System for the 2013-2014 Award Year.

The following sections in Volume III contain pertinent combination system information:

- Section 2: Combination System Message Classes
- Section 3: Combination System Record Layouts
- Section 4: Combination System Edits

Enhancements and Changes to EDExpress for 2013-2014

EDExpress 2013-2014, Release 1.0, available in January 2013, adds the Application Processing and Packaging modules, as well as Global functionality. Release 2.0, scheduled for release in late March 2013, adds functionality for the Pell, TEACH Grant, and Direct Loan modules.

The EDExpress 2013-2014 software conforms with annual changes to the COD System, as well as to the Pell, TEACH Grant, and Direct Loan programs. EDExpress provides a common setup feature for the Pell, TEACH Grant, and Direct Loan programs. Separate Pell, TEACH Grant, and Direct Loan origination and disbursement windows display mutually exclusive data elements.

EDExpress Pell, TEACH Grant, and Direct Loan users are participants in the COD process for 2013-2014. They send and receive origination and disbursement data to and from the COD System using the Common Record XML format.

If your school uses EDExpress in combination with another system for some or all of your Pell, TEACH Grant, or Direct Loan processing, you should ensure that system has been modified to accommodate updates to fields and edits that are implemented within EDExpress for 2013-2014. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference for the most current Pell, TEACH Grant, and Direct Loan Combination System record layouts used by EDExpress.

We have implemented a number of enhancements in EDExpress 2013-2014. These enhancements are listed below by module and software area:

Global

The following enhancement is available in EDExpress 2013-2014 Global functionality (applicable to all EDExpress releases and modules):

For more information regarding message classes used by the CPS in 2013-2014, see the Processing Codes section of the *2013-2014 EDE Technical Reference*. For more information regarding COD System message classes used by EDExpress in 2013-2014, see *Volume III, Section 2: Combination System Message Classes* of this technical reference.

- **Updated Cycle References and Message Classes** – We updated software labels, online help, reports, and other functionality throughout EDExpress to reference the 2013-2014 cycle. Message classes with cycle indicators are also updated for 2013-2014 in File Management (**Tools**, **Setup**, **Global**, **File Management**) and in various Import and Export dialog boxes throughout EDExpress.

Application Processing

The following enhancements are available in the EDExpress 2013-2014 Application Processing module:

ISIR View, Print, File Format, and Query

- **New and Modified ISIR Fields Available** – New and modified data elements on the 2013-2014 ISIR print on the EDExpress ISIR report, appear on the ISIR Review tab and Apps Express Browse grid, and are available for selection in App Express File Format and Query setup.

See the *2013-2014 ISIR Guide*, available on the IFAP and FSAdownload Web sites, for detailed information on changes to the ISIR for 2013-2014.

- **ISIR Import Now Updates Ability to Benefit Code** – We modified ISIR import to update the Ability to Benefit Code, if blank, on the Demo tab based on specific student responses to the High School Completion question on the FAFSA. This enhancement is designed to assist users of the EDExpress 2013-2014 Direct Loan, Pell Grant, and TEACH Grant modules, who are now required to provide an Ability to Benefit Code value on the Demo tab prior to saving or originating loan or grant records. See the combined Direct Loan, Pell Grant, and TEACH Grant section below for more information on this new requirement.

  EDExpress will translate the High School Completion value on the ISIR to the corresponding Ability to Benefit Code value on the Demo tab in the following circumstances:

  - High School Completion value of **1** (High School Diploma) = Ability to Benefit Code **06**
  - High School Completion value of **2** (GED) = Ability to Benefit Code **07**
  - High School Completion value of **3** (Home Schooled) = Ability to Benefit Code **04**

  If the High School Completion value is **4** (none of the above) or blank, the Ability to Benefit Code is not updated on the Demo tab as a result of the ISIR import.

The ISIR import process will only update the Ability to Benefit Code field if it is blank; existing values in the Ability to Benefit Code field are not overwritten.

NSLDS View and Print

- **Updated NSLDS Field Values Available** – Updated NSLDS data values are included in the ISIR record, can be viewed in EDExpress from a student's record (**View**, **NSLDS**), and can be printed on the NSLDS report (**File**, **Print**, **App Express**, **NSLDS**).

See the *2013-2014 Summary of Changes for the Application Processing System* guide, available on the IFAP and FSAdownload Web sites, for detailed information on changes to NSLDS information for 2013-2014.

Packaging

There are no major changes planned currently for the EDExpress Packaging module for EDExpress 2013-2014.

Direct Loan

The following enhancement is available in the EDExpress 2013-2014 Direct Loan module:

Import

- **Entrance Counseling Import Updates** – The COD System is adding a new value to Entrance Counseling Results files (CRECMYOP) for 2013-2014 to indicate the date that students complete the new Exit Counseling process added to FACT (Financial Awareness Counseling Tool) functionality on the StudentLoans.gov Web site. To accommodate the inclusion of both entrance and exit counseling information in the same import file, we implemented the following Direct Loan import changes:
    - We relabeled the Entrance Counseling Results import type on the Direct Loan import dialog box to just reference "Counseling Results," as CRECMYOP files can now contain both entrance and exit counseling dates.
    - We updated the new Counseling Results import type to handle CRECMYOP files that contain both entrance and exit counseling results. A separate import edit report now prints for entrance versus exit counseling information, if both are included in the import file.
    - We added a new checkbox to the Direct Loan import dialog box for the Counseling Results import type labeled "Overwrite Existing Exit Counseling Completed Date?" If you select this checkbox, EDExpress overwrites the Loan Exit Counseling Completed Date on a student's Demo tab with the exit counseling date in the CRECMYOP file upon import.

The separate import type for Exit Counseling Results (for files sent under the message classes DLFFEXOP and EXITFFOP) remains available in EDExpress 2013-2014.

Direct Loan, Pell Grant, and TEACH Grant

The following enhancement is applicable to the EDExpress 2013-2014 Direct Loan, Pell Grant, and TEACH Grant modules:

- **Ability to Benefit Code Now Required for Origination Records** – Due to legislative changes, the COD System is now required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

  To address this legislative change, EDExpress now requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

You can create and save a student record on the Demo tab without providing an Ability to Benefit Code value; however, a value must be provided before you can save or originate a Direct Loan, Pell Grant, or TEACH Grant record in EDExpress.

The other Ability to Benefit fields on the Demo tab, such as Ability to Benefit Completion Date, are not required and remain optional in EDExpress.

In EDExpress, the Ability to Benefit Code field is located on the Demo tab. You can update the field value using manual entry, Global multiple entry, ISIR import (see Application Processing section above for more information), or the external origination add/change import options available in the Direct Loan, Pell Grant, and TEACH Grant modules.

Note: We added new end-of-entry edits to the Direct Loan, Pell Grant, and TEACH Grant modules related to the Ability to Benefit Code requirement. For more information, see *Volume III, Section 4: Combination System Edits* of this technical reference.

Business Rules

The following issues may affect your combination system:

- 2013-2014 COD Message Class Options
- 2013-2014 Updates to Valid Date Ranges
- Direct Loan Fields Required for Origination
- Direct Loan Ancillary Services (for example, where to mail an MPN)
- Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

All message classes used by 2013-2014 EDExpress are outlined for you in *Volume III, Section 2: Combination System Message Classes* of this technical reference.

All COD message classes are outlined in *Volume II, Section 2: COD Message Classes* of this technical reference.

2013-2014 COD Message Class Options

The COD System provides various message class options for sending and receiving Common Record data to and from the COD System. The 2013-2014 Common Record Message class options include:

- Non-program specific and non-award year specific (`COMRECIN` and `COMRECOP`)
- Award year specific and non-program specific (Option selected by EDExpress)
- Program specific and non-award year specific
- Award year specific and program year specific

EDExpress 2013-2014 is using the award year specific message class option for sending and receiving Common Record data for Pell, TEACH Grant, and Direct Loan. These message classes are:

2013-2014 Message Class	Data Description
`CRAA14IN`	COD Common Record data sent to the COD System from EDExpress
`CRAA14OP`	COD Response from the COD System to EDExpress
`CRRC14OP`	COD Receipt from the COD System to EDExpress

The award year specific message class option provides you the advantage of viewing the award year of the data within the Common Record file before importing the file into EDExpress. EDExpress is *not* using the options for program specific message classes.

In addition, the COD System sends all Web-generated and system-generated transactions such as a Pell negative disbursement or a Direct Loan MPN response to all schools in award year specific message classes.

2013-2014 Updates to Valid Date Ranges

Valid date ranges for Pell, TEACH Grant, and Direct Loan processing are updated for the 2013-2014 processing cycle. These updates affect EDExpress edits and valid field content. Below is the listing of updated 2013-2014 date ranges.

Pell Grant	TEACH Grant	Direct Loan	Data Element	Date Range
✓			Enrollment Date	01/01/2013 to 06/30/2014
✓			Payment Period Start Date	01/01/2013 to 06/30/2014
✓			Disbursement Date	01/01/2013 to 09/30/2019 **Note: Although EDExpress accepts any date on or after 01/01/2013, the valid 2013-2014 date range for Pell Grant disbursement records is from the date the 2013-2014 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2019.**
		✓	Award Begin Date	06/30/2014 or earlier
		✓	Award End Date	07/01/2013 or later
		✓	Academic Year Start Date	06/30/2014 or earlier
		✓	Academic Year End Date	07/01/2013 or later
		✓	Disbursement Date	06/21/2010 to 12/28/2017
		✓	Date of Birth	01/01/1914 to 12/31/2005
	✓		Enrollment Date	01/01/2013 or later
	✓		Pay Period Start Date	01/01/2013 or later
	✓		Disbursement Date	01/01/2013 or later

It may be possible to save (but not originate) a loan record without all of these fields.

Direct Loan Fields Required for Origination

Certain data must be present on a Direct Subsidized, Unsubsidized, PLUS or Grad PLUS Loan record before it can be originated in EDExpress. We list fields required for origination by loan type below.

Field Name	Required for Origination of a PLUS	Required for Origination of a Grad PLUS	Required for Origination of a Sub/Unsub
Student's Last Name	✓, if borrower's First Name is blank	✓, if student's First Name is blank	✓, if student's First Name is blank
Student's First Name	✓, if borrower's Last Name is blank	✓, if student's Last Name is blank	✓, if student's Last Name is blank
Student's Permanent City		✓	✓
Student's Permanent State		✓	✓
Student's Permanent Zip Code		✓	✓
Student's Current SSN	✓	✓	✓
Original SSN	✓	✓	✓
Student's Date of Birth	✓	✓	✓
Student's Citizenship Status	✓	✓	
Dependency Status	✓	✓	✓
Ability to Benefit Code	✓	✓	✓
CPS Transaction #	✓	✓	✓
School Code	✓	✓	✓
Loan Enroll OPE ID	✓	✓	✓
Loan ID	✓	✓	✓
Loan Amount Approved	✓	✓	✓
Disbursement Profile Code	✓	✓	✓
College Grade Level	✓	✓	✓
Loan Period End Date	✓	✓	✓
Loan Period Start Date	✓	✓	✓
Academic Year End Date	✓	✓	✓
Academic Year Start Date	✓	✓	✓
Student's Loan Default/Grant Overpayment	✓		
Borrower's Loan Default/Grant Overpayment	✓	✓	✓
Borrower's Date of Birth	✓		
Borrower's Permanent State	✓		
Borrower's Current SSN	✓		
Borrower's Permanent City	✓		
Borrower's Permanent ZIP Code	✓		
Borrower's First Name	✓, if student's First Name is blank		
Borrower's Last Name	✓, if student's Last Name is blank		
Borrower's Citizenship Status	✓		

Direct Loan Ancillary Services

Borrowers of Direct Subsidized, Unsubsidized, PLUS and Grad PLUS loans can complete a paper MPN or an electronic MPN at StudentLoans.gov. If a borrower completes the electronic MPN, an MPN Response (`CRPN14OP`) is sent to the appropriate school. If a borrower completes a paper MPN, the MPN can be mailed directly to the COD System or returned to the school to forward to the COD System. The COD System must receive and accept the MPN before the loan is booked.

Hardcopy MPNs mailed to the COD System by the school must be accompanied by a paper manifest that lists the borrower's name and MPN Identification (ID) for each MPN in the shipment. The paper manifest also provides a certification to be signed by an official at the school.

For 2013-2014, schools continue to send batches of MPNs with paper shipping manifests to the following addresses:

- Regular Mail

  US Department of Education
  P.O. Box 5692
  Montgomery, AL 36103-5692
  1-800-848-0978

- Overnight Delivery

  US Department of Education
  100 Capitol Commerce Center Blvd.
  Suite 160
  Montgomery, AL 36117

MPNs for subsidized and unsubsidized loans, MPNs for PLUS loans, and MPNs for Grad PLUS loans must be batched separately and a separate paper manifest created for each. Each document can contain up to 100 notes. Additionally, separate documents (manifests) must be created for each Direct Loan school code. The MPN Manifest option is available through the EDExpress Print process.

After a batch of MPNs is received in the mailroom, the notes are manually inspected for missing or incorrect information. A generic checklist is used. If there are errors or information is missing, the checklist is marked in the appropriate blank describing the error that needs to be corrected. The checklist and MPN are returned to the school or borrower, whichever is appropriate. If a note is rejected, a new MPN must be printed with the corrected data and resubmitted to the COD System.

After an MPN is processed by the COD System, you receive an MPN Response that includes the MPN status and can be used to update EDExpress.

More information on MPN processing can be found in *Volume II: Common Record Technical Reference* of this technical reference. You may want to become familiar with all volumes of the *2013-2014 COD Technical Reference* to gain a full understanding of the COD System.

MPNs, MPN Manifests, credit decisions, and disclosure statements for Grad PLUS loans are processed following the same rules and guidelines as PLUS loans for parent borrowers.

Direct Loan MPN, PLUS Credit Decision, and Disclosure Statement

This section describes the EDExpress processes regarding Direct Loan MPN multi-year and single-year notes, as well as the PLUS credit decision, and the disclosure statement.

The same Direct PLUS MPN form is used for both Grad PLUS and PLUS loans. You should ensure that you are using the most recent version of the Direct Loan PLUS MPN. When you select the report type to print, the following statements print in Section A:

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for complete details regarding Direct Loan Master Promissory Notes.

Report Type	Printed Statement
MPN-PLUS	I am a Parent of a Dependent Undergraduate Student
MPN-Grad PLUS	I am a Graduate or Professional Student

Determining the MPN Status for Subsidized and Unsubsidized Loans When Using the Multi-Year MPN Feature

For subsidized and unsubsidized loans processed using the multi-year feature, determining the MPN status is a two-step decision-making process within EDExpress.

First, EDExpress checks for other existing originated subsidized or unsubsidized loans for the student. When another loan exists within EDExpress for a student, EDExpress reviews the MPN status of the existing loan.

IF…	THEN…
The MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**)	EDExpress updates the MPN status of the originating loan to **T**, assumes a valid MPN exists
The MPN status of the existing loan indicates no valid MPN exists (**R, N, I, E, or C**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

EDExpress MPN Statuses: N: Not ready to print (Sub/Unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S** or **M**), **I:** Inactive , **E:** Inactive/Endorser, **C**: Closed

When no other loans for a student exist within EDExpress, EDExpress reviews the ISIR Direct Loan MPN flags if ISIRs were imported into EDExpress.

IF…	THEN…
The ISIR Direct Loan MPN flag indicates an active MPN at the COD System (**A**)	EDExpress updates the MPN of the originating loan to **T**, assumes a valid MPN exists
The ISIR Direct Loan MPN flag is blank or indicates no valid MPN (**I**, **E, C**, **N**, or **U**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

ISIR Direct Loan MPN Flag: A: Active, **I:** Inactive, **E:** Inactive/Endorser, **C:** Closed, **N:** None or Unavailable, or **U:** Updated

Determining the MPN Status for PLUS Loans When Using the Multi-Year MPN Feature

For PLUS and Grad PLUS loans processed using the multi-year feature, a school can set the MPN status to `T` either manually or through multiple entry in EDExpress. The MPN status of `T` is used to indicate you assume an MPN is on file at the COD System for the borrower. When the MPN status is set to `T`, EDExpress does not require the printing of an MPN for that PLUS or Grad PLUS loan. Upon importing the COD Response for an accepted PLUS or Grad PLUS loan, EDExpress is updated with the MPN status on file at the COD System.

Single-Year MPN Feature

The single-year feature is available to all schools and requires that a new MPN must be completed by a borrower for each academic year. All schools ***not*** eligible to process MPNs using the multi-year feature must use the single-year feature. Schools eligible for the multi-year feature can opt to process MPNs using the single-year feature. The school's processing feature is updated in EDExpress setup and on the COD System Web site.

A single-year school must use an MPN generated at or for that school only. A single-year school can link multiple loans for the same academic year, for the same student, to the same MPN. The academic year start and academic year end dates must be the same on all loan records linked to a specific MPN.

An MPN link indicator for subsidized/unsubsidized/PLUS/Grad PLUS loans is found on the Response. If the loan record has been linked to an MPN at the COD System, the MPN link indicator contains a `Y`. Loan records not linked to an MPN on file at the COD System have an `N`, in the MPN link indicator field.

Determining the MPN Status When Using the Single-Year MPN Feature

For schools implementing single-year functionality the ISIR Direct Loan MPN flag is not used in the process to determine if a new MPN should be printed since a previous year's MPN is not relevant.

When processing loans using the single-year feature, EDExpress looks for other originated loans for the student with the same academic year within EDExpress to determine the MPN status.

IF...	THEN...
No other loans exist for this student within EDExpress	EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates do **not** match the loan being originated	EDExpress sets the MPN status of the originating loan to **R**, ready to print and a new MPN can be printed
Another loan exists and the academic year start and end dates match the loan being originated, EDExpress reviews the MPN status of the existing loan:	
If the MPN status of the existing loan indicates a valid MPN exists or assumes a valid MPN exists (**A**, **P**, **S**, **M**, or **T**)	EDExpress updates the MPN status of the originating loan to **T** and assumes a valid MPN exists
If the MPN status of the existing loan indicates no valid MPN exists (**R, N, I, E, or C**)	EDExpress sets the MPN status of the originating loan to **R**, ready to print, and a new MPN can be printed

N: Not ready to print (sub/unsub only), **R:** Ready to print, **P:** Printed or request to print sent to COD, **S:** Signed & returned (available when current value is P), **M:** Manifested, **A:** MPN Accepted by COD, **X:** MPN Pending, **T:** Assumes MPN Exists (available when current value is **N**, **R**, **P**, **S** or **M**), **I:** Inactive, **E:** Inactive/Endorser, **C**: Closed

Single-Loan MPN Feature

The single-loan MPN is an MPN linked to a PLUS or Grad PLUS loan that is accepted with an eligible endorser who has an approved credit decision. After an endorser is associated with a PLUS or Grad PLUS loan, the MPN linked to that PLUS or Grad PLUS loan cannot be linked to any other loans even if the school uses the multi-year MPN feature. The MPN status for a single-loan MPN is determined by the COD System.

When a PLUS or Grad PLUS loan with an endorser is linked to an MPN, the COD System returns an MPN status of inactive on the Response. After the single-loan MPN is established, it becomes an inactive MPN and no other loans can be linked to that same MPN. In addition, all other pending or active PLUS MPNs for the borrower become inactive at the COD System. Future ISIRs display an MPN status of inactive and a new MPN must be completed if the borrower wants to borrow a subsequent PLUS loan.

Importing the MPN Status from the COD System

Both the Common Record Response (`CRAA14OP`) and the MPN Response (`CRPN14OP`) can contain the MPN status determined by the COD System for a loan record. When the loan is accepted by the COD System, the COD System links the loan to an existing MPN, if possible.

Upon import of the Common Record Response (`CRAA14OP`), EDExpress updates the MPN status of a loan record according to the following logic:

IF The COD System's MPN Status Imported is:	AND EDExpress MPN Status is:	THEN EDExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	T = MPN Exists *	R = Ready to print
P = Pending MPN at the COD System	T = MPN Exists *	R = Ready to print
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

*** Note:** Upon import of a Common Record Response with a COD System MPN Status of **R** or **P**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **T**. If the EDExpress MPN Status is a value other than **T**, the record is not updated as a result of importing a Common Record Response with a COD System MPN Status of **R** or **P**.

Upon import of the MPN Response (`CRPN14OP`), EDExpress updates the MPN status of a loan as follows:

IF The COD System's MPN Status Imported is:	AND EDExpress MPN Status is:	THEN EDExpress Updates to:
A = Accepted MPN at the COD System	Any MPN status	A = Accepted by the COD System
R = No Valid MPN on File at COD	M = Manifested * *or* T = MPN Exists *	R = Ready to print
P= Pending MPN at the COD System	M = Manifested *	X = Pending at the COD System
C = Closed MPN at the COD System	Any MPN status	C = Closed MPN
I = Inactive MPN at the COD System	Any MPN status	I = Inactive MPN
E = Inactive due to an Endorser at the COD System	Any MPN status	E = Inactive/Endorser MPN

*** Note:** When importing an MPN Response with a COD System MPN Status of **R**, the EDExpress loan record's MPN status is updated to **R** *only* if the loan record's existing MPN Status is **M** or **T**. When importing an MPN Response with a COD

System MPN Status of **P**, the EDExpress loan record's MPN status is updated to **X** *only* if the loan record's existing MPN Status is **M**.

Valid MPN

If at least one actual disbursement is not made on any of the loans linked to an MPN within twelve months, the MPN becomes inactive in the COD System.

An open MPN is valid for up to ten years from the date the MPN is received by the COD System if at least one actual disbursement is made within a year from the date the COD System received the MPN and the borrower has not closed the note.

The MPN Expiration Date is returned in the Common Record Response file (CRAA14OP) or the MPN Response file (CRPN14OP) by the COD System. When the MPN Expiration Date exists in the imported response file, EDExpress displays the date on the Direct Loan Origination tab in the MPN Information section of the Loan Info tab.

To close an MPN a borrower must send a written request to the servicer or to the school. If the closed notification is received at the school, the school must forward the original documentation to the COD School Relations Center. Upon receipt of a written request, the COD System manually closes the MPN and sends a confirmation letter to the borrower. After an MPN has been closed, no new loans can be linked to it. Loans that are already linked to a closed MPN can continue to use that MPN for disbursement processing. A new MPN must be generated if new loans are to be originated. When a loan is processed by the COD System and all MPNs for the borrower on file at the COD System are closed, an MPN status of R (MPN not on file) is returned in the Response to the school.

PLUS Credit Decision Status

Schools can perform a credit check for a PLUS loan for a parent borrower or a Grad PLUS borrower on the COD Web site. After the online credit check is complete, schools can enter a credit decision status of A (Credit approved) or F (Credit denied; credit decision received from COD Web site) in EDExpress, depending on the results received.

When importing a Common Record Response (CRAA14OP) for a PLUS or Grad PLUS loan, the PLUS credit decision status for the loan is updated in EDExpress. A PLUS or Grad PLUS loan is not linked to an MPN until the borrower has an accepted PLUS credit decision status. PLUS credit decision statuses are:

A = Accepted
D = Denied, and
P = Pending

When a PLUS or Grad PLUS borrower requests a credit decision override or submits an Endorser Addendum, a Credit Decision Override Response (CRCO14OP) is generated by the COD System to communicate the updated credit decision status.

Valid values for the PLUS credit decision override code are:

- `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 denial
- `N` = Credit denied after pending

When the credit decision status is updated to "Accepted," the COD System attempts to link the PLUS or Grad PLUS loan to an MPN. If the loan is linked to an MPN, an MPN Response (`CRPN14OP`) is generated to communicate the updated MPN status. Upon importing the Credit Decision Override Response file, EDExpress updates the PLUS credit decision status for the PLUS or Grad PLUS loan. Upon importing the MPN Response file, EDExpress updates the MPN status for the PLUS or Grad PLUS loan.

Requesting & Appealing a PLUS Credit Decision

Refer to *Volume II: Common Record Technical Reference* of this technical reference for additional information.

Generating Disclosure Statements

Disclosure Statements are required for all loan types (subsidized, unsubsidized, PLUS, and Grad PLUS loans) and can be printed by the COD System or a school.

EDExpress provides the capability to print Disclosure Statements for subsidized, unsubsidized, PLUS, and Grad PLUS loans. When the school prints a Disclosure Statement, the disclosure statement print indicator value of `O` = Onsite (school prints) within EDExpress is translated to a disclosure statement print code of `S` (school prints and sends to borrower) in the Common Record export file that you send to the COD System.

Generating Disclosure Statements

Refer to the Implementation Guide found in *Volume II: Common Record Technical Reference* of this technical reference for more information.

System Options

To help you decide how best to incorporate EDExpress, consider the following questions.

Grant and Loan Volume	How large is the grant and loan volume at your school?
Available Resources	How much of the following resources are available: staff, data processing resources, equipment, and money?
Existing Systems	What existing systems are in place and how easy are they to integrate?
Time Constraints	Is there enough time available to develop a system?
Campus Communications	Are there existing means of communication between offices involved in the Direct Loan Program or the Federal Grants Programs? (These offices could include financial aid and bursars.)

ED gives you maximum flexibility in fashioning a system solution that best meets your school's needs. As a combination school, you should consider the following options:

EDExpress for Windows

EDExpress is a comprehensive financial aid management system provided at no cost by the ED.

The system is student-based and enables you to process federal application data, including loading and printing Institutional Student Information Records (ISIRs) received electronically from the CPS ISIR Datamart and viewing and correcting individual ISIRs through FAA Access to CPS Online.

It also computes student award packages, maintains funds, tracks file documents, generates reports, establishes Pell, TEACH Grant, and Direct Loan origination records, prints MPNs, and manages and reports Pell, TEACH Grant, and Direct Loan disbursement data.

EDExpress supports all the necessary tasks required to participate in the Pell Grant and Direct Loan programs, as well as the TEACH Grant Program established by the CCRAA. Schools using this software can refer to the Desk References and or the EDExpress help system for assistance.

The EDExpress software and its associated user documentation are available for download from the fsadownload.ed.gov Web site.

Combination EDExpress/Custom System

You can use any of the processing functions provided by EDExpress in conjunction with external systems or software from another vendor.

EDExpress enables you to import data captured in other on-campus systems (for example, a financial aid packaging system). You can also export data needed by other on-campus systems (such as the school's business office) from the EDExpress database.

Interface with Other Software Systems on Campus

Your other school computer systems, used for registration or accounting, are potential providers of data to EDExpress. EDExpress is designed to import data captured in other systems and reformatted according to specifications provided in this technical reference. Likewise, data in EDExpress can be exported for use in other on-campus systems.

Benefits to Using EDExpress

If you currently use another system for Pell, TEACH Grant, and Direct Loan processing, consider that EDExpress 2013-2014:

- Is fully XML-compliant, allowing you to exchange data with the COD System
- Automatically translates flat files you import from your mainframe or third-party software and creates export files you can transmit to the COD System
- Can automatically convert XML records from the COD System to flat ASCII format, which you can then export for import into your mainframe or another system on campus
- Offers a powerful, structured query language (SQL)-based query function for extracting data
- Offers a user-friendly Windows interface
- Is proven to work well in combination with mainframe systems
- Is backed by expert technical support

PC Requirements for EDExpress

For PC requirements, see the Installation Guide for EDExpress (year specific), located on the fsadownload.ed.gov Web site, or contact CPS/SAIG Technical Support at CPSSAIG@ed.gov or

- (800) 330-5947
- (800) 511-5806 (TDD/TTY)

The Basic Process for Combination Systems

As you review your processing methods and current use of EDExpress, or if you are considering using EDExpress, ask these questions:

- What is the source of my data?
- How will I synchronize updates to the data between EDExpress and the mainframe or my other financial aid management software?
- How will I synchronize updates to the data my office shares with other offices on campus?

Every combination school's processing environment is unique. As a simple example, the steps for processing Pell, TEACH Grant, and Direct Loan records with EDExpress and the COD System in a combination system environment could be similar to these:

The COD System sends one Response document for each Common Record document submitted.

1. In EDExpress, import an ASCII file of records from the mainframe using the Import External Add function.
2. Update records in EDExpress by importing an ASCII file from the mainframe using the Import External Change function.

Web-Generated Responses

All Web-generated Responses are Full Responses.

3. For Direct Loan, create or verify MPNs if needed. These MPN statuses can come from the External Add or Change files.
4. Export the information from EDExpress (data is automatically translated to XML format) to the COD System for origination through the Student Aid Internet Gateway (SAIG).

Records, Layouts, and Processes

For further information, see *Volume II: Common Record Technical Reference* of this technical reference.

5. Receive Common Records Receipts and Responses from the COD System through the SAIG.

   For Common Record Responses processed by the COD System and received through the SAIG mailbox, schools can receive a Full or Standard Response. However, EDExpress always requests and receives Full Responses from the COD System. A Full Response contains all the original tags sent by the school and the rejected data elements and reason codes. A Standard Response contains only the rejected data elements and reason codes.

   The request that EDExpress sends in the Common Record for a Full Response overrides the school's option set on the COD System's Web site. For example: If you set your school option to receive Standard Response and you send your data to the COD System using EDExpress, the COD System is going to return a Full Response.
6. Import the Receipts and Responses into EDExpress.
7. If the originations and MPNs were submitted successfully and accepted, disburse funds to the students.

8. Use the Query function in EDExpress to extract student information from the records and print the information to a file for the bursar's office.

9. Export the updated records to an ASCII file from EDExpress using the Export External function.

10. Load the file of updated records to your mainframe or third-party software.

11. Make changes to the student records, if corrections are needed.

The Pell External Import Change process and the TEACH Grant External Import Change process only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add/Change Record Layout allows filler in any non-modified field. For more information, refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Common Record Documents

Documents

The origination and disbursement process begins when a participant in the COD System submits a Common Record to the COD System. For the 2013-2014 Award Year, the Common Record is submitted in one of two ways:

- Document submission
- Online submission using the COD System's Web site

EDExpress, in combination with EDconnect and the SAIG, enables users to participate in the COD System using the document submission process.

Document submission is the option for EDExpress users.

Online Submission

For questions regarding online submissions using the COD System's Web site, refer to *Volume II: Common Record Technical Reference* of this technical reference.

Common Record Document Submission

All Common Record documents are submitted to the COD System's SAIG mailbox. The Enterprise Application Integration Bus (EAI Bus) performs periodic data pickups from the COD System's SAIG mailbox and transmits the Common Record data to the COD System.

Transmitting to SAIG

For more information regarding transmitting to SAIG, see the SAIG Host Communication Guide on the fsadownload.ed.gov Web site.

EDExpress continues to export Pell, TEACH Grant, and Direct Loan files with document headers and trailers. The document header contains a Document ID that is unique to the export document.

The Document Integrity Rule

EDExpress requires document integrity. As a result, the COD System returns a corresponding response document for every Pell, TEACH Grant, or Direct Loan record submitted in a single document by the school. If a school submits a document with 1,000 Pell records, the COD System returns a response corresponding to only those 1,000 records. The response file always contains the same document ID originally submitted by the school.

Tracking Document IDs

Schools should track document IDs on their systems. The EDExpress software provides document-level tracking capability through the Browse function located within the Tools menu option. You can track submissions to the COD System with the Document Activity grid through this system option. Submissions to the COD System can have Pell-only, TEACH-only, DL-only or any combination of Pell, TEACH and DL data.

All document IDs transmitted to the COD System using EDExpress have the same format. The format is `CCYY-MM-DDTHH:mm:ss.ff99999999`.

The first segment of the document ID identifies the date the document was exported from EDExpress. The date is represented in `CCYY-MM-DD` format.

`CC` = Century

`YY` = Year

`MM` = Month

`DD` = Day

Next in the document ID is a `T` as a date/time separator followed by the document time identifying when the document was exported from EDExpress. The time is represented in a `HH:mm:ss.ff` format.

`HH` = Hour

`mm` = Minutes

`ss` = Seconds

`ff` = Hundredths of a second

The characters that follow reflect the school's assigned eight-digit Source Entity ID from the COD System setup. The Source Entity ID is randomly generated and assigned to schools by the COD System.

The manifest document ID is also tracked in the Document Activity Grid but it uses the Reporting Entity ID, not the Source Entity ID.

Combination System Message Classes

Volume III, Section 2: Combination System Message Classes, of this technical reference provides the 2013-2014 Pell, TEACH Grant, and Direct Loan EDExpress message classes.

Combination System Record Layouts

Interfacing your school's system with EDExpress reduces the effort of preparing data by importing student data from your existing systems into EDExpress. You can also take advantage of the built-in edits in EDExpress to ensure that your records contain valid data. After processing Pell, TEACH Grant, or Direct Loan records with EDExpress, you can create a customized export file to share the data with your school's other systems.

Volume III, Section 3: Combination System Record Layouts of this technical reference contains the record layouts that enable you to use EDExpress in combination with your school's software to process Pell Grant, TEACH Grant, and Direct Loan data.

Imports

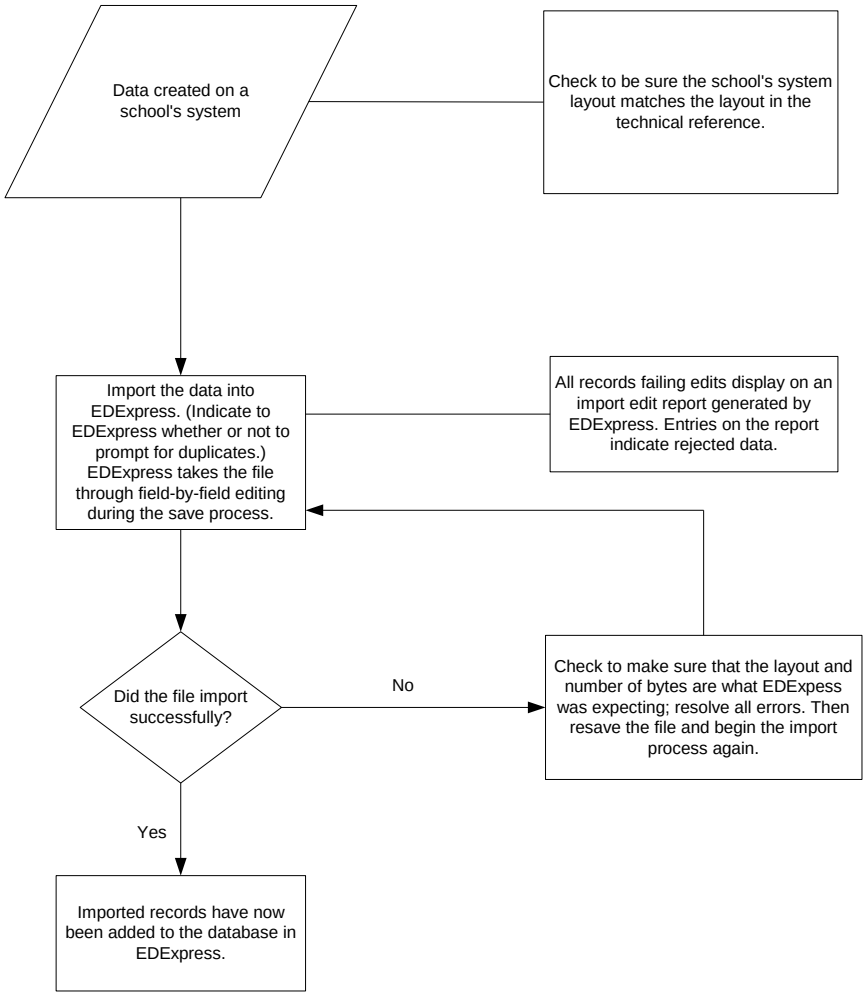
The import process enables you to quickly add and update both origination and disbursement records using a combination of EDExpress and your school's system or third-party software. Remember, to import data from another system to EDExpress, you must format the data according to the record layouts in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

If the file is incorrectly formatted without the carriage return/line feed, the import fails and the following error message displays: *Invalid Record Length*. You are given the record size of the import file.

EDExpress receives data from external systems without a header and trailer record but does require ASCII format, with the end of each record marked with carriage return/line feed characters (ASCII 13 and 10). After the last record there is no end of file marker (EOF), only the final carriage return/line feed marker.

The figure on the next page shows the External Import process.

External Import



New for 2013-2014! Due to legislative changes, the COD System is now required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

To address this legislative change, EDExpress now requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

Import External Add or External Change Records

The basic steps for importing external data into EDExpress are:

1. Select **File**, **Import** from the menu bar.
2. Click the tab of the module you want to use: Pell, TEACH, or Direct Loan.
3. Click the down arrow on the import type box to display a list of file types to import.
4. Select the file type.

   For Pell, choose **Origination Data – External** or **Disbursement Data – External**.

   For Direct Loan, choose **Loan Data – External Add** or **Loan Data – External Change**.

   For TEACH Grant, choose **External TEACH Grant Data**
5. Confirm that the default filename and data directory you established in setup appear in the **Import From** box.

   Or, if you want to import from a different filename, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the box automatically.
6. Click **Printer**, **File**, or **Screen** as the report output destination.

   If you want to send the report to a file, click the **File** button to locate and name the file, then click **OK**. EDExpress enters the filename in the box automatically. Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, you need to either open the printed file and print *or* reimport the file and select **Printer** as your output destination.
7. Select the checkbox at the Prompt for Duplicates option if you want EDExpress to display the IDs for records that are duplicates of those already in your database. If you are importing external change records for Direct Loan, skip this step.
8. Click **OK** to import the file and send the report to the destination you chose. The Database Load Statistics dialog box appears.
9. Click **OK** to close the Database Load Statistics dialog box. If you chose screen as your output destination, use the scroll bars to view and click **OK** when you are finished.
10. Review the results. If errors occurred, correct them in your import file, resave the file, and import the file again.

Prompt for Duplicates

If you want to be warned when EDExpress encounters a record in the database with the same ID as a record being imported, select the Prompt for Duplicates checkbox in the Import dialog box.

With the prompt for duplicates option selected, EDExpress prompts you for the following actions when it encounters a duplicate record:

If you do not select the Prompt for Duplicates checkbox, EDExpress automatically skips duplicate records.

- **Skip?** This option skips the current record and the import process advances to read the next record in the file. No updates are made to the current record.
- **Skip All?** This option skips the current record and all other duplicates without notification. No updates are made to any of the duplicate records that are found. EDExpress does not prompt you when it finds duplicates during the process
- **Update?** This option prompts you to update the current record and continues processing with the next record. The update option processes the current record, then advances to the next record and prompts you again when another duplicate record is found.
- **Update All?** This option updates the current record and all other duplicate records throughout the process without warning you of duplicate records found.

Import Edits for Valid Values

As the import progresses, all records are passed through field-by-field edits. EDExpress checks each field for valid content. If any field fails an edit, the record is rejected. The fields causing the rejection and appropriate invalid value messages are displayed on the Import Edit report.

All records that successfully pass the valid values edits are saved in the EDExpress database.

End-of-Entry Edits

During the External Import process, EDExpress passes the data through end-of-entry edits. If an edit is hit, an error message appears on the Import Edit report at the end of the process. You can also see "Invalid Value" errors on this same edit report. If this type of error appears, go to the data element in the record layout and refer to the valid values column for help in resolving the error.

Correcting Errors

Invalid or missing data must be updated on the external system. You must then recreate the External Add or Change record and reimport it into EDExpress.

The import processes for TEACH Grant external data and Pell external data only require those fields that are to be modified and a few key fields to be imported into EDExpress. Any fields not modified are to be submitted as filler. The External Add Record Layout allows filler in any non-modified field. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

If you are importing only to add previously rejected records, you can reuse the original import file after updating the rejected records. You do not need to remove the previously accepted records from the import file. EDExpress skips these records unless you select the prompt for duplicates checkbox to choose a different action.

As with the original import, the corrected records run through the edits again. If they pass all edits, EDExpress saves them in the database. The correction and reimport process can be repeated until all errors are resolved.

Import Edit Report

An Import Edit report is created for each file of imported records. This report identifies rejected records and provides statistics on the number of records added in the database.

Pell External Imports

This section contains information on processing Pell awards using EDExpress in combination with your school's system.

After you enter your Reporting and Attended Entity IDs and your Reporting and Attended Pell ID in EDExpress, you can import external origination or external disbursement files from another system. Records can be set to ready to batch when you import these external files.

External Origination Add/Change Record

Changes to a Pell Grant origination record use the same record layout as adding an origination record and apply to the entire award period.

The Pell Grant External Origination Add/Change record layout designates the data elements that are required for the origination record type. External automated systems use this layout to add and change origination award records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGEO14OP` message class so that it can be imported into EDExpress.

External Disbursement Add/Change Record

The Pell Grant External Disbursement Add/Change record layout designates the data elements that are required for the disbursement record type. External automated systems use this layout to add and change disbursement records in your EDExpress database. The detail of each record is based on a set of predefined field elements. Create the file using the `PGED14OP` message class so that it can be imported into EDExpress.

Include Records in Next Document Submission

If you select Include Records in Next Document Submission? in the Import dialog box, EDExpress applies end-of-entry edits to the origination records. They are reviewed for the integrity of their content before they are saved in the Pell database. The origination status of all records that meet the conditions of all required edits is then set to `R` (ready to export).

Records that contain inadequate information are rejected and the import report displays the details of the failed edit condition. Users are not able to set the record to an `R` status until the record is changed to conform to edit specifications.

If you do not select Include Records in Next Document Submission?, you must use the multiple entry feature in EDExpress or set the origination records to `R` one at a time. See the online Help in EDExpress for information on multiple entry.

Disbursement records that successfully pass valid field content edits are systematically added in the Pell database at the `R` (ready) status.

Resolving Edits

To resolve field-by-field edits or data element edits, refer to the valid values column in the record layout and the End-of-Entry Edits table at the end of this section.

Import Edit Report

At the completion of the import process, an Import Edit report is generated. The Import Edit report gives record level detail as well as summary information for the outcome of the import file. The following statuses are printed in summary at the end of the report:

The Import Edit report statistics indicate the number of records added, read, updated, rejected, or skipped.

Row Heading	Description	Status
Records Added	Total of first time records added	A
Records Read	Total of all records read	N/A
Records Updated	Total of records changed	U
Records Rejected	Total of records with errors	E
Records Skipped	Total of records disregarded	S

TEACH Grant External Imports

See the *TEACH Grant Appendix* at the end of this section.

Direct Loan External Imports

This section contains information on importing and processing Direct Loans using EDExpress in combination with your school's system.

In the COD System process, the award ID is the loan ID.

External Import Add

When importing new records into the Direct Loan database in EDExpress, you must create a file of borrower records according to a standard file layout. Create the file using the `DIEA14OP` message class so that it can be imported into EDExpress.

See the External Import Add record layout in *Volume III, Section 3: Combination System Record Layouts* of this technical reference for layout and file creation specifications.

If the record passes reject editing and a loan ID is not specified in the import file, the loan record is added in the EDExpress database and a 21-digit loan ID is assigned. The loan ID is important to systems interfacing with EDExpress, because it is needed when making changes to existing records.

When a loan record is imported, EDExpress searches for records with an identical student SSN, loan type, program year, and Direct Loan school code. If there is no match, EDExpress assigns 001 as the loan sequence number.

More about the Loan Data Add File Layout

New for 2013-2014! Due to legislative changes, the COD System is now required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

To address this legislative change, EDExpress now requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

Certain borrower information is required before you can save a loan record. This information includes data about the borrower such as the name, date of birth, and Ability to Benefit Code. In addition, it includes information specific to the loan, such as the loan amount approved, loan period start and end dates, and assumed MPN status. When creating the import file, refer to and adhere to the column marked "Required Field to Save Record" in the External Import Loan Origination Add file (DIEA) record layout.

EDExpress automatically performs the origination process for all records containing all of the required origination fields. This step is performed during the import process for all records with a loan origination status of **N** (not ready to send to COD). For more information on origination record data that must be entered in EDExpress to perform the origination process for a given loan type, see the section "Direct Loan Fields Required for Origination" earlier in this document.

If your school chooses to fill field #1 with a pre-assigned loan ID, you can assign any loan sequence number (001 to 999). However, we strongly recommend that you start the loan sequence number creation with 001 and do not start with 101.

Ability to Benefit fields on the Demo tab can also be updated through the import external add or external change process. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

External Import Change

This type of import enables you to submit changes from your school's systems to the EDExpress Direct Loan database. To do this, as with originations, you must create a file of borrower records according to a standard file layout. Use the External Import Change record layout and the table of Loan Origination Import Change Field Numbers to create your change record. These can be found in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Create the file using the `DIEC14OP` message class so that it can be imported into EDExpress.

Each record must contain the borrower's loan ID, the field number of the field to be updated, and the updated value.

To import most efficiently, you should import the records in Social Security Number order, and the fields to be updated within each change record should appear in numerical order. For example, if you are changing fields `S013` (borrower's telephone number) and `S101` (student's local address city), field `S013` should appear first in the change record, followed by field `S101`.

Each change record contains space for up to 10 data element changes. Multiple change records can be imported for a loan ID if more than 10 changes are required. When additional change records are included in the file for the same loan ID, the Sequence Number (position 22 to 26) must be incremented by one for each record.

Formatting Corrected Values

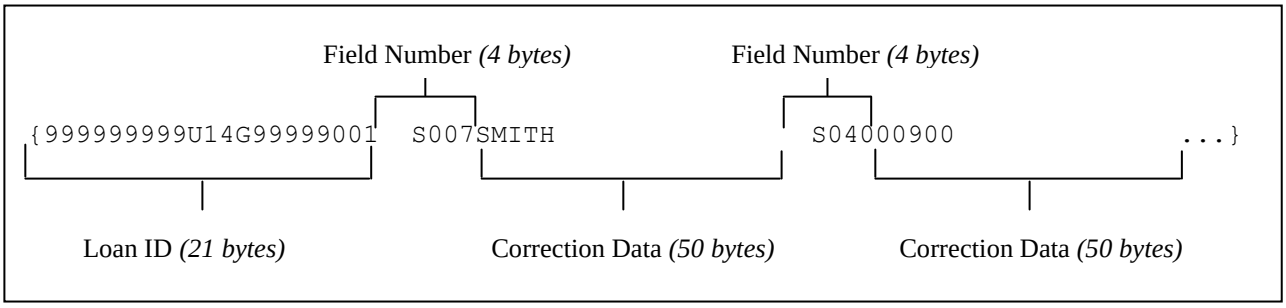
Corrected values must be left-justified within the 50-byte change value field. Numeric fields are left-justified and blank-filled up to the maximum number of positions for that field. For example, when correcting a five-byte numeric field to a value of "900," the correction record would display `00900` with 45 blank spaces.

Example

Two changes are submitted to a loan record whose ID is `999999999U13G99999001`:

- A change in the borrower's last name to SMITH, and
- A change in the first anticipated disbursement gross amount to $900.

The following would be the contents of the change record excluding the create time, document number, and User ID fields at the end of the record:



Importing Actual Disbursement Data into EDExpress

You can create a change record to import actual disbursement data from an external institutional system into EDExpress. To do this, use the External Import Change record layout (`DIEC14OP`) in *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

The change record should include the following data elements:

Field	Change Field Number
Loan ID	N/A
Sequence Number	N/A
Disbursement Number	D003
Disbursement Date	D004
Action Date	D009
Action Type (Actual Disbursement)	D006
Action Amount (Actual Disbursement)	D007
Actual First Disbursement Change Flag	D008
Enroll OPE ID	D010

Disbursement Action Types

The gross, fee, interest rebate, net amounts, and Enroll OPE ID changes are sent to the COD System for all anticipated and actual disbursements. Disbursement records can be recorded in EDExpress by entering either actual gross or net amounts. EDExpress calculates the other amounts.

You indicate whether disbursements are entered using the gross amount or net amount in COD School setup, Direct Loan. After a disbursement is entered into EDExpress using a disbursement gross amount or a disbursement net amount, all disbursement records for that loan must be entered using the same method.

When entering an actual disbursement adjustment (date or amount), you also enter the disbursement number, the action date, and the action type field. This field identifies whether the adjustment is for a disbursement date or amount and describes the disbursement amount you are entering.

The following chart describes the action types available.

Description	Action Type
Enter **gross** or **net** amount of the disbursement	D
Enter **gross** or **net** amount of the adjustment	A
Use anticipated disbursement amounts to enter actual disbursement **gross** or **net** amounts to the disbursement grid. (Only applicable when creating an actual disbursement with an External Change file (`DIEC14OP`). This Action Type is not applicable to manual entry.)	U
Enter **net adjustment amount** (positive or negative) of the adjustment	N
Enter adjusted disbursement date	Q
Enter adjusted disbursement Enroll OPE ID changes only	E

Sequence of Disbursement Records

Disbursement records should occur in the file grouped by loan ID. The records must be sorted within loan ID by disbursement number and disbursement sequence number using the previous disbursement sequence number for disbursement sequence numbers 66 to 90 (adjustments to disbursements created on the COD System Web site).

For example, a loan has one actual disbursement and two adjustments. The table below demonstrates the appropriate sort order for these disbursement transactions.

	Disb Number	Disb Date	Disb Sequence Number	Previous Disb Sequence Number	Action Date
Disbursement	01	09/10/2013	01		
First Adjusted Disbursement Amount	01	09/10/2013	66	01	09/15/2013
Second Adjusted Disbursement Date	01	09/12/2013	02	66	10/01/2013

Inactive Loan Process (Adjustments to Zero)

Individual disbursements and the loan amount approved can be adjusted to zero. This process provides you the flexibility to increase the loan by simply recording and sending the COD System an upward adjustment if the loan or disbursement is to be reactivated after being adjusted to zero.

If the sum of actual disbursements is changed to $0, EDExpress displays a message suggesting that you may also want to change the loan amount approved to $0.

When you select the inactive flag in EDExpress, a dialog box appears with two options.

Option 1 Select the loan as inactive so it no longer appears on reports.	Loan Amount Approved – not adjusted Anticipated Disbursement – not adjusted
Option 2 Select the loan as inactive so it no longer appears on reports and generates necessary change records to be exported to the COD System.	Loan Amount Approved – adjusted to zero Anticipated Disbursement – adjusts ALL anticipated disbursements to zero

The following scenarios demonstrate this process:

Scenario A

School A needs to cancel an entire loan and no actual disbursements have been made.

1. Reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.
2. Save the record.
3. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

The save process within EDExpress automatically reduces each anticipated disbursement to $0.

If you later decide to reactivate this loan:

4. Increase the loan amount approved to the appropriate amount, which automatically resets the inactive flag.
5. EDExpress automatically recalculates the anticipated disbursements.
6. Export a Common Record that contains the change to the loan amount approved and all anticipated disbursements to the COD System.

Scenario B

School B wants to cancel an entire loan, but actual disbursements have been made.

1. Adjust all actual disbursements to $0 and send in a Common Record that contains the adjusted disbursement record to the COD System.
2. At the same time, reduce the loan amount approved to $0 or select the loan as inactive and select the option to reduce the loan amount approved to $0.
3. Save the record.

4. Export a Common Record that contains the change to the loan amount approved.

If you later decide to reactivate this loan:

1. (As in Step 4 for Scenario A) Increase the loan amount approved to the appropriate amount. The current anticipated disbursements are ***not*** recalculated.

2. Enter new anticipated disbursements with new disbursement numbers.

3. Select the disbursement release indicator (DRI) and an actual disbursement record is sent to the COD System to report the new actual disbursement amounts.

Scenario C

School C wants to only cancel individual actual disbursements but not inactivate the loan:

1. Adjust the individual actual disbursements to $0.

2. Export a Common Record that contains these adjusted disbursements to the COD System.

3. If you later decide to reactivate these disbursements, you must submit the new disbursement amounts and the new disbursement dates as two separate disbursement adjustment transactions.

4. Export the Common Records to the COD System to report the adjusted disbursement amounts and adjusted disbursement dates.

5. Next, enter the **new disbursement date** (Q type transaction) and export a Common Record to the COD System to report the adjusted disbursement date. The adjusted disbursement date transaction ensures that the interest calculation on the reactivated disbursement is calculated accurately.

Prompt for Duplicates

If you selected the Prompt for Duplicates checkbox in the Import dialog box and EDExpress discovers a record with the same student SSN, loan type, program year, and DL code as on a record being imported, it proceeds according to the action you select. For example, when you select:

- **Create New** – EDExpress creates a new loan record and prompts you again when the next duplicate record is found. EDExpress assigns the next highest loan sequence number.

- **Create All –** EDExpress creates a new loan record when each instance of a duplicate record is found without further prompts. EDExpress assigns the next highest loan sequence number.

- **Skip –** EDExpress skips the duplicate record. The skipped record is counted on the Import Edit report as a skipped record.

- **Skip All** – EDExpress skips each instance of a duplicate record without further prompts. The skipped records are counted on the Import Edit report as skipped records.

Loan Types in the Database

EDExpress maintains separate records for each borrower loan type. For example, if a borrower is associated with a subsidized loan, unsubsidized loan, PLUS loan (as a parent borrower), and Grad PLUS loan, four records are imported to EDExpress, one for each loan type. For each imported record, a record is established in the Loan Origination database.

For subsidized, unsubsidized, and Grad PLUS loan types, the Loan Origination database maintains demographic information about the student borrower. Parent borrower and student demographic information is also maintained for PLUS loans.

The EDExpress Direct Loan module maintains an internal loan type (`G`) unique to Grad PLUS origination records to differentiate between PLUS and Grad PLUS data in EDExpress functionality. This internal loan type is not submitted to the COD System. EDExpress uses the existing PLUS Loan identifier (`P`) when creating the Grad PLUS Loan ID.

Importing Disbursement Profile Codes into EDExpress

Notes regarding importing disbursement profile codes into EDExpress:

- You can include a disbursement profile code without including the loan period start/end dates, academic year start/end dates, or the anticipated disbursement dates (disbursement profile code must already be included in your setup.)
- You can include a disbursement profile code with corresponding loan period start/end dates, academic year start/end dates, and anticipated disbursement dates (EDExpress adds this disbursement profile code, loan period start/end dates, academic year start/end dates, and anticipated disbursement dates to your setup.)
- You can include loan period start/end dates, academic year start/end dates, and anticipated disbursement dates, without a disbursement profile code. EDExpress creates a generic disbursement profile code in your setup.

External Exports (Pell, TEACH, and Direct Loan)

The Export function in EDExpress enables you to extract the data you need, in a format you create, for whatever purpose you choose. For example, when you receive responses for the disbursement records you send to the COD System, you can create ASCII files from the data that contains only the information needed by the business office to update student accounts.

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type `G` (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

Consider the following scenario for an External Export for Direct Loan information:

> The Admissions Office at your school is compiling confidential statistics on the student population, and they need some data on Direct Loan recipients. They want only a little information about each student, not the student's entire financial aid record, and they want to use the data on their mainframe computer. You find you can accommodate their request easily by exporting the data from EDExpress. You would follow these basic steps:

1. **Identify the fields** on the loan record that collect the information needed by the Admissions Office.

2. **Create a file format** that contains those fields using the File Formats tool in EDExpress. To create the file format first, you assign a code to the file format and enter a description so that you can identify it. Then you select the data fields you want to be included in the file format from a menu. (See "File Formats" later in this section and the Help system in EDExpress for information about creating and using file formats.)

3. **Export the data.** When you begin the export process, you can select the records you want to export using queries or selection criteria. You also select the format code so EDExpress knows what format to use. In other words, EDExpress exports exactly the data you specify from only the records you select. The data you export is always in ASCII format. The Admissions Office staff told you that having the file delimited by tabs would make moving the data onto their mainframe much simpler, so you select the tab delimited option in the Export to File dialog box and proceed with the export.

4. **Print the format** you used to export the data and give the printout to the administrators of the Admissions Office's computer system. The format lists the fields you selected. When the administrators match the format to the exported data, they can identify the data elements in each student's record.

The key points are to give the printed file format to the people receiving the data and to tell them that the file is in ASCII format.

Header and Trailer Records

Because each school's system has unique requirements for importing data files, the export files created by EDExpress for use by external systems are created without header or trailer records attached. If needed, the appropriate header or trailer records must be created by your school's system upon import.

Also, these export files are created in ASCII format and the end of each record is delineated or marked with carriage return/line feed characters (ASCII 13 and 10). After the last record, there is no end of file marker (EOF), only the final carriage return/line feed marker.

Remember that before you can export external data, you must first establish file formats to format the data for the external systems that will use it. Each file format is identified by a code. Select Tools from the EDExpress menu bar to access the File Format function.

File Formats

File Formats is a utility in EDExpress that enables you to select the data fields and the order of the fields for a file to be exported to an external system. Before you can export external data, you must establish a file format for Pell data, TEACH data, or for Direct Loan data that is tailored to your external system.

Each file format is identified by a user-defined, two-character code and the specific fields you select in the File Formats dialog box. The order in which you select the fields displays in the Sequence column and indicates the sequence in which the fields appear in the exported file.

Files exported out of EDExpress using File Formats can be exported as standard fixed-length files or each field can be separated by a delimiter. When exporting a file, if you choose fixed-length, the system exports the file in a standard layout, with each field exported into a specific field position within the layout. If you choose comma, tab, or custom delimiter, EDExpress exports the file with each field separated by the chosen delimiter. Some systems may find it easier to import the file with a selected delimiter, rather than using a fixed-length layout for all exports.

Create File Formats

The specific steps to create a file format in EDExpress follow.

1. Select **Tools**, **File Formats** from the menu bar.
2. Click the module for which you want to create the file format.
3. (Optional) If you have previously created file formats, click **Add**.
4. Type a two-character format code for the file you are creating. The code must be unique.
5. Type a description of the format you are creating.
6. Click the down arrow on the right to scroll through the list of fields.
7. (Optional) If you want to select all the fields, click **Select All**.
8. (Optional) If you want to select specific fields, select the checkbox next to the fields you want to select.
9. Click the **Resequence** button to shift all selected fields to the top of the list for easy viewing. Click **OK** to continue.
10. Click **Save** to save the format, then click **OK** to continue.
11. (Optional) Click **Add** and repeat steps 3 through 10 to add more formats.
12. Click **OK** to return to the EDExpress main window.

You are limited to selecting 255 fields at one time.

For more information on file formats, see the online Help in EDExpress.

Export Data to an External System

The specific steps to export data to an external system follow.

1. Select **File**, **Export** from the menu bar.
2. Click the tab for the module from which you are exporting data (Pell, TEACH, or Direct Loan).

Grad PLUS fields

Grad PLUS records included in a Direct Loan External Export file are identified as Loan Type G (Grad PLUS), provided you select the Loan Type field as part of the Direct Loan File Format you use for the export.

3. Click the down arrow on the Export Type box to display and select from a list of data types to export.

   For Pell, select **External Export**.

   For TEACH, select **External Export**.

   For Direct Loan, select **External Loan Data**.

4. Confirm that the default filename and data directory you established in setup appears in the **Export To** box.

5. (Optional for Direct Loan) Set export status to Y (Yes), N (No), or B (Both). Export status refers to the export to external flag in the database. Choosing export status as Y in the Export dialog box exports all records with the export to external system flag set to Y. After the export process completes, this flag is set to N.

6. Type the code of the file format you want to use in the Format Code entry box in the lower portion of the window. (See "File Formats" in this section and the Help system in EDExpress for information about creating and using file formats.)

   Or, click the **ellipsis (...)** button to open the File Format grid and select a code from the list. Click the code you want to use, and then click **OK** to return to the Export dialog box.

7. (Optional) Click the **Select Delimiter** option and choose the delimiter method you want to use to separate the data in your file. If you chose to use a custom delimiter, type the character/string you want to use in the Custom Delimiter entry box.

8. (Optional) Click the **Selection Criteria** button to narrow the group of records you want to work with. When you are finished, click **OK**.

9. Click **OK** to export the file. EDExpress exports the file to the location shown in the Export To box, and an Export Statistics dialog box appears.

10. Click **OK** to close the Export Statistics dialog box.

The Query Function

EDExpress includes a powerful SQL-based query function that offers you much flexibility in locating and extracting information from the records in your database, for whatever purpose you require. It enables you to create files tailored with information just for the business office or to print reports that identify specific student populations.

General information on query follows. For more detailed query information, see the online Help in EDExpress.

What is a Query?

A query is a request for certain records from your EDExpress database. It describes records meeting certain criteria that you specify. Queries are used in functions like print and export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

Why Create a Query?

Use a query any time you want to work with a subset of all the records in your database. For instance, you may want to print a list of seniors to whom you have disbursed Pell. Or, you might want to create unsubsidized loan records for all dependent students with parent's credit decisions of credit denied.

Queries are used in all modules of EDExpress to perform specific functions, such as printing and exporting. Generally, any time working with a subset of records makes sense, EDExpress provides the option to use a query. Queries are available in any dialog box where the Selection Criteria button is enabled.

Simple Query Statements

A query statement has three components:

- Data field
- Operator
- Value

Query Examples

Example of a Pell Grant Query

If you want to find all students who are residents of Missouri, who are eligible to receive the maximum amount of Pell Grant funding, the query statement may look like this:

```
(STUDENT'S STATE OF LEGAL RESIDENCE = "MO")
 AND
(EFC - PELL = 0)
```

Example of a TEACH Grant Query

If you want to identify students whose TEACH Grant is not yet showing as booked in EDExpress, the query statement would look like this:

```
(BOOKED STATUS) = Blank
```

Example of a Direct Loan Query

If you want to find all **first year students who have never attended college** with an approved loan amount of **less than 2,000**, the query statement may look like this:

```
(GRADE LEVEL IN COLLEGE - DL = "0")
AND
(LOAN AMOUNT APPROVED < 2000)
```

You can build queries like these easily in EDExpress by selecting fields, operators, and values from lists. Help for the valid values, for all fields, is available on the Query window.

Predefined Queries

See the Help system in EDExpress for a complete list of predefined queries.

To get you started, EDExpress offers sets of queries that are commonly used in Pell Grant, TEACH Grant, Direct Loan, and the other modules of the software. You can use these predefined queries as they are, or you can use them as templates for building the queries that are most useful to your school and the way you process data.

Create a Query

The specific steps to create a query in EDExpress follow.

1. Select **Tools**, **Query** from the EDExpress menu bar.
2. Click the tab of the module for which you want to create a query (Pell, TEACH, or Direct Loan.)
3. Click the **Add** button.
4. Type a descriptive title for the query.
5. Select a field from the field list. You can type the first few letters of the field name to find the field names that begin with those letters.
6. Click the down arrow in the operator field to select an operator.
7. Type a value for the field. Click the **Value Help** button to see the valid values for the field.

   If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, select the **Prompt at Execution** checkbox.
8. Click the **Append** button to add the query statement to the criteria box.
9. (Optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 5 through 8 until you have added all statements for the query, and then continue with step 10.
10. Click **Save** to save the query, then click **OK**.
11. Click **OK** to close the Query dialog box or click **Add** to create another query.

Combination System Edits

Volume III, Section 4 of this technical reference contains Pell Grant, TEACH Grant, and Direct Loan EDExpress edits. They are provided in a table format and are listed by edit number. The field name, condition, and message associated with each edit are also provided.

Example End-of-Entry Edits and Resolution Steps

The following end-of-entry edits are commonly encountered whenever importing external origination or disbursement add data into the Pell Grant, TEACH Grant, and Direct Loan modules. Refer to these example edits for resolution help.

Pell Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1200, 1205, 1209 to 1211, and 1213	**Description:** For a Pell Grant record, EDExpress validates the student's award amount for the entire school year based on the student's EFC, academic calendar, cost of attendance, and enrollment status or weeks/hours used to calculate payment. If the award amount for the entire year in the External Origination Add file is greater than the EDExpress calculated amount, the record will not import. **Resolution Steps:** Confirm each record has the correct award amount for the entire year in the External Add file. Payment methodology and academic calendar – When calculating award amounts, you must use the correct payment methodology and academic calendar combination. EDExpress has a variety of edits that ensures consistent and accurate award amounts, provided the values are correct.
1550	**Description:** This edit results when the student's date of birth in the External Origination Add file is blank. **Note:** This edit applies to Pell Grant origination records. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External Add file.

Pell Grant

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
1520, 1540	ED assigns a Funding Methodology to schools which determines when a school can disburse funds. **Note:** Although EDExpress accepts any date on or after 01/01/2013, the valid 2013-2014 date range for Pell Grant disbursement records is from the date the 2013-2014 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2019. **1520 – Description:** This edit applies to schools using one of the following funding methods: Advance Pay or Cash Monitoring 1 (CM1). The current date cannot be more than 7 days before the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2013 and 09/30/2019 and is no more than 7 days greater than the current date. **1540 – Description:** This edit applies to schools using the Cash Monitoring 2 or Reimbursement funding method. The current date cannot be greater than the disbursement date. **Resolution Steps:** To correct this edit, enter a Pell Grant disbursement date that falls between 01/01/2013 and 09/30/2019 and matches the current date
1680	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, this record will reject at the COD System, since zero is not an acceptable award amount on an initial submission. Enter the amount of the Pell Grant in the Award Amount for the Entire School Year field in the External Origination Data file. If this is a correction to an already accepted Pell Grant award and you are zeroing out the previous award amount, the COD System will accept this and does not need to be changed in the External Origination Data file.

TEACH Grant

Origination End-of-Entry Edits

Edit	Description and Resolution Steps
5001	**Description:** This edit occurs if Citizenship Status is equal to 3. **Resolution Steps:** Change the citizenship status in the External TEACH Grant Data file to 1 (U.S. Citizen), 2 (Non-U.S. Citizen) or blank.
5007	**Description:** This edit results when the student's date of birth in the External TEACH Grant Data file is blank. **Resolution Steps:** Add the student's date of birth in CCYYMMDD format to the External TEACH Grant Data file.
5009	**Description:** This edit occurs if the Award Amount for the Entire School Year is zero. Note: This is a warning edit only and does not stop any save process based on only this edit. **Resolution Steps:** If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. Enter the amount of the TEACH Grant in the Award Amount for the Entire School Year field in the External TEACH Grant Data file. If this is a correction to an already accepted TEACH award and you are zeroing out the previous award amount, the COD System will accept this and does not need to be changed in the TEACH Grant External Data file

Disbursement End-of-Entry Edits

Edit	Description and Resolution Steps
5102	**Description:** This edit occurs if a new disbursement sequence is added and current actual disbursement # is not Accepted or Batched. **Resolution Steps:** Actual disbursement must be Accepted or Batched before a change is applied to that actual disbursement. Export and transmit actual disbursements.
5104	**Description:** This edit occurs if the Amount Submitted and the Disbursement Date are the same as the previous Amount Submitted and Disbursement Date for this disbursement number. **Resolution Steps:** Change either the Amount Submitted or the Disbursement Date for this disbursement sequence number in the External TEACH Grant Data file so that it is different from the previous disbursement sequence number.
5105	**Description:** This edit occurs if both the Submitted Amount and Disbursement Date are different from the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number. **Resolution Steps:** You cannot change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction. Change either the Submitted Amount or the Disbursement Date field in the External TEACH Grant Data file.
5111	**Description:** This edit occurs if the Funding Method from TEACH Grant School Setup is Advance or Cash Monitoring 1, the Disbursement Release Indicator is true, and current date is more than 7 days prior to the Disbursement Date. **Resolution Steps:** Change the Disbursement Date in the External TEACH Grant Data file to be less than or equal to 7 days prior to the current date.

Direct Loan

Direct Loan General End-of-Entry Edits

Edit	Description and Resolution Steps
1025	**Description:** This edit occurs if the change record importing the borrower default on education loans is set to a Y and an actual disbursement exists. **Resolution Steps:** EDExpress prompts you to adjust the actual disbursement to $0 (on the Disbursement tab) and set default on student loan to Y (Origination tab). Or, you can correct the Import Change file to include the correct data. After corrected, the changes are ready to send to the COD System.
1215	**Description:** This edit looks at the inactive loan flag. If the inactive loan checkbox is selected, updates to actual disbursements are not allowed. **Resolution Steps:** Review the inactive loan flag checkbox in the Loan Information box on the Loans tab. If the loan should be active, you can clear the inactive loan checkbox and then make changes to the disbursement fields.

Direct Loan Origination End-of-Entry Edits

Edit	Description and Resolution Steps
1010	**Description:** You receive this error when the student's date of birth is the same as the parent's date of birth on a PLUS loan. **Resolution Steps:** Correct either the student's date of birth or the parent's date of birth.
1035	**Description:** You receive this error if the dependency status = D for dependent and year in college is six or seven. Graduate students cannot be dependent. **Resolution Steps:** Change either the dependency status or the year in college.

Direct Loan MPN End-of-Entry Edits

Edit	Description and Resolution Steps
1065	**Description:** You receive this error: If the MPN status is changed to S and the current MPN status is not P, or If the current MPN status is not an R and the MPN print indicator is F, on-site custom system. **Resolution Steps:** Change the status to P, then change the status to S.
4006	**Description:** You receive this error when the MPN status is changed to T and the current MPN status is not N, R, P, S, or M. **Resolution Steps:** Change the current MPN status to R or P. Then, change the MPN status to T.

TEACH Grant Appendix

Teacher Education Assistance for College and Higher Education Grant

The College Cost Reduction and Access Act (the CCRAA), Pub.L. 110-84, authorized the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program for implementation beginning with the 2008-2009 Award Year. The TEACH Grant Program provides up to $4,000 a year in grant assistance to a student who agrees to serve for at least four years as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves students from low-income families. A TEACH Grant recipient who does not complete the required teaching within a specified timeframe, or fails to meet certain other requirements of the TEACH Grant Program, will be required to repay the TEACH Grant as a Direct Unsubsidized Loan under the William D. Ford Federal Direct Loan (Direct Loan) Program.

Before receiving a TEACH Grant, a student must complete a TEACH Grant Agreement to Serve (ATS), using the ATS Web site, for each year in which a TEACH Grant is awarded. The ATS Web site is located at teach-ats.ed.gov. The ATS explains the teaching service requirements that a student must meet in exchange for receiving a TEACH Grant, specifies the conditions under which a TEACH Grant will be converted to a Direct Unsubsidized Loan, and includes the student's agreement to repay the TEACH Grant as a Direct Unsubsidized Loan, with interest accrued from the date of each TEACH Grant disbursement, if he or she does not meet the requirements of the TEACH Grant Program. The ATS also provides information on the terms and conditions associated with repaying a TEACH Grant that is converted to a Direct Unsubsidized Loan. For more information on TEACH Grants, visit studentaid.ed.gov/types/grants-scholarships/teach.

New for 2013-2014! Due to legislative changes, the COD System is now required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled.

To address this legislative change, EDExpress now requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.

TEACH Grant functionality is installed as a separate module in EDExpress 2013-2014, Release 2.0, enabling you to create, export, and import TEACH Grant origination and disbursement records. You can also import ATS and Booking Notification Response files received from the COD System.

Origination and disbursement data for the TEACH Grant is processed through the COD System using the COD Common Record and COD Common Record Response (`CRAA14OP`). EDExpress enables you to export TEACH Grant origination and disbursement records separately or in the same Common Record file (`CRAA14IN`) with Direct Loan and Pell module records. You can also print reports and lists from the TEACH module, as well as print existing reports from the COD module that have been updated to include TEACH Grant data.

In the sections below we provide additional detail and guidance to EDExpress combination users regarding the TEACH Grant.

EDExpress Setup Requirements for the TEACH Grant

COD Setup

Before processing TEACH Grant records, you must set up the following COD system options. From the menu bar, select **Tools, Setup**, then choose COD.

- **School** – TEACH Grant School setup enables you to establish the school profile information and default options and settings that will apply when processing TEACH Grant origination and disbursement records. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **School**, **TEACH** to access School setup.

  The values for Funding Method are:

  - 1 (Advance Pay)
  - 2 (Cash Monitoring 1 – CM1)
  - 3 (Cash Monitoring 2 – CM2)
  - 4 (Reimbursement)

  Selecting the **Default School?** checkbox automatically updates the Add TEACH dialog box with the School OPE ID and Federal School Code that you enter in School Setup. It also automatically fills the OPE ID and Federal School Code fields in the Import dialog box when importing Origination Data – ISIRs into TEACH, as well as in the Print dialog box for TEACH reports.

  If you want to calculate disbursements using pennies, select the **Calculate Amounts Using Pennies?** checkbox.

- **System** – The TEACH Grant section of System setup enables you to identify the Source Entity ID and other default settings that will be used for TEACH Grant processing. In COD System setup, you can elect to combine TEACH Grant, Pell Grant, and Direct Loan records when you export a COD Common Record file. You can override the Combine Files function from the Export dialog box when a COD Common Record file is exported. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **System** to access System setup.

- **Disbursement** – Disbursement setup enables you to establish disbursement profile codes for the TEACH Grant. Disbursement Profile setup is required prior to originating TEACH Grant records. You can establish disbursement profiles for TEACH Grants only or combine a profile with Pell Grant and/or Direct Loan. Select **Tools**, **Setup** from the menu bar, then choose **COD**, **Disbursement** to access Disbursement Profile setup. You can enter up to 20 disbursements. The disbursement date must be on or after 01/01/2013.

All eight digits of the School OPE ID are required.

The School OPE ID is specific to TEACH Grant origination records, and can be different than 8-byte Enroll OPE ID field captured on individual TEACH Grant disbursement records.

Security Groups Setup

The Security Groups dialog box includes a tab for TEACH Grant security setup, enabling you to assign access privileges to specific TEACH Grant functions by groups of users. Select **Tools**, **Setup** from the menu bar, then choose **Global**, **Security Groups**.

User Database Setup

The User Database (**Tools**, **Setup**, **Global**, **User Database**) in EDExpress can be used, for example, to track TEACH Grant award criteria. You could create "YES OR NO" fields for items such as students receiving comment code 281 on their ISIRs, students scoring above the 75th percentile on college admissions tests, or students maintaining a cumulative GPA of at least 3.25.

Origination and Disbursement Add/Change

You can create or modify TEACH origination and actual disbursement records by importing an external TEACH Grant Data file. Follow the External TEACH Grant Data record layout (`TGED14OP`) in the 2013-2014 Common Origination and Disbursement (COD) Technical Reference, Volume III, Section 3 to create or modify an ASCII file of the required data and import the file into EDExpress. You should also refer to the TEACH Grant Data record layout for the relationship between the Disbursement Profile Code and disbursements. TEACH Grants can have up to 20 disbursements. Disbursement dates must be 01/01/2013 or later. Select File, Import from the menu bar, then choose **TEACH**, **External TEACH Grant Data (TGED)**.

The technical reference is available for download in Adobe PDF format from the fsadownload.ed.gov Web site.

Ability to Benefit fields on the Demo tab can also be updated through the import external add or external change process. Refer to *Volume III, Section 3: Combination System Record Layouts* of this technical reference.

Agreement to Serve (ATS)

Each year, the student must sign a TEACH Grant ATS electronically at the teach-ats.ed.gov Web site. The ATS cannot be printed from EDExpress. The TEACH Grant ATS specifies the terms and conditions by which a recipient must abide.

When the student completes an ATS online, an ATS Response file (`CRAT14OP`) is generated by the COD System and sent to the school's SAIG mailbox. ATS Responses indicate an accepted, rejected, or pending status. To import ATS Responses, select **File**, **Import** from the menu bar, then choose **TEACH**, **COD Common Record Response**. When you import this response file, EDExpress updates the ATS Information on the TEACH Grant origination record with the ATS ID and ATS Status (Accepted, Rejected, or Pending).

When you import an ATS Response file (`CRAT14OP`) containing ATS data, for which there is no TEACH origination record in EDExpress, the Import Records Edit Report indicates that there is no matching TEACH origination. If the student is attending your school and you have verified the student is eligible to receive a TEACH Grant, create an origination record in EDExpress and submit it to the COD System. The ATS Status in EDExpress updates to **Accepted** after you import the COD Response file.

When you submit a TEACH Grant origination for which an accepted ATS already exists in the COD System, the ATS status is returned in the Origination Response file (`CRAA14OP`) indicating an accepted ATS is already on file and updates the ATS Status in EDExpress to **Accepted**.

When a TEACH Grant origination is received in the COD System for which no accepted ATS is on file, the ATS Status **Rejected** is returned in the Origination Response (`CRAA14OP`). After the ATS for that student's TEACH Grant award is received in the COD System, the ATS Response file (`CRAT14OP`) is created and returned to the school. When the school imports the file into EDExpress, the ATS ID is updated and the ATS Status is changed to **Accepted**.

Where to Get More Information

- EDExpress 2013-2014 Help System. For basic guidance and information on using the EDExpress software, select **Help, Help Topics** from the EDExpress menu bar. You can view the main list of EDExpress Help topics by module on the **Contents** tab or scroll through available Help topics on the **Index** tab.

- The TEACH Grant page of the Student Aid on the Web site, located at teachgrant.ed.gov.

- The TEACH Agreement to Serve Web site, located at teach-ats.ed.gov.

- Electronic Announcements and Dear Colleague letters related to the TEACH Grant. Go to the ifap.ed.gov Web site, and check the Electronic Announcements and Dear Colleague Letters sections under Letters & Announcements.

- The *2013-2014 Common Origination and Disbursement (COD) Technical Reference* available in the Technical References and Guides section of fsadownload.ed.gov.

- If you need technical support for EDExpress, call CPS/SAIG Technical Support at:

  - (800) 330-5947

  - (800) 511-5806 (TDD/TTY)

  Technical support representatives are available 8 a.m. to 8 p.m. ET, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail as soon as possible.

- For questions regarding TEACH Grant processing or questions related to the Common Record layout, contact the COD School Relations Center at:

  - (800) 474-7268, for Grants

  - (800) 848-0978, for Direct Loans.

  You can also e-mail CODSupport@acs-inc.com.

  Note: The COD School Relations Center e-mail address will be updated to CODSupport@ed.gov in March 2013.

- If you have other questions regarding the TEACH Grant, contact Federal Student Aid's Research and Customer Care Center (RCCC) at (800) 433-7327 or (202) 275-5532 (fax). You can also e-mail the RCCC at fsa.customer.support@ed.gov. Hours are 9 a.m. to 5 p.m. ET, Monday through Friday, excluding federal holidays.

Combination System Message Classes

VOLUME III
SECTION 2

This section contains the COD System message classes and EDExpress message classes used for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.

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Overview of Message Classes

This section contains the COD System message classes and EDExpress message classes for Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and Direct Loan. All message classes are named from the user perspective.

The first four characters of the message class identify the type of data.

- The two numbers that follow refer to the cycle year.
- The last two characters of the message class identify the data as input (`IN`) sent to the processor or output (`OP`) received from the processor.
- Files that are exported from EDExpress are assigned the letters `IN` within the message class.
- Files that are imported into EDExpress are assigned the letters `OP` within the message class.

Program-Specific EDExpress Message Classes

Pell Grant Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
PGEO14OP	N/A	N/A	Pell Grant External Origination Add/Change Record (from external source into EDExpress)	350
PGED14OP	N/A	N/A	Pell Grant External Disbursement Add/Change Record (from external source into EDExpress)	108

Direct Loan Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
DEER14IN	N/A	#F	External Loan Data (exports from EDExpress into an external source for combination schools)	N/A
DIEA14OP	N/A	#O	External Loan Origination Add File (imports from external source into EDExpress for combination schools)	697
DIEC14OP	N/A	#P	External Change Record (imports from external source into EDExpress for combination schools)	580

TEACH Grant Message Classes

"N/A" in the Sent or Received by School or Document Type column indicates that this does not apply to this message class.

Message Class	Sent or Received by School	Document Type	Data Type	Record Length
TGED14OP	N/A	N/A	TEACH Grant External Data Add/Change Record (from external source into EDExpress)	1105

COD System Message Classes Used by EDExpress

COD System Data Types

Message Class	Sent or Received by School	Data Type	Record Format
CRAA14IN	Sent	COD System Data File	XML
CRAA14OP	Received	COD System Response	XML
CRRC14OP	Received	COD System Receipt	XML
CRWB14OP	Received	COD System Web-generated Response (generated by activity on the COD System Web site)	XML
CRND14OP	Received	Pell Grant Negative Disbursement (system-generated)	XML
CRBN14OP	Received	Direct Loan and TEACH Grant Booking Notification	XML
CRCO14OP	Received	Direct Loan Credit Decision Override	XML
CRPN14OP	Received	Direct Loan Promissory Note Response	XML
CRPS14OP	Received	Direct Loan Payment to Servicer	XML
CRSP14OP	Received	Direct Loan PLUS Application Acknowledgment	XML
CRAT14OP	Received	ATS Note Acknowledgement	XML
CRAC14OP	Received	TEACH Grant Initial and Subsequent Counseling Acknowledgement	XML

COD System Pell Grant Reports

"N/A" in the Data Request Type column indicates that this does not apply to this message class.

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
IGAS14OP	Received	Iraq and Afghanistan Service Grant Electronic Statement of Account (ESOA) (Not currently in use)	Fixed length	S
IGRQ14IN	Sent	Iraq and Afghanistan Service Grant Data Request (Not currently in use)	Fixed length	N/A
PGAS14OP	Received	Pell Grant Electronic Statement of Account (ESOA)	Fixed length	S
PGFD14OP	Received	Pell Grant Funded Disbursement Report	Pre-formatted	N/A

COD System Pell Grant Reports (continued)

Message Class	Sent or Received by School	Data Type	Record Format	Data Request Type
PGMR14OP	Received	Pell Grant Multiple Reporting Record (MRR)	Fixed length	M
PGPD14OP	Received	Pell Grant Pending Disbursement Report	Pre-formatted	N/A
PGPR14OP	Received	Pell Grant POP Report	Pre-formatted	P
PGRA14OP	Received	Pell Grant Data Request Response	Fixed length	N/A
PGRC14OP	Received	Pell Grant Reconciliation Report	Fixed length	R
PGRQ14IN	Sent	Pell Grant Data Requests	Fixed length	N/A
PGSNP4OP	Received	Pell Grant SSN/Name/Date of Birth Change Report	Pre-formatted	N/A
PGTX14OP	Received	Pell Grant Text File	Text file	N/A
PGVR14OP	Received	Pell Grant Verification Status Report	Pre-formatted	V
PGYR14OP	Received	Pell Grant Year-to-Date Record	Fixed length	Y

COD System Direct Loan Reports

Message Class	Sent or Received by School	Data Type	Record Format
DIWR14OP	Received	30 Day Warning Report	Pre-formatted
DIAA14OP	Received	Pending Disbursement List	Pre-formatted
DIAO14OP	Received	Funded Disbursement List (Not currently available from the COD System)	Pre-formatted
DSDF14OP	Received	School Account Statement (SAS) (Loan Detail – Disbursement Level, can be used in conjunction with DL Tools)	Fixed length
DSLF14OP	Received	School Account Statement (SAS) (Loan Detail – Loan Level, can be used in conjunction with DL Tools)	Fixed length
DUPLPFOP	Received	Duplicate Student Borrower Report	Pre-formatted
SNDCPFOP	Received	SSN/Name/Date of Birth Change Report	Pre-formatted
INACPFOP	Received	Inactive Loan Report	Pre-formatted
CODRBFOP	Received	Rebuild File (Used in conjunction with DL Tools)	Fixed length
DECFENOP	Received	Entrance Counseling Results From Servicer Web site (No longer available after July 2011)	Fixed length
CRECMYOP	Received	Counseling Results From COD (Can contain both entrance and exit counseling results)	Fixed length
DLFFEXOP	Received	Exit Counseling Results From Servicer Web site (No longer available after July 2011)	Fixed length

COD System Direct Loan Reports (continued)

Message Class	Sent or Received by School	Data Type	Record Format
EXITFFOP	Received	Exit Counseling Results From NSLDS	Fixed length
ED04DQOP	Received	Delinquent Borrowers Report	Pre-formatted
MPNDISOP	Received	MPN Discharge Report	Fixed Length
MPNINAOP	Received	Expired MPN Report	Fixed Length
MPNEXPOP	Received	MPNs Due to Expire Report	Fixed Length

COD System TEACH Grant Reports

Message Class	Sent or Received by School	Data Type	Record Format
THMR14OP	Received	TEACH Grant Multiple Reporting Record (MRR)	Fixed length
THPD14OP	Received	Pending Disbursement List	Pre-formatted
THIGPFOP	Received	Inactive Grants Report	Pre-formatted
THSNPFOP	Received	SSN/Name/Date of Birth Change Report	Pre-formatted
THSM14OP	Received	School Account Statement (Monthly)	Comma-delimited
THSY14OP	Received	School Account Statement (Year-to-Date)	Comma-delimited
THRB14OP	Received	Rebuild File (Origination and Disbursement Detail)	Fixed-length
ATSDISOP	Received	ATS Discharge Report	Fixed-length
THFFEXOP	Received	TEACH Exit Counseling Results From Servicer Web site	Fixed-length
EXTHFFOP	Received	TEACH Exit Counseling Results From NSLDS	Fixed-length

Combination System Record Layouts

VOLUME III
SECTION 3

This section contains the record layouts that must be followed to import external files of Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan program data into the EDExpress software. The Direct Loan External Export record layout is also included.

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Pell Grant Combination Layouts

PGEO14OP: Pell Grant External Origination Add/Change Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999XX201499999900 Where: SSN = 001010001 to 999999999 Name Code = XX or blank (see Field #3 of this record layout for valid content of the Name Code) Year Indicator = 2014 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field required when processing an External Change Record.	Left
2	24	32	9	N	Original SSN Student's SSN from original FAFSA	001010001 to 999999999		Left
3	33	34	2	A	Original Name Code Student's name code from original FAFSA	Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Blank = No last name	Period, apostrophe, and dash are only valid for the 2nd character of the Name Code. The first character must be a letter if Name Code is not blank.	Left
4	35	40	6	N	Attended Campus Pell-ID Pell-ID of attended campus Institution must change award amounts for student at original attended campus as necessary	Valid Pell-ID	Change creates new origination record.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
5	41	42	2	A/N	Ability to Benefit Code	0-9 Uppercase letters A to Z Space Can be blank	**New for 2013-2014!** Due to legislative changes, the COD System is now required to collect the student's Title IV eligibility reason on all Direct Loan, Pell Grant, and TEACH Grant records. For students enrolling in a program of study on or after July 1, 2012, this eligibility information must include whether the student received a high school diploma, a GED certificate or the equivalent, or was home-schooled. To address this legislative change, EDExpress now requires that you provide an Ability to Benefit Code field value on the Demo tab to establish the student's eligibility reason before a Direct Loan, Pell Grant, or TEACH Grant record can be saved or originated on the Origination tab.	Left
6	43	45	3	A/N	Filler	Blank	Reserved for future expansion.	Left
7	46	58	13	A/N	Origination cross-reference This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined Any character except the pipe("|")	No editing is applied.	Left
8	59	59	1	A	Action Code Code to indicate action to be taken	Will always be blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
9	60	67	8	N	Award amount for entire school year Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire grant award year	0 to 9 Dollars and cents Use leading zeros; do not include the $ sign or decimal point Range = 00000000 to maximum award amount for the type of grant being imported.	Cannot exceed Total Payment Ceiling - award validation performed Increases must be submitted to the COD System Any change to origination data requires the Award Amount to be validated. Refer to edits 1200, 1205, 1209, 1210, 1211, 1213 and 1450 in Volume III, Section 4 of this technical reference. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
10	68	71	4	A/N	Disbursement Profile Code User-supplied code for disbursement profile	Uppercase A to Z 0 to 9 Blank		Left
11	72	121	50	A/N	E-mail Address 1 Student's e-mail address 1	One and only one "at" sign (@) allowed. Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
12	122	171	50	A/N	E-mail Address 2 Student's e-mail address 2	One and only one "at" sign (@) allowed. Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
13	172	172	1	A	Additional Eligibility Indicator Indicates student is eligible to receive 200% of his or her scheduled Pell Grant award in a single award year.	Y = Yes, student is eligible N = No, student is not eligible Can be blank	When importing an origination external add, a blank value in this field equals N (No). When importing an origination external change, a blank value in this field is ignored.	Left
14	173	180	8	A/N	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank		Left
15	181	182	2	A/N	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Right
16	183	184	2	A/N	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
17	185	186	2	A/N	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank.		Left
18	187	187	1	A/N	Filler	Blank	Reserved for future expansion.	Left
19	188	195	8	D	Enrollment Date First date that the student was enrolled in an eligible program for the designated school 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 2013-2014 funds, report the actual start date of the student's classes for that payment period	20130101 to 20140630 CCYYMMDD		Left
20	196	196	1	A/N	Low Tuition and Fees code Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table	Blank = Low tuition does not apply		Left
21	197	197	1	A	Verification Status code Status of verification of applicant data by the school	V = Verified W = Without Documentation S = Selected, not verified Can be blank	Refer to edits 1302, 1303, and 1304 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
22	198	198	1	A	Incarcerated Federal Pell Recipient code Students incarcerated in local penal institutions are not eligible to receive Federal Pell grants	Blank = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated		Left
23	199	200	2	N	Transaction number CPS-assigned transaction number from eligible ISIR or SAR used to calculate award	01 to 99	Changes to this field after associated disbursements are made, creates a new active origination record.	Left
24	201	205	5	N	Expected Family Contribution (EFC) Must equal the student's expected family contribution from the ISIR or SAR	00000 to 99999 Range = 00000 to EFC maximum	Changes to this field after associated disbursements are made, creates a new active origination record Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left
25	206	206	1	A/N	Filler	Blank	Reserved for future expansion.	Left
26	207	207	1	N	Academic Calendar Calendar which applies to this student's educational program **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	1 = Institution uses nonstandard academic terms, and measures academic progress by credit hours 2 = Institution uses standard quarters and measures academic progress by credit hours 3 = Institution uses standard semesters and measures academic progress by credit hours 4 = Institution uses standard trimesters and measures academic progress by credit hours 5 = Institution measures academic progress by clock hours 6 = Institution does not use terms, but does measure academic progress by credit hours Can be blank	The Academic calendar dictates which Payment Methodology can be accepted, and the data elements required to calculate the student's award. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table Appendix of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
27	208	208	1	N	Payment Methodology Formula used to calculate the student's Federal Pell grant **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	1 to 5 Can be blank See Pell Grant Calculations Volume VI, Section 3 of this technical reference for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. Refer to edits 1000, 1001, 1002, 1003, 1004, 1005, 1006, and 1007 in Volume III, Section 4 of this technical reference.	Left
28	209	215	7	N	Cost of Attendance Must equal or exceed minimum COA in the Federal Pell Grant Payment Schedule	0 to 9 Dollars and cents Use leading zeros; do not include the $ sign or decimal point Range = 0000000 to 9999999	Used in award amount recalculation. Cents are not stored in EDExpress.	Left
29	216	216	1	N	Enrollment Status The student's enrollment status at the time you create or update the student record **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	Range for Payment Methodology 4: blank Range for Payment Methodologies 1, 2, 3, and 5: 1 = Full-time 2 = 3/4-time 3 = 1/2-time 4 = Less than 1/2-time 5 = Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year	Used in award amount validation for Pell Grant origination records. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
30	217	218	2	A	Weeks of instructional time used to calculate payment **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	Blank = Payment Methodology 1 Required for Payment Methodologies 2, 3, 4, or 5 Range for Payment Methodology 2 = 00 to 29 Range for Payment Methodology 3, 4, 5 = 00 to 78	School determines this value based on the time required for the majority of its full-time students to complete the program of study or the academic year for the program of study, not student by student. Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference. Total Number of weeks on instructional time provided by this student's Program of Study during a full academic year PM2 = Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms) PM5 (academic calendars 1, 2, 3, 4) and PM3 = Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 = The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
31	219	220	2	A	Weeks of inst. time in program's definition of academic year Total number of weeks of instructional time in the school's definition of a full academic year for this student's Program of Study **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	Blank = Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, or 5 = 30 to 78 Range for Payment Methodology 4 = 26 to 78	Used in award amount validation Refer to edits 1102 and 1103 in Volume III, Section 4 of this technical reference.	Left
32	221	224	4	A	Credit/Clock Hrs in Award Year Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	Ranges for: Academic calendars 1, 2, 3, and 4 = Blank Ranges for: Academic calendar 5 = 0000 to 3120 Academic calendar 6 = 0000 to 0100	Used in award amount validation Refer to Volume VI, Section 3: Pell Payment Schedule and Calculation Table of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
33	225	228	4	A	Credit/Clock hours in this student's program of study's academic year Max Cr/Clk Hrs in Prg for Acad Yr Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study **Used by EDExpress to calculate the Pell award and is for EDExpress internal school use only and is not sent to the COD System.**	Ranges for: Academic calendars 1, 2, 3, and 4 = Blank Ranges for: Academic calendar 5 = 0900 to 3120 Academic calendar 6 = 0024 to 0100	Used in award amount validation See Pell Grant Calculations Volume VI, Section 3 of this technical reference. Refer to edits 1106, 1110, 1112, 1113, and 1114 in Volume III, Section 4 of this technical reference.	Left
34	229	231	3	A/N	School Internal Sequence Number This is an internal sequence number the institution can define	Institution defined Any character except the pipe("|")	No editing will be performed on this field.	Left
35	232	258	27	A/N	Filler	Blank	Reserved for future expansion.	Left
36	259	264	6	N	Reporting Campus Pell-ID Pell-ID of reporting campus	Valid Pell-ID		Left
37	265	273	9	A/N	Student Current SSN Social Security Number, as altered by the student through CPS for the transaction number reported This field equals the original SSN if the student has not changed their SSN in the CPS Blank indicates this record could not be matched on Student ID or EFC during Federal Pell Grant processing	001010001 to 999999999 Blank = Not matched		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
38	274	302	29	A	Student Name Student's full name as reported to the CPS for the Transaction Number reported	0 to 9 Uppercase A to Z Space . (period) ' (apostrophe) - (dash) Blank (see Processing Notes/Edits) (Only uppercase A to Z valid for middle initial)	Full name listed in order = Last Name 01 to 16 First Name 17 to 28 Middle Initial 29 To add records: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Middle Initial can be blank. To change existing records: This field can be blank.	Left
39	303	303	1	A	CPS Verification Selection Code Designates whether CPS selected the student for institutional verification of applicant data as of the Transaction number reported	Blank = Not selected by CPS for verification * = Selected by CPS for institution verification of applicant data		Left
40	304	311	8	D	Student's Date of Birth The date of birth of the student for this CPS transaction	19000101 to 20031231 CCYYMMDD		Left
41	312	325	14	A	Grant Type Type of grant for the origination	PELL GRANT		Left
42	326	344	19	A/N	Filler	Blank	Reserved for future expansion.	Left
43	345	350	6	A	Created Time Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		350			**Total Length**			

PGED14OP: Pell Grant External Disbursement Add/Change Record

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	23	23	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999XX201499999900 Where: SSN = 001010001 to 999999999 Name Code = XX or blank Year Indicator = 2014 Valid Attended Pell ID = 999999 Orig Sequence Number = 00	This field is required when processing an External Change Record.	Left
2	24	36	13	A/N	Disbursement Cross-Reference This field can contain any cross-reference information useful to the institution to identify student records internally	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
3	37	37	1	A	Action Type Used to indicate the creation of an initial disbursement record (Sequence = 01) or type of adjustment (Sequence > 01)	A = Adjustment to amount on disbursement with Disbursement Release Indicator = True B = Adjustment to amount AND adjustment to date on disbursement with Disbursement Release Indicator = True Y = Adjustment to date on disbursement with Disbursement Release Indicator = True Must be "B" when Sequence Number = 01 but can be "A," "B," or "Y" when Sequence Number > 01 Blank: Same as "B" but only when Sequence Number = 01.	A = Adjusted disbursement entered using new amount B = Adjusted disbursement entered using new amount and new disbursement date for the associated disbursement Y = The date is the new disbursement date for the associated disbursement	Left
4	38	39	2	N	Disbursement Number Number of the disbursement per student for the Award Year	01 to 20		Left
5	40	47	8	N	Disbursement Amount Amount of disbursement for student's payment period	00000000 to 99999999 Dollars and cents Use leading zeros; do not include the $ sign or decimal point	Total of all disbursement amounts cannot be greater than Award Amount.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
6	48	48	1	A/N	Disbursement Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
7	49	56	8	D	Disbursement Date Date this disbursement was or will be made to the student	20130101 to 20190930 CCYYMMDD	Refer to edits 1520, 1530, and 1540 Current Date cannot be more than N (zero, seven, or 30) days prior to the Disbursement Date. Refer to Volume III, Section 4 of this technical reference. Although EDExpress accepts any date on or after 01/01/2013, the valid 2013-2014 date range for disbursement records is from the date the 2013-2014 Pell schedules are posted on the IFAP Web site (ifap.ed.gov) to 09/30/2019.	Left
8	57	64	8	N	Payment Period Start Date Beginning date of payment period	20130101 to 20140630 Blank CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements.	Left
9	65	66	2	N	Disbursement Sequence Number Sequence number for the associated disbursement	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
10	67	74	8	N	Enroll OPE ID Enrollment OPE ID associated with this disbursement The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from Pell School Setup is used for the disbursement.	
11	75	102	28	A/N	Filler	Blank	Reserved for future expansion.	Left
12	103	108	6	D	Created Time Time when the record was created Supplied by the system	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		108			**Total Bytes**			

Direct Loan Combination Layouts

DIEA14OP: Direct Loan External Import Loan Origination Add File (Batch Type #0)

Under the Required Field to Save Record Column, "G" indicates a required field for Grad PLUS, "S" indicates a required field for Subsidized/Unsubsidized loan and "P" indicates a required field for PLUS. Note: The minimum fields that are required to save the record are indicated, however, additional fields are required to originate the loan record.

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
1	1	21	21	G/S/P	Loan Identifier	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 14 (for 2013-2014) School Code = X00000 to X99999 where X = G or E Loan Sequence Number: 001 to 999 If blank on External Import Add record, import process will create Loan ID	Left
2	22	23	2	G/S/P	Import Type Code	SA = Add Direct Subsidized UA = Add Direct Unsubsidized GA = Add Grad PLUS PA = Add PLUS	Left
3	24	32	9	G/S/P	Original Social Security Number	001010001 to 999999999	Right
4	33	33	1	G/S/P	Loan Type	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
5	34	39	6	G/S/P	DL Code	X00000 to X99999 where X = G or E	Left
6	40	41	2	G/S/P	Program Year	14 (for 2013-2014)	Right
7	42	50	9	G/S/P	Borrower's Current Social Security Number	001010001 to 999999999	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
8	51	66	16	G/S*	Borrower's Last Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed. *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
9	67	78	12	G/S *	Borrower's First Name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed. *For Loan Type S, U, or G, Borrower's First or Borrower's Last Name must be non-blank to save the record.	Left
10	79	79	1		Borrower's Middle Initial	Uppercase A to Z Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
11	80	114	35		Borrower's Permanent Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma)	Left
12	115	130	16		Borrower's Permanent Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) If foreign address, city should contain city and country See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
13	131	132	2		Borrower's Permanent Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left
14	133	141	9		Borrower's Permanent Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Borrower's Permanent Zip Code. See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
15	142	151	10		Borrower's Telephone Number	0000000000 to 9999999999 Can be blank	Right
16	152	171	20		Borrower's Driver's License Number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left
17	172	173	2		Borrower's Driver's License State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
18	174	181	8	G/S/P	Borrower's Date of Birth	19140101 to 20051231 CCYYMMDD	Date
19	182	182	1		Borrower's Citizenship	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only on Sub/Unsub loan origination records or Sub/Unsub loan change records) Blank Note: Grad PLUS/PLUS loans can be saved but not originated if this value is blank.	Right
20	183	191	9		Borrower's Alien Registration Number	000000000 to 999999999 Can be blank	Right
21	192	193	2		Ability to Benefit Code	0-9 Uppercase A to Z Space Can be blank Note: Beginning with 2013-2014, the Ability to Benefit Code is required to save or originate Direct Loan records.	Left
22	194	195	2		Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
23	196	203	8		Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank	Right
24	204	205	2		Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank	Left
25	206	207	2		Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
26	208	208	1		Update Demographic Record Flag	Y = Yes Blank = No	Left
27	209	209	1		Student's College Grade Level	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year other undergraduate 6 = 1st year graduate/professional 7 = Continuing graduate/professional	Right
28	210	214	5	G/S/P	Origination Fee Percentage	Numeric >= 0 Loan origination fee percentage For Subsidized/Unsubsidized: 02000 for 2.0% (first disbursement on or after July 1, 2008) 01500 for 1.5% (first disbursement on or after July 1, 2009) 01000 for 1.0% (first disbursement on or after July 1, 2010) For Grad PLUS/PLUS: 04000 for 4% (implied decimal between second and third position from the left)	Right

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
29	215	215	1		MPN Status	T = School assumes the student has an MPN on file at the COD System S = MPN is signed P = MPN is printed Blank = School assumes the student does not have an MPN on file at the COD System or an MPN has not yet been printed (save as N when Sub/Unsub loans are added but not originated; save as R for all Grad PLUS/PLUS loans and Sub/Unsub loans that are added and originated) MPN ID (field 77) must be entered when this field contains S or P Blank is default	Left
30	216	216	1		Disclosure Statement Print Indicator	N = School prints (save as O) Y = COD System prints (save as S) Blank = Use value in Direct Loan School setup	Left
31	217	217	1		Borrower's Loan Default/Grant Overpayment	Y = Yes N = No Z = Overridden by School	Left
32	218	218	1		Additional Unsub Preprofessional or Teacher Certification? (Unsub only)	Y = Yes Blank = No Cannot be Yes when Additional Unsub Eligibility for Health Profession Programs? (field 31) contains Y (yes) College Grade Level (field 23) must equal 5	Left
33	219	222	4		Filler	Blank	Left
34	223	227	5		Loan Amount Approved	Numeric >= 0	Right
35	228	228	1		Additional Unsub Eligibility for Health Profession Programs (Unsub only)	Y = Yes Blank = No Cannot be Yes when Additional Unsub Preprofessional or Teacher Certification? (field 28) contains Y (yes)	Left
36	229	229	1		Credit Decision Indicator (Grad PLUS/PLUS only) The results of a credit decision obtained by a school through the COD System Web site	A = Approved F = Failed/denied Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
37	230	237	8		Credit Decision Date (Grad PLUS/PLUS only) The date a credit decision is obtained through the COD System Web site	19000101 through the current date Can be blank CCYYMMDD	Right
38	238	238	1		Disclosure Printed? Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Blank = EDExpress sets to N Default is N	Left
39	239	254	16	P*	Student's Last Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
40	255	266	12	P*	Student's First Name (PLUS only)	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter Spaces in first characters are valid, leading spaces will be trimmed *For Loan Type P, Student's First or Student's Last Name must be non-blank to save.	Left
41	267	267	1		Student's Middle Initial (PLUS only)	Uppercase A to Z Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
42	268	268	1		Student's Citizenship (PLUS only)	1 = U.S. Citizen 2 = Eligible Noncitizen Can be blank* *PLUS loans can be saved but not originated if this value is blank. Blank is valid on Sub/Unsub/Grad PLUS Loan origination records or Sub/Unsub/Grad PLUS Loan change records.	Left
43	269	277	9		Student's Alien Registration Number (PLUS only)	000000000 to 999999999	Left
44	278	285	8	P	Student's Date of Birth (PLUS only)	19140101 to 20051231 CCYYMMDD	Date
45	286	286	1		Student's Loan Default/Grant Overpayment (PLUS only)	Y = Yes N = No Z = Overridden by School	Left
46	287	290	4		Disbursement Profile Code	0 to 9 Uppercase A to Z Space(s) Can be blank If the first position is blank and the second position is filled, the value in the second position is stored in the first position in the database	Left
47	291	325	35		Student's Local Address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
48	326	341	16		Student's Local Address City	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields	Left
49	342	343	2		Student's Local Address State	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
50	344	352	9		Student's Local Zip Code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT, EDExpress stores 00000 as the Zip Code. See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Local Address is not required, but if provided, record must contain at least two of the four Local Address fields.	Left
51	353	353	1		Dependency Status	I = Independent D = Dependent 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. In order to select the Additional Unsub Eligibility for Dependent Student? checkbox, this value must be D.	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
52	354	354	1		Additional Unsubsidized Loan Flag (Unsub only)	Y= Yes N = No Can be blank	Left
53	355	404	50		Student's E-mail Address 1	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
54	405	409	5	G/S/P	Interest Rebate Percentage	For Subsidized/Unsubsidized: 01500 for 1.5% (first disbursement prior to July 1, 2009) 01000 for 1.0% (first disbursement on or after July 1, 2009) 00500 for 0.5% (first disbursement on or after July 1, 2010) 00000 for 0.0% (first disbursement on or after July 1, 2012) For Grad PLUS/PLUS: 01500 for 1.5% (first disbursement prior to July 1, 2012) 00000 for 0.0% (first disbursement on or after July 1, 2012) (implied decimal between second and third position from the left)	Left
55	410	417	8		Entrance Interview Date	19000101 through the current date Can be blank CCYYMMDD	Date
56	418	425	8		Academic Year Start Date	On or before 20140630 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
57	426	433	8		Academic Year End Date	On or after 20130701 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
58	434	441	8		Loan Period Start Date	On or before 20140630 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
59	442	449	8		Loan Period End Date	On or after 20130701 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
60	450	457	8		Signed MPN Received Date	19000101 to 20991231 Must be blank unless the MPN Status is "S" CCYYMMDD	Date
61	458	465	8		1st Disbursement Anticipated Date	20100621 to 20171228 Cannot be blank if Disbursement Profile Code is blank CCYYMMDD	Date
62	466	473	8		1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
63	474	481	8		2nd Disbursement Anticipated Date	20100621 to 20171228 Cannot be blank if Disbursement Profile Code is blank Special schools only: Second Disbursement Anticipated Date is not required and this field can be blank if Disbursement Profile Code is blank CCYYMMDD	Date
64	482	489	8		2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
65	490	497	8		3rd Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
66	498	505	8		3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
67	506	513	8		4th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
68	514	521	8		4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
69	522	529	8		5th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
70	530	537	8		5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
71	538	545	8		6th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
72	546	553	8		6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
73	554	561	8		7th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
74	562	569	8		7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
75	570	577	8		8th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
76	578	585	8		8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
77	586	593	8		9th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
78	594	601	8		9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
79	602	609	8		10th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
80	610	617	8		10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
81	618	625	8		11th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
82	626	633	8		11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
83	634	641	8		12th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
84	642	649	8		12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
85	650	657	8		13th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
86	658	665	8		13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
87	666	673	8		14th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
88	674	681	8		14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
89	682	689	8		15th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
90	690	697	8		15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
91	698	705	8		16th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
92	706	713	8		16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
93	714	721	8		17th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
94	722	729	8		17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
95	730	737	8		18th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
96	738	745	8		18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
97	746	753	8		19th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
98	754	761	8		19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left
99	762	769	8		20th Disbursement Anticipated Date	20100621 to 20171228 Can be blank CCYYMMDD	Date
100	770	777	8		20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 Can be blank	Left

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
101	778	798	21		MPN ID	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 14 School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999 Can be blank for all loan types when MPN Status is T or blank (is not S or P)	Left
102	799	804	6		Created Time Time when the record was created	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59 Can be blank	Left
103	805	812	8		User Identifier Create	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
104	813	814	2		CPS Transaction Number	01 to 99 A valid two character CPS transaction number	Left
105	815	822	8		Loan Exit Counseling Completed Date	Format is CCYYMMDD 19000101 to 20991231 Can be blank CCYYMMDD	Date

Field #	Start	End	Field Length	Required Field to Save Record	Field Name/Description	Valid Field Content	Justify
106	823	872	50		Student's E-mail Address 2	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Left
107	873	882	10		PLUS Application ID	0000000000 to 9999999999 Can be blank	Left
108	883	890	8	G/S/P	Loan Enroll OPE ID Must be Enroll OPE ID associated with DL Code in COD School Setup (Direct Loan) in EDExpress. Can be different value than Enroll OPE ID(s) submitted on individual anticipated/actual disbursements. Loan Enroll OPE ID is not submitted to COD System.	00000000 to 99999999	Left
109	891	900	10		Filler	Blank	Left
		900			**Total Bytes**		

DIEC14OP: Direct Loan External Import Change Record (Batch Type #P)

The table below is a description of the External Import Change Record. This table represents the layout of the record that imports into EDExpress from external sources to change data on an origination record. A table listing the Import Change Table Values for the Change Field Transmit Numbers follows this record layout.

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
1	1	21	21	Loan Identifier Unique Identifier created at the time of origination	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 14 (for 2013-2014) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
2	22	26	5	Sequence Number Sequence number of this change record	Numeric > 0	Right
3	27	30	4	Change Field Number 01 Field number representing the first field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout.	Left
4	31	80	50	Value 01 Value the field should be changed to	See appropriate value for Change Field Number in previous field.	Left
5	81	84	4	Change Field Number 02 Field number representing the second field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
6	85	134	50	Value 02 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
7	135	138	4	Change Field Number 03 Field number representing the third field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
8	139	188	50	Value 03 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
9	189	192	4	Change Field Number 04 Field number representing the fourth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
10	193	242	50	Value 04 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
11	243	246	4	Change Field Number 05 Field number representing the fifth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
12	247	296	50	Value 05 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
13	297	300	4	Change Field Number 06 Field number representing the sixth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
14	301	350	50	Value 06 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
15	351	354	4	Change Field Number 07 Field number representing the seventh field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
16	355	404	50	Value 07 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
17	405	408	4	Change Field Number 08 Field number representing the eighth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
18	409	458	50	Value 08 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
19	459	462	4	Change Field Number 09 Field number representing the ninth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
20	463	512	50	Value 09 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left
21	513	516	4	Change Field Number 10 Field number representing the tenth field to be changed (The first position is P when field is only for PLUS records or PLUS and Grad PLUS records, D when field is for disbursement records of all loan types, and S when field is for origination records of all loan types unless otherwise noted in the description.)	See appropriate Loan Origination Import Change Field Numbers following this change record layout. Can be blank	Left
22	517	566	50	Value 10 Value the field should be changed to	See appropriate value for Change Field Number in previous field. Can be blank	Left

Field #	Start	End	Field Length	Field Name/Description	Valid Field Content	Justify
23	567	572	6	Created Time Time when the record was created This data is not stored in the EDExpress database	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59 Can be blank	Right
24	573	580	8	User Identifier Create School use only field and not stored in the EDExpress database	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) Can be blank	Right
		580		**Total Bytes**		

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Direct Loan, Origination External Import Change Field Numbers Sorted by Field Name Alphabetically

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted alphabetically and is the same table that appears at the end of this section, which is sorted by DL Change Number.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S038	8	1st Disbursement Anticipated Date Anticipated disbursement date for the 1st disbursement	20100621 to 20171228 CCYYMMDD
S040	8	1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S039	5	1st Disbursement Anticipated Gross Amount Anticipated gross amount for the 1st disbursement	Numeric > = 0
S048	8	2nd Disbursement Anticipated Date Anticipated disbursement date for the 2nd disbursement	20100621 to 20171228 CCYYMMDD
S050	8	2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S049	5	2nd Disbursement Anticipated Gross Amount Anticipated gross amount for the 2nd disbursement	Numeric > = 0
S058	8	3rd Disbursement Anticipated Date Anticipated disbursement date for the 3rd disbursement	20100621 to 20171228 CCYYMMDD
S060	8	3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S059	5	3rd Disbursement Anticipated Gross Amount Anticipated gross amount for the 3rd disbursement	Numeric > = 0
S068	8	4th Disbursement Anticipated Date Anticipated disbursement date for the 4th disbursement	20100621 to 20171228 CCYYMMDD
S070	8	4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S069	5	4th Disbursement Anticipated Gross Amount Anticipated gross amount for the 4th disbursement	Numeric > = 0

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S130	8	5th Disbursement Anticipated Date Anticipated disbursement date for the 5th disbursement	20100621 to 20171228 CCYYMMDD
S132	8	5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S131	5	5th Disbursement Anticipated Gross Amount Anticipated gross amount for the 5th disbursement	Numeric > = 0
S134	8	6th Disbursement Anticipated Date Anticipated disbursement date for the 6th disbursement	20100621 to 20171228 CCYYMMDD
S136	8	6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S135	5	6th Disbursement Anticipated Gross Amount Anticipated gross amount for the 6th disbursement	Numeric > = 0
S138	8	7th Disbursement Anticipated Date Anticipated disbursement date for the 7th disbursement	20100621 to 20171228 CCYYMMDD
S140	8	7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S139	5	7th Disbursement Anticipated Gross Amount Anticipated gross amount for the 7th disbursement	Numeric > = 0
S142	8	8th Disbursement Anticipated Date Anticipated disbursement date for the 8th disbursement	20100621 to 20171228 CCYYMMDD
S144	8	8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S143	5	8th Disbursement Anticipated Gross Amount Anticipated gross amount for the 8th disbursement	Numeric > = 0
S146	8	9th Disbursement Anticipated Date Anticipated disbursement date for the 9th disbursement	20100621 to 20171228 CCYYMMDD
S148	8	9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S147	5	9th Disbursement Anticipated Gross Amount Anticipated gross amount for the 9th disbursement	Numeric > = 0
S150	8	10th Disbursement Anticipated Date Anticipated disbursement date for the 10th disbursement	20100621 to 20171228 CCYYMMDD
S152	8	10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S151	5	10th Disbursement Anticipated Gross Amount Anticipated gross amount for the 10th disbursement	Numeric > = 0
S154	8	11th Disbursement Anticipated Date Anticipated disbursement date for the 11th disbursement	20100621 to 20171228 CCYYMMDD
S156	8	11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S155	5	11th Disbursement Anticipated Gross Amount Anticipated gross amount for the 11th disbursement	Numeric > = 0
S158	8	12th Disbursement Anticipated Date Anticipated disbursement date for the 12th disbursement	20100621 to 20171228 CCYYMMDD
S160	8	12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S159	5	12th Disbursement Anticipated Gross Amount Anticipated gross amount for the 12th disbursement	Numeric > = 0
S162	8	13th Disbursement Anticipated Date Anticipated disbursement date for the 13th disbursement	20100621 to 20171228 CCYYMMDD
S164	8	13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S163	5	13th Disbursement Anticipated Gross Amount Anticipated gross amount for the 13th disbursement	Numeric > = 0
S166	8	14th Disbursement Anticipated Date Anticipated disbursement date for the 14th disbursement	20100621 to 20171228 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S168	8	14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S167	5	14th Disbursement Anticipated Gross Amount Anticipated gross amount for the 14th disbursement	Numeric > = 0
S170	8	15th Disbursement Anticipated Date Anticipated disbursement date for the 15th disbursement	20100621 to 20171228 CCYYMMDD
S172	8	15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S171	5	15th Disbursement Anticipated Gross Amount Anticipated gross amount for the 15th disbursement	Numeric > = 0
S174	8	16th Disbursement Anticipated Date Anticipated disbursement date for the 16th disbursement	20100621 to 20171228 CCYYMMDD
S176	8	16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S175	5	16th Disbursement Anticipated Gross Amount Anticipated gross amount for the 16th disbursement	Numeric > = 0
S178	8	17th Disbursement Anticipated Date Anticipated disbursement date for the 17th disbursement	20100621 to 20171228 CCYYMMDD
S180	8	17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S179	5	17th Disbursement Anticipated Gross Amount Anticipated gross amount for the 17th disbursement	Numeric > = 0
S182	8	18th Disbursement Anticipated Date Anticipated disbursement date for the 18th disbursement	20100621 to 20171228 CCYYMMDD
S184	8	18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S183	5	18th Disbursement Anticipated Gross Amount Anticipated gross amount for the 18th disbursement	Numeric > = 0

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S186	8	19th Disbursement Anticipated Date Anticipated disbursement date for the 19th disbursement	20100621 to 20171228 CCYYMMDD
S188	8	19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S187	5	19th Disbursement Anticipated Gross Amount Anticipated gross amount for the 19th disbursement	Numeric > = 0
S190	8	20th Disbursement Anticipated Date Anticipated disbursement date for the 20th disbursement	20100621 to 20171228 CCYYMMDD
S192	8	20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S191	5	20th Disbursement Anticipated Gross Amount Anticipated gross amount for the 20th disbursement	Numeric > = 0
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20130701 CCYYMMDD
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20140630 CCYYMMDD
D007	6	Action Amount Reported Disbursement Amount	-99999 to 099999 (leading zero can be blank) Negative values only valid for Action Type = N
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
D006	1	Action Type Type of disbursement entered	D = Disbursement (gross or net) amount A = Adjusted disbursement (gross or net) U = Use anticipated disbursement information (gross or net based on Direct Loan setup selected criteria) N = Net adjusted amount (enter an adjusted disbursement by using the net adjusted amount) Q = Adjusted disbursement date E= Adjusted Disbursement Enroll OPE ID changes only
S123	1	Additional Unsubsidized Eligibility for Dependent Student (unsub only) Indicates whether or not there is additional unsubsidized eligibility for a dependent student	Y = Yes N or blank = No
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (unsub only) This was formerly a HEAL Loan	Y = Yes N or blank = No
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000001 to 999999999
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (Valid for Grad PLUS/Sub/Unsub loan change records)
S016	8	Borrower's Date of Birth Borrower's date of birth	19140101 to 20051231 CCYYMMDD
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDExpress is updated with the current system date
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s)
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S009	35	Borrower's Permanent Address First line of the borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S106	8	Borrower's Social Security Number Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDExpress is updated with the current system date.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S195	2	CPS Transaction Number	01 to 99
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P010	1	Credit Decision Indicator (Grad PLUS/PLUS only) Indicates the credit decision that was made	A = Approved F = Failed/denied Can be blank

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent
D004	8	Disbursement Date	20100621 to 20171228 CCYYMMDD This field cannot be updated for Action Type A, N or E. Date of the original disbursement or the previous "Q" transaction if Action Type A, N or E.
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20
S031	4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDExpress	Y = Disclosure printed N = Disclosure not printed
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement. The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 This field can only be updated for Action Type E.
S109	8	Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S193	5	Interest Rebate Percentage Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	On or after 20130701 CCYYMMDD
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	On or before 20140630 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S194	21	MPN ID	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 14 School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999
S083	1	MPN Print Indicator MPN print option used for this record	S = COD Prints (Send to Borrower) R = Onsite/Other O = On-site (EDExpress) F = On-site (Custom System) Z = COD Reprint (Send to Borrower) V = COD Reprints (Send to School) (valid only on Loan Origination Change records)
S085	8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	19000101 to 20991231 CCYYMMDD
S117	1	MPN Status The status of the MPN	T = Assumes the borrower has an open MPN at the COD System S = MPN is signed P = MPN is printed
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	0000000000 to 9999999999 Can be blank
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS loan change records)
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19140101 to 20051231 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S126	50	Student's E-mail Address 1 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S127	50	Student's E-mail Address 2 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified alpha character in the first position
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed
P009	1	Student's Loan Default/ Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDExpress is updated with the current system date
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999

Direct Loan, Origination External Import Change Field Numbers Sorted by DL Change Number

This table provides the change number fields to use for the External Import Change Record for loan origination. This table is sorted by DL Change Number and is the same table that appears at the beginning of this section, which is sorted alphabetically.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
D003	2	Disbursement Number Disbursement number for the current disbursement transaction	01 to 20
D004	8	Disbursement Date	20100621 to 20171228 CCYYMMDD This field cannot be updated for Action Type A, N or E. Date of the original disbursement or the previous "Q" transaction if Action Type A, N or E.
D006	1	Action Type Type of disbursement entered	D = Disbursement (gross or net, based on DL setup selected criteria) A = Adjusted Disbursement (gross or net) U = Use Anticipated Disbursement Information (gross or net, based on DL setup selected criteria) N = Net Adjustment Amount (enter an adjusted disbursement by using the net adjusted amount) Q = Adjusted Disbursement Date E= Adjusted Disbursement Enroll OPE ID changes only
D007	6	Action Amount Reported disbursement amount	-99999 to 099999 (leading zero can be blank) Negative values only valid for Action Type = N
D009	8	Action Date Date the disbursement adjustment is made at the school	CCYYMMDD
D010	8	Enroll OPE ID Enrollment OPE ID associated with this disbursement. The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999 This field can only be updated for Action Type E.
P002	9	Student's Social Security Number Student's Social Security Number (PLUS only)	001010001 to 999999999
P003	12	Student's First Name (PLUS only) Student's first name	0 to 9 Uppercase A to Z ' (Apostrophe) - (Dash) . (Period) Space(s) Left justified with an A to Z in the first position

DL Change Number	Field Length	Field Name/Description	Valid Field Content
P004	16	Student's Last Name (PLUS only) Student's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) If non-blank, first character must contain a letter and second character must be non-numeric Spaces in first characters are valid, leading spaces will be trimmed
P005	1	Student's Middle Initial (PLUS only) Student's middle initial	Uppercase A to Z
P006	8	Student's Date of Birth (PLUS only) Student's date of birth on PLUS record	19140101 to 20051231 CCYYMMDD
P007	1	Student's Citizenship (PLUS only) Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid only for PLUS Loan change records)
P008	9	Student's Alien Registration Number (PLUS only) Student's alien registration number, if eligible non-citizen	000000001 to 999999999
P009	1	Student's Loan Default/Grant Overpayment (PLUS only) Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
P010	1	Credit Decision Indicator (Grad PLUS/PLUS only) Indicates the credit decision that was made	A = Approved F = Failed/denied Can be blank
P011	8	Credit Decision Date (Grad PLUS/PLUS only) Indicates the date the credit decision was made	19000101 through the current date Can be blank CCYYMMDD
P012	10	PLUS Application ID (Grad PLUS/PLUS only)	0000000000 to 9999999999 Can be blank
S005	9	Borrower's Social Security Number Borrower's current Social Security Number	001010001 to 999999999
S006	12	Borrower's First Name Borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s)
S007	16	Borrower's Last Name Borrower's last name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) A to Z in the first position If non-blank, first position must contain a letter and second position must be non-numeric. Spaces in first characters are valid, leading spaces will be trimmed.

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S008	1	Borrower's Middle Initial Borrower's middle initial	Uppercase A to Z
S009	35	Borrower's Address First line of the borrower's address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S010	16	Borrower's Permanent Address City Borrower's permanent address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S011	2	Borrower's Permanent Address State Borrower's permanent address state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S012	9	Borrower's Permanent Zip Code Borrower's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S013	10	Borrower's Telephone Number Borrower's home telephone number	0000000000 to 9999999999
S014	2	Borrower's Driver's License State Borrower's driver's license state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S015	20	Borrower's Driver's License Number Borrower's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks
S016	8	Borrower's Date of Birth Borrower's date of birth	19140101 to 20051231 CCYYMMDD
S017	1	Dependency Status Dependency status of the student	I = Independent D = Dependent

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S018	1	Borrower's Citizenship Borrower's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen (valid for Subsidized/Unsubsidized loan change records)
S019	9	Borrower's Alien Registration Number Borrower's alien registration number if eligible non-citizen	000000000 to 999999999
S022	1	Borrower's Loan Default/ Grant Overpayment Is the borrower in default on a Title IV loan or does the borrower owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by School
S026	1	Student's College Grade Level Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1= 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond
S029	5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0
S031	4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z
S032	8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	On or before 20140630 CCYYMMDD
S033	8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	On or after 20130701 CCYYMMDD
S038	8	1st Disbursement Anticipated Date Anticipated disbursement date for the 1st disbursement	20100621 to 20171228 CCYYMMDD
S039	5	1st Disbursement Anticipated Gross Amount Anticipated gross amount for the 1st disbursement	Numeric > = 0
S040	8	1st Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S048	8	2nd Disbursement Anticipated Date Anticipated disbursement date for the 2nd disbursement	20100621 to 20171228 CCYYMMDD
S049	5	2nd Disbursement Anticipated Gross Amount Anticipated gross amount for the 2nd disbursement	Numeric > = 0

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S050	8	2nd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S058	8	3rd Disbursement Anticipated Date Anticipated disbursement date for the 3rd disbursement	20100621 to 20171228 CCYYMMDD
S059	5	3rd Disbursement Anticipated Gross Amount Anticipated gross amount for the 3rd disbursement	Numeric > = 0
S060	8	3rd Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S068	8	4th Disbursement Anticipated Date Anticipated disbursement date for the 4th disbursement	20100621 to 20171228 CCYYMMDD
S069	5	4th Disbursement Anticipated Gross Amount Anticipated gross amount for the 4th disbursement	Numeric > = 0
S070	8	4th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S083	1	MPN Print Indicator MPN print option used for this record	S = COD Prints (Send to Borrower) R = Onsite/Other O = On-site (EDExpress) F = On-site (Custom System) Z = COD Reprint (Send to Borrower) V = COD Reprints (Sends to School) (valid only on Loan Origination Change records)
S085	8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	19000101 to 20991231 CCYYMMDD
S090	1	Loan Inactive Flag Indicates the loan is inactive	Y = Yes Blank = Reactivate the loan
S091	8	Loan Inactive Flag Date Indicates the date the loan was made inactive	19000101 to 20991231 CCYYMMDD
S100	35	Student's Local Address Student's first line of the local address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S101	16	Student's Local Address City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) , (Comma) Space(s)
S102	2	Student's Local Address State Student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference.
S103	9	Student's Local Zip Code Student's local zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.
S104	8	Borrower's Permanent Address Change Date Date the Borrower's Permanent Address updated	19000101 to 20991231 CCYYMMDD If Permanent Address field is updated and this field is not included, EDExpress is updated with the current system date.
S105	8	Student's Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD If Local Address field is updated and this field is not included, EDExpress is updated with the current system date.
S106	8	Borrower's SSN Change Date Date the Borrower's SSN updated	19000101 to 20991231 CCYYMMDD If S005 is updated and this field is not included, EDExpress is updated with the current system date.
S107	8	Borrower's Date of Birth Change Date Date the Borrower's Date of Birth updated	19000101 to 20991231 CCYYMMDD If S016 is updated and this field is not included, EDExpress is updated with the current system date.
S108	8	Loan Exit Counseling Completed Date	19000101 to 20991231 CCYYMMDD
S109	8	Loan Entrance Interview Date Indicates the date the student received entrance counseling	19000101 to 20991231 CCYYMMDD
S110	1	Additional Unsubsidized Eligibility for Health Profession Programs (Unsub only) Indicates that the borrower is receiving an additional unsubsidized loan amount for a Health Profession Program	Y = Yes N or blank = No
S115	1	Disclosure Statement Print Indicator Disclosure statement print option used for this record	Y = COD prints N = School prints Z = COD reprints

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S116	5	Origination Fee Percentage Origination fee percentage to be used for this record; for example, 04000 (implied decimal between the second and third position from the left)	Numeric > 0
S117	1	MPN Status The status of the MPN	T = Assumes the borrower has an open MPN at the COD System S = MPN is signed P = MPN is printed
S118	1	Disclosure Printed? Indicates whether or not a disclosure was printed using EDExpress	Y = Disclosure printed N = Disclosure not printed
S120	1	Additional Unsub Preprofessional or Teacher Certification? (unsub only)	Y = Yes N or blank = No
S121	8	Academic Year Start Date Date the academic year starts at the institution	On or before 20140630 CCYYMMDD
S122	8	Academic Year End Date Date the academic year ends at the institution	On or after 20130701 CCYYMMDD
S123	1	Additional Unsubsidized Eligibility for Dependent Student (Unsubsidized only) Indicates that the dependent student is receiving additional unsubsidized loan eligibility	Y = Yes N or blank = No
S126	50	Student's E-mail Address 1 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank
S127	50	Student's E-mail Address 2 E-mail address of the student	**One and only one "at" sign (@) allowed.** Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S130	8	5th Disbursement Anticipated Date Anticipated disbursement date for the 5th disbursement	20090621 to 20161228 CCYYMMDD
S131	5	5th Disbursement Anticipated Gross Amount Anticipated gross amount for the 5th disbursement	Numeric > = 0
S132	8	5th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S134	8	6th Disbursement Anticipated Date Anticipated disbursement date for the 6th disbursement	20100621 to 20171228 CCYYMMDD
S135	5	6th Disbursement Anticipated Gross Amount Anticipated gross amount for the 6th disbursement	Numeric > = 0
S136	8	6th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S138	8	7th Disbursement Anticipated Date Anticipated disbursement date for the 7th Disbursement	20100621 to 20171228 CCYYMMDD
S139	5	7th Disbursement Anticipated Gross Amount Anticipated gross amount for the 7th disbursement	Numeric > = 0
S140	8	7th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S142	8	8th Disbursement Anticipated Date Anticipated disbursement date for the 8th disbursement	20100621 to 20171228 CCYYMMDD
S143	5	8th Disbursement Anticipated Gross Amount Anticipated gross amount for the 8th disbursement	Numeric > = 0
S144	8	8th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S146	8	9th Disbursement Anticipated Date Anticipated disbursement date for the 9th disbursement	20100621 to 20171228 CCYYMMDD
S147	5	9th Disbursement Anticipated Gross Amount Anticipated gross amount for the 9th disbursement	Numeric > = 0

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S148	8	9th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S150	8	10th Disbursement Anticipated Date Anticipated disbursement date for the 10th disbursement	20100621 to 20171228 CCYYMMDD
S151	5	10th Disbursement Anticipated Gross Amount Anticipated gross amount for the 10th disbursement	Numeric > = 0
S152	8	10th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S154	8	11th Disbursement Anticipated Date Anticipated disbursement date for the 11th disbursement	20100621 to 20171228 CCYYMMDD
S155	5	11th Disbursement Anticipated Gross Amount Anticipated gross amount for the 11th disbursement	Numeric > = 0
S156	8	11th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S158	8	12th Disbursement Anticipated Date Anticipated disbursement date for the 12th disbursement	20100621 to 20171228 CCYYMMDD
S159	5	12th Disbursement Anticipated Gross Amount Anticipated gross amount for the 12th disbursement	Numeric > = 0
S160	8	12th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S162	8	13th Disbursement Anticipated Date Anticipated disbursement date for the 13th disbursement	20100621 to 20161228 CCYYMMDD
S163	5	13th Disbursement Anticipated Gross Amount Anticipated gross amount for the 13th disbursement	Numeric > = 0
S164	8	13th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S166	8	14th Disbursement Anticipated Date Anticipated disbursement date for the 14th disbursement	20100621 to 20171228 CCYYMMDD

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S167	5	14th Disbursement Anticipated Gross Amount Anticipated gross amount for the 14th disbursement	Numeric > = 0
S168	8	14th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S170	8	15th Disbursement Anticipated Date Anticipated disbursement date for the 15th disbursement	20100621 to 20171228 CCYYMMDD
S171	5	15th Disbursement Anticipated Gross Amount Anticipated gross amount for the 15th disbursement	Numeric > = 0
S172	8	15th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S174	8	16th Disbursement Anticipated Date Anticipated disbursement date for the 16th disbursement	20100621 to 20171228 CCYYMMDD
S175	5	16th Disbursement Anticipated Gross Amount Anticipated gross amount for the 16th disbursement	Numeric > = 0
S176	8	16th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S178	8	17th Disbursement Anticipated Date Anticipated disbursement date for the 17th disbursement	20100621 to 20171228 CCYYMMDD
S179	5	17th Disbursement Anticipated Gross Amount Anticipated gross amount for the 17th disbursement	Numeric > = 0
S180	8	17th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S182	8	18th Disbursement Anticipated Date Anticipated disbursement date for the 18th disbursement	20100621 to 20171228 CCYYMMDD
S183	5	18th Disbursement Anticipated Gross Amount Anticipated gross amount for the 18th disbursement	Numeric > = 0
S184	8	18th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999

Direct Loan Combination Layouts

DL Change Number	Field Length	Field Name/Description	Valid Field Content
S186	8	19th Disbursement Anticipated Date Anticipated disbursement date for the 19th disbursement	20100621 to 20171228 CCYYMMDD
S187	5	19th Disbursement Anticipated Gross Amount Anticipated gross amount for the 19th disbursement	Numeric > = 0
S188	8	19th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S190	8	20th Disbursement Anticipated Date Anticipated disbursement date for the 20th disbursement	20100621 to 20171228 CCYYMMDD
S191	5	20th Disbursement Anticipated Gross Amount Anticipated gross amount for the 20th disbursement	Numeric > = 0
S192	8	20th Disbursement Anticipated Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999
S193	5	Interest Rebate Percentage Interest Rebate Percentage to be used for this record; for example, 01500 for 1.5% (implied decimal between the second and third position from the left)	00000 to 99999
S194	21	MPN ID	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 14 School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999
S195	2	CPS Transaction Number	01 to 99

DEER14IN: Direct Loan External Export

Combined Demo, User-Defined fields, Loan (including PLUS), Anticipated and Actual Fields

The External Export is first sorted by record type and then within the record type it is sorted alphabetically.

Field Length	Field Name/Description	Valid Field Content	Justify
2	RECORD TYPE A	A = Demographic table fields Fields listed under record type A are mostly fields from the Demographic tab in EDExpress and are student data fields.	Left
2	Ability to Benefit Code	0-9 Uppercase A to Z Space Can be blank	Left
8	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231 Can be blank	Date
2	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
2	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank	Left
2	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank	Left
2	Active Transaction	01 to 99 Can be blank	Right
8	Active Transaction Date Date active ISIR transaction was updated on the database	19000101 to 20991231 CCYYMMDD	Date
8	Active Transaction ID User ID that updated active ISIR transaction	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
8	Add Date (Demo) Date record was added to database	19000101 to 20991231 CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
6	Add Time (Demo) Time record was added to database	Format is HHMMSS 000000 to 235959 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
8	Add User ID (Demo) User ID which added the record	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Left
9	Alien Registration Number Student's alien registration number	0 to 9 000000001 to 999999999 Can be blank	Left
1	Citizenship Status - Demo Student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen 3 = Ineligible Noncitizen	Left
9	Current SSN Student's current SSN	001010001 to 999999999	Left
8	Date of Birth - Demo Student's date of birth	19140101 to 20051231 CCYYMMDD	Left
8	Date of Birth Change Date Date the Student's Date of birth updated	19000101 to 20991231 CCYYMMDD	Left
1	Dependency Status - Demo Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC	Left
1	Document Status Status of packaged document	B = Documents still needed for both packaging and verification C = All documents are satisfied (included documents required for both packaging and verification) V = Documents still needed for verification P = Documents still needed for packaging O = Other documents needed but not required for packaging or verification D = Documents received but not reviewed (if document is required for packaging, this status prevents the record from being packaged but excludes the document from the Missing Documents Letter) Blank = Status not determined	Left
20	Driver's License # Student's driver's license number	0 to 9 Uppercase A to Z Space(s) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
2	Driver's License State Student's driver's license state code	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
50	E-mail Address 1 Student's e-mail address	One and only one "at" sign (@) allowed. Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
50	E-mail Address 2 Student's e-mail address	One and only one "at" sign (@) allowed. Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank	Right
12	First Name - Demo Student's first name	0 to 9 Uppercase A to Z Space(s) . (Period) ' (Apostrophe) - (Dash) Can be blank	Left
1	Has Document Tracking Record	Y = Yes N = No Can be blank	Left
1	Has Loan Record	Display a Y if this student has at least one record on the loan database table; otherwise, display N.	Left
1	Has Notes Record	Y = Yes N = No Can be blank	Left
1	Has NSLDS Record	Y = Yes N = No Can be blank	Left
1	Has Packaging Record	Y = Yes N = No Can be blank	Left

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
1	Has PELL Record	Y = Yes N = No Can be blank	Left
1	Has TEACH Record	Y = Yes N = No Can be blank	Left
1	ISIR DL GRAD PLUS MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL PLUS MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
1	ISIR DL Sub/Unsub MPN Flag	A = Valid MPN on file at the COD System C = Closed MPN at the COD System I = Inactive MPN at the COD System N = Valid MPN not on file at the COD System Can be blank	Left
8	Last Mailed Date Document Tracking date of last mailing	19000101 to 20991231 Can be blank CCYYMMDD	Date
16	Last Name - Demo Student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) . (Period) - (Dash) Can be blank	Left
8	Legal Residence Date - Demo Date the student became legal resident of state in which they reside	19000101 to 20991231 Can be blank CCYYMMDD	Date
2	Letter Count Count of how many letters have printed per record	00 to 99	Right
8	Loan Entrance Interview Date The date the student completed entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	Loan Exit Counseling Date The date the student completed loan exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
35	Local Address First line of student's local mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
8	Local Address Change Date Date the Student's Local Address updated	19000101 to 20991231 CCYYMMDD	Date
16	Local City Student's local city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Local Phone Student's local home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Local State Student's local state code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Local Zip Code Student's local zip code	000000000 to 999999999 Can be blank or last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
1	Middle Initial – Demo Student's middle initial	Uppercase A to Z Can be blank	Left
2	Name ID First two characters of student's last name	0 to 9 Uppercase A to Z Space(s) ' (Apostrophe) . (Period) - (Dash) Can be blank	Left
9	Original SSN – Demo Student's original Social Security Number used to process the loan	001010001 to 999999999	Right

Field Length	Field Name/Description	Valid Field Content	Justify
35	Permanent Address - Demo First line of the student's permanent mailing address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
8	Permanent Address Change Date Date Student's Permanent Address updated	19000101 to 20991231 CCYYMMDD	Date
16	Permanent City - Demo Student's permanent mailing address city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Left
10	Permanent Phone Number - Demo Student's permanent home telephone number	0000000000 to 9999999999 Can be blank	Right
2	Permanent State - Demo Student's permanent state	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
9	Permanent Zip Code - Demo Student's permanent zip code	000000000 to 999999999 Last 4 digits can be blank If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
2	Previous Transaction	01 to 99	Right

Field Length	Field Name/Description	Valid Field Content	Justify
1	Record Source Origin of Demo record data	M = Manual Entry I = ISIR Import P = External Import Add, Packaging E = External Import Add, Pell L = External Import Add, Direct Loan H = External Import Add, TEACH D = External Import, Demographic Data Y = Prior Year Demographic Import R = Direct Loan Rebuild Import O = Pell Origination Acknowledgement – regular W = Pell Origination Acknowledgement – Web X = Pell YTD Z = TEACH Rebuild A = Import PLUS Application Data Can be blank	Left
20	School Use	Valid field content is any keyboard character	Left
8	Social Security Number Change Date Date the student's Social Security Number changed last	19000101 to 20991231 CCYYMMDD	Date
2	Student's State of Legal Residence - Demo Student's state of legal residence	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Left
8	TEACH Entrance Interview Date The date the student completed TEACH entrance interview counseling	19000101 through the current date Can be blank CCYYMMDD	Date
8	TEACH Exit Counseling Completed Date The date the student completed TEACH exit counseling	19000101 through the current date Can be blank CCYYMMDD	Date
2	Trans Paid On Transaction Paid On	01 to 99 Can be blank	Right
2	Transaction # Number of the transaction	00 to 99 Can be blank	Right
8	Update Date (Demo) Date update occurred on database	19000101 to 20991231 CCYYMMDD	Date
8	Update ID (Demo) User ID which updated the record in database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
6	Update Time (Demo) Time record was last updated on database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right

Field Length	Field Name/Description	Valid Field Content	Justify
1	Verification Status Code	W = Without Documentation V = Verified S = Selected, not verified Can be blank	Left
2	RECORD TYPE B	B = User-defined database Record Type B is used for user defined-database fields you have created.	Left
N	User Defined Database Field 1 to Field NN	If the user-defined field type is: Text = Any valid keyboard character Date = Format is CCYYMMDD Number = Only numeric characters Yes/No = Only Y or N	Left
2	RECORD TYPE D	D = Loan Table fields Fields listed under record type D are data fields mostly from the Loan tab in EDExpress.	Left
8	Academic Year End Date	On or after 20130701 CCYYMMDD	Date
8	Academic Year Start Date	On or before 20140630 CCYYMMDD	Date
8	Add Date (Loan) Date the record was added to the database	19000101 to 20991231 CCYYMMDD	Date
8	Add ID (Loan) User ID which added record to database	0 to 9 Uppercase A to Z . (Period) ’ (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Left
6	Add Time (Loan) Time the record was added to database	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
1	Additional Unsubsidized Eligibility for Dependent Student If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Left
1	Additional Unsubsidized Eligibility for Health Profession Programs If yes, this student is eligible to receive additional unsubsidized loan funds	Y = Yes Blank = No	Right
1	Additional Unsub Preprofessional or Teacher Certification?	Y = Yes Blank = No	Right
8	Application Complete Date	CCYYMMDD Can be blank	Date

Field Length	Field Name/Description	Valid Field Content	Justify
10	Application ID	0000000000 to 9999999999 Can be blank	Left
5	Application Loan Amount	00000-99999	Right
30	Application Submission Reason	0 to 9 Uppercase A to Z Spaces . (period) ' (apostrophe) - (dash) Can be blank	Left
6	Award Range Requested Start Date	CCYYMM	Left
6	Award Range Requested End Date	CCYYMM	Left
8	Booked Date Date the loan was booked at the COD System	19000101 to 20991231 CCYYMMDD	Date
24	Booked Document ID Document ID for this document	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
1	Booked Status	A = Booked R = Unbooked	Left
1	Credit Action Choice	A = Appeal decision E = Pursue endorser N = Pursue additional unsubsidized loan U = No action will be taken Can be blank	Left
1	Credit Appeal Status	A = Appeal accepted D = Appeal denied P = Appeal pending R = Appeal closed without final decision Can be blank	Left
1	Credit Balance Option	B = Borrower S = Student Can be blank	Left
1	Credit Decision Grad PLUS/PLUS credit flag indicates the results of the credit check	A = Credit approved D = Credit denied F = Credit denied per COD Web site P = Credit decision pending Can be blank	Left
8	Credit Decision Date Original date of the credit decision from the COD System	19000101 to 20991231 CCYYMMDD	Date
8	Credit Decision Expiration Date	CCYYMMDD Can be blank	Date
8	Credit Decision Update Date Date the credit decision was updated in EDExpress	19000101 to 20991231 CCYYMMDD	Date

Field Length	Field Name/Description	Valid Field Content	Justify
1	Credit Override Code	N = Credit denied after pending C = Credit overridden; new credit information provided E = Credit overridden; endorser OK D = Credit denied; endorser not OK L = Credit denied, endorsed amount less than award amount Can be blank	Left
1	Deferment Option	Y = Deferment option utilized N = Deferment option not utilized	Left
1	Dependency Status – DL (Loan) Dependency status of the student	D = Dependent with Primary EFC I = Independent with Primary EFC Can be blank	Left
6	DL Code DL code Also identifies school originating loan record	0 to 9 Uppercase A to Z X00000 to X99999 where X = G or E	Left
4	Disbursement Profile Code Code used by EDExpress to determine loan period start and end dates and appropriate disbursement dates	0 to 9 Uppercase A to Z	Left
1	Disclosure Printed Has a disclosure statement been printed by the school?	Y = Disclosure printed N = Disclosure not printed or ready to reprint Default is N	Left
1	Disclosure Statement Print Indicator Should the COD System print a Disclosure Statement for this student?	S = COD prints O = School prints Z = COD reprints	Left
9	Endorser Amount	0 to 999999999 Can be blank	Right
1	Export to the COD System Flag indicating if record has been exported to the COD System	Y = Yes N = No	Right
1	Export to External System Flag indicating if the record is exported to an external system	Y = Yes N = No	Right
1	Grade Level in College - DL Indicates the student's current college grade level in the program or college	0 = 1st year, never attended college 1 = 1st year, attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year or more undergraduate 6 = 1st year graduate/professional 7 = Graduate/professional or beyond	Right
8	Inactive Date Date loan was made inactive	19000101 to 20991231 Can be blank CCYYMMDD	Date
1	Inactive Flag Flag indicating if loan is inactive	Y = Yes N = No	Left
6	Interest Rebate Percentage	00.000 to 99.999 1.5% is exported as 01.500 1.0% is exported as 01.000 0.5% is exported as 00.500 0.0% is exported as 00.000	Right

Field Length	Field Name/Description	Valid Field Content	Justify
5	Loan Amount Approved Total maximum amount for which the borrower is eligible	Numeric > = 0	Right
8	Loan Enroll OPE ID	00000000 to 99999999	Left
6	Loan Fee Percentage Loan origination fee percentage for this record	Numeric > = 0 4% is exported as 04.000 2% is exported as 02.000 1.5% is exported as 01.500 1% is exported as 01.000	Right
21	Loan ID (Loan) Unique identifier created at the time of origination	Example: 999999999X14X99999001 Student's Social Security Number = 01110001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 14 (for 2013-2014) School Code = X00000 to X99999 where X = G or E Loan Sequence Number = 001 to 999	Left
8	Loan Origination Date Date the loan was originated	19000101 to 20991231 CCYYMMDD	Date
8	Loan Period End Date Date when classes end, as certified by the school for this specific loan	On or after 20130701 CCYYMMDD	Date
8	Loan Period Start Date Date when classes begin, as certified by the school for this specific loan	On or before 20140630 CCYYMMDD	Date
1	Loan Status Status of the loan	N = Not ready R = Ready B = Batched E = Error A = Accepted	Left
1	Loan Type Type of loan record	S = Subsidized U = Unsubsidized G = Grad PLUS P = PLUS	Left
1	Maximum Loan Indicator	Y = Yes N = No	Left
24	MPN Accepted Document ID Document ID that contained the MPN sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999 Can be blank	Left
8	MPN Acknowledgement Date Date on which the COD System acknowledged the physical MPN	19000101 to 20991231 Can be blank CCYYMMDD	Right
8	MPN Expiration Date	CCYYMMDD	Right

Field Length	Field Name/Description	Valid Field Content	Justify
21	MPN ID MPN ID on the MPN accepted by the COD System	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals one of the following: M = Sub/Unsub MPN N = PLUS /Grad PLUS MPN Program Year = 00 to 14 School Code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999 Can be blank	Right
8	MPN Manifest Date Date on which manifest is printed	19000101 to 20991231 CCYYMMDD	Right
24	MPN Manifest Document ID Document ID number which contained the MPN sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999 Can be blank	Left
8	MPN Print Date Date the MPN was printed	19000101 to 20991231 Can be blank CCYYMMDD	Right
1	MPN Print Indicator MPN print option used for this record	S = COD prints (send to borrower) R = Onsite/Other O = On-site (EDExpress) F = On-site (Custom system) Z = COD reprint (send to borrower) V = COD reprint (send to school) (valid only on loan origination change records)	Left
8	MPN Received Date Date on which the signed MPN was received from the borrower and verified by the school	19000101 to 20991231 CCYYMMDD	Date
1	MPN Status Status of the MPN with the COD System	A = Accepted or Valid MPN at the COD System T = School assumes the student has an MPN on file at the COD System R = Ready to Print X = Pending at the COD System N = Not Ready to Print S = Signed P = Printed or Request to print sent to the COD System M = Manifested I = Inactive E = Inactive/Endorser (Inactive due to the linking of a PLUS loan with an endorser) C = Closed	Left
1	Original Credit Decision Status	A = Accepted D = Denied P = Pending Can be blank	Left

Field Length	Field Name/Description	Valid Field Content	Justify
24	Origination Change Document ID Document number containing the change record sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
24	Origination Document ID Document ID which contained the loan origination record sent to the COD System	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 999999999	Left
21	Origination Reject Codes	0 to 9 Uppercase A to Z See COD Reject Code Table in Volume II, Section 4 – Edits of this technical reference.	Left
8	Parent Borrower's Address Change Date Date the parent borrower's address change was effective	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
9	Parent Borrower's Alien Registration # Parent borrower's alien registration number, if eligible non-citizen	000000001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
1	Parent Borrower's Citizenship Status Parent borrower's citizenship status	1 = U.S. Citizen (or U.S. national) 2 = Eligible Noncitizen 3 = Ineligible Noncitizen Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
9	Parent Borrower's Current SSN Parent borrower's current Social Security number	001010001 to 999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right
8	Parent Borrower's Date of Birth Date of the parent borrower's birth	19140101 to 20051231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/ Sub/Unsub loan)	Date
8	Parent Borrower's Date of Birth Change Date Date the parent borrower's date of birth changed	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
12	Parent Borrower's First Name Parent borrower's first name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
16	Parent Borrower's Last Name Parent borrower's last name	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left

Field Length	Field Name/Description	Valid Field Content	Justify
20	Parent Borrower's License # Parent borrower's driver's license number	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) * (Asterisk) but not in first position, entire field cannot consist of all asterisks Space(s) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
2	Parent Borrower's License State State the parent borrower's driver's license is issued	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
1	Parent Borrower's Loan Default/Grant Overpayment Is the Parent in default on a Title IV loan or does the Parent owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden by school Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
1	Parent Borrower's Middle Initial Parent borrower's middle initial	Uppercase A to Z Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
35	Parent Borrower's Permanent Address First line of the parent borrower's permanent address	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
16	Parent Borrower's Permanent City Parent borrower's permanent city	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
10	Parent Borrower's Permanent Phone Number Parent borrower's home telephone number	0000000000 to 9999999999 Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Right

Field Length	Field Name/Description	Valid Field Content	Justify
2	Parent Borrower's Permanent State Parent borrower's permanent state of residence	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan)	Left
9	Parent Borrower's Permanent Zip Code Parent borrower's permanent zip code	000000000 to 999999999 Spaces Last 4 digits can be blank Can be blank (Always blank for a Grad PLUS/Sub/Unsub loan) If State is FC, MX, CN, AB, BC, MB, NB, NF, NL, NS, NT, NU, ON, PE, PQ, QC, SK, or YT EDExpress stores 00000 as the Zip Code.	Left
8	Parent Borrower's SSN Change Date Date the parent borrower's Social Security Number changed last	19000101 to 20991231 Can be blank CCYYMMDD (Always blank for a Grad PLUS/Sub/Unsub loan)	Date
10	Previous Application ID	0000000000 to 9999999999 Can be blank	Left
4	Program Year Academic year in which the loan is borrowed	1314	Right
1	Record Source – DL Origin of record data	M = Manual Entry I = ISIR Import E = External Import Add, Direct Loan P = Packaging Import R = Rebuild A = PLUS Application Data	Left
1	School Credit Balance Option	Y = Remaining balance should be applied to school N = Remaining balance should be applied to borrower	Left
1	Six Month Deferment Option	Y = Six Month Deferment Option utilized N = Six Month Deferment Option not utilized	Left
1	Student's Loan Default/Grant Overpayment Is the student in default on a Title IV loan or does the student owe a refund on a Title IV grant?	Y = Yes N = No Z = Overridden	Left
9	Student's Original SSN Student's original Social Security Number used to process the loan	001010001 to 999999999	Right
2	Transaction # - DL	01 to 99 Can be blank	Left
8	Transmit Date Date that data was transmitted to the COD System	19000101 to 20991231 CCYYMMDD	Right
2	Transmit Number Transmission number	00 to 99	Right
1	Unknown Loan Amount	Y = If the borrower selects doesn't know the loan amount N = Blank	Left
8	Update Date (Loan) Date record was updated on database	19000101 to 20991231 CCYYMMDD	Date

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
8	Update ID (Loan) User ID which updated the record on database	0 to 9 Uppercase A to Z . (Period) ' (Apostrophe) - (Dash) # (Number) @ (At) % (Percentage) & (Ampersand) / (Slash) Space(s) Can be blank	Right
6	Update Time (Loan) Time the last update was made to record	Format is HHMMSS 000000 to 999999 HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Right
2	Record Type M	M = Actual Disbursement Table fields Fields listed under Record Type M are for actual disbursement fields from the Disbursement tab.	Left
8	Action Date	Format is CCYYMMDD	Date
8	Actual Disbursement Date Date activity occurred	20100621 to 20171228 CCYYMMDD	Date
24	Actual Disbursement Document ID Document ID that contained the disbursement record sent to the COD System or the Document ID generated by the COD System for the Booking Notification, Payment to Servicing, Rebuild	Example: CCYYMMDDHHmmssff99999999 Date Document Created = CCYYMMDD Time Document Created = HHmmssff Source Entity ID = 99999999	Left
1	Actual Disbursement Export to External	Y = Yes N = No	Left
8	Actual Disbursement Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left
5	Actual Disbursement Gross Amount Actual gross amount (in dollars) of the disbursement	Numeric > = 0	Right
5	Actual Disbursement Interest Rebate Amount Actual interest rebate (in dollars) of the disbursement	00000 to 99999	Right
5	Actual Disbursement Loan Fee Amount Actual loan fee (in dollars) of the disbursement	Numeric > = 0	Right
6	Actual Disbursement Net Adjustment Amount Actual net amount (in dollars) of the adjustment to the disbursement	-99999 to 99999	Right
5	Actual Disbursement Net Amount Actual net amount (in dollars) of the disbursement	Numeric > = 0	Right
2	Actual Disbursement Number Disbursement number for the current disbursement transaction	01 to 20	Right

Field Length	Field Name/Description	Valid Field Content	Justify
28	Actual Disbursement Reject Codes	0 to 9 Uppercase A to Z See COD Reject Code Table – Volume II, Section 4 – Edits of this technical reference.	Left
6	Actual Disbursement School Code DL code, also identifies school originating loan record	X00000 to X99999 where X = G or E	Left
4	Actual Disbursement Sequence Number Sequence number that determines the order in which the disbursements are processed	0000 to 9999 Can be blank	Right
1	Actual Disbursement Status Status of disbursement activity	N = Not ready to send to the COD System R = Ready to send to the COD System B = Batched A = Accepted by the COD System E = Rejected by the COD System	Left
1	Actual Disbursement Type Type of disbursement activity that occurred	D = Disbursement amount A = Adjusted disbursement amount Q = Adjusted disbursement date P = Servicing refund E = Enroll OPE ID	Left
21	Loan ID (Actual Disbursement) Unique identifier created at the time of origination	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan Type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program Year = 14 (for 2013-2014) School Code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left
2	RECORD TYPE N	N = Anticipated disbursement table fields Fields listed under Record Type N are for anticipated disbursement fields from the Disbursement tab.	Left
8	Anticipated Disbursement Date Date activity is expected to occur	20100621 to 20171228 CCYYMMDD	Date
6	Anticipated Disbursement Direct Loan School Code DL Code, also identifies school originating loan record	X00000 to X99999 where X = G or E	Left
8	Anticipated Disbursement Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000 to 99999999	Left
1	Anticipated Disbursement Export to External Flag	Y = Yes N = No	Left
5	Anticipated Disbursement Fee Amount Anticipated loan fee (in dollars) associated with the disbursement	Numeric > = 0	Right
5	Anticipated Disbursement Gross Amount Anticipated gross amount (in dollars) of the disbursement	Numeric > = 0	Right
5	Anticipated Disbursement Interest Rebate Amount Anticipated interest rebate (in dollars) associated with the disbursement	00000 to 99999	Right

Direct Loan Combination Layouts

Field Length	Field Name/Description	Valid Field Content	Justify
21	Anticipated Disbursement Loan ID Unique identifier created at the time of origination	Example: 999999999X14X99999001 Student's Social Security Number = 001010001 to 999999999 Loan type = X, where X equals: S = Subsidized U = Unsubsidized P = PLUS/Grad PLUS Program year = 14 (for 2013-2014) School code = X00000 to X99999 where X = G or E Loan sequence number = 001 to 999	Left
5	Anticipated Disbursement Net Amount Anticipated net amount (in dollars) of the disbursement	Numeric > = 0	Right
2	Anticipated Disbursement Number Disbursement number for the current disbursement transaction	01 to 20	Right
1	Disbursement Release Indicator Indicates an actual disbursement	True = Y (yes) False = N (no)	Left

TEACH Grant Combination Layouts

TGED14OP: TEACH Grant External Data Add/Change Record

This record layout is used to add and change TEACH Grant data (origination/disbursement) records.

Under the Processing Notes/Edits column, "A" indicates the field is required to add a TEACH Grant record, and "C" indicates the field is required to change a TEACH record.

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
1	1	21	21	A/N	Award ID Unique number used to identify an origination record in the EDExpress database	Format: 999999999H14999999001 Where: SSN = 001010001 to 999999999 TEACH Grant Type = H Year Indicator = 14 Valid OPE ID (1st 6 digits) = 999999 Award Sequence Number = 001 to 999	A/C	Left
2	22	30	9	N	Original SSN Student's SSN from original FAFSA for this school year.	001010001 to 999999999	A	Left
3	31	38	8	A/N	School OPE ID	00000000 to 99999999	A	Left
4	39	51	13	A/N	Origination cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined. Any character except the pipe("|")		Left
5	52	58	7	N	Award amount for the entire school year Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire TEACH Grant award year.	Dollars and cents. Use leading zeros; do not include the $ sign or decimal point Range: 0000000 to maximum award amount for a TEACH Grant	A Refer to Volume 2, Section 3: Common Record Layout, field 65 of this technical reference for maximum amount for a TEACH Grant.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
6	59	62	4	A/N	Disbursement Profile Code User-supplied code for profile being created	A to Z 0 to 9 A minimum of one character must be entered and first character cannot be blank	A **Notes:** If this code is in COD Disbursement setup and this record: • contains disbursement data, the data from the file is saved to the TEACH Grant record in EDExpress. • does not contain disbursement data, disbursements are created for the TEACH Grant record based on the Disbursement Profile Code in COD Disbursement setup. If this code is not in COD Disbursement setup and this record contains disbursement data, the Disbursement Profile Code is created in COD Disbursement setup with the code provided in this field and disbursement data from the file. The disbursement data from the record is also saved to the student's TEACH Grant record in EDExpress.	Left
7	63	64	2	N	Transaction number CPS-assigned transaction number from the eligible ISIR or SAR used to calculate the student's award.	01 to 99	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
8	65	65	1	A/N	College Grade Level Student's college grade level	0 = 1st year/never attended college 1 = 1st year/attended college before 2 = 2nd year/sophomore 3 = 3rd year/junior 4 = 4th year/senior 5 = 5th year/other undergraduate 6 = 1st year/ graduate/professional 7 = Continuing graduate/ professional or beyond Blank	A	Left
9	66	73	8	D	Enrollment Date Enrollment date for the student.	CCYYMMDD 20130101 or later	A	Left
10	74	76	3	A/N	School Internal Sequence Number This is an internal sequence number.	A to Z 0 to 9		Left
11	77	77	1	A	Enrollment status The student's enrollment status at the time you create or update the student record.	1 = Full-time 2 = 3/4-time 3 = 1/2-time 4 = Less than 1/2-time 5 = Other Blank	Used for internal school use only for TEACH Grant records. This data is not sent to the COD System.	Left
12	78	78	1	A	Teacher Expert Indicator	Y = Yes, Teacher Expert N = No, not a Teacher Expert Blank = No		Left
13	79	84	6	A/N	Federal School Code School code entered at TEACH School setup	X00000 to X99999 (where "X" may be 0 (zero), B, E, or G) Blank	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
14	85	100	16	A	Student Last Name Student's last name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note) Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
15	101	112	12	A	Student First Name Student's first name as reported to the CPS for the transaction number reported.	0 to 9 Uppercase A to Z Space . (period) , (apostrophe) - (dash)	A (See note) Note: The Last Name cannot be blank if the First Name is blank. The First Name cannot be blank if the Last Name is blank. Refer to edit 5005 in Volume III, Section 4 of this technical reference.	Left
16	113	113	1	A	Student Middle Initial Student's middle name as reported to the CPS for the transaction number reported.	Uppercase A to Z		Left
17	114	121	8	D	Student's Date of Birth The date of birth of the student for this CPS transaction.	19000101 to current date CCYYMMDD	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
18	122	171	50	A/N	Email Address 1 Student's email address 1.	One and only one "at" sign (@) allowed Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
19	172	221	50	A/N	Email Address 2 Student's email address 2.	One and only one "at" sign (@) allowed Before the "at" sign: At least one valid character All characters in the range of ASCII 33 to 126, except for the following thirteen characters: < > ( ) [ ] \ , ; : " @ | Period cannot be first, last or adjacent to another period After the "at" sign: At least one valid character Only letters, digits, hyphen, underscore and period (A to Z, 0 to 9, -, _, .) Hyphen, underscore, and period cannot be first, last, or adjacent to a period Can be blank		Left
20	222	229	8	D	TEACH Entrance Interview Date The TEACH entrance interview date	Format: CCYYMMDD 19000101 to 20991231		Left
21	230	230	1	A/N	Citizenship The student's citizenship status	1 = U.S. Citizen 2 = Eligible Noncitizen Or Blank	A	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
22	231	239	9	A/N	ARN The student's Alien Registration Number	000000001 to 999999999 Can be blank	Required if Citizenship (field 21) is 2. Refer to edit 5006 in Volume III, Section 4 of this technical reference.	Left
23	240	274	35	A/N	Address The student's local address	0 to 9 Uppercase A to Z . (Period) ` (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
24	275	290	16	A/N	City The student's local city	0 to 9 Uppercase A to Z . (Period) ` (Apostrophe) - (Dash) # (Number) @ (At) % (Percent or care of) & (Ampersand) / (Slash) Space(s) , (Comma) Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
25	291	292	2	A/N	State The student's local state	Uppercase A to Z A valid two-letter postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left
26	293	301	9	A/N	Zip code The student's local zip code	0 to 9 Space(s) Last 4 digits may be blank Can be blank	Refer to edits 5003 and 5004 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
27	302	303	2	A	Ability to Benefit Code	0-9 Uppercase A to Z Space Can be blank	Beginning with 2013-2014, the Ability to Benefit Code is required to save or originate TEACH Grant records.	Left
28	304	305	2	A	Ability to Benefit Test Code	0-9 Uppercase A to Z Space Can be blank		Left
29	306	313	8	A	Ability to Benefit Completion Date	CCYYMMDD 19000101 to 20991231		Right
30	314	315	2	A	Ability to Benefit Test Administrator Code	0-9 Uppercase A to Z Space Can be blank		Left
31	316	317	2	A	Ability to Benefit State Code	Uppercase A to Z Valid postal code See the State/Jurisdiction/Country Codes in Volume VI, Section 4 of this technical reference. Can be blank		Left
32	318	321	20	A/N	Filler	Blank	Reserved for future expansion.	Left
33	322	334	13	A/N	Disbursement 01 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
34	335	336	2	N	Disbursement 01 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Refer to the Processing Notes/Edits column of the Disbursement Profile Code (field 6 of TEACH Grant External Add/Change Record) for information regarding relationship between Disbursement Profile Code and disbursements. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
35	337	344	8	D	Disbursement 01 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left
36	345	351	7	N	Disbursement 01 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 01 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
37	352	359	8	N	Payment Period Start Date 01 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
38	360	360	1	A/N	Disbursement 01 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
39	361	368	8	N	Disbursement 01 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
40	369	392	24	A/N	Filler	Blank	Reserved for future expansion.	Left
41	393	405	13	A/N	Disbursement 02 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
42	406	407	2	N	Disbursement 02 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
43	408	415	8	D	Disbursement 02 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
44	416	422	7	N	Disbursement 02 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 02 is non-blank.	Left
45	423	430	8	N	Payment Period Start Date 02 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
46	431	431	1	A/N	Disbursement 02 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
47	432	439	8	N	Disbursement 02 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
48	440	463	24	A/N	Filler	Blank	Reserved for future expansion.	Left
49	464	476	13	A/N	Disbursement 03 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
50	477	478	2	N	Disbursement 03 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
51	479	486	8	D	Disbursement 03 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
52	487	493	7	N	Disbursement 03 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 03 is non-blank.	Left
53	494	501	8	N	Payment Period Start Date 03 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
54	502	502	1	A/N	Disbursement 03 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
55	503	510	8	N	Disbursement 03 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
56	511	534	24	A/N	Filler	Blank	Reserved for future expansion.	Left
57	535	547	13	A/N	Disbursement 04 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
58	548	549	2	N	Disbursement 04 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left
59	550	557	8	D	Disbursement 04 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 04 is non-blank in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
60	558	564	7	N	Disbursement 04 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 04 is non-blank.	Left
61	565	572	8	N	Payment Period Start Date 04 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
62	573	573	1	A/N	Disbursement 04 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
63	574	581	8	N	Disbursement 04 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
64	582	605	24	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
65	606	618	13	A/N	Disbursement 05 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
66	619	620	2	N	Disbursement 05 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
67	621	628	8	D	Disbursement 05 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left
68	629	635	7	N	Disbursement 05 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 05 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
69	636	643	8	N	Payment Period Start Date 05 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
70	644	644	1	A/N	Disbursement 05 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
71	645	652	8	N	Disbursement 05 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
72	653	676	24	A/N	Filler	Blank	Reserved for future expansion.	Left
73	677	689	13	A/N	Disbursement 06 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
74	690	691	2	N	Disbursement 06 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
75	692	699	8	D	Disbursement 06 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
76	700	706	7	N	Disbursement 06 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 06 is non-blank.	Left
77	707	714	8	N	Payment Period Start Date 06 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
78	715	715	1	A/N	Disbursement 06 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
79	716	723	8	N	Disbursement 06 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
80	724	747	24	A/N	Filler	Blank	Reserved for future expansion.	Left
81	748	760	13	A/N	Disbursement 07 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
82	761	762	2	N	Disbursement 07 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
83	763	770	8	D	Disbursement 07 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
84	771	777	7	N	Disbursement 07 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 07 is non-blank.	Left
85	778	785	8	N	Payment Period Start Date 07 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
86	786	786	1	A/N	Disbursement 07 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
87	787	794	8	N	Disbursement 07 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
88	795	818	24	A/N	Filler	Blank	Reserved for future expansion.	Left
89	819	831	13	A/N	Disbursement 08 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
90	832	833	2	N	Disbursement 08 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
91	834	841	8	D	Disbursement 08 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
92	842	848	7	N	Disbursement 08 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 08 is non-blank.	Left
93	849	856	8	N	Payment Period Start Date 08 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
94	857	857	1	A/N	Disbursement 08 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
95	858	865	8	N	Disbursement 08 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
96	866	889	24	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
97	890	902	13	A/N	Disbursement 09 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
98	903	904	2	N	Disbursement 09 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
99	905	912	8	D	Disbursement 09 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left
100	913	919	7	N	Disbursement 09 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 09 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
101	920	927	8	N	Payment Period Start Date 09 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
102	928	928	1	A/N	Disbursement 09 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
103	929	936	8	N	Disbursement 09 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
104	937	960	24	A/N	Filler	Blank	Reserved for future expansion.	Left
105	961	973	13	A/N	Disbursement 10 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
106	974	975	2	N	Disbursement 10 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
107	976	983	8	D	Disbursement 10 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
108	984	990	7	N	Disbursement 10 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 10 is non-blank.	Left
109	991	998	8	N	Payment Period Start Date 10 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
110	999	999	1	A/N	Disbursement 10 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
111	1000	1007	8	N	Disbursement 10 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
112	1008	1031	24	A/N	Filler	Blank	Reserved for future expansion.	Left
113	1032	1044	13	A/N	Disbursement 11 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
114	1045	1046	2	N	Disbursement 11 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
115	1047	1054	8	D	Disbursement 11 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
116	1055	1061	7	N	Disbursement 11 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 11 is non-blank.	Left
117	1062	1069	8	N	Payment Period Start Date 11 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
118	1070	1070	1	A/N	Disbursement 11 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
119	1071	1078	8	N	Disbursement 11 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
120	1079	1102	24	A/N	Filler	Blank	Reserved for future expansion.	Left
121	1103	1115	13	A/N	Disbursement 12 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
122	1116	1117	2	N	Disbursement 12 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
123	1118	1125	8	D	Disbursement 12 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
124	1126	1132	7	N	Disbursement 12 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 12 is non-blank.	Left
125	1133	1140	8	N	Payment Period Start Date 12 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
126	1141	1141	1	A/N	Disbursement 12 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
127	1142	1149	8	N	Disbursement 12 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
128	1150	1173	24	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
129	1174	1186	13	A/N	Disbursement 13 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
130	1187	1188	2	N	Disbursement 13 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
131	1189	1196	8	D	Disbursement 13 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left
132	1197	1203	7	N	Disbursement 13 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 13 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
133	1204	1211	8	N	Payment Period Start Date 13 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
134	1212	1212	1	A/N	Disbursement 13 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
135	1213	1220	8	N	Disbursement 13 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
136	1221	1244	24	A/N	Filler	Blank	Reserved for future expansion.	Left
137	1245	1257	13	A/N	Disbursement 14 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
138	1258	1259	2	N	Disbursement 14 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
139	1260	1267	8	D	Disbursement 14 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
140	1268	1274	7	N	Disbursement 14 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 14 is non-blank.	Left
141	1275	1282	8	N	Payment Period Start Date 14 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
142	1283	1283	1	A/N	Disbursement 14 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
143	1284	1291	8	N	Disbursement 14 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
144	1292	1315	24	A/N	Filler	Blank	Reserved for future expansion.	Left
145	1316	1328	13	A/N	Disbursement 15 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
146	1329	1330	2	N	Disbursement 15 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
147	1331	1338	8	D	Disbursement 15 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
148	1339	1345	7	N	Disbursement 15 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 15 is non-blank.	Left
149	1346	1353	8	N	Payment Period Start Date 15 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
150	1354	1354	1	A/N	Disbursement 15 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
151	1355	1362	8	N	Disbursement 15 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
152	1363	1386	24	A/N	Filler	Blank	Reserved for future expansion.	Left
153	1387	1399	13	A/N	Disbursement 16 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
154	1400	1401	2	N	Disbursement 16 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
155	1402	1409	8	D	Disbursement 16 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
156	1410	1416	7	N	Disbursement 16 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 16 is non-blank.	Left
157	1417	1424	8	N	Payment Period Start Date 16 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
158	1425	1425	1	A/N	Disbursement 16 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
159	1426	1433	8	N	Disbursement 16 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
160	1434	1457	24	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
161	1458	1470	13	A/N	Disbursement 17 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
162	1471	1472	2	N	Disbursement 17 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
163	1473	1480	8	D	Disbursement 17 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left
164	1481	1487	7	N	Disbursement 17 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 17 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
165	1488	1495	8	N	Payment Period Start Date 17 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
166	1496	1496	1	A/N	Disbursement 17 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
167	1497	1504	8	N	Disbursement 17 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
168	1505	1528	24	A/N	Filler	Blank	Reserved for future expansion.	Left
169	1529	1541	13	A/N	Disbursement 18 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
170	1542	1543	2	N	Disbursement 18 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
171	1544	1551	8	D	Disbursement 18 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
170	1552	1558	7	N	Disbursement 18 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 18 is non-blank.	Left
171	1559	1566	8	N	Payment Period Start Date 18 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
172	1567	1567	1	A/N	Disbursement 18 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
173	1568	1575	8	N	Disbursement 18 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
174	1576	1599	24	A/N	Filler	Blank	Reserved for future expansion.	Left
175	1600	1612	13	A/N	Disbursement 19 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
176	1613	1614	2	N	Disbursement 19 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
177	1615	1622	8	D	Disbursement 19 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
178	1623	1629	7	N	Disbursement 19 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 19 is non-blank.	Left
179	1630	1637	8	N	Payment Period Start Date 19 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
180	1638	1638	1	A/N	Disbursement 19 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
181	1639	1646	8	N	Disbursement 19 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
182	1647	1670	24	A/N	Filler	Blank	Reserved for future expansion.	Left
183	1671	1683	13	A/N	Disbursement 20 cross-reference This field can contain any cross reference information useful to the institution to identify student records internally.	Institution defined Any character except the pipe("|")	The field can be used by the school to track each disbursement record (by reference number) to a payment period.	Left
184	1684	1685	2	N	Disbursement 20 Sequence Number Sequence number for the associated disbursement.	01 to 65	66 to 99 are reserved for ED-system-generated disbursement sequence numbers. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
185	1686	1693	8	D	Disbursement 20 Date Date this disbursement was or will be made to the student.	20130101 or later CCYYMMDD	Refer to edits 5111 and 5112 in Volume III, Section 4 of this technical reference. Current Date cannot be more than N (zero or seven) days prior to the Disbursement Date. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
186	1694	1700	7	N	Disbursement 20 Amount Amount of disbursement for student's payment period.	0000000 to 9999999 Dollars and cents, use leading zeros; do not include the $ sign or decimal point	Cannot be greater than Award Amount. Cannot be blank if one of the fields within disbursement number 20 is non-blank.	Left
187	1701	1708	8	N	Payment Period Start Date 20 Beginning date of payment period	20130101 or later CCYYMMDD	Required for any school that is ineligible for any part of the award year. Pay period start date is the beginning date of a payment period at which the school is eligible to report disbursements. Refer to edit 5117 in Volume III, Section 4 of this technical reference.	Left
188	1709	1709	1	A/N	Disbursement 20 Release Indicator Indicates if the entity is submitting disbursement records for disbursements that have been or will be disbursed; and indicates if the record is an actual disbursement or an anticipated disbursement record	1 = Yes (checked) Blank = No (unchecked)		Left
189	1710	1717	8	N	Disbursement 20 Enroll OPE ID The Enroll OPE ID field corresponds to the new Enrollment School Code field in the COD Common Record schema.	00000000-99999999 Blank	If blank, the value from TEACH School Setup is used for the disbursement.	Left
190	1718	1741	24	A/N	Filler	Blank	Reserved for future expansion.	Left

Field #	Start	End	Field Length	Type	Field Name/Description	Valid Field Content	Processing Notes/Edits	Justify
191	1742	1747	6	A	Created Time Time when the record was created. Supplied by the system.	000000 to 235959 Format is HHMMSS HH = 00 to 23 MM = 00 to 59 SS = 00 to 59	Field is required only for those schools which cannot have a blank field in the last field of a record.	Left
		1747			**Total Record Length**			

Combination System Edits

VOLUME III
SECTION 4

This section lists the end-of-entry data edits applied by the EDExpress software to data imported or entered for the Federal Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, and William D. Ford Direct Loan programs.

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Pell Grant EDExpress Edits

Edit	Field Name	Condition	Message
1000	Payment Methodology	If Payment Methodology = 1 **AND** Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 1 (Formula 1)
1001	Payment Methodology	If Payment Methodology = 2 **AND** Academic Calendar = 1, 5, or 6	Academic Calendar must be 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 2 (Formula 2)
1002	Payment Methodology	If Payment Methodology = 3 **AND** Academic Calendar = 5 or 6	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, or 4 = Trimester for Payment Methodology 3 (Formula 3)
1003	Payment Methodology	If Payment Methodology = 4 **AND** Academic Calendar = 1, 2, 3, or 4	Academic Calendar must be 5 = Clock Hour, or 6 = Credit Hour w/o Terms for Payment Methodology 4 (Formula 4)
1004	Payment Methodology	If Payment Methodology = 5 **AND** Academic Calendar = 5	Academic Calendar must be 1 = Credit Hour, 2 = Quarter, 3 = Semester, 4 = Trimester, or 6 = Credit Hour without Terms for Payment Methodology 5 (Formula 5)
1005	Payment Methodology	If Payment Methodology = 1 **AND** Weeks used to calculate payment is not equal to blank	Weeks of Instructional Time Used to Calculate Payment must be blank for Payment Methodology 1 (Formula 1).
1006	Payment Methodology	If Payment Methodology = 1 **AND** Weeks in program academic year is not equal to blank	Weeks of Instructional Time in Program's Definition of Academic Year must be blank for Payment Methodology 1 (Formula 1).
1007	Payment Methodology	If Payment Methodology = 5 **AND** Enrollment Status = 1, 2, or 5	Enrollment Status must be 3 (Half Time) or 4 (Less than ½ Time) for Payment Methodology 5 (Formula 5).

Edit	Field Name	Condition	Message
1100	Weeks of Instructional Time Used to Calculate Payment	If Payment Methodology = 2 **AND** Weeks used to calculate payment > 29	Valid Range is 00-29 when Payment Methodology is 2 (Formula 2).
1101	Weeks of Instructional Time Used to Calculate Payment	If weeks used to calculate payment > Weeks in Program Academic Year	Weeks of Instructional Time Used to Calculate Payment cannot exceed Weeks of Instructional Time in Program's Definition of Academic Year.
1102	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 2, 3, or 5 **AND** Weeks of Instructional Time in Program's Definition of an Academic Year is blank **OR** range is not between 30 and 78	Valid range is 30 - 78 when Payment Methodology is 2 (Formula 2), 3 (Formula 3), or 5 (Formula 5).
1103	Weeks of Instructional Time in Program's Definition of an Academic Year	If Payment Methodology = 4 **AND** Weeks of Instructional Time in Program's Definition of an Academic Year is blank **OR** range is not between 26 and 78	Valid range is 26 - 78 when Payment Methodology is 4 (Formula 4).
1104	Weeks of Instructional Time Used to Calculate Payment	If Weeks of Instructional Time Used to Calculate Payment is blank **AND** Weeks of Instructional Time in Program's Definition of an Academic Year is not blank	Both Weeks of Instructional Time Used to Calculate Payment and Weeks of Instructional Time in Program's Definition of Academic Year must be blank or both must have values.
1106	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Credit/Clock Hours in This Student's Program of Study's Academic Year is blank **AND** Credit/Clock Hours Used to Calculate Payment is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1107	Credit/Clock Hours Used to Calculate Payment	If Credit/Clock Hours Used to Calculate Payment is blank **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Both Credit/Clock Hours in This Student's Program of Study's Academic Year and Credit/Clock Hours Used to Calculate Payment must be blank or both must have values.
1110	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 5 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year < 900 **OR** Credit/Clock Hours in This Student's Program of Study's Academic Year > 3120	Credit/Clock Hours in This Student's Program of Study's Academic Year has a valid range of 0900 to 3120 for Academic Calendar 5 (Clock hour).
1111	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 6 **AND** Credit/Clock Hours Used to Calculate Payment > 100	Hours/Credits Paid this Year has a valid range of 0000 to 0100 for Academic Calendar 6 (Credit Hour without terms).
1112	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Payment Methodology = 1, 2, or 3 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Field must be blank if Payment Methodology = 1 (Formula 1), 2 (Formula 2), or 3 (Formula 3)

Edit	Field Name	Condition	Message
1113	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 1, 2, 3, or 4 **AND** Credit/Clock Hours in This Student's Program of Study's Academic Year is not blank	Credit/Clock Hours in this student's Program of Study's Academic Year must be blank when academic calendar is not 5 (Clock hour) or 6 (Credit hour w/o terms).
1114	Credit/Clock Hours in This Student's Program of Study's Academic Year	If Academic Calendar = 6 **AND** (Credit/Clock Hours in This Student's Program of Study's Academic Year < 24 or Credit/Clock Hours in This Student's Program of Study's Academic Year > 100)	Credit/Clock Hours in this student's Program of Study's Academic Year must be greater than or equal to 24 and less than or equal to 100.
1120	Credit/Clock Hours Used to Calculate Payment	If Hours/Credits Paid from Year > Credit/Clock Hours in This Student's Program of Study's Academic Year	Credit/Clock Hours used to Calculate Payment cannot exceed Credit/Clock Hours in this student's Program of Study's Academic Year.
1121	Credit/Clock Hours Used to Calculate Payment	If Academic Calendar = 1, 2, 3, or 4 **AND** Credit/Clock Hours Used to Calculate Payment is not blank	Credit/Clock Hours in this student's Program of Study's Academic year must be blank when Academic Calendar is not 5 (Clock Hour) or 6 (Credit Hour w/o Terms).
1200	Award Amount for Entire School Year	If Payment Methodology = 1 **AND** Enrollment Status = 1, or Enrollment Status = 2, or Enrollment Status = 3, or Enrollment Status = 4, or Enrollment Status = 5 **AND** Award Amount for Entire School Year > Scheduled Federal Pell Grant	Award amount exceeds payment amount ceiling.
1205	Award Amount for Entire School Year	If Payment Methodology = 2 or 3 **AND** Enrollment Status = 1, 2, 3, 4, or 5 **AND** Award Amount for Entire School Year > Total Payment Ceiling	Award Amount exceeds payment amount ceiling.
1209	Award Amount for Entire School Year	If Payment Methodology = 4 **AND** Award Amount for Entire School Year > Result of two formulas below (Scheduled Federal Pell Grant for EFC COA * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling.

Edit	Field Name	Condition	Message
1210	Award Amount for Entire School Year	If Payment Methodology = 5 **AND** Academic Calendar = 6 **AND** Award Amount for Entire School Year > Result of two formulas below (Annual Pell Grant award at half-time or less than half-time * Weeks Used to Calculate Payment) / Weeks in Program Academic Year (Result of first formula * Hours/Credits Paid from Year) / Hours/Credits in Program Academic Year	Award Amount exceeds payment amount ceiling.
1211	Award Amount for Entire School Year	If Enrollment Status = 3 **AND** Payment Methodology = 5 **AND** Academic Calendar = 1, 2, 3, or 4 **AND** (Award Amount for Entire School Year) > (Annual award at half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling.
		OR If Enrollment Status = 4 **AND** Payment Methodology = 5 **AND** Academic Calendar = 1, 2, 3, or 4 **AND** (Award Amount for Entire School Year) > (Annual award at less than half-time * Weeks Used to Calculate Pell Student) / Weeks in Program Academic Year	Award Amount exceeds payment amount ceiling.
1213	Award Amount for Entire School Year	If (Award Amount for Entire School Year) > Payment ceiling	Award Amount exceeds remaining eligibility.
1302	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) **AND** The Disbursement 1, Sequence 1 amount > 50% of the Scheduled Award on the Pell Grant Origination record	Verification Status Code = W. The Disbursement Amount is greater than 50% of the Scheduled Award Amount. **Note:** The COD System only accepts one disbursement of up to 50% of the scheduled award with a verification status = W.

Edit	Field Name	Condition	Message
1303	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) for Sequence 01 and Sequence > 01 **AND** The Disbursement 1, Sequence > 1 adjustment amount > Disbursement 1, Sequence 1 amount	Verification Status Code = W. The Disbursement Amount is greater than the Disbursement 1, Sequence 1 Disbursement Amount. **Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.
1304	Verification Status Code	If the Verification Status Code = W **AND** The Disbursement Release Indicator = True (selected) **AND** The Disbursement # > 1	Verification Status Code = W. The Disbursement Release Indicator can only be selected for the first disbursement. **Note:** The COD System accepts only one disbursement of up to 50% of the scheduled award with a verification status = W.
1400	Enrollment Status	If Payment Methodology = 4 (Formula 4) **AND** Enrollment Status is non-blank	Field must be blank for Payment Methodology 4 (Formula 4).
1450	Award Amount for Entire School Year	If Award Amount for Entire School Year < Total Disbursement Amount	Total Disbursement Amount exceeds Award Amount for the entire school year.
1470	Reporting Entity ID	If the Reporting Entity ID associated with the reporting campus is blank	Reporting Entity ID (Institution Setup) can not be blank.
1475	Attended Entity ID	If the Attended Entity ID associated with the reporting campus is blank	Attended Entity ID (Institution Setup) can not be blank.
1500	Submitted Amount	If the Disbursement Date is non-blank **AND** Submitted Amount is blank	Disbursement Date and Submitted Amount must both be non-blank.
1510	Disbursement Date	If the Disbursement Date is blank **AND** Submitted Amount is non-blank	Disbursement Date and Submitted Amount must both be non-blank.
1520	Disbursement Date	If Funding Method from Pell School setup is Advance Pay or Cash Monitoring 1 **AND** Disbursement Release Indicator = True (selected) **AND** Current date > 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.

Edit	Field Name	Condition	Message
1535	Enrollment Status	If Enrollment Status is blank **AND** Payment Methodology = 1, 2, 3, or 5 **AND** Academic Calendar is not equal to 5 or 6	Enrollment Status is required for Payment Methodologies 1, 2, 3, and 5.
1540	Disbursement Date	If Funding Method from Pell School setup is Cash Monitoring 2 or Reimbursement **AND** Disbursement Release Indicator = True (selected) **AND** Current date > zero days before the Disbursement Date	Current Date cannot be more than 0 days prior to the Disbursement Date.
1550	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank.
1560	Funding Method	If the Disbursement Release Indicator = True (selected) **AND** Funding Method associated with the reporting campus is blank	Reporting Campus Funding Method (Institution Setup) can not be blank.
1565	Ability to Benefit Code	The Ability to Benefit Code (on the Demo tab) is blank.	The Ability to Benefit Code (Demo tab) cannot be blank.
1570	Sequence Number	If the Disbursement Sequence Number being added is not the next available sequential sequence number for a particular disbursement	Sequence Number must be the next available number.
1575	Sequence Number	If sequence number = 60 **Note:** This is a warning edit only.	You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
1580	Submitted Amount	If the Disbursement Sequence Number = 01 **AND** Disbursement Release Indicator = False (not selected) **AND** Document ID is blank **AND** Disbursement Amount = 0	Disbursement Amount cannot be equal to zero for Disbursement Sequence Number 01.
1585	Submitted Amount	If the Disbursement Amount is blank or ≤ 0 for Sequence Number 01 **AND** Disbursement Release Indicator = True (selected)	Disbursement Amount is less than or equal to zero for Disbursement Sequence Number 01.
1595	Sequence Number	If the sequence number being added > 65 **AND** Document ID is blank	More than 65 disbursement sequences are not allowed.

Edit	Field Name	Condition	Message
1600	Disbursement Profile Code	If the Award Amount for Entire School Year on an origination record = 0 or blank **AND** The user attempts to add a Disbursement Profile to that record **OR** If the Award Amount for Entire School Year on an origination record > 0 (and non-blank) **AND** A Disbursement Profile has already been saved for that record **AND** The user attempts to change the Award Amount for Entire School Year on that record to 0 or blank	Disbursement Profile Code must be blank when Award Amount for Entire School Year is blank or 0.
1680	Award Amount for Entire School Year	The Award Amount for Entire School Year = 0. **Note:** This is a warning edit only.	The Award Amount for Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.
9997	Disbursement Release Indicator	If Sequence number is > 01 **AND** Disbursement Release Indicator = False (not selected)	The disbursement release indicator must be set sequences 02 - 65.
9998	Origination Status	If the disbursement is a new disbursement **AND** The Origination Status of the origination record = N (Not ready)	Disbursements are not allowed when the Origination Status is Not Ready.

Direct Loan EDExpress Edits

Edit	Field Name	Condition	Message
0117	Loan Amount Approved Anticipated Gross Amount Actual Gross Amount	When creating initial actual disbursements or updating anticipated disbursements on a loan that has not been exported, the sum of the actual and anticipated gross disbursements does not equal the loan amount approved	If a loan has not been exported, the sum of its Actual and Anticipated gross disbursements must equal the Loan Amount Approved.
1010	Parents Date of Birth	PLUS (Loan Type = P) only If Student's Date of Birth = Parent's Date of Birth	Parent's date of birth may not be the same as the student's date of birth.
1025	Borrower Default on Education Loans	If changed to Y (Y = Yes in default on education loans) **AND** An actual disbursement(s) exist	All current and future disbursements must be adjusted to $0 prior to changing default status to Yes.
1035	Dependency Status	If Dependency Status = D (Dependent) **AND** Year in College = 6 or 7	Graduate students cannot be dependent.
1045	Loan Amount Approved	If Loan Amount Approved is non-blank **AND** Dependency Status **OR** College Grade Level are blank	Loan amount approved cannot be entered unless dependency status and college grade level are present.
1050	Loan Amount Approved	For Grad PLUS/PLUS loans If Loan Amount Approved is modified to be > the approved Endorser Amount **AND** Credit Decision = E (credit overridden based on approved endorser)	Loan Amount Approved cannot exceed the Endorser Amount.
1055	Loan Amount Approved	**Note:** This edit is not applicable when a loan contains one or more Type P (Servicing Refund) disbursement records in the actual disbursement table For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 3500	The Loan Amount Approved for this loan exceeds annual loan limits for this student. Maximum Loan Amount [99999]. *(Where 99999 = amount exceeded in condition to the left.)*
		OR Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 5500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 4500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = D Grade Level = 2 Loan Amount Approved > 6500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 7500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 0 or 1 Loan Amount Approved > 9500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Dependency Status = D Grade Level = 2 Loan Amount Approved > 10500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag = Y Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = D Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 9500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 0 or 1 Loan Amount Approved > 3500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 10500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 2 Loan Amount Approved > 4500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Additional Unsub Preprofessional or Teacher Certification is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 3, 4, or 5 Loan Amount Approved > 5500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 20500	

Edit	Field Name	Condition	Message
1055 (Cont.)	Loan Amount Approved	**OR** For records where: Loan Type = S Health Professions Programs Flag is blank Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 8500	
		OR For records where: Loan Type = U Health Professions Programs Flag = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 6 or 7 Loan Amount Approved > 47167	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag is blank Dependency Status = I Grade Level = 5 Loan Amount Approved > 12500	
		OR For records where: Loan Type = U Health Professions Programs Flag is blank Additional Unsub Preprofessional or Teacher Certification = Y Additional Unsub Flag = Y or is blank Dependency Status = D Grade Level = 5 Loan Amount Approved > 12500	
1060	Ability to Benefit Code	The Ability to Benefit Code (on the Demo tab) is blank.	The Ability to Benefit Code cannot be blank.

Edit	Field Name	Condition	Message
1065	MPN Status	If MPN Status is changed to S **AND** The current MPN Status is not P **OR** The current MPN Status is not R **AND** The MPN Print Indicator is F	MPN Status may not be changed to S (Signed) from any status other than P (Printed) or from any status other than R (Ready) when the MPN Print Indicator is F (On-site - Custom System).
1080	Borrower Signed MPN Date	If Borrower Signed MPN Date is changed to blank **AND** MPN Status is not changed to T	Date Signed MPN Received cannot be changed to blank unless MPN Status is changed to T (MPN Exists).
1085	Borrower Signed MPN	If MPN Status is not equal to A, S, M, I, E, C, or X **AND** Signed MPN Received Date is non-blank **OR** If MPN Status = S **AND** Signed MPN Received Date is blank	MPN Status must be Signed, Manifested, Pending, Inactive, Closed, or Accepted when Signed MPN Received Date is non-blank. Signed MPN Received Date is required on signed MPNs.
1086	Borrower Signed MPN Date	If Borrower Signed MPN Date is in the future	Borrower Signed MPN Date may not be in the future.
1090	Borrower's Citizenship	If Loan Type = P (PLUS) **AND** Borrower's Citizenship is changed to blank	Citizenship may not be blank.
1095	Reporting Entity Attended Entity	If the Reporting Entity ID associated with the School Code indicated on the DL record being edited is blank **OR** Attended Entity ID associated with the School Code indicated on the DL record being edited is blank	The Reporting and Attended Entity IDs associated with the School Code listed on this loan cannot be blank.
1100	Borrower's Citizenship	If Borrower's Citizenship = 3 **AND** Loan Type = PLUS (P)	The Borrower's Citizenship Status may not be 3 (Not Eligible) for a PLUS loan.
1125	Loan Period End Date	If Loan Period End Date ≤ Loan Period Start Date	Loan Period Start Date must be prior to Loan Period End Date.
1136	Academic Year End Date	If Loan Period Start Date < Academic Year Start Date **OR** If Loan Period End Date > Academic Year End Date	Loan Period must be within Academic Year. Review Loan Period Start and End Dates and Academic Year Start and End Dates.

Edit	Field Name	Condition	Message
1150	CPS Transaction #	If a loan record is being saved and the CPS Transaction # = 00.	Loan was not created because the CPS Transaction # field must contain a value in the range of 01-99 when creating loan records.
1205	Funding Method	If the Funding Method for the School Code and enroll OPE ID listed on a record is blank **AND** Actual disbursements are being added	Funding Method cannot be blank for School Code and Enroll OPE ID listed on this loan record.
1210	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number and another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
1215	Action Type	If Inactive flag = Y **AND** Actual disbursements added	This Loan is currently Inactive. You must remove the Inactive Flag before making any disbursements.
1220	Action Type	If Action Type U is entered **AND** A disbursement record already exists for this disbursement	Actual disbursement record already exists for this disbursement.
2000	Disbursement-Anticipated Date	If Anticipated Disbursement date entered > 10 days before Loan Period Start Date	WARNING – COD may reject this record since Anticipated Disbursement date #N is more than 10 days prior to Loan Period Start Date.
2001	Date	If Actual Disbursement Date entered > 10 days before Loan Period Start Date	WARNING –COD may reject this record since Actual Disbursement date #N may not be more than 10 days prior to Loan Period Start Date.
2002	Date	If an Actual Disbursement is being saved or an Anticipated Disbursement is being released when the current date >: • Seven days before the Disbursement Date when the COD System Funding Method for the School and Enroll OPE ID associated with the loan is Advanced Pay or CM1 **OR** • Zero days before the Disbursement Date when the COD System Funding Method for the school and Enroll OPE ID associated with the loan is CM2 or Reimbursement	The number of days prior to the disbursement date entered is greater than that allowed by the Funding Method chosen.
2010	Anticipated Detail fields	If Anticipated Disbursement Date or Anticipated Disbursement Enroll OPE ID is not present **AND** Any other anticipated disbursement detail is present	Anticipated Disbursement #N detail fields may not be completed without an Anticipated Disbursement Date and an Anticipated Disbursement Enroll OPE ID.

Edit	Field Name	Condition	Message
3000	Action Type	If the PLUS Credit Decision Status is not A **AND** Credit Override Code is not C or E **AND** Any Action Type is entered (Grad PLUS/PLUS only)	Actual Disbursement #N may not be made with a blank, pending or denied credit decision on PLUS or Grad PLUS loan.
3042	Action Type	If Disbursement Type = Q **OR** **If Disbursement Type = EAND** Current Disbursement Number is not Accepted or Batched	Disbursement must be Accepted or Batched before a disbursement date or Enroll OPE ID change is applied to that Disbursement.
3050	Action Amount	If actual disbursement type = D **AND** Disbursement Amount = 0	Actual Disbursement Amount #N may not be equal to zero.
3051	Action Amount	If Action Amount gross = previous gross amount for this disbursement number	You may not enter an action amount where the Gross Amount is the same as the previous transaction for this disbursement number.
3055	Action Disbursement Number	If Action Disbursement Number > 01 **AND** Actual Disbursement 01 does not exist	Disbursement number 01 must be entered before this disbursement.
3060	Enroll OPE ID	If the Action Type is E and the Enroll OPE ID is the same as previous Enroll OPE ID of the previous internal sequence number of the Actual Disbursement.	You may not save an E type disbursement where the Enroll OPE ID is the same as the Enroll OPE ID of the previous transaction for this Actual Disbursement.
3070	Action Type	If the user attempts to save a transaction type = A, N, E, or Q as an actual disbursement's first transaction	First transaction type for disbursement #(N) cannot be A, N, E, or Q.
3075	Date	If Actual Disbursement Date = Disbursement Date of the previous internal sequence number of the actual disbursement	WARNING – You are saving a Q type disbursement where the Disbursement Date is equal to the Disbursement Date of the previous transaction for this Actual Disbursement.
3080	Date	If Actual Disbursement Date entered > current date plus seven days	Actual disbursement #N may not be more than 7 days in the future.
3085	Date	If Actual Disbursement Date is blank	Blank is not a valid value for the Actual Disbursement Date field.

Edit	Field Name	Condition	Message
3090	Actual Gross Amount	Edit displays if conditions 1 and 3 are true **OR** 2 and 3 are true Condition 1: MPN status = N, R, or P **AND** Condition 2: Origination Status = N **AND** Condition 3: Entered amount is changed and saved as non-zero	MPN must be signed prior to entering Actual Disbursement #N.
3105	Date	If the Action Date = 181 days or more greater than the Loan Period End Date	WARNING – This Disbursement Date is more than 180 days past the Loan Period End Date and will be rejected by the COD system.
3900	Actual Gross Amount	If an Actual Disbursement Gross Amount < 0	Actual gross disbursement amount must be greater than or equal to 0 (zero).
3911	Actual Gross Amount	Total gross amount of the Actual Disbursements cannot exceed the Endorser Amount or the Loan Amount Approved, whichever is less.	Actual gross disbursement total may not exceed the Loan Amount Approved or Endorser Amount.
3914	Actual Gross Amount	If loan = inactive **AND** Sum of Actual Gross Amounts > 0	You must first adjust all Actual Disbursements to $0 before you can mark this loan inactive.
3995	Actual Gross Amount	If Loan Type is Sub or Unsub **AND** Require Entrance Interview flag is selected in System setup **AND** College Grade Level = 0 or 1 **AND** Loan Entrance Interview Date on Demo is blank	Actual disbursements may not be saved without an Entrance Interview for Grade Level 0 or 1.
4001	Borrower Current SSN	PLUS only If PLUS (Loan Type = P) Borrower's Current SSN = Student's Current SSN	Parent's Current SSN may not be the same as the Student's Current SSN.
4002	Anticipated Disbursement Number	If < two anticipated disbursement records exist for a loan **AND** School is not a Special School	WARNING –COD may reject this record since less than 2 Anticipated Disbursements exist and you have not indicated you are a Special School in System Setup.
4003	Disbursement Profile Code	If the Disbursement Profile Code is changed **AND** Loan Status = A or B	The Disbursement Profile Code may not be changed when the loan status is Accepted or Batched.
4005	Date of Birth	If the Student's Date of Birth is not 19140101 to 20051231	Student's Date of Birth must be between 01/01/1914 and 12/31/2005.
4006	MPN	If MPN Status is changed to = T **AND** The current MPN Status is not N, R, P, S, or M	MPN Status may not be changed to T (Exists) when the current status is not N, R, P, S, or M.

Edit	Field Name	Condition	Message
4007	Local Zip Code Local Address State	Student's Local Zip Code is non-blank **AND** Local State is blank **OR** Student's local address state is non-blank **AND** is not "AB," "BC," "CN," "FC," "MB," "MX," "NB," "NF," "NL," "NS," "NT," "NU," "ON," "PE," "PQ," "QC," "SK," or "YT" **AND** Zip Code is blank	Student's Local Address State should not be blank. **OR** Student's Local Zip Code should not be blank.
4008	Local Address	If only one of the local address fields is non-blank	At least two Local Address fields must be populated.
4009	Student's Name	If Student's First Name is blank **AND** Student's Last Name is blank	Student's First and Last Names cannot both be blank.
4010	Parent's Name	If Parent's First Name is blank **AND** Parent's Last Name is blank **AND** Origination Status is not N (N/A to Imports)	Parent's First and Last Names cannot both be blank.
4011	Current SSN	If PLUS (Loan Type = P) Borrower's Current SSN is changed to blank **AND** Origination Status is not N	Parent's Current SSN may not be changed to blank after the loan is originated.
4013	Student's Alien Registration Number (ARN)	If Student's ARN is blank **AND** Student's Citizenship Status = 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
4014	Parent's Alien Registration Number (ARN)	If Parent's ARN is blank **AND** Parent's Citizenship Status = 2	Parent's Alien Registration Number may not be blank when Parent's Citizenship Status is 2 (Eligible Non-citizen).
4015	Inactive Disbursement Profile Codes	If Disbursement Profile Code from Disbursement Profile imported from the prior year has not been updated (inactive)	Disbursement Profile Code is currently inactive. Update the Disbursement profile associated with this Disbursement Profile Code in Disbursement Setup to make it active.
4025	Grade Level for Grad PLUS	If Grade Level ≤ 5 for a Grad PLUS loan (Loan Type = G)	Grade Level must be 6 or higher for Grad PLUS loans.
4030	Additional Unsub Preprofessional or Teacher Certification?	If Additional Unsub Preprofessional or Teacher Certification = Y **AND** Grade level is not equal to 5	Additional Unsub Preprofessional or Teacher Certification field can not be selected when grade level is not = 5.

Edit	Field Name	Condition	Message
4035	Additional Unsub Eligibility for Health Profession Programs	If Additional Unsub Eligibility for Health Profession Programs = Y **AND** Grade level is not equal to 6 or 7	Additional Unsub Eligibility for Health Profession Programs field can not be selected when grade level is not 6 or 7.
4040	Additional Unsub Eligibility for Health Profession Programs Additional Unsub Preprofessional or Teacher Certification	If Additional Unsub Eligibility for Health Profession Programs = Y **AND** Additional Unsub Preprofessional or Teacher Certification = Y on the same loan record	The Additional Unsub Eligibility for Health Profession Programs and the Additional Unsub Preprofessional or Teacher Certification fields can not both be selected on the same loan.

TEACH Grant EDExpress Edits

Edit	Field Name	Condition	Message
5001	Citizenship	If Citizenship Status = 3	The Citizenship Status may not be 3 (Not Eligible) for a TEACH Grant.
5003	Local City Local State	If Student's Local Zip Code is not blank **AND** Local State is blank **OR** If Student's local address state is not blank **AND** is not "CN," "MX," "FC," "AB", "BC", "MB", "NB", "NF", "NL", "NS", "NT", "NU", "ON", "PE", "PQ", "QC", "SK" or "YT" **AND** Zip Code is blank	Student's Local Address State should not be blank. **OR** Student's Local Zip Code should not be blank.
5004	Local Address Local City Local State Local Zip Code	If only one of the local address fields is non-blank	At least two Local Address fields must be populated.
5005	Last Name First Name	If Student's First and Last Name are blank	Student's First and Last Names cannot both be blank.
5006	ARN	If Student's Alien Registration Number (ARN) is blank when Student's Citizenship Status = 2	Student's Alien Registration Number may not be blank when Student's Citizenship Status is 2 (Eligible Non-citizen).
5007	Date of Birth	If the student's Date of Birth is blank	Student's Date of Birth (Demo tab) cannot be blank.
5009	Award Amount	If the Award Amount = 0 **Note:** This is a warning edit only.	The Award Amount for the Entire School Year is zero. If this is an initial award, this record will reject at COD, since zero is not an acceptable award amount on an initial submission. If this is a correction and you are zeroing out a previous award amount, COD will accept this.
5010	Ability to Benefit Code	The Ability to Benefit Code (on the Demo tab) is blank.	The Ability to Benefit Code (Demo tab) cannot be blank

Edit	Field Name	Condition	Message
5100	Disbursement Amount Award Amount	If creating initial actual disbursements or updating anticipated disbursements on an award that has not been exported **AND** The sum of the Actual and Anticipated disbursements does not equal the Award Amount for Entire School Year for the origination	If the Award has not been exported, the sum of its Actual and Anticipated disbursements must equal the Amount Approved for the origination.
5101	Disbursement Sequence Number	If 65 transaction sequences exist for an actual disbursement number **AND** Another sequence for that disbursement number is added	You may only have 65 transaction sequences for each disbursement.
5102	Disbursement Sequence Number	If a new disbursement sequence is added **AND** Current actual disbursement # is not Accepted or Batched	Actual Disbursement must be Accepted or Batched before a change is applied to that Actual Disbursement.
5103	Disbursement Amount	If sequence 01 of the actual disbursement is being created **AND** Amount = 0	Actual Disbursement Amount #N (nn) may not be equal to zero.
5104	Disbursement Amount	If the Amount Submitted and the Disbursement Date are the same as a previous Amount Submitted and Disbursement Date for this disbursement number	The Amount Submitted and the Disbursement Date may not be the same as the previous transaction for this disbursement number.
5105	Disbursement Amount Disbursement Date	If the Submitted Amount and Disbursement Date are different than the Submitted Amount and Disbursement Date of the previous transaction for this disbursement number	You may not change both the Submitted Amount and Disbursement Date fields in a single disbursement transaction.
5106	Disbursement	If the Disbursement Number > one (01) **AND** Disbursement 01 does not exist	Disbursement Number 01 must be entered before this disbursement.
5107	Disbursement Sequence Number	If a new disbursement sequence is added **AND** Current disbursement sequence = an anticipated disbursement	Adjustment not allowed based on Disbursement Release Indicator or Disbursement Status of the last Disbursement Sequence/Adjustment.
5108	Disbursement Date	Attempting to save an actual disbursement subsequent to and with a date prior to the actual disbursement 01's date, **AND** Disbursement 01 is not equal to A	Actual disbursement 01 must be accepted before a subsequent actual disbursement with an earlier date can be saved.
5109	Disbursement Amount Award Amount	If Award Amount for Entire School Year < Total Disbursement amount	Total Disbursement Amount exceeds Award Amount for Entire School Year.
5110	Disbursement Date	If an anticipated disbursement is saved with a date < the previous anticipated disbursement.	Anticipated disbursements must be entered in chronological order.

Edit	Field Name	Condition	Message
5111	Disbursement Date Funding Method	If Funding Method from TEACH School Setup is Advance or Cash Monitoring 1 **AND** Disbursement Release Indicator = True (selected) **AND** Current date > 7 days before the Disbursement Date	Current date cannot be more than 7 days prior to the Disbursement date.
5112	Disbursement Date Funding Method	If Funding Method from TEACH School setup is Cash Monitoring 2 or Reimbursement **AND** Disbursement Release Indicator = True (selected) **AND** Current date > zero days before the disbursement date	Current date cannot be more than 0 days prior to the Disbursement date.
5113	Disbursement Sequence Number	If the sequence number being added is not the next available sequential sequence number for a particular disbursement	Sequence Number must be the next available number.
5114	Disbursement Sequence Number	If the sequence number = 60 **Note:** This is a warning edit only	You have reached or exceeded your 60th disbursement sequence. You are only allowed to save a maximum of 65 disbursement sequences.
5115	Disbursement Release Indicator	If the Sequence number > 01 **AND** Disbursement Release Indicator = False (not selected)	The Disbursement Release Indicator must be set for sequences 02 – 65.
5116	Disbursement Origination Status	If the disbursement is a new disbursement **AND** Origination status of the Origination Record = N	Disbursement Record can't be added if the Origination is at a "not ready" status.
5117	Payment Period Start Date	If the Payment Period Start Date is blank on an actual disbursement (DRI = True) **AND** Ineligible during Award Year =TRUE on the TEACH School Profile **AND** Disbursement Status is not equal to A, B, or D	Payment Period Start Date must be non-blank.
5118	Disbursement Amount	If Entrance Interview Required Prior to Disbursement in TEACH School Setup = True (selected) **AND** TEACH Entrance Interview Date is blank **AND** An actual disbursement (DRI = True) is added.	Actual Disbursements may not be saved without an Entrance Interview date.