# COD Reports

VOLUME VI
SECTION 8

*This section provides descriptions, business rules, and record layouts for Pell Grant, TEACH Grant, and Direct Loan reports generated by COD and by CSB.*

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# Grant Reports

## *Grant Edit Codes*

### Introduction

This section provides a table to help you interpret the various edit codes that are used and their related comments. The information is grouped according to the following column headings:

- Edit Code – the number that is assigned if the edit condition(s) is met. This column also lists one of the three edit types. They are:
  - W Warning and/or Corrected
  - E Rejected
- Message – the explanation that displays for the prescribed edit condition.
- Condition and Action – a description of the situation that caused the edit and the action taken either to resolve it and/or to notify the school of the potential error.
- What It Means – further explanation of the message in an effort to make the cause of the edit clearer.
- How to Fix It – what the user must do to resolve the mistaken condition.
- COD Web site Edit Code – the edit code that the user will see on the COD Web site; Web site edit codes are translated to the Pell Phase-In edit code on the SAIG Acknowledgment files.

The following comparison operators are used in performing these edits:

| | |
|---|---|
| Equals | = |
| Less than | < |
| Greater than | > |
| Less than or equal to | <= |
| Greater than or equal to | >= |
| Not equal to | <> |
| A parameter value that can be changed between cycles, this is the data that comes from the ALGORITHM and AWARD YEAR tables and can be made year-specific. | @ |

## Grant Batch Edit/Reject Codes

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 201<br>E | "Missing/ Mismatched Grant Batch Header" | If ANY of the following are true:<br>Grant Batch Header Record is missing<br>Batch Number in Header Record does not match Batch Number in Trailer<br>Literal "GRANT HDR" is misspelled or not in all uppercase letters<br><br>REJECT BATCH<br>Set edit code 201 | Occurs when there is no Grant Batch Header, when the Batch Number in the header and trailer do not match, or when the "GRANT HDR" is misspelled or not in uppercase letters. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer. | 801 |
| 202<br>E | "Missing/ Mismatched Grant Batch Trailer" | If ANY of the following are true:<br>Grant Batch Trailer Record is missing<br>Batch Number in Trailer Record does not match Batch Number in Header<br>Literal "GRANT TLR" is misspelled or not in all uppercase letters<br><br>REJECT BATCH<br>Set edit code 202 | Occurs when there is no Grant Batch Trailer, when the Batch Number in the header and trailer do not match or when the "GRANT TLR" is misspelled or not in uppercase letters. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer.<br>Verify "TLR" is spelled correctly. | 802 |
| 203<br>E | "Duplicate Grant Batch Header" | If the Batch Number already exists on the database<br><br>REJECT BATCH<br>Set edit code 203 | Occurs when the Batch Number has been used before either with the same batch or a different batch. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 003 |
| 206<br>E | "Data Record Length must be numeric" | If Data Record Length is nonnumeric<br><br>REJECT BATCH<br>Set edit code 206 | Occurs when the record length in the Grant Batch Header and Trailer is missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct record length. | 803 |
| 207<br>E | "Reported Number of Records must be numeric"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | If reported number of records is nonnumeric<br><br>REJECT BATCH<br>Set edit code 207 | Occurs when the Reported number of records in the Grant Batch Trailer is missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and the correct number of records. | 804 |
| 208<br>E | "Reported Total of Batch must be numeric" | If Reported Total of Batch in the Trailer record is nonnumeric<br><br>REJECT BATCH<br>Set edit code 208 | Occurs when the dollar Total of the Batch is either missing or has a nonnumeric character. | Resubmit the batch with a new batch number in the Grant Batch Header and Trailer and a new Reported Total of Batch in the Grant Batch Trailer. | 805 |

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 209<br>E | "Invalid/Missing Batch Number"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | If Batch Number does not have a length of 26<br><br>REJECT BATCH<br>Set edit code 209 | Occurs when the batch number is missing, is not the proper length of 26 characters, or is not properly formatted. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 806 |
| 210<br>E | "Year must be numeric" | If ANY of the following are true:<br>Positions 3 to 6 of the Batch ID are nonnumeric<br>Positions 3 to 6 of the Batch ID do not equal a valid Award Year @<br><br>REJECT BATCH<br>Set edit code 210 | Occurs when the year is missing or nonnumeric. | Correct the award year and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 807 |
| 211<br>E | "Pell ID must be numeric"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | If Positions 7 to 12 of the Batch ID are nonnumeric<br><br>REJECT BATCH<br>Set edit code 211 | Occurs when the Pell ID is missing or nonnumeric. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number. | 998 |
| 212<br>E | "Pell ID invalid or not found" | If Pell ID is not found in the institution table<br><br>REJECT BATCH<br>Set edit code 212 | If Pell ID is incorrect or missing, the batch cannot be returned to the school. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and also correct or include the Reporting Campus Pell ID in the Batch Number. | 004 |
| 213<br>E | "Creation date must be numeric" | If ANY of the following are true:<br>Positions 13 – 14 of the Batch ID do not equal 19 or 20(century)<br>Positions 15 – 16 of the Batch ID do not equal 00 to 99 (year)<br>Positions 17 – 18 of the Batch ID do not equal 01 to 12 (month)<br>Positions 19 – 20 of the Batch ID do not equal 01 to 31(day), based on the Month value<br><br>REJECT BATCH<br>Set edit code 213 | Occurs if date is missing or nonnumeric. | Correct the date in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 808 |

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 214<br>E | "Creation time invalid" | If ANY of the following are true:<br>Positions 21 – 22 of the Batch ID do not equal 00 to 23 (hours)<br>Positions 23 – 24 of the Batch ID do not equal 00 to 59 (minutes)<br>Positions 25 - 26 of the Batch ID do not equal 00 to 59 (seconds)<br><br>REJECT BATCH<br>Set edit code 214 | Occurs if time is missing or nonnumeric. | Correct the time in the Batch Number and resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer. | 809 |
| 215<br>E | "Batch Type Invalid" | If Batch Type is not valid for the award year @ in the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 215 | Occurs if record type is invalid or missing. | Correct the batch type code and resubmit with a new Batch Number in the Grant Batch Header and Trailer. | 810 |
| 216<br>W | "Grantee DUNS does not match the institution's Reporting Pell ID in Batch Number for Award Years prior to 2001-2002"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | If ALL of the following are true:<br>DUNS Number is nonblank<br>DUNS Number is not assigned to that Reporting Campus (position 46-51)<br>Award Year portion of batch number <=2001<br><br>Set edit code 216 | Occurs if "Grantee DUNS Number Does Not Match" for award years 2000-2001 and prior. It is reserved for future use as of Award Year 2001-2002. | Warning Message – No Correction Necessary. | 811 |
| 217<br>E | "Discrepancy between different records with identical batch number" | The Record Length is not valid on the trailer record<br><br>REJECT BATCH<br>Set edit code 217 | Occurs when the Grant Batch Trailer Record Length is not valid for a batch. | Review Grant Batch Trailer and correct any discrepancies. | 812 |
| 218<br>E | "Reported Number of Records does not equal count of detail records" | The "Reported Number of Records" in the Trailer does not equal the actual number of detail records in the batch<br><br>REJECT BATCH<br>Set edit code 218 | Occurs when the Reported Number of Records does not match the actual total of records received. | Review the batch to ensure that the number of detail records in the batch matches the "Reported Number of Records" in the Trailer | 008 |
| 219<br>W | "Total of Batch does not equal computed total of detail record amounts"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | The "Reported Total of Batch" in the Trailer does not equal the actual total of the batch<br><br>Set edit code 218 | Occurs when the reported Total of Batch does not match the actual total of batch. | Warning message – no correction necessary. | 090<br>102<br>814 |

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 220<br>W | "Reported Sign Indicator must be a valid indicator" | If Reported Sign Indicator is not a "P" or "N"<br><br>Set the Sign Indicator to 'P'<br>Set edit code 220 | Occurs when the Positive (P) or Negative (N) indicator is not present. | Warning message, correction applied – no further action necessary. | 815 |
| 221<br>E | "Reporting Campus Pell Institution ID is a branch" | The Institution's Campus Type is 3 (School is a Non-funded Branch campus)<br><br>REJECT BATCH<br>Set edit code 221 | Occurs when the Pell ID number in Grant Batch Header is a branch campus. | Change the branch campus Pell ID to the Reporting Campus Pell ID number. If there is no other campus ID number, contact the Federal Pell Grant Hotline. | 002<br>858 |
| 222<br>W | "School is currently ineligible upon receipt of batch at the Pell Processor"<br><br>NOT IN USE FOR 2005-2006 AND FORWARD. | The Institution's Eligible Flag is < > "Y"<br><br>Set edit code 222 | Occurs when the Pell ID in the Grant Batch Header is ineligible. | Warning message, contact Federal Pell Grant Hotline. | 854 |
| 224<br>E | "Invalid Message Class" | If the message class does not exist on the database<br><br>REJECT BATCH<br>Set edit code 224 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG.<br><br>OR<br>When Non-Express users assign an incorrect message class name to the batch. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 816 |
| 225<br>E | "Data Record Length is not valid for Message Class" | If Data Record Length is not valid for message class<br><br>REJECT BATCH<br>Set edit code 225 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 817 |
| 226<br>E | "Batch type code in Batch Number must equal record type for Message Class" | If Batch type code in Batch Number is not equal to record type for Message Class<br><br>REJECT BATCH<br>Set edit code 226 | Occurs when wrong message class is selected by the user when submitting a batch through SAIG.<br><br>OR<br>Occurs when a non- Express User assigns the wrong batch type code in the Batch ID. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and send in the correct SAIG message class. | 818 |
| 227<br>E | "Batch Create Date is greater than current system date" | If the Batch Create Date is greater than current system date<br><br>REJECT BATCH<br>Set edit code 227 | Occurs when a future date is entered in the Batch Number or when the date on the PC where that batch was created has a future date. | Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected date.<br>Verify the date on your PC is current and correct. | 006 |

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 228<br>E | "Batch Number indicates you have included a batch with data from a different Award Year" | If the Message Class is not valid for the Award Year in the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 228 | Occurs when the Award Year in the Batch Number is incorrect. | Verify the batch was created with software for the correct award year or if the wrong Award Year was entered in error.<br>Resubmit the batch with a new Batch Number in the Grant Batch Header and Trailer and a corrected Award Year. | 819 |
| 229<br>E | | Not in use | | | N/A |
| 230<br>E | | Not in use | | | N/A |
| 231<br>E | | Not in use | | | N/A |
| 232<br>E | "No detail records in Batch" | No detail records in batch<br><br>REJECT BATCH<br>Set edit code 232 | Occurs if the batch had only a Grant Batch Header and Grant Batch Trailer with no data records. | Resubmit the batch detail records with a new Batch Number in the Grant Batch Header and Trailer and a corrected date. | 007 |
| 233<br>E | "Invalid Destination Mailbox ID" | If Destination Mailbox ID does not exist on the database for the Award Year from the Batch ID of the incoming record<br><br>REJECT BATCH<br>Set edit code 233 | Occurs if the TG number is invalid or not assigned to send Pell data from the school. Some schools have multiple TG numbers but only one TG number is assigned to send Pell data. If another number is used in error, the batch will be rejected. Also if the batch is sent from a TG number assigned to an attended campus the batch will be rejected. The batch must be sent from the TG number assigned to the reporting campus. | Verify that the correct TG number was used by contacting SAIG. | 005<br>852<br>853 |
| 234 | | Not in use | | | N/A |
| 235<br>W | | Not in use | | | N/A |
| 236<br>E | "Trailer Message Class does not match the Header" | If Trailer Message Class does not match the Header Message Class<br><br>REJECT BATCH<br>Set edit code 236 | Occurs when the SAIG Transmission Header message class does not match the SAIG Transmission Trailer message class. | Resubmit the batch with a corrected message class in the SAIG Transmission Header and Trailer and a new Batch Number in the Grant Batch Header and Trailer. | 821 |
| 238<br>E | "Trailer Destination Mailbox ID does not match the Header" | If Trailer Destination Mailbox ID does not match the Header Destination Mailbox ID<br><br>REJECT BATCH<br>Set edit code 238 | Occurs when the SAIG Transmission Header Destination Mailbox ID does not match the SAIG Transmission Trailer Destination mailbox ID. | Resubmit the batch with a new Batch Number and same mailbox in the SAIG Transmission Header and Trailer after Disbursement Start-up date. | 822 |
| 239<br>W | | Not in use | | | N/A |

| Grant Batch Edit/Reject Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 240<br>W | "OPE ID Number does not match the School's Reporting Pell ID in the Batch Number for Award Years after 2000-2001" | If ALL of the following are true:<br>OPE ID Number is nonblank<br>OPE ID Number is not assigned to that Reporting Campus (position 46 – 51)<br>Award Year portion of batch number >= 2002<br><br>Set edit code 240 | Occurs when the OPE ID is incorrect or does not match the reporting campus ID number. | Correct the OPE ID number or leave blank. | 823 |

# Grant Header/Trailer Layout

## Grant Batch Header Layout

| Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file.<br>Left Justified. | This field is required.<br>Constant: 'GRANT HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle: '2017'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created<br><br>Valid Batch Type codes:<br>#A = Pell Electronic Statement of Account<br>#C = Pell Reconciliation<br>#I = Pell Institution Data from Web<br>#M = Pell Multiple Reporting<br>#R = Pell Data Request<br>#T = Pell ASCII Text<br>#Y = Pell Year-to-Date<br>#S = Pell SSN/Name/DOB Change<br>#U = Pell Preformatted Pending Disbursement List<br>#B = Pell Delimited Pending Disbursement List<br>#V= Pell Verification Status Report<br>#Z = Pell POP Report<br>IA = Iraq and Afghanistant Service Grant Eletronic Statement of Account<br>#L = Pell LEU Report (Comma-Delimited) | If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch.<br>If Batch Award Year does not agree with Message Class award year, then reject.<br>If reporting Pell ID is ineligible, then send warning message.<br>If Reporting Pell ID is a branch campus or has Central Funding, then reject Batch.<br>If date batch created is > system date, then reject Batch. |
| 41 | 48 | 8 | A/N | OPE ID | The OPE ID number assigned to the reporting institution. | Valid OPE ID number or blank. | If not blank and not equal to OPE ID associated with Pell ID, then warn the Batch. |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |

| Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 101 to 103 = 1st reject reason code<br>Position 104 to 106 = 2nd reject reason code<br>Position 107 to 109 = 3rd reject reason code<br>Position 110 to 112 = 4th reject reason code<br>Position 113 to 115 = 5th reject reason code<br>Position 116 to 118 = 6th reject reason code<br>Position 119 to 121 = 7th reject reason code<br>Position 122 to 124 = 8th reject reason code | Completed by COD as a result of Batch editing. These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | **≥100** | | **Total Record Length** | | | |

## Grant Batch Trailer Layout

| Grant Batch Trailer Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required.<br>Constant: 'GRANT TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle = '2017'<br>999999 = Reporting PELL ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch. |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required. Must be numeric: 000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative<br>For ESOA is constant P. | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected by the Pell Processor. | 000000 to 999999 | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | |
| 76 | 76 | 1 | A | Accepted and Corrected Total Sign Indicator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes. | 000000 to 999999 or Blank. | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | |
| | | **≥ 100** | | **Total Record Length** | | | |

## Grant Data Requests

Data Requests are sent by schools to request information files. These files are the Multiple Reporting Record, Electronic Statement of Account, Year-to-Date, Reconciliation File, Verification Status, and Pell POP Report.

### Business Rules

1. Grant Data Requests are sent as fixed-length, flat files and not as XML documents.
2. Grant Data Requests are sent to the COD system via SAIG batch with message class `PGRQ17IN` (Pell) via the COD Web site.
3. After the Data Request is received and processed, a Data Request Acknowledgement record is sent back to the institution for each data request received.

### Record Layout

| Grant Data Request Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 6 | 6 | N | Requesting Attended Campus Pell-ID | Pell-ID campus | This field is required.<br>Valid Pell-ID | If all zeros are entered then a report/file will be generated for the reporting campus contained in the Batch ID, and each attended campus associated with the reporting campus. A separate report/file will be generated for each Pell ID.<br><br>The all campus request option of all zeros is not applicable for an Electronic Statement of Account (ESOA). All ESOA's are generated for the Reporting Campus Pell ID. |
| 7 | 7 | 1 | A | Request Type | Code for data request type. | This field is required.<br>M = Multiple Reporting<br>R = Reconciliation<br>S = Electronic Statement of Account<br>Y = Year-to-Date<br>V= Verification Status List<br>P= Pell POP Report | |
| 8 | 8 | 1 | A | Requested Output Media Type | Code for type of media to use when sending output data. | E = Send output by Electronic File<br><br>Or Blank | Cannot be blank for requests from the WEB. |
| 9 | 10 | 2 | A | Program Type | 2 characters that denote the program type | Field is required for all requests:<br><br>PL = Pell | |
| 11 | 34 | 24 | A | Unused | Reserved for future expansion | Constant spaces | |

| Grant Data Request Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 35 | 35 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. | This field is required for type M requests.<br><br>O = Send origination information<br>D = Send disbursement information | |
| 36 | 36 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | This field is required for type M requests.<br><br>A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |
| 37 | 47 | 11 | A/N | Student ID | The Student SSN and Name code for which a MR is requested. Only required if MR Code 2 equals S. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name | Must be non-blank if MRR Code 2 equals S. |
| 48 | 53 | 6 | N | MR Institution Pell-ID | The institution code for which MR listings are requested. Only required if the MR Code 2 equals I. | Blank or<br>Valid Pell-ID | Must be non-blank if MRR Code 2 equals I. |
| 54 | 76 | 23 | A | (Unused) Award ID | Reserved for future use. | This field is not being used, but in the future will use this format:<br><br>Blank or<br>Format = 999999999XX201799999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2017<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 0 | This field is not being used. |
| 77 | 85 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number or blank | This field will only be populated for student specific Data Requests. |
| 86 | 93 | 8 | D | Student's Date of Birth | The date of birth of the student for this transaction. | Format: CCYYMMDD | This field will only be populated for student specific Data Requests. |
| 94 | 109 | 16 | A/N | Student's Last Name | The last name of the student for this transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | This field will only be populated for student specific Data Requests. |

| Grant Data Request Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 110 | 121 | 12 | A/N | Student's First Name | The first name of the student for this transaction. | A – Z, 0 – 9 or blank | This field will only be populated for student specific Data Requests. |
| 122 | 122 | 1 | A | Student's Middle Initial | The middle initial of the student for this transaction. | A – Z or blank | This field will only be populated for student specific Data Requests. |
| 123 | 125 | 3 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **125** | | **Total Record Length** | | | |

## *Grant Data Request Acknowledgement*

After a data request is received and processed by COD, a Data Request Acknowledgement is sent back to the school for each data request received.

### Business Rules

1. The Data Request Acknowledgement is provided in fixed-length, flat file format.

2. Grant Data Request Acknowledgments are sent from the COD system with message class `PGRA17OP` (Pell).Record Layout

| Grant Data Request Acknowledgement Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 6 | 6 | N | Requesting Attended Campus Pell-ID | Pell-ID campus | Valid Pell-ID | If all zeros are entered and the request is a Year-to-Date or Reconciliation request then a YTD or Reconciliation file will be generated for the reporting campus, contained in the Batch ID, and each attended campus associated with the reporting campus. A separate Year-to-Date or Reconciliation file will be generated for each Pell ID.<br><br>The all campus request option of all zeros is not applicable for a Statement of Account. All Statements of Account are generated for the Reporting Campus Pell ID. |
| 7 | 7 | 1 | A | Request Type | Code for data request type. | M = Multiple Reporting<br>R = Reconciliation<br>S = Statement of Account<br>Y = Year-to-Date<br>V= Verification Status List<br>P= Pell POP Report | |
| 8 | 8 | 1 | A | Requested Output Media Type | Code for type of media to use when sending output data. | E = Send output by Electronic file | |

| Grant Data Request Acknowledgement Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 9 | 10 | 2 | A | Program Type | 2 characters that denote the program type | Field is required for all requests:<br><br>PL = Pell | |
| 11 | 34 | 24 | A | Unused | Reserved for Future Expansion | Constant spaces | |
| 35 | 35 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. | O = Send Origination information<br>D = Send Disbursement information | |
| 36 | 36 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. | A = Send list of other institutions for all students<br>S = Send other institution for students listed in record.<br>I = Send students for institution listed in record | |
| 37 | 47 | 11 | A | MR Student ID | The Student SSN and Name code for which a MRR is requested. Only required if MRR Code 2 equals S. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Blank = no last name | |
| 48 | 53 | 6 | N | MR Institution Pell-ID | The institution code for which MRR listings are requested. Only required if the MRR Code 2 equals I. | Blank or<br>Valid Pell-ID | There may be multiple detail records to accommodate the number of Student IDs or institution numbers listed for the attended campus institution. |
| 54 | 74 | 21 | A | Unused | Unused | Reserve for future use. | This field is currently not being used. |
| 75 | 76 | 2 | A | Unused | Reserved for future use. | Reserved for future use. | This field is currently not being used. |
| 77 | 77 | 1 | A | Action Code | Code to indicate action taken | Valid Codes:<br>A: Accepted - all fields accepted<br>C: Corrected - one or more fields corrected (Pell only)<br>E: Rejected - record was rejected | |
| 78 | 98 | 21 | N | Edit/Comment Codes | List of up to seven 3-digit comment codes which occurred during processing of the data request. | Comment format: 000 – 199<br>Position 78-80:1st comment code<br>Position 81-83: 2nd comment code<br>Position 96-98:<br>7th comment code | |
| 99 | 107 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction. | Valid Social Security Number or blank | This field will only be populated for student specific Data Requests. |

| Grant Data Request Acknowledgement Record Layout<br>Multiple Reporting, Reconciliation, Electronic Statement of Account, YTD, Verification Status (Pell Only), Pell POP (Pell Only) | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 108 | 115 | 8 | D | Student's Date of Birth | The date of birth of the student for this transaction. | CCYYMMDD or 0 | This field will only be populated for student specific Data Requests.<br><br>**Note**: This field will contain zeros on the Year-To-Date file if the student's date of birth is not returned. |
| 116 | 131 | 16 | A/N | Student's Last Name | The last name of the student for this transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | This field will only be populated for student specific Data Requests. |
| 132 | 143 | 12 | A/N | Student's First Name | The first name of the student for this transaction. | A – Z, 0 – 9 or blank | This field will only be populated for student specific Data Requests. |
| 144 | 144 | 1 | A | Student's Middle Initial | The middle initial of the student for this transaction. | A – Z or blank | This field will only be populated for student specific Data Requests. |
| 145 | 150 | 6 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **150** | | **Total Record Length** | | | |

## Grant Data Request Edit Codes

The following edit codes are returned in positions 78 – 98 on Grant Data Request Acknowledgement

| Grant Data Request Edit Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 601<br>E | "Invalid Attended Pell ID" | If ANY of the following are true:<br>The Attended Pell ID is nonnumeric<br>The Attended Pell ID does not exist on the CODdatabase<br>The Attended Pell ID is not a branch of the Reporting or Central Funded ID (only if the attended campus is not also the Reporting Campus)<br>The Award Year <=2001 and Attended Pell ID is all zeros<br><br>REJECT RECORD<br>Set edit code 601 | Occurs if the Attended Pell ID is either missing or invalid. | Resubmit data request with valid Attended Campus Pell ID. | 601 |
| 602<br>E | "Invalid Data Request Type or Invalid Program Type" | The Data Request Type does not equal "M", "R", "S", "Y", "V" or "P", or the Program Type is blank or invalid."<br><br>NOTE: IF a request is placed for a report for 2006-2007 or prior, and the "Program Type" is blank, it will be processed as a Pell Data Request. | Occurs if invalid or missing data request type: M-Multiple Reporting Record,<br>S-Statement of Account, Y-Year-To-Date, R -<br>Reconciliation, V – Verification Status, or P – POP.<br>Also occurs if invalid or blank program type is submitted in the request. | Resubmit data request with valid data request type or valid program type. | 602 |
| 603<br>E | "Invalid Requested Output Media Type" | If **ANY** of the following are true:<br>The Media Type is <> 'E' or blank for Award Year 2000 – 2001 and beyond<br>The Media Type is <> 'C', 'R', 'E' or blank for Award Year 1999 – 2000<br><br>REJECT RECORD<br>Set edit code 603 | Occurs if school's Output Media type is invalid.<br><br>Must submit BLANK or E. | Resubmit data request with BLANK or E. | 603 |
| 605<br>E | "Invalid Multiple Reporting Request Code 1, should be 'O' or 'D'" | If **ALL** of the following are true:<br>The first position of the Data Request Type = 'M'<br>MRR Code 1 <> 'O' or 'D'<br><br>REJECT RECORD<br>Set edit code 605 | Occurs if an invalid MRR code is entered on data request. Must submit O-Origination or D-Disbursement. | Resubmit data request with O or D. | 605 |
| 606<br>E | "Invalid Multiple Reporting Request Code 2, should be 'A', 'S' or 'I'" | If **ALL** of the following are true:<br>The first position of the Data Request Type = 'M'<br>MRR Code 2 <> 'A' or 'S' or 'I'<br><br>REJECT RECORD<br>Set edit code 606 | Invalid MRR code entered on data request. Must submit A (All), S (Single), or I (Institution). | Resubmit data request with A, S, or I. | 606 |

| Grant Data Request Edit Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 607<br>E | "Invalid MR Student ID" | If **ALL** of the following are true:<br>The MRR Code 2 = 'S'<br>Positions 1 – 9 of the Student ID are nonnumeric<br><br>REJECT RECORD<br>Set edit code 607 | Occurs if an invalid or incomplete Student ID is entered on a Data request for a specific student. | Resubmit data request with corrected Student ID. | 607 |
| 608<br>E | "Invalid MR Institution ID" | If **ALL** of the following are true:<br>The MRR Code 2 = 'I'<br>The MR Pell ID is nonnumeric<br><br>REJECT RECORD<br>Set edit code 608 | Occurs if an invalid Institution Pell ID is entered on a Data Request for MRR records. | Resubmit data request with the corrected institution Pell ID. | 608 |
| 609<br>E | "Requested/ Matching Data Not Found" | The following scenarios will trigger edit 609:<br>• Edit 609 is triggered for student level YTD request and Reconciliation request on a valid origination ID but the student requested does not belong to the attending school.<br>• Edit 609 is triggered for student level YTD request and Reconcilation request for a valid SSN but student requested does not belong to the attending school. | Occurs if no data is found for request. | Create a different request. | 609 |
| 610<br>E | "Number of awards is less than 2 or number of schools disbursed to student is less than 2" | This edit only applies to MRR student request only. If all of the following are true, it will trigger edit 610:<br>• Request type is MRR and<br>• Request is student specific (S) and<br>• SSN is a valid SSN and<br>• If the request is for Origination (O), number of awards is less than 2 or<br>• If the request is for Disbursement (D), number of schools disbursed to student is less than 2.<br><br>REJECT RECORD<br>Set edit code 610 | Occurs if number of awards is less than 2 or number of schools disbursed to student is less than 2 for student level MRR request. | Verify the correct Student ID was entered. If correct, school must submit an additional origination for student prior to requesting student MRR with origination information. | 610 |

| Grant Data Request Edit Codes | | | | | |
|---|---|---|---|---|---|
| Edit Code and Type | Message | COD Condition and Action | What It Means | How to Fix It | COD Web site Edit Codes |
| 611<br>E | "Invalid Reconciliation Origination ID" | If ALL the following are true:<br>Request type = 'R' and<br>Award ID is populated with legacy Pell ID<br>Format = 999999999XX200599999900<br>Where:<br>SSN = 001010001 to 999999999<br>Name Code = XX<br>Year Indicator = 2017<br>Valid Attended PELL ID = 999999<br>Orig Sequence Number = 00<br><br>REJECT RECORD<br>Set edit code 611 | Occurs if the Origination ID is a legacy Pell Award ID | Resubmit the Data Request with blank for Pell Reconciliation request. | 611 |
| 612<br>E | Invalid reported Current SSN | If ANY of the following are true:<br>The Current SSN does not match the Current SSN on the applicant table for the same transaction number.<br><br>If the Current SSN does not match the value on the applicant table, then set the incorrect fields to the value currently stored on the applicant table.<br><br>REJECT RECORD<br>Set edit code 612. | The student specific data request was received with incorrect Current SSN | Verify on the ISIR the correct Current SSN and resubmit the corrected record. If the ISIR is incorrect, a correction to the ISIR should be done. | 612 |

# Pell Grant Reports

## *Grant Reports Options*

Grant Reports include information for Pell, and TEACH Grants. Grant Reports are available to schools via the school's SAIG mailbox, via the school's Newsbox on the COD Reporting Web site, or via data requests. Some Pell Grant reports may include a minimal number of Iraq and Afghanistan Service Grant students, even though they are not specifically identified as such.

### Business Rules

1. Grant Reports for 2016-2017 are generated as fixed-length or pre-formatted flat files and not as XML documents.
2. Grant Reports for 2016-2017 are viewable on the COD Reporting Web site in the following format:
    a. Comma-Delimited (CSV)
3. Grant Reports are sent to schools SAIG mailbox in the following format options:
    a. Preformatted Text file
        i. Portrait
        ii. Courier 10
        iii. 78 characters per line
        iv. 59 lines per page
    b. Fixed-length file
4. The Grant Reports delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

**Format Options**
Format options vary by report. Not all reports are offered in all formats.

Below is a summary of all Pell Grant reports and available formats generated by the COD System.

| *Format and Delivery Methods* | | | Data Request | | SAIG Mailbox | | | | COD Reporting Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| Report Name | Sort | Frequency | Batch | Web | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | PDF | Comma-Delimited |
| Electronic Statement of Account (ESOA) | | System Generated[1] or By Request | ✓ | ✓ | | | | ✓ | | |
| Multiple Reporting Record (MRR) | SSN | Daily | ✓ | ✓ | | | | ✓ | | |
| Reconciliation Report | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| Year-to-Date (YTD) file | SSN | By Request | ✓ | ✓ | | | | ✓ | | |
| SSN/Name/Date of Birth Change Report – Pell | Last Name | Weekly [1] | | | ✓ | | | | | ✓ |
| Pending Disbursement List | Last Name | Weekly | | | ✓ | | | | | ✓ |
| Verification Status Report | Name | Monthly | ✓ | ✓ | ✓ | | | | | ✓ |
| Pell POP Report | Last Name | Weekly | ✓ | ✓ | ✓ | | | | | ✓ |
| Pell Lifetime Eligibility Used Report | SSN | Weekly | | | | ✓ | | | | |

[1.] If triggered by change

## *Pell Grant Electronic Statement of Account (ESOA)*

The Electronic Statement of Account (ESOA) summarizes the status of a school's CFL versus the net drawdown for that award year. In addition, the ESOA provides the YTD Unduplicated Recipient Count, YTD Total Accepted and Posted Disbursements, YTD Total ACA paid to schools and net drawdown payments in G5 for the current processing day only, i.e. the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

**ESOA Printing Specifications**
For more information about printing the ESOA, please refer to *Volume VI, Section 7* of this technical reference.

### Business Rules

1. An ESOA can be COD system generated or may be requested by the school via batch data request, or COD Web site
   a. The ESOA sent via data request is a retransmission of the most recent ESOA generated by COD.
2. The COD system generates an ESOA each time a school's CFL changes, regardless of funding method.
3. The ESOA is provided in the fixed-length, flat file format.
4. The ESOA is sent from the COD System with message class `PGAS17OP`.

### Summary Record Layout

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "S"- Summary level account status | |
| 2 | 7 | 6 | N | Reporting Campus PELL-ID | PELL-ID of reporting campus | Valid PELL-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB<br>Where 999999999 is a unique number and BB are Blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System.<br>Comprised of the following fields =<br>Program Office Indicator<br>Catalog of Federal Domestic Assistance (CFDA) Number<br>CFDA Subprogram Id<br>G5 Award year<br>Sequence Number | Valid G5 Award number.<br>Format = P063P CCYYXXXX<br>Where<br>"P" = constant for PO Indicator<br>"063" = constant for Federal Pell Grants<br>"P" = constant<br>" " 3 spaces<br>CCYY = Beginning year of school year pair; '2016' 2016-2017.<br>XXXX = unique value for each funded institution | |
| 46 | 50 | 5 | A | Unused | Reserved for FSA use. | Constant zeroes | |
| 51 | 58 | 8 | D | Effective Date | Effective date for the CFL change | Valid Date in CCYYMMDD format. | |
| 59 | 69 | 11 | A/N | Previous Obligation | Amount of school's obligation prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 70 | 80 | 11 | N | Obligation Adjustment | Change in the obligation amount for this Accounting cycle. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 81 | 91 | 11 | N | Current Obligation Amount | Amount of school's current obligation balance. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | Applies to schools with obligate/pay accounts as well as schools with obligate only accounts. |
| 92 | 102 | 11 | A/N | Previous Pell Grant Payments | Amount of direct payments to school prior to this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 103 | 113 | 11 | A/N | Payment Adjustment | Change in the direct payments to the schools as a result of this adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 114 | 124 | 11 | A/N | Current Pell Grant Payments | Amount of direct payments pushed to school's bank account by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank (only valid for obligate only accounts) | Applies only to schools where COD initiates a transaction that results in a cash payment directly to their bank account. Always blank for schools with obligate only accounts for the entire school year. |
| 125 | 131 | 7 | N | YTD Total Unduplicated Recipients | Year-to-Date number of unduplicated recipients for institution. | Range = 000000000 to 999999999 or Blank | |
| 132 | 142 | 11 | N | YTD Accepted & Posted Disbursement Amount | YTD Total of disbursements accepted and posted by COD processing. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 or Blank | |
| 143 | 153 | 11 | A | Unused | Reserved for FSA use. | Constant spaces | |
| 154 | 164 | 11 | N | YTD Administrative Cost Allowance (ACA) | YTD amount of ACA paid to the institution. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | |
| 165 | 177 | 13 | N | G5 Draw-down/Payment | Net drawdown/payments as posted in G5, i.e., the sum of school-initiated drawdowns, direct payments for Obligate/Pay accounts, adjustments (+/-) less refunds and returns. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. 0000000000000 to 99999999999999 or Blank | |
| 178 | 185 | 8 | D | Date of Last Activity in G5 | The date G5 last posted a transaction for the G5 Award number. | Valid date in CCYYMMDD format or Blank. | |
| 186 | 200 | 15 | A | Unused | Reserved for future expansion | Constant spaces | |

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Summary |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| | | **200** | | **Total Record Length** | | | |

## Detail Record Layout

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Detail |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | Record Indicator | Indicates the record is summary or detail. | Constant "D" = Detailed institution activity | |
| 2 | 7 | 6 | N | Reporting Campus Pell-ID | Pell-ID of reporting campus | Valid Pell-ID | |
| 8 | 18 | 11 | A/N | Grantee DUNS Number | Data Universal Numbering Scheme (DUNS) number assigned to the reporting institution. | Valid DUNS number.<br>Format = 999999999BB<br>Where 999999999 is a unique number and BB are blanks. | |
| 19 | 26 | 8 | N | Entity ID | Routing ID randomly assigned to the school by COD. | 99999999 | |
| 27 | 29 | 3 | A | Unused | Reserved for FSA use. | Constant Spaces | |
| 30 | 45 | 16 | A/N | G5 Award Number | Used to uniquely identify school accounts in the ED Office of Chief Financial Officer's G5 System.<br>Comprised of the following fields =<br>Program Office Indicator<br>Catalog of Federal Domestic Assistance (CFDA) Number<br>CFDA Subprogram Id<br>G5 Award year<br>Sequence Number | Valid G5 Award number.<br>Format = P063S CCYYXXXX<br>Where<br>"P" = constant for PO indicator<br>"063" = constant for Federal Pell Grants "S" CFDA subprogram constant followed by 3 spaces:<br>"P" constant for CFDA Subprogram ID<br>P = Advance funded (Obligate only accounts)<br>"  " = 3 spaces<br>CCYY = Beginning year of school year pair '2016' for 2016-2017.<br>XXXX = unique value for each funded institution | |
| 46 | 53 | 8 | D | Transaction Date | Effective date of financial transaction created by COD for submission to G5. | Valid Date in CCYYMMDD format. | |
| 54 | 54 | 1 | A | Sign Indicator | Indicates whether the Adjustment Amount is an increase or a decrease | P = positive (Increase)<br>N = negative (Decrease) | |
| 55 | 65 | 11 | N | Adjustment Amount | Amount of individual adjustment. | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999 | |
| 66 | 73 | 8 | D | Process Date | The date COD processed the adjustment. | Valid date in CCYYMMDD format. | |

| Pell Grant Electronic Statement of Account (ESOA) Record | | | | | | | Detail |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 74 | 103 | 30 | A/N | Adjustment Document/Batch ID | Document/Batch ID generated by COD. | Format of Document ID CCYY-MM-DDTHH:mm:ss.ff99999999 where:<br>CCYY-MM-DD-date document created<br>T=constant<br>HH:mm:ss.ff=time document created<br>99999999=Entity ID of reporting campus. | |
| 104 | 200 | 97 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **200** | | **Total Record Length** | | | |

## *Pell Grant Multiple Reporting Record (MRR)*

The Pell Grant Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of the scheduled Pell Grant award disbursed. The MRR identifies two primary types of multiple reporting conditions: concurrent enrollment and potential overaward situations. This report may include any data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. An MRR can be COD system generated or may be requested by the school via batch data request, or COD Web site.
2. The MRR is provided in fixed-length, flat file format.
3. The MRR is sent from the COD System using message class `PGMR17OP`.

### Record Layout

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information.<br>RD = Data request for Disbursement information.<br>RN = No MRR information found<br>CE = The student is concurrently enrolled<br>PB = The student is in a POP situation. The school listed on the MRR was not the first that disbursed funds to the student.<br>PR = The student is in a POP situation. The school listed on the MRR was the first school to disburse funds to the student.<br>PU = The student is no longer in a POP situation.<br>BC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was not the first that disbursed funds to the student<br>RC = The student is in a POP condition and is concurrently enrolled. The school listed on the MRR was the first school to disburse funds to the student. | |
| 3 | 8 | 6 | N | Requesting Institution Pell-ID | Pell-ID of the requesting attended campus of the student. Will be blank for concurrent enrollment and potential over award records. | Must be a valid Pell-ID assigned by the Department of Education.<br>May be BLANK. | |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment and potential over award records. | O = Send origination information<br>D = Send disbursement information<br>May be BLANK. | |

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment and potential over award records. | A = Send list of other institutions for all students<br>S = Send list of other institutions for students listed in record.<br>I = Send student for institution listed in record<br>May be blank. | |
| 11 | 21 | 11 | A | MR Student ID | The Student SSN and Name code for which a MR is requested. Will be blank for concurrent enrollment and potential over award records. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z;<br>. (period);<br>' (apostrophe);<br>- (dash);<br>Blank = no last name | |
| 22 | 27 | 6 | N | MR Institution Pell-ID | The institution code for which MR are requested. Will be blank for concurrent enrollment and potential over award records. | Valid Pell-ID. May be blank. | |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z;<br>. (period);<br>' (apostrophe);<br>- (dash)<br>Blank (no last name). | |
| 39 | 44 | 6 | N | Institution Pell-ID | Pell-ID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid Pell-ID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address - Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address - Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Includes area code, but no parenthesis or dashes. | |

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK. Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | N | Scheduled Federal Pell Grant | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range =<br>0000000 to AWARD AMOUNT MAX | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range =<br>0000000 to AWARD AMOUNT MAX<br>The first five positions are the whole dollars and the last two positions are the cents. | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range =<br>01 to 99 | |
| 337 | 342 | 6 | N | Expected Family Contribution | Amount of the student's Expected Family Contribution (EFC) from the SAR used to calculate the award. | Range =<br>000000 to EFC MAXIMUM | |
| 343 | 350 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD<br>Range = 20151001 to 20170630 | |
| 351 | 358 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD<br>Range = 20150309 to 20210930 | |
| 359 | 365 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements accepted by the Federal Pell Grant Program for the POP student. | Range =<br>0000000 | |
| 366 | 373 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 374 | 381 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD<br>Range = 20150112 to 20210930 | |
| 382 | 385 | 4 | A | Unused | Reserved for future expansion | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format =<br>0000000000 – 1111111111<br><br>Values:<br>0 – indicates not set<br>1 – indicates flag is set<br><br>Where:<br>Each digit signifies a different situation<br>1st = Shared SAR ID<br>2nd = Reserved for future use.<br>3rd = Concurrent Enrollment<br>4th = POP<br>5th through 10th = Reserved for future use. | |

| Pell Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing. | Valid Social Security Number or BLANK if not matched | |
| 442 | 448 | 7 | N | Percent Eligibility Used by Scheduled Award | The percentage of the student's eligibility used | Format = 0000000<br>The last 4 digits represent less than 1 percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 449 | 449 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = Student is eligible<br>N/BLANK = Student is not eligible<br>BLANK for 2008-2009 Award Year and prior<br>**Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year. | |
| 450 | 450 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG.<br>N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG.<br>BLANK for 2008-2009 Award Year and prior. | |
| 451 | 457 | 7 | N | Lifetime Eligibility Used | Indicates the sum of all EU for a student identified as a Pell Recipient. | Format = 0000000<br>The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 458 | 458 | 1 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **458** | | **Total Record Length** | | | |

## *Pell Grant Reconciliation Report*

The Reconciliation Report is a one-record student summary of processed records and can be helpful to a school as it completes both the year-end and ongoing reconciliation processes. This report can be downloaded, printed, or imported into a spreadsheet for comparison with the school's data. This report provides the total YTD disbursement amount per student with COD. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The Reconciliation Report may be requested by the school via batch data request or COD Web site.
2. The Reconciliation Report is provided in fixed-length, flat file format.
3. The Reconciliation report is sent from the COD System with message class `PGRC17OP`.

### Record Layout

**Pell Grant Reconciliation Report Record**

| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
|---|---|---|---|---|---|---|---|
| 1 | 16 | 16 | A/N | Student's Last Name | The last name of the student. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 17 | 28 | 12 | A/N | Student's First Name | The first name of the student. | A to Z, 0 to 9 or blank | |
| 29 | 29 | 1 | A | Student's Middle Initial | The middle initial of the student. | A to Z or blank | |
| 30 | 52 | 23 | A | Unused | Reserved for future expansion | Constant spaces | |
| 53 | 61 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS | Valid Social Security Number or BLANK if not matched | |
| 62 | 67 | 6 | N | Reported Campus Pell-ID | Pell-ID of the reporting campus | Valid Pell-ID | |
| 68 | 69 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range = 01 to 99 | |
| 70 | 75 | 6 | N | Expected Family Contribution (EFC) | The EFC supplied on the origination record. | Range 000000 to EFC MAX | |
| 76 | 82 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range = 0000000 to AWARD AMOUNT MAX<br>The first five positions are the whole dollars and the last two positions are the cents. | |
| 83 | 87 | 5 | N | Scheduled Award Amount | Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year | Range = 00000 to AWARD AMOUNT MAX | |
| 88 | 94 | 7 | N | YTD Disbursement Amount | Total of all the accepted Disbursement amounts for the student. | 0000000 to 9999999. The first five positions are the whole dollars and the last two positions are the cents. | If there are no disbursements at the Pell Processor or they have all been rejected then this amount will be 0. |

| Pell Grant Reconciliation Report Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 95 | 95 | 1 | A | Verification Status | The verification status supplied on the origination record. | V: Verified<br>W: Without Documentation<br>S: Selected, Not Verified<br>Or Blank | Accept 'W' and 'V', and 'S' or else set to blank for 2003 – 2004 and after. |
| 96 | 96 | 1 | A | POP Flag | Flag set in origination record when a student is in a POP situation. | Y: student currently in POP<br>N: student previously in POP during the award year<br>Blank: student has not been in POP during the award year | |
| 97 | 97 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = Student is eligible<br>N/BLANK = Student is not eligible<br>BLANK for 2008-2009 Award Year and prior<br>**Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year. | |
| 98 | 98 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student was the dependent of a soldier who was either killed in Iraq or Afghanistan after 9/11/01, or who died due to injuries sustained in Iraq or Afghanistan after 9/11/01. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG.<br>N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG.<br>BLANK for 2008-2009 Award Year and prior | |
| 99 | 105 | 7 | N | Lifetime Eligibility Used | Indicates the sum of all EU for a student identified as a Pell Recipient. | Format = 0000000<br>The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 106 | 120 | 15 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **120** | | **Total Record Length** | | | |

## *Pell Grant Year-to-Date Record (YTD)*

A Year-to-Date (YTD) Record can be requested for one given student or for all Pell Grant recipients at the school and contains detailed award and disbursement data at a transaction level. The YTD Record shows the number of recipients at the school; the number of award and disbursement records that were accepted, corrected, and rejected; and, for certain edit codes, the number of times a school received that specific edit code on a response document. The YTD Record can be used to replace a corrupt database or to reconcile records with accepted data on COD. This report may include data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The Year-To-Date Record may be requested by the school via batch data request, or the COD Web site.
2. The Year-To-Date Record is provided in fixed-length, flat file format.
3. The Year-To-Date Record is sent from the COD System with message class `PGYR17OP`.

### Origination Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement or Summary data. | Constant: "O" | |
| 2 | 24 | 23 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 33 | 9 | N | Original SSN | Student's SSN from original FAFSA® for this school year | 001010001 to 999999999 | Identifier |
| 34 | 35 | 2 | A | Original Name Code | Student's name code from original FAFSA® for this school year. | Uppercase A to Z;<br>. (period);<br>' (apostrophe);<br>- (dash);<br>BLANK: no last name | Identifier |
| 36 | 41 | 6 | N | Attended Campus Pell-ID | Pell-ID of campus attended. | Valid Pell-ID | Identifier<br>Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary. |
| 42 | 46 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 47 | 59 | 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 | This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school. |
| 60 | 60 | 1 | A | Action Code | Code to indicate action taken | Valid Codes:<br>A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected | Rejected YTD records shall contain Requested Original SSN, Original Name Code, Attended Campus, and "Action Code". All other fields shall be blank and no other records for the student will be enclosed in batch. |
| 61 | 61 | 1 | A | Unused | Reserved for future expansion. | Constant spaces | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 62 | 68 | 7 | N | Accepted 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 Pell Grant award year. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range: 0000000-MAX AWARD AMOUNT | Cannot exceed Total Payment Ceiling for student – award validation performed. |
| 69 | 76 | 8 | N | Accepted Estimated Disbursement Date #1 | Date 1st disbursement to student is estimated to be made. | Format: CCYYMMDD<br>Range: TBA (Date Pell Payment Schedule published on IFAP) to 20210930 | |
| 77 | 84 | 8 | N | Accepted Estimated Disbursement Date #2 | Date 2nd disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 85 | 92 | 8 | N | Accepted Estimated Disbursement Date #3 | Date 3rd disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 93 | 100 | 8 | N | Accepted Estimated Disbursement Date #4 | Date 4th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 101 | 108 | 8 | N | Accepted Estimated Disbursement Date #5 | Date 5th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 109 | 116 | 8 | N | Accepted Estimated Disbursement Date #6 | Date 6th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 117 | 124 | 8 | N | Accepted Estimated Disbursement Date #7 | Date 7th disbursement to student is estimated to be made | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 125 | 132 | 8 | N | Accepted Estimated Disbursement Date #8 | Date 8th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 133 | 140 | 8 | N | Accepted Estimated Disbursement Date #9 | Date 9th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 141 | 148 | 8 | N | Accepted Estimated Disbursement Date #10 | Date 10th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 149 | 156 | 8 | N | Accepted Estimated Disbursement Date #11 | Date 11th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 157 | 164 | 8 | N | Accepted Estimated Disbursement Date #12 | Date 12th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 165 | 172 | 8 | N | Accepted Estimated Disbursement Date #13 | Date 13th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 173 | 180 | 8 | N | Accepted Estimated Disbursement Date #14 | Date 14th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 181 | 188 | 8 | N | Accepted Estimated Disbursement Date #15 | Date 15th disbursement to student is estimated to be made. | Format = CCYYMMDD<br>Range = [see field position 69 in this record] or BLANK | |
| 189 | 196 | 8 | D | Accepted 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 2012-2013 funds, report the actual start date of the student's classes for that payment period. | CCYYMMDD =<br>Range = 20151001 to 20170630 | |
| 197 | 197 | 1 | A/N | Accepted Low Tuition and Fees Flag | Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table. | BLANK<br><br>Low Tuition does not apply | This field will be blank for the 2008-2009 Award Year and forward. |
| 198 | 198 | 1 | A | Accepted Verification Status Flag | Status of verification of applicant data by the school. | V: Verified<br>W: Without Documentation<br>S: Selected, Not Verified<br>or BLANK | Accept 'W' and 'V' and 'S' or else set to blank for 2003 – 2004 and after. |
| 199 | 199 | 1 | A | Accepted Incarcerated Federal Pell Recipient Code | Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants. | BLANK = Not incarcerated<br>Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible.<br>N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated | |
| 200 | 201 | 2 | N | Accepted Transaction Number | CPS-assigned Transaction number from eligible SAR used to calculate the student's award | Must be numeric: 01 to 99 | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |
| 202 | 207 | 6 | N | Accepted Expected Family Contribution (EFC) | Must equal the student's Expected Family Contribution from the ISIR or SAR | Range = 000000 to EFC MAXIMUM | Changes to this field, after associated disbursements are made, create a new active origination record. Disbursements for the previous origination will be set to zero. |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 208 | 208 | 1 | N | Accepted Secondary Expected Family Contribution Code | Code indicating which EFC value is used to determine award amount | O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC.<br>S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS.<br>OR BLANK if Secondary EFC not used.<br><br>**For award year 05-06 and forward**:<br>BLANK | |
| 209 | 209 | 1 | N | Unused | Reserved for future expansion | Constant spaces | |
| 210 | 216 | 7 | N | Accepted Cost of Attendance | Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 0000000 to 9999999. | |
| 217 | 217 | 1 | A | Post 9-11 Deceased Veteran Dependent Indicator | Indicates whether or not a student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/2001. | Y= Student is the dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. An EFC of zero will be used to calculate the student's SFPG.<br>N/BLANK= Student is not a dependent of an armed forces member who died as a result of service in Iraq or Afghanistan after 9/11/01. The EFC sent to COD on the CPS data will be used to calculate the student's SFPG.<br>BLANK for 2008-2009 Award Year and prior | |
| 218 | 229 | 12 | A | Unused | Reserved for future expansion | Constant spaces | |
| 230 | 232 | 3 | A/N | Institution Internal Sequence Number | This is an internal sequence number the institution can define. | Institutional defined | No editing |
| 233 | 250 | 18 | A | Unused | Reserved for expansion | Constant spaces | |
| 251 | 251 | 1 | A | Additional Eligibility Indicator | Indicates whether or not a student is eligible to receive multiple Pell grants in an Award Year. | Y = student is eligible<br>N/BLANK = student is not eligible<br>BLANK for 2008-2009 Award Year and prior.<br>**Note:** Referece the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year. | |
| 252 | 256 | 5 | N | Scheduled Federal Pell Grant | Scheduled amount for a full-time student. | Range =<br>00000 to Maximum Award Amount | Refer to the Pell Payment Schedule for the maximum Award Amount for the award year. |
| 257 | 272 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 273 | 284 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | A – Z, 0 – 9 or blank | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 285 | 285 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | A – Z or blank | |
| 286 | 294 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid Social Security Number | |
| 295 | 302 | 8 | D | Student's Date of Birth | Date of birth of the student. | Valid date of birth = CCYYMMDD | |
| 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<br>* or Y = Selected by CPS for Institution verification of applicant data | |
| 304 | 310 | 7 | N | YTD Disbursement Amount | The total of disbursements processed by the Pell Processor | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 0000000 to AWARD AMOUNT MAX | |
| 311 | 312 | 2 | N | Student Eligibility Code | A two-digit numeric code indicating how the student has achieved the Ability to Benefit from Federal Student Aid. | Valid values may include, but are not limited to:<br>01= ATB-Test Completed-1st Enrolled Before 7/1/12<br>02=ATB-College Credits-1st Enrolled Before 7/1/12<br>04=Home Schooled<br>06 = High School Diploma<br>07 = GED or State Auth. H.S. Equivalent Certificate<br>09 = Academic Transcript of 2-yr Program Acceptable for Full Credit Transfer to a BA Program<br>10 = Program Leads to at least an Assoc. Degree, Excelled in H.S. and met the Admissions Requirements<br>11 = ATB-Test Completed- 1st Enrolled 7/1/12 to 6/30/15<br>12 = ATB-Test Completed- 1st Enrolled 7/1/15 or After<br>13 = ATB-College Credits-1st Enrolled 7/1/12 to 6/30/15<br>14 = ATB-College Credits-1st Enrolled 7/1/15 or After | |
| 313 | 314 | 2 | N | Ability to Benefit Test Administrator Code | A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01, 11, or 12. | Valid values may include, but are not limited to:<br>01=Testing Center<br>02=Test Administrator<br>Nil=true<br><br>Can be BLANK. | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Origination |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 315 | 316 | 2 | N | Ability to Benefit Test Code | A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01, 11 or 12. | Valid values may include, but are not limited to:<br>01 – ASSET Program: Basic Skills Tests02 – Career Programs Assessment (CPAt) Basic Skills Subtests<br>03 – Combined English Language Skills Assessment (CELSA)<br>04 – Compass Subtests (COMPASS)<br>05 – Computerized Placement Tests (CPTs)/ACCUPLACER<br>06 – Descriptive Tests: Language Skills and Mathematical Skills (DTLS/DTMS)<br>07 – ESL Placement Test (COMPASS/ESL)<br>08 – Wonderlic Basic Skills Test (WBST)<br>09 – WorkKeys Program<br>10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3)<br>11 – Spanish Assessment of Basic Education (SABE)<br>12 - Wonderlic Basic Skills Test – Spanish (WBST-Spanish)<br><br>Can be BLANK. | |
| 317 | 324 | 8 | D | Ability to Benefit Completion Date | The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01, 11, or 12. | Format = CCYYMMDD<br><br>Can be BLANK.<br><br>Note: Ability to Benefit code of 03 is no longer accepted by the COD System | |
| 325 | 326 | 2 | A | Ability to Benefit State Code | The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process. | Valid values will include all state codes as defined by FSA.<br><br>Can be BLANK.<br><br>Note: Ability to Benefit code of 03 is no longer accepted by the COD System | |
| 327 | 336 | 10 | A | Unused | Reserved for future expansion | Constant spaces | |
| 337 | 344 | 8 | D | Process Date | Date this record (segment) was processed by the Federal Pell Grant program | Format = CCYYMMDD | |
| 345 | 350 | 6 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | | | | | | |

## Disbursement Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "D" | |
| 2 | 24 | 23 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 25 | 37 | 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 | No editing |
| 38 | 38 | 1 | A | Action Code | Code to indicate action taken | A = Accepted - all fields accepted<br>C = Corrected - one or more fields corrected | |
| 39 | 40 | 2 | N | Disbursement Number | Number of the disbursement per student for the Award Year | Must be numeric: 1 to 20 | |
| 41 | 47 | 7 | N | Accepted Disbursement Amount | Amount of disbursement for student's payment period. If an adjustment, this value is a replacement amount. | Dollars and cents. Use leading zeros; do not include the $ sign or decimal point.<br>Range = 00000 to Maximum for Award Year | |
| 48 | 48 | 1 | A | Accepted Sign Indicator | Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year. | P = positive<br>N = negative | |
| 49 | 56 | 8 | D | Disbursement Date | Date this disbursement was or will be made to the student. | CCYYMMDD =<br>Range = TBD (Date Pell Payment Schedule published on IFAP) to 20210930 | Processing Date must be within N days of disbursement date. |
| 57 | 57 | 1 | A | Unused | Reserved for future expansion | Constant spaces | |
| 58 | 65 | 8 | N | Payment Period Start Date | Beginning date of Payment Period | CCYYMMDD =<br>Range = 20151001 to 20170630 or BLANK | Field is required when an institution is ineligible. |
| 66 | 72 | 7 | N | Percent Eligibility Used by Scheduled Award | The percentage of the student's eligibility used by the scheduled award at an institution. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | If there is no data for the fields, they will appear as blank. |
| 73 | 79 | 7 | N | Total Percent Eligibility Used | Total Eligibility Used across ALL Schools. | Format = 0000000 The last 4 digits represent less than 1 percent. Field does not include decimal point or %. | |
| 80 | 129 | 50 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 130 | 137 | 8 | D | Disbursement Process Date | Date disbursement information was processed by the COD System. | CCYYMMDD =<br>Range = TBA (Date Pell Payment Schedule published on IFAP) to 20150131 to 20210930 | |
| 138 | 145 | 8 | N | Routing ID | Unique entity identifier assigned to each record | 00000002 – 99999999 | The Routing ID (RID) must be for the Attended School. |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 146 | 149 | 4 | N | Financial Award Year | The last year in the two-year cycle of the Program's Award Year. | Format:<br>CCYY = last year in cycle = '2017' | |
| 150 | 155 | 6 | N | Attended Campus Pell-ID | Pell-ID of attended campus. Change creates new Origination/Award record. Institution must change award amounts for student at original attended campus as necessary. | Valid Pell-ID | Identifier<br>Change creates new origination /award record. Institution must change award amounts for student at original attended campus as necessary. |
| 156 | 171 | 16 | A | Student's Last Name | The last name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9, period, apostrophe, hyphen or blank | |
| 172 | 183 | 12 | A | Student's First Name | The first name of the student for this CPS transaction. | Valid values: A – Z, 0 – 9 or blank | |
| 184 | 184 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction. | Valid Values: A – Z or blank | |
| 185 | 193 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid social security number | |
| 194 | 201 | 8 | D | Student's Date of Birth | Student's Date of birth for this CPS transaction. | Valid date of birth:<br>CCYYMMDD | |
| 202 | 203 | 2 | N | Disbursement Sequence Number | The one or two-digit integer assigned to count the progression of disbursement adjustments for a given Disbursement Number. This numerical string tracks the number of transactions that have been processed for a previously accepted or corrected Disbursement Number. | Valid Values: Must be incrementally sequential within the following group assignment:<br>1 - 65 School-Assigned<br>66 - 90 COD-Assigned<br>Or Web-based transactions | If the Disbursement Release Indicator is False, the Disbursement Sequence must be 1.<br>The Sequence Number of any disbursement submitted by a Phase-In School must be 1.<br>All disbursements either submitted by a school or generated by the COD System, must be included in the file. Each Disbursement transaction must be written to the file in the order that it appears in the database.<br>For example: School submits Disb Sequence Numbers 1 and 2 for Disbursement Num 1. COD creates a system-generated Disb Sequence Number 66 and then school submits Disb Sequence Number 3. The transactions should appear in the record in the order: 1, 2, 66, and 3. |
| 204 | 204 | 1 | A/N | Disbursement Release Indicator | Value that is reported by the Full Participant school to indicate whether the disbursement is anticipated or actual.<br><br>COD sets the value to true for Disbursements accepted from Phase-In Schools. | T- True (record for payment)<br>F – False (edit only, disbursement is anticipated) | If the Disbursement Sequence Number is equal to or greater than 02, then the Disbursement Release Indicator must always be True. |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 205 | 206 | 2 | N | Previous Disbursement Sequence Number | The prior sequence number is given to substantiate the order in which Disbursement records were processed. | Valid Values: Must be incrementally sequential within the following group assignment:<br>1 - 65 School-Assigned<br>66 - 90 COD-Assigned<br>Or Web-based transactions<br>BLANK (when disbursement sequence number =1 and no previous disbursement sequence number exists) | Identify the last sequence number that was processed immediately before this disbursement was accepted. |
| 207 | 213 | 7 | N | Lifetime Eligibility Used | Indicates the sum of all EU for a student identified as a Pell Recipient. | Format = 0000000<br>The last three digits indicate less than one percent. Field does not include decimal point or %. Field can be populated with zeros. | |
| 214 | 350 | 137 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## Summary Record Layout

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 1 | 1 | A | YTD Record Indicator | Indicates if record is the YTD Origination, YTD Disbursement, or Summary data. | Constant: "S" | |
| 2 | 8 | 7 | N | Number of Recipients | The number of students with at least one accepted actual disbursement at this attended campus. | Range = 0000000 to 9999999 | |
| 9 | 15 | 7 | N | Total Originations | Provided by the Pell Processor. Year -to-Date number of originations received for the institution. | Range = 0000000 to 9999999 | |
| 16 | 22 | 7 | N | Originations Accepted | Provided by the Pell Processor. Year-to-Date number of originations received and accepted for the institution. | Range = 0000000 to 9999999 | |
| 23 | 29 | 7 | N | Unused | Reserved for future expansion | Constant: "0000000" | |
| 30 | 36 | 7 | N | Unused | Reserved for future expansion | Constant: "0000000" | |
| 37 | 43 | 7 | N | Total Disbursements | Provided by the Pell Processor. Year-to-Date number of Disbursements received for the institution. | Range = 0000000 to 9999999 | |
| 44 | 50 | 7 | N | Disbursements Accepted | Provided by the Pell Processor. Year-to-Date number of Disbursements received and accepted for the institution. | Range = 0000000 to 9999999 | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 51 | 57 | 7 | N | Disbursements Corrected | Provided by the Pell Processor. Year-to-Date number of Disbursements received and corrected for the institution. | Range = 0000000 to 9999999 | |
| 58 | 64 | 7 | N | Disbursements Rejected | Provided by the Pell Processor. Year-to-Date number of Disbursements received and rejected for the institution. | Range = 0000000 to 9999999 | |
| 65 | 67 | 3 | N | Comment Code XXX | Comment code number. | Range = XXX to 999 or Blank | |
| 68 | 74 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 75 | 77 | 3 | N | Comment Code XXX | Comment code number. | Range = 000 to 999 or Blank | |
| 78 | 84 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 85 | 87 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 88 | 94 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 95 | 97 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 98 | 104 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 105 | 107 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 108 | 114 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 115 | 117 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 118 | 124 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 125 | 127 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |

| Pell Grant Year-To-Date (YTD) Record | | | | | | | Disbursement |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 128 | 134 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 135 | 137 | 3 | N | Comment Code XXX Count | Comment code number | Range = 000 to 999 or Blank | |
| 138 | 144 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 145 | 147 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 148 | 154 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 155 | 157 | 3 | N | Comment Code XXX | Comment code number | Range = 000 to 999 or Blank | |
| 158 | 164 | 7 | N | Comment Code XXX Count | Provided by the Pell Processor. Year-to-Date number of times the comment code was returned to the institution on an acknowledgement. | Range = 0000000 to 9999999 or Blank | |
| 165 | 350 | 186 | A | Unused | Reserved for future expansion | Constant spaces | |
| | | **350** | | **Total Record Length** | | | |

## *SSN/Name/Date of Birth Change Report*

The Pell SSN/Name/Date of Birth Change Report lists students who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that student. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues. This report may include data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.

2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:

    i. Preformatted Text file (message class PGSNPFOP)

3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following format:

    a. Comma-Delimited (CSV)

    b. The SSN/Name/Date of Birth Change Report available on the COD Reporting Web site is the report most recently generated by COD.

**Format Options**

Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## Comma-Delimited (CSV) Detail Record Layout

| Pell SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| B | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| C | OPE ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Address | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| H | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| I | Person Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | Person First Name | Character field:<br>0-9 |

| Pell SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | MI | Character field:<br>1 character<br>Uppercase A–Z |
| Comma | Delimiter | , |
| L | Person SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| M | User | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| N | Award ID | Character field:<br>1 character<br>Uppercase A–Z |
| Comma | Delimiter | , |
| O | Field Name | Student/Borrower Identifier Changed: NAME, BIRTH DT or SSN |
| Comma | Delimiter | , |
| P | Old Value | Initial Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT:<br>CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |
| Comma | Delimiter | , |
| Q | New Value | Current Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT: |

| Pell SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | | CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |
| Comma | Delimiter | , |
| R | Date Change Accepted | Date format:<br>CCYY-MM-DD |
| Comma | Delimiter | , |
| S | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| T | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| U | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| V | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| W | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| X | School Telephone | 0000000 –9999999 or blank |

## *Sample SSN/Name/Date of Birth Change Report Mockup for Grants*

```
RUN DATE:10/24/2015    U.S. DEPARTMENT OF EDUCATION           Page 1 of 1
                           FEDERAL GRANT PROGRAM           RUN TIME:09:55AM
                     SSN/NAME/DATE OF BIRTH CHANGE REPORT
                   REPORTING PERIOD: 2016-10-01 - 2017-12-31

*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10003456                                      OPE ID:  00003456
SCHOOL NAME:MNO
ADDRESS:    MNO
            Arlington, VA  12345-

PERSON LAST NAME, FIRST NAME, MI   PERSON SSN          FIELD NAME

                           USER                OLD VALUE
SCHOOL ID                          SCHOOL PHONE        NEW VALUE
SCHOOL NAME                        SCHOOL CITY, ST     DATE CHANGE ACCEPTED
                                   SCHOOL ZIP CODE

TONCREY, DELPHIA  U                378901238           NAME
                                   BATCH               DELPHA T TONCREY
10003456                                               DELPHIA U TONCREY
MNO                                Arlington, VA       2014-12-25
                                   12345-

TONDREAU, DELORSE  S               367890129           SSN
                                   BATCH               367-89-0126
10003456                                               367-89-0129
MNO                                Arlington, VA       2014-12-25
                                   12345-

VANVOORHEES, SON  G                533333335           SSN
                                   ABCDEF00            533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center      Arlington, VA       2015-01-02
                                   12345-

VANVOORHEES, SON  G                533333335           SSN
533333334A12003456001              ABCDEF00            533-33-3334
10003456                                               533-33-3335
ATI Technical Training Center      Arlington, VA       2015-01-02
                                   12345-

This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

## *Pell Grant Pending Disbursement List*

The Pending Disbursement List report provides a listing of all Pell anticipated disbursements (DRI = false) and actual disbursements (DRI = true) with a disbursement date 8 to 30 days in the future. This report may include data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

   a. Preformatted Text file (message class `PGPD17OP`)

2. The Pending Disbursement List is available via the COD Web site in the following format:

   a. Comma-Delimited (CSV)

   b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD Reporting Web site.

3. The report will be sent to schools weekly until the last day of December for the specific award year. Example: Award year 2016-2017 ends 9/30/2017; the final date that COD would generate the Pending Disbursement List for 2016-2017 would be 12/31/2017.

4. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated Pell disbursements (DRI = false) with a disbursement date up to 6 days before the report generation date, or

5. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all Pell anticipated disbursements (DRI = false) for the reported Award Year.

6. An annual Pending Disbursement List report will be sent to schools between July 26 and August 1of each trailing Award Year (e.g. between July 26 and August 1, 2017 for the 2016-2017 Award Year), regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated Pell disbursements (DRI = false) for that Award Year.

## *Comma-Delimited (CSV) Detail Record Layout*

| Pell Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Award Year | YYYY-YYYY (e.g. 2016-2017 for the 2016-2017 Award Year) |
| Comma | Delimiter | , |
| B | School Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>′ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Routing ID (External School ID.) | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | PELL ID (School Pell ID) | Number field |
| Comma | Delimiter | , |
| E | Address (School Address) | Character field:<br>40 characters per line (up to three address lines):<br>0–9<br>Uppercase A–Z<br>. (Period)<br>′ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | CityStateZip | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>′ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>′ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>′ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | SSN (Student Social Security Number) | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| J | Date of Birth (Student Date of Birth) | Date field: |

| Pell Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| | | Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| K | Batch ID/Document ID | Character field:<br>Example:<br>2017-09-18T20:19:25.4372193049 |
| Comma | Delimiter | , |
| L | Disb. Release Ind. (Disbursement Release Indicator) | Character field:<br>'F' for No |
| Comma | Delimiter | , |
| M | Disb. Date (Disbursement Date) | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| N | Disb. No. (Disbursement Number – sequential number which uniquely identifies a disbursement for an award.) | Number field:<br>1-99 |
| Comma | Delimiter | , |
| O | Disb. Seq No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.) | Number field:<br>1-999 |
| Comma | Delimiter | , |
| P | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| Q | Subtotal Disbursement Amount for Student | Decimal field |
| Comma | Delimiter | , |
| R | Total Number of Disbursements (the count of all disbursements on the report) | Number field |
| Comma | Delimiter | , |
| S | Total Disbursement Amount (the sum of all disbursements on the report) | Decimal field |

## *Sample Pell Grant Pending Disbursement List Mockup*

```
Report ID:                 U.S. Department of Education         Page 1 of 1
Run Date:02/26/2016         Federal Pell Grant Program    Run Time: 03:50PM
                            Pending Disbursement List
                            For Award Year: 2014-2015
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
***************************************************************************

School Name: NATIONAL EDUCATION CENTER - BRYMAN CAMPUS       Pell ID: 041234
Address: 1234 1st Street                                 Routing ID: 68212345
         PUEBLO,  CO  12345-6789

Student First Name    Disb. Release Ind.                 Disb. No        Disb.
Student Last Name     Disb. Date                         Disb.             Amt
SSN                   Batch ID/Document ID               Seq No.
Date of Birth

JOHN                  Y                                  1         $1,000.00
ADAMS                 2015-09-03                         1
999903129             2015-09-03T07:07:07.0768212406
1985-04-15



ZACHERY               Y                                  1           $850.00
TAYLOR                2015-12-19                         1
999903330             2016-02-16T14:09:08.0849296754
1985-04-15
                      Y                                  2           $350.00
                      2015-12-19                         1
                      2016-02-16T14:09:08.0849296754
SUBTOTAL DISBURSEMENT AMOUNT:                                       $1,200.00

TOTAL NUMBER OF DISBURSEMENTS: 3      TOTAL DISBURSEMENT AMOUNT:   $2,200.00
```

## *Pell Grant Verification Status Report*

The Verification Status Report is designed to assist schools with early intervention for complying with verification requirements. It lists all students selected for verification by CPS with a verification status code of "blank" or "W". This report will not include any data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The Verification Status Report is automatically sent to the school's SAIG mailbox on a monthly basis in the following format:

   a. Preformatted Text file (message class `PGVR17OP`)

2. The Verification Status Report is available via the COD Web site in the following format:

   a. Comma-Delimited (CSV)

   b. The Verification Status Report available on the COD Reporting Web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD Reporting Web site.

3. Schools submit a data request for the Verification Status Report either through Batch or the COD Web site.

   a. The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.

      i. If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and **all** the associated Attended School(s) student records.

      ii. If an Attended School Entity ID is submitted, then the report will list the Reporting School and **only** contain that Attended School student records.

4. The report will be sent to schools monthly until the last day of December for that specific award year. Example: Award year 2016-2017 ends 9/30/2017; the final date that COD would generate the Verification Status Report for 2016-2017 would be 12/31/2017.

5. Although the Verification Status Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## *Sample Pell Grant Verification Status Report Mockup, Page 1*

```
==============================================================================
                          U.S. Department of Education            Page 1 of 1
Run Date: 11/10/2016       Federal Pell Grant Program        Run Time: 11:27AM
                           Verification Status Report
                            For Award Year: 2016-2017
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

Reporting School Name: WACO TECHNICAL INSTITUTE
Reporting School ID: 019993

Prev Attend. Student Name                  CPS Process Dt.   COD Create Dt.
Rpt  School  SSN                           CPS Ver. Status   COD Ver. Status
             Date of Birth                 CPS High Tran.#   COD Tran.#


     019992  HOLT,JEFFERSON D              2016-06-10        2016-09-13
             999969824                     Y
             1985-04-10                    01                01

Y    019992  BAKER,WILLIAM L               2016-06-17        2016-09-13
             999963454                     Y
             1985-05-07                    01                01

Y    019992  LONG,BUCKY L                  2016-07-16        2016-08-23
             999969847                     Y                 W
             1985-06-15                    01                01

Total number of awards newly reported with status of Blank:                  1
Total number of awards newly reported with status of W:                      0
Total number of awards previously reported with status of Blank:             1
Total number of awards previously reported with status of W:                 1

     019993  ARTELT,KELLIE J               2016-07-12        2016-09-13
             999924527                     Y                 W
             1985-12-09                    01                01

     019993  WEBB,ARMAND J                 2016-03-02        2016-09-13
             999928256                     Y
             1985-09-18                    01                01

Y    019993  FORKENBROCK,HEATH J           2016-08-02        2016-08-23
             999948489                     Y                 W
             1985-02-13                    02                02

Y    019993  SECREST,RODNEY E              2016-05-26        2016-09-13
             999961308                     Y
             1985-09-06                    01                01

Y    019993  SMITH,JAMISON L               2016-05-18        2016-09-13
             999986868                     Y
             1985-07-28                    02                02


Total number of awards newly reported with status of Blank:                  1
Total number of awards newly reported with status of W:                      1
Total number of awards previously reported with status of Blank:             2
Total number of awards previously reported with status of W:                 1


Summary
Grand Total number of awards newly reported with status of Blank:            2
Grand Total number of awards newly reported with status of W:                1
Grand Total number of awards previously reported with status of Blank:       3
Grand Total number of awards previously reported with status of W:           2
```

## *Sample Pell Grant Verification Status Report Mockup, Page 2*

```
==============================================================================
                          U.S. Department of Education            Page 1 of 1
Run Date: 11/08/2016       Federal Pell Grant Program        Run Time: 08:54AM
                           Verification Status Report
                           For Award Year: 2016-2017
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

Reporting School Name: ATLANTA UNIVERSITY OF COSMETOLOGY
Reporting School ID: 099931
Attended School Name: COLUMBUS COSMETOLOGY ACADEMY

Prev Attend. Student Name                  CPS Process Dt.   COD Create Dt.
Rpt  School  SSN                           CPS Ver. Status   COD Ver. Status
             Date of Birth                 CPS High Tran.#   COD Tran.#

     099932  BRAGG,KELLIE M                2016-10-29        2016-11-08
             999993465                     Y                 W
             1985-09-26                    01                01

Y    099932  ALLEN,NICOLE L                2016-07-30        2016-09-07
             999996592                     Y
             1985-12-08                    01                01

Y    099932  GARFOLI,MEREDITH L            2016-04-23        2016-08-16
             999992710                     Y
             1985-07-23                    01                01

Y    099932  HATCH,KIMBERLY                2016-07-02        2016-09-07
             999999241                     Y
             1985-04-19                    01                01

Total number of awards newly reported with status of Blank:                 0
Total number of awards newly reported with status of W:                     1
Total number of awards previously reported with status of Blank:            3
Total number of awards previously reported with status of W:                0
```

## Comma-Delimited (CSV) Detail Record Layout

| Pell Verification Status | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Award Year | 2009-2010 and forward |
| Comma | Delimiter | , |
| B | Reporting School Name | 0–9<br>Mixed Case A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Reporting School ID | Number field: 6 digit Pell ID<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |

| Pell Verification Status | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | Attended School Name | 0–9<br>Mixed Case A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Prev. Rpt. | Character field: Identifies whether a student was included on a previous generation of the report. Valid values are Y or blank. |
| Comma | Delimiter | , |
| F | Attend. School | Number field: 6 digit Pell ID<br><br>NOTE: Leading zeroes do not display |
| Comma | Delimiter | , |
| G | Student Name | Character field:<br>Mixed Case A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| I | Date of Birth | Date field:<br>Format is MM-DD –CCYY |
| Comma | Delimiter | , |
| J | CPS Process Date | Date field:<br>Format is MM-DD-CCYY |
| Comma | Delimiter | , |
| K | CPS Ver. Status | Character field |
| Comma | Delimiter | , |
| L | CPS High Tran. # | Number field |
| Comma | Delimiter | , |
| M | COD Create Date | Date field:<br>Format is MM-DD-CCYY |
| Comma | Delimiter | , |
| N | COD Ver. Status | Character field:<br><br>Valid values are ‘W’ or blank. |
| Comma | Delimiter | , |
| O | COD Tran. Number | Number field |
| Comma | Delimiter | , |

| Pell Verification Status | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| P | Total Number Awards Newly Reported with Blank Status | Number field |
| Comma | Delimiter | , |
| Q | Total Number Awards Newly Reported with W Status | Number field |
| Comma | Delimiter | , |
| R | Total Number Awards Previously Reported with Blank Status | Number field |
| Comma | Delimiter | , |
| S | Total Number Awards Previously Reported with W Status | Number field |

## *Pell POP Report*

The Pell POP Report is sent to all schools that have reported disbursements for students that are in or have been in a POP situation for this award year. The report lists all students currently in POP, all students no longer in POP and all schools involved in the POP situations. This report will not include any data regarding Iraq and Afghanistan Service Grant students.

### Business Rules

1. The Pell POP Report is automatically sent to the school's SAIG Mailbox on a weekly basis in the following format:
   a. Preformatted Text file (message class `PGPR17OP`)
2. The Pell POP Report is automatically sent to the school's Newsbox on the COD Web site on a weekly basis in the following format:
   a. Comma-Delimited (CSV)

> The Pell POP Report is only sent to a school for that week if it currently has at least one student in POP.

3. Schools can also submit a data request for the Pell POP Report either through Batch or the COD Web site.
   a. Pell POP Reports generated as a result of a data request are sent to the school's SAIG mailbox in Preformatted format (message class `PGPR17OP`).
   b. The Reporting School Entity ID is required on the data request while the Attended School Entity ID is optional.
      i. If no Attended School Entity ID is submitted (zero filled), then the report will consist of the Reporting School and all the associated Attended School(s) student records.
      ii. If an Attended School Entity ID is submitted, then the report will consist of the Reporting School and only that Attended School student records.
   c. The report generated as of result of a data request will contain data as of the previous night's processing.
4. The Pell POP Report is grouped by Attended School ID
   a. Within each Attended School ID group, the Pell POP Report groups students who:
      i. Are currently in a POP situation for this award year
      ii. Have been in a POP situation during this award year, but are no longer in a POP situation. Students no longer in a POP situation include:
         1. Students for whom a school has submitted a negative disbursement to resolve the situation
         2. Students for whom COD has reduced all disbursements to $0 because the POP situation has gone unresolved for more than 30-Days
   b. Within each grouping, students are sorted by Last Name, First Name, Middle Initial, SSN, and DOB.
5. The Pell POP Report will be sent to schools weekly until the last day of December for that specific award year. Example: Award year 2016-2017 ends 9/30/2017; the final date that COD would generate the Pell POP Report for 2016-2017 would be 12/31/2017.
6. Although the Pell POP Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## Pell POP report sent to Reporting school with multiple Attending schools

```
--------------------------------------------------------------------------------
Run Date: 01/15/2013      U.S. Department of Education            Page 1 of 1
Run Time: 15:56:41 ET      Federal Pell Grant Program
                            Pell POP Report Batch
                          For Award Year: 2013-2014
**THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT**
Rep Schl Pell ID: 002749                                Rep Schl RID: 10002749
Rep Schl Name:    NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
--------------------------------------------------------------------------------
Other                   Other    Award
Attended                Attended Amount
School   Student Name   School   Post 9-11   YTD         Scheduled   POP Flag
Pell Id  SSN            Name     Deceased    Disbursed   Federal     Begin
RID      DOB            AEI      Vet Dep Ind Amount      Pell        End Date

--------------------------------------------------------------------------------
Att Schl Pell ID: 002749                                Att Schl RID: 10002749
Att Schl Name:    NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
--------------------------------------------------------------------------------


002749   NITKOWSKI, KENDRA D                                          N
10002749 001-02-4850   NORTHWEST TECHNICAL COLLEGE - EAST GRAND FOR 11/07/2012
         10/09/1968             $5,645.00  $5,001.00   $5,645.00   12/27/2012


002749   SJOSTROM, CHANTE U                                           N
10002749 001-02-4849   NORTHWEST TECHNICAL COLLEGE - EAST GRAND FOR 11/07/2012
         11/14/1967             $5,645.00  $5,001.00   $5,645.00   12/27/2012


Total number of students in a POP situation in this reporting period  0
Total number of students who are no longer in a POP situation         2
--------------------------------------------------------------------------------
Att Schl Pell ID: 002750                                Att Schl RID: 10002750
Att Schl Name:    NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
--------------------------------------------------------------------------------


002750   NITKOWSKI, KENDRA D                                          N
10002750 001-02-4850   NORTHWEST TECHNICAL COLLEGE - EAST GRAND FOR 11/07/2012
         10/09/1968             $5,645.00  $5,001.00   $5,645.00   12/27/2012


002750   SJOSTROM, CHANTE U                                           N
10002750 001-02-4849   NORTHWEST TECHNICAL COLLEGE - EAST GRAND FOR 11/07/2012
         11/14/1967             $5,645.00  $5,001.00   $5,645.00   12/27/2012


Total number of students in a POP situation in this reporting period  0
```

## Pell POP report sent to Attending School

```
O*N05TG02697        ,CLS=PGPR14OP,XXX,BAT=                    #Z20140026972013011617154 9,NCT=000000
GRANT HDR 0080#Z20140026972013011617154 9                          20130116000000000000000000000000


-----------------------------------------------------------------------------
Run Date: 01/16/2013     U.S. Department of Education            Page 1 of 1
Run Time: 17:15:43 ET     Federal Pell Grant Program
                                Pell POP Report
                           For Award Year: 2013-2014
**THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT**

Rep Schl Pell ID: 002697                              Rep Schl RID: 10002697
Rep Schl Name:    KANSAS STATE UNIVERSITY - KANSAS UNIVERSITY MEDICAL CENTER
Att Schl Pell ID: 002697                              Att Schl RID: 10002697
Att Schl Name:    KANSAS STATE UNIVERSITY - KANSAS UNIVERSITY MEDICAL CENTER
-----------------------------------------------------------------------------

Other                  Other    Award
Attended               Attended Amount
School   Student Name  School   Post 9-11   YTD       Scheduled    POP Flag
Pell ID  SSN           Name     Deceased    Disbursed Federal      Begin
RID      DOB           AEI      Vet Dep Ind Amount    Pell         End Date

002698   HURLES, ISIAH B                                           Y
10002698 001-02-4876   SANTA FE BUSINESS COLLEGE                   02/26/2013
         05/09/1969            $5645.00     $5000.00  $5645.00


002698   HEREDIA, RAINA I                                          Y
10002698 001-02-4877   SANTA FE BUSINESS COLLEGE                   02/26/2013
         03/03/1969            $5645.00     $5000.00  $5645.00


Total number of students in a POP situation in this reporting period  2
Total number of students who are no longer in a POP situation         0
```

## Comma-Delimited (CSV) Detail Record Layout

| Pell POP | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Award Year | 2009-2010 and forward |
| Comma | Delimiter | , |
| B | Reporting School Pell ID | Number field: 6 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |
| C | Reporting School RID | Number field: 8 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |

| Pell POP | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | Reporting School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Attending School Pell ID | Number field: 6 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |
| F | Attending School RID | Number field: 8 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |
| G | Attending School Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Other Attended School Pell ID | Number field: 6 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |
| I | Other Attended School RID | Number field: 8 digit number<br><br>NOTE: leading zeroes do not display |
| Comma | Delimiter | , |
| J | Other Attended School Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |

| Pell POP | | Comma-Delimited (CSV) Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| L | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| M | Student Middle Initial | Character field:<br>Uppercase A–Z |
| Comma | Delimiter | , |
| N | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| O | Date of Birth | Date field:<br>Format is MM-DD-CCYY |
| Comma | Delimiter | , |
| P | Award Amount | Number field |
| Comma | Delimiter | , |
| Q | YTD Disbursed Amount | Number field |
| Comma | Delimiter | , |
| R | Scheduled Federal Pell | Number field |
| Comma | Delimiter | , |
| S | POP Flag | Character field: |
| Comma | Delimiter | , |
| T | POP Begin Date | Date field:<br>Format is MM-DD-CCYY |
| Comma | Delimiter | , |
| U | POP End Date | Date field:<br>Format is MM-DD-CCYY<br>Can be blank |
| Comma | Delimiter | , |
| V | AEI | Character field:<br>Y or N<br>Can be blank<br>**Note:** Reference the Implementation Guide for more information regarding the cessation of Two Pell Grants in an Award Year. |
| Comma | Delimiter | , |
| W | Post 9-11 Deceased Vet Dep Ind | Character field:<br>Y or N<br>Can be blank |

## *Pell Lifetime Eligibility Used 2016-2017 Report*

The 2016-2017 Pell Lifetime Eligibility Report identifies Pell eligible CPS applicants for the 2016-2017 award year that are approaching or have exceeded the 600.000% LEU limit. Records displayed on the "Pell Lifetime Eligibility Used 2016-2017" report will be a snapshot of data on the COD System as of the report run time.

### Business Rules

1. The report is limited to 2016-2017 award year Pell eligible CPS applicants with an LEU greater than or equal to 450.000%
2. The report is based on the applicant's eligible highest CPS transaction number.
3. Beginning in March 2016, the report will be made available in a schools TG mailbox via SAIG using message class PGLE17OP
4. Data on the report is cumulative and sorted ascending by Social Security Number.
5. The data in the report is compiled based on the Federal School Code the applicant included on his or her 2016-2017 FAFSA®.
6. The OPE ID associated with the school's Federal School Code will determine which schools' TG mailbox will receive the report.

| Pell Lifetime Eligibility Used 2016-2017 Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Original SSN | Social Security Number as provided by the applicant on the original (first) application for the school year.<br>001010001–999999998 |
| Comma | Delimiter | , |
| B | Original Name Code | First two characters of the applicant's last name on the original (first) application for the school year.<br>Can be blank<br><br>First character: A-Z<br><br>Second character: Blank, A–Z,. (period), ' (apostrophe), or - (dash) |
| Comma | Delimiter | , |
| C | Transaction Number | 01-99 |
| Comma | Delimiter | , |
| D | CPS Date Processed | MM/DD/CCYY |
| Comma | Delimiter | , |
| E | Primary Expected Family Contribution | 000000-99999 |
| Comma | Delimiter | , |
| F | Applicant Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| G | Applicant First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position |

| Pell Lifetime Eligibility Used 2016-2017 Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Comma | Delimiter | , |
| H | Applicant Middle Name | Uppercase A–Z<br>Can be BLANK |
| Comma | Delimiter | , |
| I | Applicant Date of Birth | MM/DD/CCYY |
| Comma | Delimiter | , |
| J | Current Social Security Number | 001010001–999999998 |
| Comma | Delimiter | , |
| K | Lifetime Eligibility Used | Format: 9999.999<br>(Example: 1200.123 is 1200.123%)<br><br>Valid Values:<br>Pell: 450 – 9999.999 |
| Comma | Delimiter | , |
| L | Student's E-Mail Address | Can be blank |
| Comma | Delimiter | , |
| M | Federal School Code | Federal School Code Identified by the Student on their CPS record |

# Teacher Education Assistance for College and Higher Education Grant Reports

## *TEACH Grant Reports Options*

Teacher Education Assistance for College and Higher Education (TEACH) Grant reports are available to schools in a variety of format options. TEACH Grant reports are available via the school's SAIG mailbox or via the school's Newsbox on the COD Web site.

### Business Rules

1. TEACH Grant Reports for 2016-2017 are sent to schools as a flat file and not an XML document.
2. TEACH Grant Reports for 2016-2017 are sent to school's SAIG mailbox in the following format options. Not all reports are offered in all formats:
    a. Preformatted Text file
        i. Portrait
        ii. Courier 10
        iii. 78 characters per line
        iv. 59 lines per page
    b. Fixed-length File
3. Many TEACH Grant Reports for 2016-2017 are viewable on the COD Web site in the following format option:
    a. Comma-Delimited (CSV)
4. Some report options are tailored to a specific report. These specific options are discussed under the appropriate report section.

Below is a summary of all TEACH Grant reports and available formats generated by the COD System.

## *Format and Delivery Methods*

| Report Name | Report Selection Web Page | Sort | Frequency | SAIG Mailbox | | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | Do Not Distribute | PDF | Comma-Delimited |
| Multiple Reporting Record (MRR) | ✓ | SSN | Daily | | | | ✓ | | | |
| School Account Statement (SAS) | ✓* | By Statement Record Type | Monthly | | ✓ | | | | | |
| School Account Statement (SAS) Disbursement Detail On Demand | ✗ Separate New Reports Request Page | Award ID | On Demand | | ✓ | | | | | |
| Pending Disbursement Listing | ✓ | Last Name | Weekly | ✓ | | | | | | ✓ |
| Inactive Grant Report | ✓ | Award ID | Monthly | ✓ | | | | | | ✓ |
| SSN/Name/Date of Birth Change Report | ✓ | SSN | Weekly** | ✓ | | | | | | ✓ |
| Rebuild File | | Award ID | By Request | | | | ✓ | | | |
| ATS Discharge Report | ✓ | Discharge Date | Weekly | | | | ✓ | | | |

*Links to separate SAS Options Page

**If triggered by change

# *TEACH Grant Header/Trailer Layout*

## TEACH Grant Batch Header Layout

| TEACH Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Header Identifier | Identify Header record in file.<br>Left Justified. | This field is required.<br>Constant: 'TEACH HDR ' | Missing Batch Header – Reject Batch |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to length for Message Class, then Reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br>Format =<br>XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle: '2017'<br>999999 = First six digits of Attended OPE ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | Valid TEACH Batch Type codes:<br>TS - TEACH SAS (Monthly Data) / SAS Disbursement Detail On Demand (Monthly Data)<br>TW – TEACH SAS (YTD Data) / SAS Disbursement Detail On Demand (YTD Data_<br>TN - TEACH SSN/Name/DOB Change (Date Range)<br>TM - TEACH MRR<br>TI - TEACH Inactive Grants<br>TU - TEACH PDL<br>TD - ATS Discharge<br>TR - TEACH Rebuild<br>TC – TEACH SAS Disbursement Detail On Demand<br><br>If duplicate Batch ID, then reject Batch. If Batch type does not agree with Message Class type, then reject Batch.<br>If Batch Award Year does not agree with Message Class award year, then reject.<br>If Attended OPE ID is ineligible, then send warning message.<br>If Attended OPE ID is a branch campus or has Central Funding, then reject Batch.<br>If date batch created is > system date, then reject Batch. |
| 41 | 48 | 8 | A/N | Attended OPE ID | The Attended OPE ID number assigned to institution. | Valid Attended OPE ID number or blank. | If not blank and not equal to Attended OPE ID, then warn the Batch. |
| 49 | 58 | 10 | A/N | Software Provider | For non-Express software provide an identifier to indicate the software provider and version number if applicable. | This field is required. Software provider defined or blank | No edits will be performed on this field. |
| 59 | 62 | 4 | A | Unused | Reserved for future expansion. | Constant spaces | |

| TEACH Grant Batch Header Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 63 | 63 | 1 | A | ED Use | ED Use Only – do not use | Constant Spaces | Media Type = Y for Year-to-Date |
| 64 | 68 | 5 | A/N | ED Use | ED Use Only – do not use | Constant spaces | ED Express PC software version number |
| 69 | 76 | 8 | N | Process Date | Date the corresponding Batch was processed. | Format = CCYYMMDD | Completed as a result of processing the Batch. |
| 77 | 100 | 24 | N | Batch Reject Reasons | List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the Batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled. | Reject Reasons format = 000 to 999<br>Position 101 to 103 = 1st reject reason code<br>Position 104 to 106 = 2nd reject reason code<br>Position 107 to 109 = 3rd reject reason code<br>Position 110 to 112 = 4th reject reason code<br>Position 113 to 115 = 5th reject reason code<br>Position 116 to 118 = 6th reject reason code<br>Position 119 to 121 = 7th reject reason code<br>Position 122 to 124 = 8th reject reason code | These are the 200 series of edits that can be found in this section of the Technical Reference. |
| | | XX | A | Unused | Length extended to make the header record the same length as the detail records which follow. | Constant spaces | |
| | | **≥ 100** | | **Total Record Length** | | | |

## TEACH Grant Batch Trailer Layout

| TEACH Grant Batch Trailer Layout | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 10 | 10 | A | Trailer Identifier | Identify Trailer record in file. | This field is required.<br>Constant: 'TEACH TLR ' | Missing Batch Trailer – reject batch. No detail records—reject Batch. |
| 11 | 14 | 4 | N | Data Record Length | Length of data records included in this Batch. | This field is required.<br>Must be numeric: 0001 to 9999 | If not equal to Data Record on Header, then reject Batch. |
| 15 | 40 | 26 | A | Batch ID | Number generated by the institution to uniquely identify a specific batch of records. | This field is required.<br><br>Format = XXCCYY999999CCYYMMDDHHMMSS<br>Where:<br>XX = batch type code (alpha)<br>CCYY = last year in cycle = '2017'<br>999999 = First six digits of Attended OPE ID<br>CCYYMMDD = date batch created<br>HHMMSS = time batch created | If not equal to Batch ID on Header, then reject Batch. |
| 41 | 46 | 6 | N | Reported Number of Records | Number of data records included in the Batch. | This field is required. Must be numeric: 000000 to 999999 | If not equal to count of detail records in input Batch, then return warning message. |
| 47 | 57 | 11 | N | Unused | Constant Zeros | | |
| 58 | 58 | 1 | A | Reported Total Sign Indicator | Positive or negative sign for total amount reported. | This field is required.<br>P = Positive<br>N = Negative | |
| 59 | 64 | 6 | N | Accepted and Corrected Number of Records | ED USE ONLY - Number of data records accepted and corrected. | 000000 to 999999 | |
| 65 | 75 | 11 | N | Accepted and Corrected Total of Batch | ED USE ONLY - Total Award or Disbursement amount accepted and corrected on Batch. | Dollars and cents. Use leading zeros, do not include the $ sign or decimal point. 00000000000 to 99999999999 | |
| 76 | 76 | 1 | A | Accepted and Corrected Total Sign Indicator | ED USE ONLY - Positive or negative sign for total amount accepted. | P = Positive<br>N = Negative | |
| 77 | 82 | 6 | N | Number of Duplicate Records | ED USE ONLY- Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes. | 000000 to 999999 or Blank. | |
| 83 | 100 | 18 | A | Unused | Reserved for future expansion. | Constant spaces | |
| | | XX | A | Unused | Length extended to make the trailer record the same length as the detail records. | Constant spaces | |
| | | **≥ 100** | | **Total Record Length** | | | |

## *TEACH Grant Multiple Reporting Record (MRR)*

The Multiple Reporting Record (MRR) provides information to a school about a student's origination and disbursement status at other schools and the amount of TEACH Grant award(s) disbursed. The TEACH Grant MRR only identifies one primary type of multiple reporting conditions: concurrent enrollment.

### Business Rules

1. An MRR can be COD system generated or requested via the COD Web site.
2. The MRR is provided in fixed-length, flat file format.
3. The MRR is sent from the COD System using message class `THMR17OP`.

### Record Layout

| TEACH Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 1 | 2 | 2 | A | Record Type | Code that indicates the reason the institution is receiving the record. | RO = Data request for Origination information.<br>RD = Data request for Disbursement information.<br>RN = No MRR information found<br>CE = The student is concurrently enrolled | |
| 3 | 8 | 6 | A/N | Requesting Institution OPEID | First six digits of the OPEID of the requesting attended campus of the student. Will be blank for concurrent enrollment records. | Must be a valid first six digits of OPEID assigned by the Department of Education.<br>May be BLANK. | |
| 9 | 9 | 1 | A | Multiple Reporting Request Code 1 | Indicates the institution is requesting origination or disbursement information. Will be blank for concurrent enrollment records. | O = Send origination information<br>D = Send disbursement information<br>May be BLANK. | |
| 10 | 10 | 1 | A | Multiple Reporting Request Code 2 | Indicates the institution is requesting by selected student, selected institution, or all students. Will be blank for concurrent enrollment records. | A = Send list of other institutions for all students<br>S = Send list of other institutions for students listed in record.<br>I = Send student for institution listed in record<br>May be blank. | |
| 11 | 21 | 11 | A | MR<br>Student ID | The Student SSN and Name code for which a MRR is requested. Will be blank for concurrent enrollment records. | Blank or<br>001010001XX to 999999999XX<br>where XX =<br>Uppercase A to Z;<br>. (period);<br>` (apostrophe); (dash);<br>Blank = no last name | |
| 22 | 27 | 6 | A/N | MR Institution first six digits of OPEID | The institution code for which MRR are requested. Will be blank for concurrent enrollment records. | Valid first six digits of OPEID.<br>May be blank. | |
| 28 | 36 | 9 | N | Student Original SSN | Student's Original SSN from the origination record. | 001010001 to 999999999 | |

| TEACH Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 37 | 38 | 2 | A | Original Name Code | Student's name code from the origination record. | Uppercase A to Z;<br>. (period);<br>' (apostrophe); 1 (dash)<br>Blank (no last name). | |
| 39 | 44 | 6 | A/N | First six digits of Institution OPEID | First six digits of OPEID of the attended campus of the student. Use the record type to interpret the relationship this institution has to the institution receiving this record. | Must be a valid first six digits of OPEID assigned by the Department of Education. | |
| 45 | 114 | 70 | A/N | Institution Name | The name of the institution. | | |
| 115 | 149 | 35 | A/N | Institution Street Address – Line 1 | The street or post office box address of institution. | | |
| 150 | 184 | 35 | A/N | Institution Street Address – Line 2 | The street or post office box address of institution. | | |
| 185 | 209 | 25 | A/N | Institution City | The city in which the institution is located. | | |
| 210 | 211 | 2 | A | Institution State | The two-character code assigned by the US Postal Service to the state or other entity in which the institution is located. | | |
| 212 | 220 | 9 | A/N | Zip Code | The zip code of the institution. | | |
| 221 | 250 | 30 | A/N | Financial Aid Administrator (FAA) Name | The full name of the institutional administrator officially responsible for the accuracy and completeness of the data, starting with first name, e.g., JOHN E DOE. | | |
| 251 | 260 | 10 | N | FAA Telephone Number | The working phone number for the person indicated as FAA. | Does not include area code, parentheses or dashes. | |
| 261 | 270 | 10 | A/N | FAA Fax Number (Optional) | The working fax number used by the person indicated as FAA. | May be BLANK. Otherwise includes area code, but not parentheses or dashes. | |
| 271 | 320 | 50 | A/N | Internet Address | Internet address of an authorized official. | May be BLANK. | |
| 321 | 327 | 7 | A/N | Unused | Reserved for future expansion. | Constant spaces | |
| 328 | 334 | 7 | N | Origination Award Amount | Annual award amount supplied on the origination record. | Range =<br>0000000 to AWARD AMOUNT MAX<br>The first five positions are the whole dollars and the last two positions are the cents. | |
| 335 | 336 | 2 | N | Transaction Number | CPS-assigned Transaction number from the eligible SAR used to calculate the award. | Range =<br>01 to 99 | |
| 337 | 341 | 5 | A/N | Unused | Reserved for future expansion | Constant spaces | |
| 342 | 349 | 8 | D | Enrollment Date | First date the student was enrolled in an eligible program for the award year. | CCYYMMDD<br>Range = 20151001 to 20170630 | |

| TEACH Grant Multiple Reporting Record | | | | | | | |
|---|---|---|---|---|---|---|---|
| First | Last | Len | Type | Field Name | Description | Valid Values | Processing Notes/Edits |
| 350 | 357 | 8 | D | Origination Create Date | Date the origination was created in COD database. | CCYYMMDD | |
| 358 | 364 | 7 | N | Total of Disbursements Accepted | Total amount of all disbursements for a specific award accepted by the TEACH Program. | Range = 0000000 to AWARD AMOUNT MAX | |
| 365 | 372 | 8 | D | Last Activity Date | Date the last payment was received from the institution. | Format = CCYYMMDD | |
| 373 | 380 | 8 | D | Next Estimated Disbursement Date | Date of the next estimated disbursement date. | Blank or CCYYMMDD | |
| 381 | 385 | 5 | A/N | Unused | Reserved for future expansion. | Constant spaces | |
| 386 | 395 | 10 | N | ED Use Flags | Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify | Format = 0000000000<br>Where:<br>Each digit signifies a different situation<br>1st = Shared SAR ID<br>3rd = Concurrent Enrollment<br>4th through 10th = Reserved for future use. | |
| 396 | 411 | 16 | A/N | Student's Last Name | The last name of the student for this CPS transaction number. | A to Z, 0 to 9, period, apostrophe, hyphen or blank | |
| 412 | 423 | 12 | A/N | Student's First Name | The first name of the student for this CPS transaction number. | A to Z, 0 to 9 or blank | |
| 424 | 424 | 1 | A | Student's Middle Initial | The middle initial of the student for this CPS transaction number. | A to Z or blank | |
| 425 | 432 | 8 | D | Student's Date of Birth | The date of birth of the student for this CPS transaction number. | Format = CCYYMMDD | |
| 433 | 441 | 9 | N | Student's Current SSN | Social Security Number, as altered by the student through the CPS. This field equals the original SSN if the student has not changed SSN in the CPS. | Valid Social Security Number or BLANK if not matched | |
| 442 | 462 | 21 | A/N | Award ID | Award ID is a unique identifier for TEACH Awards. It is a 21 byte field in the specific order of SSN (9 char.), Award Type (1 char. TEACH Award = H), Award Year (2 char.), first six numbers of OPEID (6 char.), and Award Sequence Number (3 char.). | H = Award Type | |
| 463 | 469 | 7 | N | Unused | Reserved for future expansion. | Constant spaces | |
| 470 | 476 | 7 | N | Unused | Reserved for future expansion. | Constant spaces | |
| | | **476** | | **Total Record Length** | | | |

## *TEACH Grant School Account Statement (SAS)*

The TEACH School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes a school's TEACH processing activity for each month. The TEACH SAS is a school's primary tool used in reconciliation, and should be compared to both financial aid and business office records. This file provides the Department's official ending cash balance as of the end date of the file, based on data submitted by a school. As such, all schools with cash or disbursement activity within the award year will receive the TEACH SAS on a monthly basis.

### Sections of the TEACH SAS

- Cash Summary - This section of the TEACH SAS provides the Department's official Ending Cash Balance for a school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and award data processed at COD for that program year. This section can be compared to summary information on a school's internal systems. The comparison may then identify areas where further research is needed.

- Cash Detail - This section of the TEACH SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, pushed funds, refunds of cash, returns, and/or reversals. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. If the year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the file.

- TEACH Award Detail, Disbursement Activity Level - This section of the TEACH SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. If the monthly option is chosen, this section will include disbursements booked on COD during the reported month as well as year-to-date unbooked disbursements. If the year-to-date option is chosen, the section will include all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date. Note that for TEACH, unbooked disbursements are typically future dated disbursements. In most cases, unbooked disbursements appearing on the TEACH SAS are rare.

### Business Rules

1. The COD system generates the TEACH SAS and automatically sends it to a school's SAIG mailbox.

2. The TEACH SAS is generated monthly and includes all data through the last day of the previous month.

3. The TEACH SAS displays pennies for all dollar amount fields.

4. Schools have the option to select the TEACH SAS Report Activity Type on the COD Web site.

    a. The choices for the Report Activity Type option are:

        i. Monthly (Default)

        ii. Year-to-Date

        iii. Both Monthly and Year-to-Date

    b. Schools may set or change their Report Activity Type option at any time. Changes will be applied to the next scheduled run of the TEACH SAS file.

    c. Schools new to the TEACH program or schools that have not changed their options on the COD Web site are set to the default values.

    d. A school's SAS options for the current award year will be carried over to the next award year with New Award Year Setup. If a school wants different options for different award years, it must update its options separately for each award year. Schools should ensure they are in the correct program year in the TEACH SAS Report Options screen before updating their options.

5. The TEACH SAS file is delivered to a school's SAIG mailbox in Comma-Delimited format using the following message classes:

   a. Monthly file (message class THSM17OP)

   b. Year-to-Date file (message class THSY17OP)

## Comma-Delimited (CSV) Record Layouts

### *Year-To-Date and Monthly Cash Summary Header Information*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited Header Information | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. Department of Education |
| 2 | File Name | TEACH School Account Statement Cash Summary YTD and TEACH School Account Statement Cash Summary Monthly. |
| 3 | School Code: | School's 8-digit OPE ID |
| 4 | School Name: | School Name |

### *Year-To-Date and Monthly Cash Summary Column Headings*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Column Headings | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|
| **Column** | **Column Heading** |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Process Date |
| Comma | , |
| H | Cash Summary Type |
| Comma | , |
| I | Beginning Cash Balance |
| Comma | , |
| J | Cash Receipts |
| Comma | , |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|
| **Column** | **Column Heading** |
| K | Refunds of Cash |
| Comma | , |
| L | Net Drawdown/Payments |
| Comma | , |
| M | Booked Disbursements |
| Comma | , |
| N | Booked Adjustments |
| Comma | , |
| O | Total Net Booked Disbursements |
| Comma | , |
| P | Ending Cash Balance |
| Comma | , |
| Q | Unbooked Disbursements |
| Comma | , |
| R | Unbooked Adjustments |
| Comma | , |
| S | Total Net Unbooked Disbursements |
| Comma | , |
| T | Cash > Accepted and Posted Disbursements |
| Comma | , |
| U | Record Count Sequence Number |

## *Year-To-Date and Monthly Cash Summary, Detail Record*

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br>Code that identifies the type of records in the batch | T = Cash Summary |
| | Comma | , |
| B | TEACH School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date)<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = 000000-999999 (First six characters of school's OPE ID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999<br>8-digit OPE ID |
| | Comma | , |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| G | Process Date<br>Date file processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| H | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total |
| | Comma | , |
| I | Beginning Cash Balance<br>This is COD's beginning balance for this file.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date | -999999999.99 to 0999999999.99<br>Zeros for Cash Summary Type = Y1 |
| | Comma | , |
| J | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| K | Refunds of Cash<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary (Record Type "T") |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | Comma | , |
| L | Net Drawdowns/Payments<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash returned<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| M | Booked Disbursements<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| N | Booked Adjustments<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | Comma | , |
| O | Total Net Booked Disbursements<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| P | Ending Cash Balance<br>This is COD's ending balance for this file.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the file end date<br>ECB = Beginning Cash Balance + Net Drawdowns/Payments - Total Net Booked Disbursements | -999999999.99 to 0999999999.99 |
| | Comma | , |

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Q | Unbooked Disbursements<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| R | Unbooked Adjustments<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -999999999.99 to 0999999999.99<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | Comma | , |
| S | Total Net Unbooked Disbursements<br>The total of Unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| T | Cash > Accepted and Posted Disbursements<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -999999999.99 to 0999999999.99<br>If no activity, zero filled |
| | Comma | , |
| U | Record Count Sequence Number<br>Record counter for each Record in the SAS file | 000001-999999 |

## *TEACH SAS Cash Detail, Header Information*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited Header Information | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. Department of Education |
| 2 | Report Name | TEACH SCHOOL ACCOUNT STATEMENT CASH DETAIL YTD<br><br>TEACH SCHOOL ACCOUNT STATEMENT CASH DETAIL MONTHLY |
| 3 | School Code: | School's 8-digit OPE ID |
| 4 | School Name: | School Name |

## Cash Detail, Column Headings

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Column Headings | Cash Detail<br>(Record Type "C") |
|---|---|
| **Column** | **Column Heading** |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Process Date |
| Comma | , |
| H | Transaction Type – Cash |
| Comma | , |
| I | Transaction Date |
| Comma | , |
| J | Check Number |
| Comma | , |
| K | Transaction Amount |
| Comma | , |
| L | Payment Control Number |
| Comma | , |
| M | Record Count Sequence Number |

## Cash Detail, Detail Record

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br>Code that identifies the type of records in the batch | C = Cash Detail |
| | Comma | , |

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| B | TEACH School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date)<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = 000000-999999 (First six characters of school's OPE ID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999<br>8-digit OPE ID |
| | Comma | , |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| G | Process Date<br>Date file processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | Comma | , |
| H | Transaction Type – Cash<br>Type of Cash Transaction | R = Cash Receipts<br>X = Refunds of Cash |
| | Comma | , |
| I | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD | Format is CCYYMMDD |
| | Comma | , |
| J | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | Numeric > = 0<br>Always blank |
| | Comma | , |
| K | Transaction Amount<br>COD amount of the cash receipts or refunds of cash transaction | -9999999999 to 09999999999<br>Cannot be blank; can be zero filled |
| | Comma | , |
| L | Payment Control Number<br>Code received from G5 for cash receipts only | Numeric > 0<br>Can be blank |

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Detail Record | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | Comma | , |
| M | Record Count Sequence Number<br>Record counter for each record in the TEACH SAS file | 000001-999999 |

## *TEACH Award Detail, Disbursement Activity Level, Header Information*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited Header Information | | TEACH Award Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| Line | Field Name and Description | Valid Field Content |
| 1 | U.S. Department of Education | U.S. Department of Education |
| 2 | Report Name | TEACH School Account Statement<br>TEACH Award Detail, Disbursement Activity Level |
| 3 | School Code: | School's 8-digit OPE ID |
| 4 | School Name: | School Name |

## *TEACH Award Detail, Disbursement Activity Level, Column Headings*

| TEACH Grant School Account Statement (SAS)<br>Comma-Delimited (CSV) Column Headings | TEACH Award Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|
| Column | Column Heading |
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Run Date |
| Comma | , |
| H | Award Identifier |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Column Headings | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|
| **Column** | **Column Heading** |
| Comma | , |
| I | Award Booked Date |
| Comma | , |
| J | Disbursement Booked Date |
| Comma | , |
| K | Disbursement Amount |
| Comma | , |
| L | Disbursement Actual Net Adjustment |
| Comma | , |
| M | Disbursement Number |
| Comma | , |
| N | Disb Sequence Number |
| Comma | , |
| O | Transaction Type |
| Comma | , |
| P | Transaction Date |
| Comma | , |
| Q | Award Total YTD Disbursement Amount |
| Comma | , |
| R | Student's First Name |
| Comma | , |
| S | Student's Last Name |
| Comma | , |
| T | Record Count Sequence Number |

## *TEACH Award Detail, Disbursement Activity Level, Detail Record*

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail |
| | Comma | , |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| B | TEACH School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = TS (Monthly) or TW (Year-to-Date)<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = 000000-999999 (First six characters of school's OPE ID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000–99999999<br>8-digit OPE ID |
| | Comma | , |
| D | Region Code<br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | Comma | , |
| F | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | Comma | , |
| G | Run Date<br>Date file processed at COD | Format is CCYYMMDD |
| | Comma | , |
| H | Award Identifier (Award ID) associated with this record | Student's Social Security Number: 001010001–999999998<br>Award Type: H = TEACH<br>Program Year: 17 (for 2016-2017)<br>First Six Characters of School OPEID: 000000-999999<br>Award Sequence Number: 001–999 |
| | Comma | , |
| I | Award Booked Date (at COD)<br>Date the award booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked awards |
| | Comma | , |
| J | Disbursement Booked Date (at COD)<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked awards |
| | Comma | , |
| K | Disbursement Amount—COD<br>COD-calculated actual disbursement amount (in dollars) of the disbursement | Numeric >= 0 |
| | Comma | , |

| TEACH Grant School Account Statement (SAS) Comma-Delimited (CSV) Detail Record | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| L | Disbursement Actual Net Adjustment—COD<br>COD-calculated actual net adjustment amount (in dollars) of the disbursement<br>This reflects the difference between the new Disbursement amount for this transaction, and the Disbursement amount provided in the previous transaction sequence number. | -99999.99 to 099999.99<br>Can be blank |
| | Comma | , |
| M | Disbursement Number<br>The disbursement number for the current disbursement transaction | |
| | Comma | , |
| N | Disbursement Sequence Number<br>The sequence number that determines the order in which the disbursement activity is processed | 1–99 |
| | Comma | , |
| O | Transaction Type—Disbursement<br>Disbursement Activity Type recorded at COD | A = Adjustment<br>D = Disbursement<br>Disbursement Activity = Q is not indicated on the SAS |
| | Comma | , |
| P | Transaction Date<br>Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | Comma | , |
| Q | Award Total YTD Disbursement Amount—COD<br>The sum of COD-calculated actual booked disbursement and adjustment amounts (in dollars and cents) for the award.<br>This field is only populated in the YTD Activity Type and lists the total YTD booked amount within the final booked transaction for each award listed. | Numeric >= 0<br><br>In the Monthly Activity file, this field is always zeroes |
| | Comma | , |
| R | Student's First Name | |
| | Comma | , |
| S | Student's Last Name | |
| | Comma | , |
| T | Record Count Sequence Number<br>Record counter for each record in the SAS file | 000001–999999 |

## *TEACH School Account Statement Disbursement Detail On Demand*

The TEACH SAS Disbursement Detail On Demand report will be generated daily from requests made through the Reports Request page on the COD Website. The report will be limited to the Disbursement Detail Section. The report will be delivered via SAIG to a school's mailbox.

The TEACH SAS Disbursement Detail On Demand will be available for all active TEACH Grant Award Years. Users may select the Award Year via the COD Reporting website. The report will be delivered to a school's SAIG mailbox using award year specific message classes.

### Business Rules

1. The TEACH SAS Disbursement Detail On Demand is an on demand report available via the New Reports Request page on the COD Website.
2. The TEACH SAS Disbursement Detail On-Demand displays pennies for all dollar amount fields.
3. Users may select Month to Date, Year to Date, or enter a specifc date range for their TEACH SAS Disbursement Detail On Demand.
4. The report will contain booked and unbooked activity.
5. Schools have the following selection criteria:
    a. Month to Date
    b. Year to Date
    c. Date Range
6. The TEACH SAS Disbursement Detail On Demand file is delivered to a school's SAIG mailbox in Comma-Delimited with Headers format using the following message classes:
    a. Month to Date (TSOM17OP)
    b. Year to Date (TSOY17OP)
    c. Date Range (TSOR17OP)
7. Schools will continue to receive their School Account Statement each month automatically which contains the Department's official record of your Ending Cash Balance.
8. The TEACH SAS Disbursement Detail On Demand File will be delivered in the following message classes:

| Message Class | Batch ID | Data Description | Record Length | Destination Mailbox |
|---|---|---|---|---|
| TSOMYYOP | TS | TEACH School Account Statement Disbursement Detail on Demand (Month-to Date, Comma Delimited) | N/A | From TG71900 |
| TSOYYYOP | TW | TEACH School Account Statement Disbursement Detail on Demand (Year-to-Date, Comma Delimited) | N/A | From TG71900 |
| TSORYYOP | TC | TEACH School Account Statement Disbursement Detail on Demand (Date Range, Comma Delimited) | N/A | From TG71900 |

# Comma-Delimited (CSV) Record Layouts

## *TEACH SAS Disbursement Detail On Demand Comma-Delimited Record Layout*

| TEACH Grant School Account Statement Disbursement Detail On Demand<br>Comma-Delimited Record Layout | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Statement Record Type<br><br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail |
| | Comma | , |
| B | TEACH School Account Statement Batch Identifier<br><br>The batch identifier for this file | Batch Type = TS (Monthly),TW (Year-to-Date), or TC (Date Range)<br><br>Cycle Indicator = 7 (for 2016-2017 )<br><br>School Code = 000000–999999 (First six characters of school's OPE ID)<br><br>Date Batch Created = CCYYMMDD<br><br>Time Batch Created = HHMMSS |
| | Comma | , |
| C | School Code | 00000000-99999999<br>8-digit OPE ID |
| | Comma | , |
| D | Region Code<br><br>2-digit region code of the school | 01-99 |
| | Comma | , |
| E | State Code<br><br>2-letter state code of the school | Uppercase A–Z<br><br>A valid two-letter postal code<br><br>See the State/Country/Jurisdiction Codes table in Section 1<br><br>Can be blank |
| | Comma | , |
| F | End Date<br><br>The date representing the end of the current statement period<br><br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | Comma | , |
| G | Run Date<br><br>Date processed at COD | Format is CCYYMMDD |

| TEACH Grant School Account Statement Disbursement Detail On Demand Comma-Delimited Record Layout | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| | Comma | , |
| H | Award Identifier (Loan ID) associated with this record | Student's Social Security Number:<br><br>001010001–999999998<br><br>Award Type: H = TEACH<br><br>Program Year: 17 (for 2016-2017)<br><br>First Six Characters of School OPEID: 000000-999999<br><br>Award Sequence Number: 001–999 |
| | Comma | , |
| I | Award Booked Date (at COD)<br><br>Date the loan booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | Comma | , |
| J | Disbursement Booked Date (at COD)<br><br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | Comma | , |
| K | Disbursement Amount - COD<br><br>COD - calculated actual gross amount (in dollars) of the disbursement | Numeric > =0 |
| | Comma | , |
| L | Disbursement Actual Net Adjustment—COD<br><br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999.99 to 099999.99<br><br>Can be blank |
| | Comma | , |
| M | Disbursement Number<br>The disbursement number for the current disbursement transaction | |
| | Comma | , |
| N | Disbursement Sequence Number<br><br>The sequence number that determines the order in which the disbursement activity is processed | 01-99 |
| | Comma | , |

| TEACH Grant School Account Statement Disbursement Detail<br>On Demand<br>Comma-Delimited Record Layout | | TEACH Award Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| O | Transaction Type—Disbursement<br><br>Disbursement Activity Type recorded at COD | A = Adjustment<br><br>D = Disbursement<br><br>Disbursement Activity = Q is not indicated on the SAS |
| | Comma | , |
| P | Transaction Date<br><br>Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | Comma | , |
| Q | Award Total YTD Disbursement Amount—COD<br><br>The sum of COD-calculated actual booked disbursement and adjustment amounts (in dollars and cents) for the award.<br><br>This field is only populated in the YTD Activity Type and lists the total YTD booked amount within the final booked transaction for each award listed. | Numeric >= 0<br><br>In the Monthly Activity file and Date Range Activity file, this field is always zeroes |
| | Comma | , |
| R | Student's First Name | |
| | Comma | , |
| S | Student's Last Name | |
| | Comma | , |
| T | Start Date<br>The date representing the start of the current statement period | Format is CCYYMMDD<br>For Date Range requests only<br><br>Blank for Month-to-Date and Year-to-Date requests |
| | Comma | , |
| U | Record Count Sequence Number<br><br>Record counter for each record in the SAS file | 000001-999999 |

## *TEACH SAS Disbursement Detail On Demand Comma-Delimited Column Headings*

| TEACH Grant School Account Statement Disbursement Detail On Demand Comma-Delimited (CSV) Column Headings | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|
| A | Statement Record Type |
| Comma | , |
| B | TEACH School Account Statement Batch Identifier |
| Comma | , |
| C | School Code |
| Comma | , |
| D | Region Code |
| Comma | , |
| E | State Code |
| Comma | , |
| F | End Date |
| Comma | , |
| G | Run Date |
| Comma | , |
| H | Award Identifier |
| Comma | , |
| I | Award Booked Date |
| Comma | , |
| J | Disbursement Booked Date |
| Comma | , |
| K | Disbursement Amount |
| Comma | , |
| L | Disbursement Actual Net Adjustment |
| Comma | , |
| M | Disbursement Number |

| | |
|---|---|
| Comma | , |
| N | Disb Sequence Number |
| Comma | , |
| O | Transaction Type |
| Comma | , |
| P | Transaction Date |
| Comma | , |
| Q | Award Total YTD Disbursement Amount |
| Comma | , |
| R | Student's First Name |
| Comma | , |
| S | Student's Last Name |
| Comma | , |
| T | Start Date |
| Comma | , |
| U | Record Count Sequence Number |

## *TEACH SAS Disbursement Detail On Demand Comma-Delimited Header Information*

| TEACH Grant School Account Statement On Demand Comma-Delimited Header Information | | TEACH Award Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. Department of Education |
| 2 | Report Name | TEACH School Account Statement<br><br>TEACH Award Detail, Disbursement Activity Level |
| 3 | School Code: | School's 8-digit OPE ID |
| 4 | School Name: | School Name |

## *TEACH Grant Pending Disbursement List*

This report provides a listing of all TEACH Grant anticipated disbursements (`DRI = false`).

### Business Rules

1. The Pending Disbursement List is automatically sent to the school's SAIG mailbox on a weekly basis in the following formats:

   a. Preformatted Text file (message class `THPD17OP`)

2. The Pending Disbursement List is available via the COD Web site in the following format:

   a. Comma-Delimited (CSV)

   b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD Reporting Web site.

3. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated disbursements (DRI = false) with a disbursement date up to 6 days before or 30 days after the report generation date

4. An annual Pending Disbursement List report will be sent to schools between September 24 and September 30 of each trailing Award Year (e.g. between September 24 and September 30, 2017 for the 2016-2017 Award Year). This report will contain all anticipated disbursements (DRI = false) for that Award Year with disbursement dates any date in the past and up to 30 days after the report generation date.

5. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated TEACH disbursements (DRI = false) with a disbursement date up to 6 days before or 30 days after the report generation date

6. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all TEACH anticipated disbursements (DRI = false) for the reported Award Year.

7. An annual Pending Disbursement List report will be sent to schools between September 24 and September 30 of each trailing Award Year (e.g. between September 24 and September 30, 2017 for the 2016-2017 Award Year), regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated TEACH disbursements (DRI = false) for that Award Year with disbursement dates any date in the past and up to 30 days after the report generation date.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Run Date<br>Date file processed at COD | Format is CCYYMMDD |
| Comma | Delimiter | , |
| B | Award Year | 2016-2017 |
| Comma | Delimiter | , |

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| C | School Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>` (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | Routing ID (External School ID) | 8 digit number<br>0-9 |
| Comma | Delimiter | , |
| E | OPE ID (School's full eight digit OPE ID) | Number field |
| Comma | Delimiter | , |
| F | Address (School Address) | Character field:<br>40 characters per line (up to three address lines):<br>0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | CityStateZip | Character field:<br>0-9<br>Uppercase A-Z<br>. (Period)<br>` (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| H | Student First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | Student Last Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | SSN (Student Social Security Number) | Number field:<br>001010001-99999998 |
| Comma | Delimiter | , |

| TEACH Grant Pending Disbursement List | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| K | Award ID (Student Award ID) | Character field:<br>123456789H17123456001<br><br>21 character award ID of a TEACH Grant<br><br>The components of the Award ID are:<br>Person's SSN:<br>001010001–999999998<br>Program Indicator ('H' for TEACH)<br>Award Year: 17, for 2016-2017<br>OPE ID code:<br>000000-099999<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| L | Batch ID/Document ID | Character field:<br>Example:<br>2017-09-18T20:19:25.4372193049 |
| Comma | Delimiter | , |
| M | Disb. Date (Disbursement Date) | Date field:<br>Format is MM/DD/CCYY |
| Comma | Delimiter | , |
| N | Disb. No. (Disbursement Sequence Number – determines the order in which transactions must be processed for a given disbursement number.) | Number field:<br>1-999 |
| Comma | Delimiter | , |
| O | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| P | Subtotal Disbursement Amount for Student | Decimal field |
| Comma | Delimiter | , |
| Q | Total Number of Disbursements (the count of all disbursements on the report) | Number field |
| Comma | Delimiter | , |
| R | Total Disbursement Amount (the sum of all disbursements on the report) | Decimal field |

## *Sample Preformatted SAIG TEACH Grant Pending Disbursement List Mockup*

```
                          U.S. Department of Education          Page 1 of 1
Run Date:03/30/2016       Federal TEACH Grant Program     Run Time: 09:59AM
                      TEACH Pending Disbursement Listing
                            For Award Year: 2016-2017
*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*
***************************************************************************

School Name: Adelphi University                              OPE ID: 00100700
Address: Adelphi University                            Routing ID: 10001007
        Arlington,  VA  12345-6789

Student First Name    Disb. Date                        Disb. No.       Disb.
Student Last Name     Batch ID/Document ID                                Amt
SSN                   Award ID

BYRON                 2015-12-31                        2            $100.00
MERATI                2015-08-11T20:44:01.4710001007
999999998             999999998H17001007001



                      2015-08-21                        1            $100.00
                      2015-08-11T20:44:01.4710001007
                      999999998H17001007001

SUBTOTAL DISBURSEMENT AMOUNT:                                         $200.00


DAVID                 2015-08-31                        1            $100.00
HONNER                2015-12-31T14:05:47.3723211676
999999999             999999999H17001007001

SUBTOTAL DISBURSEMENT AMOUNT:                                         $100.00


TOTAL NUMBER OF DISBURSEMENTS: 3        TOTAL DISBURSEMENT AMOUNT:    $300.00
```

## *TEACH Inactive Grants Report*

The TEACH Inactive Grants Report lists all TEACH Grant awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to:

- Confirm that only the correct grants have been made inactive
  - Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.

### Business Rules

1. The TEACH Inactive Grants Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The TEACH Inactive Grants Report is available via the SAIG mailbox in the following format:
   a. Preformatted Text file (message class `THIGPFOP`)
3. The Inactive Grants Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Inactive Grants Report available on the COD Reporting Web site is the report most recently generated by COD.
4. Although the Inactive Grants Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | OPE ID | 8 Digit Number.<br>0-9 |
| Comma | Delimiter | , |
| B | School Name | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| C | Address Line 1 | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ' (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | Address Line 2 | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| E | ADDRESS LINE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| F | City | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| G | State | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| H | ZIP Code | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| I | Award ID | Character field:<br>123456789H17123456001<br><br>Student's Social Security Number: 001010001–999999998<br>Award Type: H = TEACH<br>Program Year: 17, for 2016-2017<br>School OPEID: 123456<br>Last three digit field: sequence number |
| Comma | Delimiter | , |
| J | Count (Award ID) No.1 | Number field |
| Comma | Delimiter | , |

| TEACH Grant Inactive Grants Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| K | Student Name | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| L | Inactive Date | Date field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| M | Award Type Description | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| N | First of Month | Date/time field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| O | End of Month | Date/time field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| P | Reporting Period | Date Range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |

## *Sample Preformatted SAIG TEACH Grant Inactive Grants Report Mockup*

```
RUN DATE: 03/30/2016        U.S. DEPARTMENT OF EDUCATION                 PAGE 1
RUN TIME: 04:34PM           FEDERAL TEACH GRANT PROGRAM
                            TEACH INACTIVE GRANTS REPORT
                      REPORTING PERIOD: 2016-03-01 - 2016-03-31

   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL OPEID:  00000366
SCHOOL NAME: Mayo College
ADDRESS: Mayo College      Arlington, VA 12345-6789
                                                          INACTIVE
AWARD ID                      BORROWER NAME               DATE
-------------------------------------------------------------------------------
100017013H17000003001         CREWS, JOHN M               03/20/2016
100013828H17000003001         JOHNSON, THOMAS P           03/21/2016
TOTAL NUMBER OF INACTIVE TEACH GRANTS FOR PERIOD:         2
-------------------------------------------------------------------------------
```

## *TEACH Grant SSN/Name/Date of Birth Change Report*

The TEACH SSN/Name/Date of Birth Change Report lists students who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that student. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.
- Update your records (where appropriate).
  - Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.
  - If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

### Business Rules

1. The TEACH SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following format:
   a. Preformatted Text file (message class `THSNPFOP`)
3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
4. The SSN/Name/Date of Birth Change Report available on the COD Reporting Web site is the report most recently generated by COD.
5. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

**Previous Versions**
Previous versions of this report will also be available on the COD Reporting Web site.

### Comma-Delimited (CSV) Detail Record Layout

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | REPORTING PERIOD | Date Range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| B | SCHOOL ID | Number field<br>ROUTING ID (RID) |
| Comma | Delimiter | , |
| C | OPE ID | Number field |
| Comma | Delimiter | , |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| D | SCHOOL NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| E | ADDRESS | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| F | SCHOOL CITY | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| G | SCHOOL STATE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| H | SCHOOL ZIP CODE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| I | PERSON LAST NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| J | PERSON FIRST NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| K | MI | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| L | PERSON SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| M | USER | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| N | FIELD NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| O | OLD VALUE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| P | NEW VALUE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ′ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| Q | DATE CHANGE ACCEPTED | Date field:<br>Format MM-DD-YYYY |
| Comma | Delimiter | , |
| R | SUBMITTING SCHOOL ID | Number field<br>ROUTING ID (RID) |
| Comma | Delimiter | , |

| TEACH Grant SSN/Name/Date of Birth Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| S | SCHOOL NAME | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ’ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| T | SCHOOL CITY | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ’ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| U | SCHOOL STATE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ’ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| V | SCHOOL ZIP CODE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ’ (Apostrophe)<br>• - (Dash) |
| Comma | Delimiter | , |
| W | SCHOOL TELEPHONE | Character field:<br>• 0–9<br>• Uppercase A–Z<br>• . (Period)<br>• ’ (Apostrophe)<br>• - (Dash) |

## *Sample Preformatted SAIG SSN/Name/Date of Birth Change Report Mockup for TEACH Grants*

```
RUN DATE:03/03/2016    U.S. DEPARTMENT OF EDUCATION           Page 1 of 1
                       FEDERAL TEACH GRANT PROGRAM            RUN TIME:02:52PM
                 TEACH SSN/NAME/DATE OF BIRTH CHANGE REPORT
                  REPORTING PERIOD: 2015-12-04 - 2015-03-03

*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID:  10000225                          OPE ID:  00022500
SCHOOL NAME: Temple University
ADDRESS:    Temple University
            Arlington, VA  12345-

PERSON LAST NAME, FIRST NAME, MI   PERSON SSN          FIELD NAME
                                   USER               OLD VALUE
SUBMITTING SCHOOL ID               SCHOOL PHONE        NEW VALUE
SUBMITTING SCHOOL NAME             SCHOOL CITY, ST     DATE CHANGE ACCEPTED
                                   SCHOOL ZIP CODE

BAILER, JESSE  C                   999999999           NAME
                                   BATCH               JESSE BAILER
10000225                           4105553101          JESSE C BAILER
Temple University                  Arlington, VA       2015-12-28
                                   12345-

BAILER, JESSE  C                   999999999           DOB
                                   BATCH               1982-07-23
10000225                           4105553101          1982-07-27
Temple University                  Arlington, VA       2015-12-26
                                   12345-

BAISDEN, TUANNA  G                 999999999           NAME
                                   BATCH               JOANNA G BAISDEN
14330000                           3015238374          TUANNA G BAISDEN
ARIZONA STATE                      Arlington, CA       2015-01-03
                                   92401-

This report lists SSN/NAME/DOB changes for a student with grants from schools.
This report assists schools in identifying when demographic data changes for a
student.
```

## *TEACH Rebuild File*

An electronic Rebuild file can be requested to rebuild a school's lost or corrupted TEACH Database or to recreate specific student records. Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.

### Business Rules

1. The TEACH Rebuild File will be provided in a fixed-length file format (message class `THRB17OP`)
2. Schools, Customer Service, Third Party Servicers, and authorized FSA personnel can request a TEACH Rebuild via the COD Web site.
3. A TEACH Rebuild File can be requested by a school for a specific:
   a. Award Year (e.g. 2016-2017) – provides all the award/disbursement information for the entire award year
   b. Student - provides award(s)/disbursement(s) information for one particular student by Social Security Number
   c. Award ID - provides award/disbursement information for a specific Award ID
   d. Date Range – provides award(s)/disbursement(s) information within a range of dates for a particular award year.
4. Disbursements with Disbursement Release Indicator (DRI) equal to false are not included on the TEACH Rebuild origination detail record.
5. All amount fields displayed on the TEACH Rebuild file display pennies with an implied decimal.

**Date Range Option**
The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these awards.

### TEACH Rebuild Origination Detail Record Layout

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | O = Rebuild Origination Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number: 001010001–999999998<br>Award Type: H<br>Program Year: 17 (for 2016-2017)<br>School Code: = 000000–999999 (First six characters of school's OPEID)<br>Award Sequence Number: 001–999 | Left |
| 3 | 23 | 31 | 9 | Student's Social Security Number<br>The student's current Social Security Number | 001010001–999999998 | Right |
| 4 | 32 | 43 | 12 | Student's First Name<br>The student's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 5 | 44 | 59 | 16 | Student's Last Name<br>The student's last name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 6 | 60 | 60 | 1 | Student's Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 7 | 61 | 95 | 35 | Student's Permanent Address<br>The first line of the student's permanent address | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the address is more than 35 bytes, the value will be truncated to 35 bytes | Left |
| 8 | 96 | 111 | 16 | Student's Permanent Address City<br>The city where the student permanently resides | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the city is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 9 | 112 | 113 | 2 | Student's Permanent Address State/Province Code<br>The state or province where the person permanently resides | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table Volume 8, Section 4<br>If the state/province is 3 bytes, the value will be truncated to 2 bytes | Left |
| 10 | 114 | 122 | 9 | Student's Permanent Zip Code<br>The Person's address Zip Code | 0–9<br>Space(s)<br>Last 4 digits can be blank<br>If the postal code is more than 9 bytes, the value will be truncated to 9 bytes | Left |
| 11 | 123 | 132 | 10 | Student's Telephone Number<br>The student's home telephone number | 0–9<br>Can be blank<br>If the telephone number is more than 70 bytes, the value will be truncated to 7 bytes | Right |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 133 | 152 | 20 | Student's Driver's License Number<br>The student's driver's license number | 0–9<br>Uppercase A–Z<br>Space(s)<br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 13 | 153 | 154 | 2 | Student's Driver's License State<br>The student's driver's license state | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank<br>If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes | Left |
| 14 | 155 | 162 | 8 | Student's Date of Birth<br>The student's date of birth | Format is CCYYMMDD | Date |
| 15 | 163 | 163 | 1 | Person's Citizenship Status Code<br>The person's citizenship status | 1 = U.S. Citizen | Right |
| 16 | 164 | 164 | 1 | Default/Overpay Code<br>The person is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes<br><br>Will always be blank for TEACH | Left |
| 17 | 165 | 166 | 2 | Student Level Code<br>Indicates the student's current college grade level in the program or college | 01 = 1st year undergraduate, never attended college<br>02 = 1st year undergraduate, attended college before<br>03 = 2nd year undergraduate/sophomore<br>04 = 3rd year undergraduate/junior<br>05 = 4th year undergraduate/senior<br>06 = 5th year/other undergraduate<br>07 = Continuing graduate/professional or beyond | Right |
| 18 | 167 | 173 | 7 | Financial Award Amount<br>The total maximum amount for which the student is eligible | 0000000-9999999<br>Pennies, with implied the decimal, are displayed. Zero filled to the left of the dollar amount | Right |
| 19 | 174 | 177 | 4 | Award Year | 2017 for AY 2016-2017<br>Trailing award year | Right |
| 20 | 178 | 180 | 3 | Financial Award Sequence | 001-999 | Right |
| 21 | 181 | 203 | 23 | Document ID<br>The rebuild batch number generated by COD | Batch Type = TR<br>Cycle indicator = 7 (for 2016-2017)<br>School Code = 000000–999999 (First six characters of school's OPEID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 22 | 204 | 209 | 6 | School Code<br>TEACH School Code | 000000–999999 (First six characters of school's OPEID) | Left |
| 23 | 210 | 210 | 1 | Electronic ATS Indicator | Y = Electronic ATS<br>Can be blank | Left |
| 24 | 211 | 212 | 2 | CPS Transaction Number<br>This data element-denotes the transaction number submitted by the school from an eligible ISIR used to calculate this award | Numeric<br>01-99 | Left |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 25 | 213 | 220 | 8 | Enrollment Date | Format is CCYYMMDD<br>Range = 20151001 to 20170630 | Date |
| 26 | 221 | 221 | 1 | Teacher Expert Indicator<br>This field will be used by schools to indicate that this student is a retired professional from a field which is in need of teacher and is returning to school with the intent to teach in that field once the degree is completed. | Y = True<br>N = False<br>Can be blank | Left |
| 27 | 222 | 229 | 8 | Award Create Date<br>The date the award record was originated by the school | Format is CCYYMMDD | Date |
| 28 | 230 | 279 | 50 | Student's E-mail Address<br>The student's e-mail address | Alphanumeric<br>Upper and Lower Cases<br>' (Apostrophe)<br>- (Dash)<br>_ (Underscore)<br># (Number)<br>@ (At)<br>% (Percent or in care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s)<br>Can be blank<br>If the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes.<br>Any valid keyboard character including underscore; but not the pipe symbol or space. | Left |
| 29 | 280 | 280 | 1 | ATS Status Code<br><br>The status of the ATS on file at COD | A=Accepted<br>R= Rejected ATS or ATS not on file at COD<br>P = Pending or unlinked ATS<br>C = Closed<br>Can be blank | Left |
| 30 | 281 | 281 | 1 | ATS Link Indicator<br>The Agreement to Serve indicator is used to indicate whether or not the award has been linked to an ATS at COD | Y = Award has been linked to an ATS at COD<br>N = Award is not linked to an ATS on file at COD | Left |
| 31 | 282 | 302 | 21 | ATS Identification<br>The ATS Identifier printed on the ATS linked to this loan | Ex: 123456789C17123456001<br>Student's Social Security Number: 001010001–999999998<br>ATS Indicator: C<br>Award Year: 17 (For 2016-2017)<br>School Code: 000000-999999 (First six characters of school's OPEID)<br>ATS Sequence Number: 001–999<br>Can be blank | Left |
| 32 | 303 | 315 | 13 | Origination Cross-Reference | This field can contain any cross-reference information useful to the institution to identify student records internally.<br><br>Note: This is a School Use only field. No edits are performed in COD. Any data received in this field must be transmitted back to the school. | Institution defined |

| TEACH Rebuild | | | | | Origination Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 33 | 316 | 317 | 2 | Student Eligibility Code<br>A two-digit numeric code indicating how the student has achieved Ability to Benefit from Federal Student Aid. | Valid values may include, but are not limited to:<br>01= ATB-Test Completed-1st Enrolled Before 7/1/12<br>02 = ATB-College Credits-1st Enrolled Before 7/1/12<br>04=Home Schooled<br>06 = High School Diploma<br>07 = GED or State Auth. H.S. Equivalent Certificate<br>08 = State Authorized High School Equivalent Certificate<br>09 = Academic Transcript of 2-yr Program Acceptable for Full Credit Transfer to a BA Program<br>10 = Program Leads to at least an Assoc. Degree, Excelled in H.S. and met the Admissions Requirements<br>11 = ATB-Test Completed- 1st Enrolled 7/1/12 to 6/30/15<br>12 = ATB-Test Completed- 1st Enrolled 7/1/15 or After<br>13 = ATB-College Credits-1st Enrolled 7/1/12 to 6/30/15<br>14 = ATB-College Credits-1st Enrolled 7/1/15 or After | Right |
| 34 | 318 | 319 | 2 | Ability to Benefit Test Administrator Code<br>A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01, 11, or 12. | Valid values may include, but are not limited to:<br>01=Assessment Center<br>02=Independent Test Administrator<br><br>Can be BLANK. | Right |
| 35 | 320 | 321 | 2 | Ability to Benefit Test Code<br>A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01, 11, or 12. | Valid values may include, but are not limited to:<br>01 – ASSET Program: Basic Skills Tests02 – Career Programs Assessment (CPAt) Basic Skills Subtests<br>03 – Combined English Language Skills Assessment (CELSA)<br>04 – Compass Subtests (COMPASS)<br>05 – Computerized Placement Tests (CPTs)/ACCUPLACER<br>06 – Descriptive Tests: Language Skills and Mathematical Skills (DTLS/DTMS)<br>07 – ESL Placement Test (COMPASS/ESL)<br>08 – Wonderlic Basic Skills Test (WBST)<br>09 – WorkKeys Program<br>10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3)<br>11 – Spanish Assessment of Basic Education (SABE)<br>12 - Wonderlic Basic Skills Test – Spanish (WBST-Spanish)<br><br>Can be BLANK. | Right |
| 36 | 322 | 329 | 8 | Ability to Benefit Completion Date<br>The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01, 11, or 12. | Format = CCYYMMDD<br><br>Can be BLANK.<br><br>Note: Ability to Benefit code of 03 is no longer accepted by the COD System | Date |
| 37 | 330 | 331 | 2 | Ability to Benefit State Code<br>The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process. | Valid values will include all state codes as defined by FSA.<br><br>Can be BLANK.<br><br>Note: Ability to Benefit Code of 03 is no longer accepted by the COD System. | Left |
| 38 | 332 | 406 | 75 | Unused/Reserved for future expansion | Will be blank | Left |
| | | | **406** | **Total Bytes** | | |

## TEACH Rebuild Disbursement Detail Record Layout

| TEACH Rebuild | | | | | Disbursement Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | D = Rebuild Disbursement Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number: 001010001–999999998<br>Award Type: H<br>Program Year: 17 (for 2016-2017)<br>School Code: = 000000–999999 (First six characters of school's OPEID)<br>Award Sequence Number: 001–999 | Left |
| 3 | 23 | 24 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 1–20 | Right |
| 4 | 25 | 32 | 8 | Disbursement Date<br>The date the disbursement (disbursement sequence number 1) was credited to school's account at the school or paid to the student | Format is CCYYMMDD | Date |
| 5 | 33 | 34 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement | 1–99<br>1-65 available for use by schools<br>66-99 reserved for payment to servicer<br>Disbursement sequence numbers are in order by chronology. | Right |
| 6 | 35 | 41 | 7 | Disbursement Amount<br>The actual (DRI = True)/anticipated disbursement (DRI = False) amount (in dollars) of the disbursement as reflected in the COD system. | 0000000-9999999<br>Pennies with implied decimals are displayed. Zero filled to the left of the dollar amount. | Right |
| 7 | 42 | 64 | 23 | Document ID<br>The Rebuild Batch Number generated by COD | Batch Type = TR<br>Cycle indicator = 7 (for 2016-2017)<br>School Code = 000000–999999 (First six characters of school's OPEID)<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 8 | 65 | 70 | 6 | School Code<br>TEACH School Code<br>Also identifies school originating award record | 000000–999999 (First six characters of school's OPEID) | Left |
| 9 | 71 | 71 | 1 | First Disbursement Flag<br>Identifies the disbursement with the earliest disbursement date. | Y = First Disbursement<br>Can be blank | Left |
| 10 | 72 | 79 | 8 | Award Booked Date<br>The date the award booked on COD | Format is CCYYMMDD<br>Can be blank | Date |
| 11 | 80 | 80 | 1 | Disbursement Release Indicator<br>Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL | Y= true<br>N= false<br>Or blank | Left |

| TEACH Rebuild | | | | | Disbursement Detail Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 81 | 82 | 2 | Previous Disbursement Sequence Number<br>Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction | 01-90<br>Can be blank<br>Previous disbursement sequence number 1 to 9 is zero filled to the left and is returned as 01 to 09<br>Previous disbursement sequence number is blank when disbursement sequence number is 01 | Left |
| 13 | 83 | 89 | 7 | COD's Total Net Booked Award Amount for the First Disbursement<br>Total net disbursement amount of the first disbursement accepted and booked by COD for this TEACH award. | 0000000-9999999<br>Disbursement Adjustments that only change the sequence number = Blank<br>Unbooked Awards = All zeros<br>Display pennies with implied decimal. Zero filled to left of the dollar amount | Right |
| 14 | 90 | 97 | 8 | Payment Period Start Date<br>Beginning date of the payment period; required if school is in a period of TEACH ineligibility | Format is CCYYMMDD<br>Range = 20151001 to 20170630<br>Will be blank for schools that are Title IV eligible | Left |
| 15 | 98 | 105 | 8 | Enrollment School Code | Numeric<br>Can be blank | Left |
| 17 | 106 | 112 | 7 | Program CIP Code<br>Description of student CIP Code (major). | Format is 00.0000-99.9999<br>Can be Blank | Left |
| 18 | 113 | 113 | 1 | Enrollment Status<br>The status of time spent enrolled in an academic program. | F = Full-time enrollment<br>Q = Three-quarters-time enrollment<br>H = Half-time enrollment<br>L = Less-than-half-time enrollment<br>Can be blank | Left |
| 19 | 114 | 406 | 293 | Unused/Reserved for future use | Will be blank | Left |
| | | | **406** | **Total Bytes** | | |

## *TEACH Exit Counseling File/Report*

TEACH Grant Exit Counseling has been relocated to the National Student Loan Data System (NLSDS) Student Access Web site.

Message class information as well as file layouts can be found in National Student Loan Data System (NLSDS) Student Access Web site newsletters posted on the Information for Financial Aid Professionals (IFAP) Web site.

If you have questions about the counseling tool on NSLDS, contact the NSLDS Customer Support Center at 800/999-8219. You can also contact Customer Support by e-mail at nslds@ed.gov.

## *TEACH ATS Discharge Report*

The ATS Discharge Report contains data on ATSs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new ATS is needed for an award at your school.
    - If an ATS has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

### Business Rules

1. The ATS Discharge Report is sorted in the following order (with each field listed in ascending order):
    a. Discharge Date
    b. Last Name
    c. First Name
    d. Middle Initial
    e. SSN, and then
    f. DOB
2. The ATS Discharge Report is available via SAIG in the following format:
    a. Fixed-Length (default)
3. The ATS Discharge Report (all format types) is sent from the COD System with non-award year specific message class `ATSDISOP`.
4. The ATS Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
5. The ATS Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:
    a. All Attended Schools with loans linked to the ATSs in the report.
    b. All Attended Schools that created the ATSs listed in the report regardless of whether or not an award was linked to the ATS.
6. Although the ATS Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## Fixed-Length Record Layout

| TEACH ATS Discharge Report Detail Record Layout | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Student Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Student First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Student Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Student Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Student Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | ATS ID | 123456789C17123456001<br>The unique 21-character ATS ID of the ATS made inactive due to discharge.<br><br>ATS ID’s components include SSN (9 characters), Metadata Type (C), Award Year (2 characters), OPE ID (first 6 characters), and ATS Sequence Number (3 characters). | Left |
| 7 | 68 | 75 | 8 | Discharge Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Discharge Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Identity Theft | Left |
| 9 | 77 | 146 | 70 | Discharge Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft | Left |
| | | | **146** | **Record Length** | | |

# Direct Loan Reports

## *Direct Loan Reports Options*

Direct Loan Reports are available to schools in a variety of format options. Direct Loan reports are available via the school's SAIG mailbox, COD's new Report Requests page, and/or via the school's Newsbox on the COD Web site. Beginning in March 2013, Direct Loan SAS Disbursement Detail on Demand Reports may be requested via the new COD Report Requests page on the COD Website.

### Business Rules

1. Direct Loan Reports for 2016-2017 are sent to schools as a flat file and not an XML document.

2. Direct Loan Reports for 2016-2017 and prior years are sent to school's SAIG mailbox in the following format options. Not all reports are offered in all formats:

   a. Comma-Delimited (CSV)

   b. Pipe-Delimited

   c. Preformatted Text file

      i. Portrait

      ii. Courier 10

      iii. 80 characters per line

      iv. 60 lines per page

   d. Fixed-length File

   e. Do Not Distribute - This is only available for specific reports (see the individual report Business Rules for more information). If this option is chosen, the report will not be generated and sent to a school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. Schools can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if a school chooses not to receive a report, COD will not be able to send any missed reports at a later time. If a school updates its options to begin receiving a report, the school will only receive reports generated from that point forward.

3. Many Direct Loan Reports for 2016-2017 and prior years are viewable on the COD Web site in the following format options:

   a. PDF (These files are downloadable into Adobe)

   b. Comma-Delimited (CSV)

4. Delivery method and format options vary by report type. These specific options are discussed under the appropriate report section.

   Beginning in March 2013, Direct Loan School Account Statement Disbursement Detail on Demand Reports will be available on-demand via the new COD Report Requests page on the COD Website. Schools will continue to receive their Direct Loans School Account Statement each month automatically which contains the Department's official record of your Ending Cash Balance.

Below is a summary of all Direct Loan Reports and available formats generated by the COD System.

## *Format and Delivery Methods*

| Report Name | Report Selection Web Page | Sort | Frequency | SAIG Mailbox | | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | Do Not Distribute | PDF | Comma-Delimited |
| Direct Loan Booking Warning Report | ✓ | Award ID | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Direct Loan Rebuild File | ✗ Separate New Report Web Page | SSN | By Request[1] | | | | ✓ | | | |
| Duplicate Student Borrower Report | ✓ | SSN | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Inactive Loans Report | ✓ | Award ID | Monthly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| Pending Disbursement Listing Report | ✓ | Last Name | Weekly | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| School Account Statement (SAS) | ✓ Link to Separate SAS Page | By Statement Record Type | Monthly | | ✓ | ✓ | ✓* | | | |
| School Account Statement (SAS) Disbursement Detail On Demand | ✗ Separate New Report Web Page | Award Type / Award ID / Disb # / Disb Seq Num | On-Demand | | ✓ | ✓ | ✓ | | | |
| SSN/Name/Date of Birth Change Report | ✓ | SSN | Weekly[2] | ✓* | ✓ | ✓ | | ✓ | | ✓ |
| MPN Discharge Report | ✓ | Last Name | Weekly | | ✓ | ✓ | ✓* | | | ✓ |
| Expired MPN Report | ✓ | Last Name | Weekly | | ✓ | ✓ | ✓* | | | ✓ |
| MPNs Due to Expire | ✓ | Last Name | Monthly | | ✓ | ✓ | ✓* | | | ✓ |
| Direct Loan Counseling Report (Note: This report only contains information from StudentLoans.gov) | ✓ | SSN | Weekly | | | | | | | ✓ |
| Direct Loan Actual Disbursement List | ✓ | SSN | Weekly | | ✓ | | | ✓ | | ✓ |
| Completed MPN Report | ✗ | SSN | Weekly | | | | | | | ✓ |
| Completed PLUS Application Report | ✗ | SSN | Weekly | | | | | | | ✓ |

1. via School Relations Center
2. If triggered by Change

*Indicates default option

*Note: The Funded Disbursement Listing is no longer distributed for Award Years 2011 – 2012 and forward. Please reference prior Award Year Technical Reference documentation for more information regarding the Funded Disbursement Listing. Beginning in October 2011, COD began producing the Actual Disbursement List, which is similar to the Funded Disbursement Listing. Additional detail on the Actual Disbursement List is included later in this document.*

## Direct Loan Batch Header Layout

| Direct Loan Batch Header Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 10 | 10 | Header Record Identifier<br>Identifies record as a header record | Must be "DL HEADER "<br>Uppercase and left-justified with one blank position after DL and one blank position after HEADER | Left |
| 2 | 11 | 14 | 4 | Data Record Length<br>Indicates length of the data record | 0000–9999 | Right |
| 3 | 15 | 22 | 8 | Message Class<br>File name recognized by COD | See the Summary of Direct Loan Report Message Classes table in Volume II, Section 2 | Left |
| 4 | 23 | 45 | 23 | Batch Identifier<br>The batch ID associated with the detail records | Batch Type: #A–Z<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code: X00000–X99999<br>Where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 5 | 46 | 53 | 8 | Created Date<br>The date when the record was created | Format is CCYYMMDD<br>CCYY = 2014-2015 | Date |
| 6 | 54 | 59 | 6 | Created Time<br>The time when the record was created | 000000–235959<br>Format is HHMMSS<br>HH = 00–23<br>MM = 00–59<br>SS = 00–59 | Right |
| 7 | 60 | 61 | 2 | Unused | Blank | |
| 8 | 62 | 69 | 8 | *Filler | For ED use only | Left |
| 9 | 70 | 71 | 2 | Rebuild Loan File Request Type<br>Identifies the data requested by schools for data recovery | 01 = Program Year<br>02 = Date Range<br>03 = Borrower<br>04 = 21-Character Loan ID<br>Can be blank<br>This is used only on the Rebuild Loan File (CODRBFOP Batch Type RB) | Left |
| 10 | 72 | 80 | 9 | Software Provider Identifier and Version Number<br>Identifies software vendor and version number of software | Software Provider ID = 3 alphanumeric characters<br>Software Provider Version = 6 alphanumeric characters<br>Can be blank<br>Always blank for all files sent to schools | Left |
| 11 | 81 | N | N | *Filler<br>Length of filler = N minus 80 where N= Record length provided in Field #2 | For ED use only | Left |
| | | | **N*** | **Total Record Length** | | |

*Filler is added, if necessary, to make the header record the same length as the detail records which follow.

## Direct Loan Batch Trailer Layout

| Direct Loan Batch Trailer Layout | | | | | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 10 | 10 | Trailer Record Identifier<br>Code to identify record as a trailer record | Must be "DL TRAILER"<br>Uppercase and left justified with one blank position after DL | Left |
| 2 | 11 | 14 | 4 | Data Record Length<br>Indicates length of the data record | 0000–9999 | Right |
| 3 | 15 | 21 | 7 | Number of Records<br>The number of data records included in the file | Numeric > = 0 | Right |
| 4 | 22 | 26 | 5 | Unused | All Zeros | |
| 5 | 27 | 31 | 5 | Unused | All Zeros | |
| 6 | 32 | 36 | 5 | Unused | All Zeros | |
| 7 | 37 | 80 | 44 | *Filler<br>Length of filler = N minus 36 where N = Record length provided in Field #2 | For ED use only | Left |
| | | | **N*** | **Total Record Length** | | |

*The minimum filler length is 44 bytes, making the minimum trailer record length 80 bytes. Filler is added, if necessary, to make the trailer records the same length as the detail records that precede them.

## *Direct Loan School Account Statement (SAS)*

The School Account Statement (SAS) is a monthly statement, similar to a bank statement, which summarizes the school's processing activity for each month. The SAS is the school's primary tool used in reconciliation and program year closeout, and should be compared to both financial aid and business office records. This report provides the Department's official ending cash balance as of the end date of the report, based on data submitted by the school. As such, all schools are required to receive the SAS on a monthly basis until they have officially closed out a program year.

### Sections of the SAS

- **Cash Summary** - This section of the SAS provides the Department's official Ending Cash Balance for the school for the reported period. The Cash Summary contains both a monthly and a year-to-date summary of cash and loan data processed at COD for that program year. This informaton is automatically included in the SAS. This section can be compared to summary information on the school's internal systems. The comparison may then identify areas where further research is needed. For example, if the school determines their internal systems match the SAS Cash Summary information for Net Drawdowns/Payments but not for Total Net Booked or Total Net Unbooked, the school can target further research to loan detail only.

- **Disbursement Summary by Loan Type** - This section of the SAS provides monthly and year-to-date summary information by loan type for the reported period. It can be used to monitor loan volumes at the summary level (both booked and unbooked) for all loan types processed at COD.

- **Cash Detail** - This section of the SAS provides detail on cash transactions processed at COD during the reported period. This includes drawdowns, drawdown adjustments, or refunds of cash. If the monthly option is chosen, this section will only include cash transactions processed at COD during that month. This section will not include any cash transactions requested or sent during the month, but not processed on COD until after the last day of that month. If the Year-to-date option is chosen, the section will include cash transactions processed at COD from the start of the program year through the end date of the report.

- **Loan Detail, Loan Level** - This section of the SAS provides loan-level detail for disbursement transactions processed on COD through the end date of the report. Each transaction lists the total amount disbursed on that loan as of the end date of the report. This information can be used to perform an award-level comparison to your internal systems. This section is only available as year-to-date.

- **Loan Detail, Disbursement Activity Level** - This section of the SAS provides transaction-level detail for all disbursement and adjustment transactions processed on COD during the reported period. This section may have multiple transactions per award ID (as applicable). This section is available as monthly, year-to-date, or both. The monthly version will only show disbursements booked on COD during the reported month, but will include all unbooked disbursements (unbooked transactions are always year-to-date). Unbooked disbursements include any future dated transactions with disbursement dates falling after the end of the report. The year-to-date version of the report will show all disbursements, booked and unbooked, on COD as of the end date of the report. This information can be used to do a transaction-level comparison to the school's internal records, for either that month, or year-to-date.

### Business Rules

1. The COD System generates the School Account Statement (SAS) on a monthly basis and automatically sends it to the school's SAIG mailbox.

2. Once a school has officially completed the closeout process for a specific program year, a school will no longer receive a SAS for that year. If the school's balances change after it has officially closed out, the school will resume receiving a Direct Loan SAS report to assist with the reconciliation process.

3. The SAS is generated on the first full weekend of the month and includes all data through the last day of the previous month. If the first day of the month falls on a Sunday, the SAS will run the following weekend. For example, the October SAS report, containing all data through October 31, will be run on the first full weekend of November.

4. Schools have the option to customize the SAS in a number of ways on the COD Web site.

a. The following options can be set for the SAS on the SAS Options page on the COD Web site (Note: Each option is described in detail below):

   i. Report Format

   ii. Include Names of Borrowers

   iii. Report Activity Type

   iv. Sections of SAS to Receive

b. Schools may set or change their options at any time. Changes to SAS options will be applied to the next scheduled run of the report.

c. Schools new to the Direct Loan program or schools that have not changed their options on the COD Web site are set to the default values. Note: Default values are noted in parentheses below.

d. A school's SAS options for the current award year will be carried over to the next award year with New Award Year Setup. If a school wants different options for different award years, it must update its options separately for each award year. Schools should ensure they are in the correct program year in the Direct Loan SAS Report Options screen before updating their options.

e. Schools may receive more than one report for an award year depending on which options are selected.

5. The **Report Format** option allows the school to select the format of the SAS Report that is delivered to its SAIG mailbox.

   a. The choices for the Report Format option are:

      i. Fixed-length flat file (**Default**) (message class `DSDF17OP` – Disbursement level and `DSLF17OP` – Loan level)

      ii. Comma-Delimited (message class `DSDD17OP` – Disbursement level and `DSLD17OP` – Loan Level)

         1. Schools have the option of receiving the SAS in Comma-Delimited format with or without headings

      iii. Pipe-Delimited (message class `DSDD17OP` – Disbursement level and `DSLD17OP` – Loan Level)

         1. The Pipe-Delimited format of the SAS is not available with headings

NOTE: In order to use the Direct Loan Tools comparison function, schools MUST choose fixed-length flat file format.

6. The **Include Names of Borrowers** option allows the school to choose to have borrower names included in the detail portion of the SAS.

   a. The choices for the Include Names of Borrowers option are:

      i. Yes

      ii. No (**Default**)

   b. If Yes is selected, PLUS loans will show both Borrower and Student names.

   c. Borrower and Student First Name, Last Name, and Middle Initial are provided in the Loan Detail, Loan Level Section of the Fixed-length report.

   d. Borrower and Student First Name and Last Name (not Middle Initial) are provided in the Loan Detail, Loan Level section, and the Loan Detail, Disbursement Activity Level section of the Comma-Delimited and Pipe-Delimited reports.

e. Borrower and Student First Name, Last Name, and Middle Initial are NOT provided in the Loan Detail, Disbursement Activity Level section of the Fixed-length report.

7. The **Report Activity Type** option allows the school to select whether to receive the Monthly, Year-to-Date, or Both for both the Cash and Loan detail sections of the SAS. Regardless of its choice, the school will receive the Monthly Cash Summary and the Year-to-Date Cash Summary.

   a. The choices for the Report Activity Type option are:

      i. Monthly (**Default**)

      ii. Year-to-Date

      iii. Both Monthly and Year-to-Date

   b. The school's Report Activity Type selection will determine the choices available under the Sections of SAS to Receive option.

      i. If Monthly is selected,

         1. The school will receive the Monthly Cash Detail.

         2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail.

         3. The school will NOT have the choice to receive the Year-to-Date Loan Level section or the Year-to-Date Disbursement Transaction Detail section.

      ii. If Year-to-Date is selected,

         1. The school will receive the Year-to-Date Cash Detail.

         2. The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

         3. The school will NOT have the option to receive the Monthly Disbursement Transaction Level Detail section.

      iii. If Both Monthly and Year-to-Date are selected,

         1. The school will receive both the Monthly and Year-to-Date Cash Detail.

         2. The school will have the choice to receive or not receive the Monthly Disbursement Transaction Level Detail section.

         3. The school will have the choice to receive or not receive the Year-to-Date Loan Level section and/or the Year-to-Date Disbursement Transaction Detail section.

      iv. In order to use Direct Loan Tools comparison function, schools MUST receive the Year-to-Date Loan Level section and/or Year-to-Date Disbursement Transaction Detail section in fixed-length format.

8. The **Sections of the SAS to Receive** option allows the school to select which sections of the SAS it receives.

   a. The school may choose whether or not to receive the Summary by Loan Type section.

      i. The choices for the Summary By Loan Type option are:

         1. Yes (**Default**)

2. No

ii. If the school selects to receive the Summary By Loan Type section, it will receive both Monthly Disbursement Summary By Loan Type and the Year-to-Date Disbursement Summary By Loan Type.

b. Depending on the school's selection in the Report Activity Type option, the school can choose whether or not to receive:

i. Monthly Disbursement Transaction Detail (**Default**)

ii. Year-to-Date Disbursement Transaction Detail

iii. Year-to-Date Loan Level Detail

c. In order to use Direct Loan Tools comparison function, the schools MUST receive the Year-to-Date Loan Level section **and/or** Year-to-Date Disbursement Transaction Detail section.

## Fixed-Length Record Layouts

Field Names and Valid Field Content in brackets [ ] indicate old terminology provided for reference.

### *Year-to-Date and Monthly Cash Summary*

| Direct Loan School Account Statement (SAS), Sections I and II<br>Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | T = Cash Summary | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 52 | 2 | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total | Left |

| Direct Loan School Account Statement (SAS), Sections I and II<br>Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 9 | 53 | 63 | 11 | Beginning Cash Balance<br>This is COD's beginning balance for this report.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date | -9999999999 to 09999999999<br>Zeros for Cash Summary Type = Y1 | Right |
| 10 | 64 | 74 | 11 | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 11 | 75 | 85 | 11 | Refunds of Cash [Excess Cash]<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refunds of cash transactions received by COD for the program Year-To-Date and corrections to refunds of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refunds of cash transactions received by COD for the current month and corrections to refunds of cash processed during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 12 | 86 | 96 | 11 | Net Drawdowns/Payments [Total Net Cash Receipts]<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all Refunds of Cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 13 | 97 | 107 | 11 | Booked Disbursements [Net Booked Disbursements]<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 14 | 108 | 118 | 11 | Booked Adjustments [Net Booked Adjustments]<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment | Right |

| Direct Loan School Account Statement (SAS), Sections I and II<br>Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 15 | 119 | 129 | 11 | Total Net Booked Disbursements [Total Booked Loan Detail]<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 16 | 130 | 140 | 11 | Ending Cash Balance<br>This is COD's ending balance for this report.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date | -9999999999 to 09999999999 | Right |
| 17 | 141 | 151 | 11 | Unbooked Disbursements [Net Unbooked Disbursements Actual]<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 18 | 152 | 162 | 11 | Unbooked Adjustments [Net Unbooked Adjustments]<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment | Right |
| 19 | 163 | 173 | 11 | Total Net Unbooked Disbursements [Total Unbooked Loan Detail]<br>The total of unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 20 | 174 | 184 | 11 | Cash > Accepted and Posted Disbursements [Adjusted Ending Cash Balance]<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 21 | 185 | 214 | 30 | Filler | For ED use only | Left |
| 22 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 | Right |
| | | | **220** | **Total Record Length** | | |

## *Year-to-Date and Monthly Disbursement Summary by Loan Type*

| Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts | | | | | Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | Y = Year-To-Date Disbursement Summary<br>M = Monthly Disbursement Summary | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 52 | 2 | Disbursement Summary Type | YS = Year-To-Date Disbursement Total for Subsidized Loans<br>YU = Year-To-Date Disbursement Total for Unsubsidized Loans<br>YP = Year-To-Date Disbursement Total for PLUS Loans<br>YT = Year-To-Date Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans<br>MS = Monthly Disbursement Total for Subsidized Loans<br>MU = Monthly Disbursement Total for Unsubsidized Loans<br>MP = Monthly Disbursement Total for PLUS Loans<br>MT = Monthly Disbursement Total for Subsidized/ Unsubsidized/PLUS Loans | Left |
| 9 | 53 | 63 | 11 | Booked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |

| Direct Loan School Account Statement (SAS), Sections III and IV Fixed-Length Record Layouts | | | | Year-To-Date and Monthly Disbursement Summary by Loan Type (Record Type "Y" and "M") | | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 10 | 64 | 74 | 11 | Booked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 11 | 75 | 85 | 11 | Booked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP" and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 12 | 86 | 96 | 11 | Booked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 13 | 97 | 107 | 11 | Unbooked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 14 | 108 | 118 | 11 | Unbooked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 15 | 119 | 129 | 11 | Unbooked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 16 | 130 | 140 | 11 | Unbooked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled | Right |
| 17 | 141 | 214 | 74 | Filler | For ED use only | Left |
| 18 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | **220** | **Total Record Length** | | |

### *Cash Detail*

For Cash Receipts (drawdowns) and Refunds of Cash (excess cash), the G5 system is accepting pennies. However, these amounts are truncated on the SAS.

| Direct Loan School Account Statement (SAS), Section V<br>Fixed-Length Record Layout | | | | | Cash Detail<br>(Record Type "C") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | C = Cash Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 51 | 1 | Transaction Type—Cash<br>Type of Cash Transaction | R = Cash Receipts<br>X = Refunds of Cash [Returns of Excess Cash] | Left |
| 9 | 52 | 59 | 8 | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Cash Receipt [Drawdown] activity occurred or processed on COD | Format is CCYYMMDD | Date |
| 10 | 60 | 71 | 12 | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | Numeric > = 0<br>Can be blank | Right |
| 11 | 72 | 82 | 11 | Transaction Amount<br>COD amount of the cash receipt or refund of cash [return of excess cash] transaction | -9999999999 to 09999999999<br>Cannot be blank; can be zero filled | Right |
| 12 | 83 | 95 | 13 | Payment Control Number<br>Code received from G5 for cash receipts only | Numeric > 0<br>Can be blank | Right |
| 13 | 96 | 214 | 119 | Filler | For ED use only | Left |
| 14 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | **220** | **Total Record Length** | | |

## *Loan Detail, Loan Level*

| Direct Loan School Account Statement (SAS), Section VI<br>Fixed-Length Record Layout | | | | | Loan Detail, Loan Level<br>(Record Type "L") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | L = Loan Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 71 | 21 | Loan Identifier<br>Unique Identifier created at the time of origination | Student's Social Security Number: 001010001–999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 17 (for 2016-2017)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number: 001–999 | Left |
| 9 | 72 | 79 | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 10 | 80 | 87 | 8 | Filler | | Left |
| 11 | 88 | 92 | 5 | Actual Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 12 | 93 | 97 | 5 | Actual Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 13 | 98 | 102 | 5 | Actual Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric > = 0 | Right |

| Direct Loan School Account Statement (SAS), Section VI<br>Fixed-Length Record Layout | | | | | Loan Detail, Loan Level<br>(Record Type "L") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 14 | 103 | 107 | 5 | Actual Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric > = 0 | Right |
| 15 | 108 | 119 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Left justified with an A-Z in the first position<br>Can be blank | Left |
| 16 | 120 | 135 | 16 | Borrower's Last Name<br>The borrower's last name | 0-9<br>Uppercase A-Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Can be blank | Left |
| 17 | 136 | 136 | 1 | Borrower's Middle Initial<br>The borrower's middle initial | Uppercase A-Z<br>Can be blank | Left |
| 18 | 137 | 148 | 12 | Student's First Name<br>The student's first name (PLUS Only) | 0–9<br>Uppercase A–Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Left justified with an A-Z in the first position<br>Can be blank | Left |
| 19 | 149 | 164 | 16 | Student's Last Name<br>The student's last name (PLUS Only) | 0-9<br>Uppercase A-Z<br>. (period)<br>' (apostrophe)<br>- (dash)<br>Can be blank | Left |
| 20 | 165 | 165 | 1 | Student's Middle Initial<br>The student's middle initial<br>(PLUS Only) | Uppercase A-Z<br>Can be blank | Left |
| 21 | 166 | 195 | 30 | Servicer Name | Servicer Name character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 22 | 196 | 214 | 19 | Filler | ED use only | |
| 23 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | **220** | **Total Record Length** | | |

## *Loan Detail, Disbursement Activity Level*

| Direct Loan School Account Statement (SAS), Section VII<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br>2-digit region code of the school | 01-99 | Right |
| 5 | 33 | 34 | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101–20991231 | Date |
| 8 | 51 | 71 | 21 | Loan Identifier<br>Unique Identifier created at the time of origination | Student's Social Security Number:<br>001010001–999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 17 (for 2016-2017)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number:<br>001–999 | Left |
| 9 | 72 | 79 | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 10 | 80 | 87 | 8 | Disbursement Booked Date at COD<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br>19000101–20991231<br>Will be blank if the loan is not booked | Date |
| 11 | 88 | 92 | 5 | Disbursement Actual Gross Amount—COD<br>COD-calculated actual gross amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 12 | 93 | 97 | 5 | Disbursement Actual Loan Fee Amount—COD<br>COD-calculated actual loan fee amount (in dollars) | Numeric > =0 | Right |
| 13 | 98 | 102 | 5 | Disbursement Actual Interest Rebate Amount—COD<br>COD-calculated actual interest rebate amount (in dollars) | Numeric > =0 | Right |

| Direct Loan School Account Statement (SAS), Section VII<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 14 | 103 | 107 | 5 | Disbursement Actual Net Amount— COD<br>COD-calculated actual net amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 15 | 108 | 113 | 6 | Disbursement Actual Net Adjustment—COD<br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999<br>Can be blank | Right |
| 16 | 114 | 115 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 1–20 for PLUS<br>1–20 for Subsidized/Unsubsidized | Right |
| 17 | 116 | 117 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which the disbursement activity is processed | 1–99 | Right |
| 18 | 118 | 118 | 1 | Transaction Type—Disbursement<br>Disbursement Activity Type recorded at COD | A = Adjustment<br>D = Disbursement<br>Disbursement Activity = Q is not indicated on the SAS | Left |
| 19 | 119 | 126 | 8 | Transaction Date<br>Date disbursement activity occurred at the school | Format is CCYYMMDD | Date |
| 20 | 127 | 131 | 5 | Total Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 21 | 132 | 136 | 5 | Total Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 22 | 137 | 141 | 5 | Total Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric > = 0 | Right |
| 23 | 142 | 146 | 5 | Total Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric > = 0 | Right |
| 24 | 147 | 176 | 30 | Servicer Name | Servicer Name character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 25 | 177 | 214 | 38 | Filler | For ED use only | |
| 26 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 | Right |
| | | | **220** | **Total Record Length** | | |

## Comma-Delimited Record Layouts

The comma-delimited report has optional header information and column headings prior to the detail records.

Field Names, Valid Field Content, and Column Heading in brackets [ ] indicate old terminology provided for reference.

Please note that all comma-delimited Direct Loan SAS reports are variable in record length.

### *Year-To-Date and Monthly Cash Summary, Optional Header Information*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|---|
| **Line #** | **Max Length** | **Field Name and Description** | **Valid Field Content** |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Cash Summary |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

### *Year-To-Date and Monthly Cash Summary, Optional Column Headings*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Cash Summary Type |
| Comma | 1 | , |
| I | Optional | Beginning Cash Balance |
| Comma | 1 | , |
| J | Optional | Cash Receipts |
| Comma | 1 | , |
| K | Optional | Refunds of Cash [Excess Cash] |
| Comma | 1 | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| L | Optional | Net Drawdown/Payments [Total Net Cash Receipts] |
| Comma | 1 | , |
| M | Optional | Booked Disbursements [Net Booked Disbursements] |
| Comma | 1 | , |
| N | Optional | Booked Adjustments [Net Booked Adjustments] |
| Comma | 1 | , |
| O | Optional | Total Net Booked Disbursements [Total Booked Loan Detail] |
| Comma | 1 | , |
| P | Optional | Ending Cash Balance |
| Comma | 1 | , |
| Q | Optional | Unbooked Disbursements [Net Unbooked Disbursements Actual] |
| Comma | 1 | , |
| R | Optional | Unbooked Adjustments [Net Unbooked Adjustments] |
| Comma | 1 | , |
| S | Optional | Total Net Unbooked Disbursements [Total Unbooked Loan Detail] |
| Comma | 1 | , |
| T | Optional | Cash > Accepted<br>and Posted Disbursements [Adjusted Ending Cash Balance] |
| Comma | 1 | , |
| U | Optional | Record Count Sequence # |
| Comma | 1 | , |

## *Year-To-Date and Monthly Cash Summary, Detail Record*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") | |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | T = Cash Summary |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| G | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| H | 2 | Cash Summary Type | Y1 = Year-To-Date Cash Summary Total<br>T1 = Monthly Cash Summary Total |
| | 1 | Comma | , |
| I | 11 | Beginning Cash Balance<br>This is COD's beginning balance for this report.<br>For Cash Summary Type = "Y1," this field is zero filled<br>For Cash Summary Type = "T1," this field represents last month's ending balance. It is all booked activity up to and through the prior month's end date | -9999999999 to 09999999999<br>Zeros for Cash Summary Type = Y1 |
| | 1 | Comma | , |
| J | 11 | Cash Receipts<br>Total receipts of cash (drawdowns) for the period<br>For Cash Summary Type = "Y1," this is the sum of all cash receipt (drawdowns) transactions for the program Year-To-Date and corrections to drawdowns processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) transactions for the current month and corrections to drawdowns processed during current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| K | 11 | Refunds of Cash [Excess Cash]<br>Total cash refunded for the period<br>For Cash Summary Type = "Y1," this is the sum of all refund of cash transactions received by COD for the program Year-To-Date and corrections to refund of cash processed during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all refund of cash transactions received by COD for the current month and corrections to refund of cash processed during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| L | 11 | Net Drawdowns/Payments [Total Net Cash Receipts]<br>The difference between the total Cash Receipts (drawdowns) and total Refunds of Cash [Excess Cash] returned<br>For Cash Summary Type = "Y1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all cash receipts (drawdowns) minus all refunds of cash returned to COD for the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| M | 11 | Booked Disbursements [Net Booked Disbursements]<br>The total net amount of all actual disbursements booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| N | 11 | Booked Adjustments [Net Booked Adjustments]<br>The total net amount of all disbursement adjustments booked at COD<br>For Cash Summary Type = "Y1," this is the sum of all actual disbursement adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all actual disbursement adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | 1 | Comma | , |
| O | 11 | Total Net Booked Disbursements [Total Booked Loan Detail]<br>The total of Net Booked Disbursements and Net Booked Adjustments<br>For Cash Summary Type = "Y1," this is the sum of all net disbursements and adjustments that were booked at COD during the program Year-To-Date<br>For Cash Summary Type = "T1," this is the sum of all net disbursements and adjustments that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Cash Summary<br>(Record Type "T") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma | , |
| P | 11 | Ending Cash Balance<br>This is COD's ending balance for this report.<br>For Cash Summary Type = "Y1" and "T1," this is the ending cash balance at COD as of the report end date | -9999999999 to 09999999999 |
| | 1 | Comma | , |
| Q | 11 | Unbooked Disbursements [Net Unbooked Disbursements Actual]<br>The total net amount of all the actual disbursements accepted but not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursements at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| R | 11 | Unbooked Adjustments [Net Unbooked Adjustments]<br>The total net amount of all the actual disbursement adjustments not booked at COD<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual net disbursement adjustments at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled<br>(-) indicates a downward adjustment<br>(+) indicates an upward adjustment |
| | 1 | Comma | , |
| S | 11 | Total Net Unbooked Disbursements [Total Unbooked Loan Detail]<br>The total of Unbooked Disbursements and Unbooked Adjustments<br>For Cash Summary Type = "Y1" and "T1," this is the sum of all unbooked actual disbursement activities at COD as of the program Year-To-Date | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| T | 11 | Cash > Accepted and Posted Disbursements [Adjustment Ending Cash Balance]<br>The difference between the Ending Cash Balance and the Total Net Unbooked Disbursements<br>For Cash Summary Type = "Y1" and "T1," this is the total Year-To-Date unbooked amount applied to the ending balance | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| U | 6 | Record Count Sequence #<br>Record counter for each Record in the SAS file | 000001-999999 |
| | 1 | Comma | , |

## Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Header Information

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Header Information | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") | |
|---|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Disb Summary YTD |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## Year-to-Date and Monthly Disbursement Summary by Loan Type, Optional Column Headings

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Disbursement Summary Type |
| Comma | 1 | , |
| I | Optional | Booked Gross For Disbursement |
| Comma | 1 | , |
| J | Optional | Booked Fee |
| Comma | 1 | , |
| K | Optional | Booked Interest Rebate |
| Comma | 1 | , |
| L | Optional | Booked Net |
| Comma | 1 | , |
| M | Optional | Unbooked Gross |
| Comma | 1 | , |
| N | Optional | Unbooked Fee |

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| Comma | 1 | , |
| O | Optional | Unbooked Interest Rebate |
| Comma | 1 | , |
| P | Optional | Unbooked Net |
| Comma | 1 | , |
| Q | Optional | Record Count Sequence # |
| Comma | 1 | , |

## *Year-to-Date and Monthly Disbursement Summary by Loan Type, Detail Record*

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") | |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | Y = Year-To-Date Disbursement Summary<br>M = Monthly Disbursement Summary |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| G | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| H | 2 | Disbursement Summary Type | YS = Year-To-Date Disbursement Total for Subsidized Loans<br>YU = Year-To-Date Disbursement Total for Unsubsidized Loans<br>YP = Year-To-Date Disbursement Total for PLUS Loans<br>YT = Year-To-Date Disbursement Total for Subsidized/Unsubsidized/PLUS Loans<br>MS = Monthly Disbursement Total for Subsidized Loans<br>MU = Monthly Disbursement Total for Unsubsidized Loans<br>MP = Monthly Disbursement Total for PLUS Loans<br>MT = Monthly Disbursement Total for Subsidized/Unsubsidized/PLUS Loans |
| | 1 | Comma | , |
| I | 11 | Booked Gross For Disbursement<br>Summary Type = "YS"<br>"YU," "YP," and "YT,"<br>this is the sum of the gross amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the gross amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| J | 11 | Booked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the loan fee amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| K | 11 | Booked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the interest rebate amount of the actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the interest rebate amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS) Comma-Delimited Detail Record Layout | | Year-to-Date and Monthly Disbursement Summary by Loan Type (Record Types "Y" and "M") | |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| L | 11 | Booked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," and "YT," this is the sum of the net amount of all actual disbursements that were booked at COD during the program Year-To-Date<br>For Disbursement Summary Type = "MS," "MU," "MP," and "MT," this is the sum of the net amount of all actual disbursements that were booked at COD during the current month | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| M | 11 | Unbooked Gross<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total gross amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| N | 11 | Unbooked Fee<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total fee amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| O | 11 | Unbooked Interest Rebate<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total interest rebate amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| P | 11 | Unbooked Net<br>For Disbursement Summary Type = "YS," "YU," "YP," "YT," "MS," "MU," "MP," and "MT," this is the total net amount of disbursements at COD that are unbooked for the program Year-To-Date at the end of the current reporting period | -9999999999 to 09999999999<br>If no activity, zero filled |
| | 1 | Comma | , |
| Q | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 |
| | 1 | Comma | , |

## Cash Detail, Optional Header Information

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Cash Detail<br>(Record Type "C") |
|---|---|---|---|
| Line # | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Cash Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## Cash Detail, Optional Column Headings

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Cash Detail<br>(Record Type "C") |
|---|---|---|
| Column | Max Length | Column Heading |
| A | Optional | Statement Record Type |
| Comma | 1 | , |
| B | Optional | School Account Statement Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Process Date |
| Comma | 1 | , |
| H | Optional | Transaction Type – Cash |
| Comma | 1 | , |
| I | Optional | Transaction Date |
| Comma | 1 | , |
| J | Optional | Check Number |
| Comma | 1 | , |
| K | Optional | Transaction Amount |
| Comma | 1 | , |
| L | Optional | Payment Control Number Note: Actual column heading is 'GAPS Control Number' |
| Comma | 1 | , |
| M | Optional | Record Count Sequence # |
| Comma | 1 | , |

## *Cash Detail, Detail Record*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Cash Detail<br>(Record Type "C") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | C = Cash Detail |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-Letter state code of the school | Uppercase A – Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| G | 8 | Process Date<br>Date report processed at COD | Format is CCYYMMDD<br>19000101-20991231 |
| | 1 | Comma | , |
| H | 1 | Transaction Type – Cash<br>Type of Cash Transaction | R = Cash Receipts<br>X = Refunds of Cash [Returns of Excess Cash] |
| | 1 | Comma | , |
| I | 8 | Transaction Date<br>Date that Refund of Cash [Excess Cash] is applied, or Date that Drawdown activity occurred or processed on COD | Format is CCYYMMDD |
| | 1 | Comma | , |
| J | 12 | Check Number (if available at COD)<br>Check Number returned by the school on a check for refund of cash [return of excess cash] | Numeric > = 0<br>Can be blank |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Cash Detail<br>(Record Type "C") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| K | 11 | Transaction Amount<br>COD amount of the cash receipts or refunds of cash [return of excess cash] transaction | -9999999999 to 09999999999<br>Cannot be blank; can be zero filled |
| | 1 | Comma | , |
| L | 13 | Payment Control Number<br>Code received from G5 for cash receipts only | Numeric > 0<br>Can be blank |
| | 1 | Comma | , |
| M | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 |

## *Loan Detail, Loan Level, Optional Header Information*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|
| **Line #** | **Max Length** | **Field Name and Description** | **Valid Field Content** |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Loan Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## *Loan Detail, Loan Level, Optional Column Headings*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| A | Optional | Record Type |
| Comma | 1 | , |
| B | Optional | SAS Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Run Date |
| Comma | 1 | , |
| H | Optional | Award Identifier |
| Comma | 1 | , |
| I | Optional | Loan Booked Date at COD |
| Comma | 1 | , |
| J | Optional | Act Gross Amt COD |
| Comma | 1 | , |
| K | Optional | Act Loan Fee Amt COD |
| Comma | 1 | , |
| L | Optional | Act Int Rebate Amt COD |
| Comma | 1 | , |
| M | Optional | Act Net Amt COD |
| Comma | 1 | , |
| N | Optional | Borrower's First Name |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| Comma | 1 | , |
| O | Optional | Borrower's Last Name |
| Comma | 1 | , |
| P | Optional | Student's First Name |
| Comma | 1 | , |
| Q | Optional | Student's Last Name |
| Comma | 1 | , |
| R | Optional | Servicer Name |
| Comma | 1 | , |
| S | Optional | Record Count Seq # |
| Comma | 1 | , |

## *Loan Detail, Loan Level, Detail Record*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | L = Loan Level |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-letter state code of the school | Uppercase A–Z<br>A valid two-letter postal code<br>See the State, Jurisdiction, Country Codes section of this technical reference<br>Can be blank |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | 1 | Comma | , |
| G | 8 | Run Date<br>Date report processed at COD | Format is CCYYMMDD |
| | 1 | Comma | , |
| H | 21 | Award Identifier (Loan ID) associated with this record | |
| | 1 | Comma | , |
| I | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>If the loan is unbooked this field will be blank. |
| | 1 | Comma | , |
| J | 5 | Actual Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| K | 5 | Actual Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| L | 5 | Actual Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| M | 5 | Actual Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| N | 12 | Borrower's First Name | |
| | 1 | Comma | , |
| O | 35 | Borrower's Last Name | |
| | 1 | Comma | , |
| P | 12 | Student's First Name | For PLUS only |
| | 1 | Comma | , |
| Q | 35 | Student's Last Name | For PLUS only |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Loan Level<br>(Record Type "L") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| R | 30 | Servicer Name | Servicer Name character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| | 1 | Comma | , |
| S | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 |
| | 1 | Comma | , |

## *Loan Detail, Disbursement Activity Level, Optional Header Information*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Header Information | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Line #** | **Max Length** | **Field Name and Description** | **Valid Field Content** |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Disbursement Detail |
| 3 | Optional | School Code: | Direct Loan Code |
| 4 | Optional | School Name: | Direct Loan School Name |

## *Loan Detail, Disbursement Activity Level, Optional Column Headings*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| **Column** | **Max Length** | **Column Heading** |
| A | Optional | Record Type |
| Comma | 1 | , |
| B | Optional | SAS Batch Identifier |
| Comma | 1 | , |
| C | Optional | School Code |
| Comma | 1 | , |
| D | Optional | Region Code |
| Comma | 1 | , |
| E | Optional | State Code |
| Comma | 1 | , |
| F | Optional | End Date |
| Comma | 1 | , |
| G | Optional | Run Date |
| Comma | 1 | , |
| H | Optional | Award Identifier |
| Comma | 1 | , |
| I | Optional | Loan Booked Date |
| Comma | 1 | , |
| J | Optional | Disb Booked Date |
| Comma | 1 | , |
| K | Optional | Disb Act Gross Amt |
| Comma | 1 | , |
| L | Optional | Disb Act Loan Fee Amt |
| Comma | 1 | , |
| M | Optional | Disb Act Int Rebate Amt |
| Comma | 1 | , |
| N | Optional | Disb Act Net Amt |

| Direct Loan School Account Statement (SAS) Comma-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| Column | Max Length | Column Heading |
| Comma | 1 | , |
| O | Optional | Disb Act Net Adj |
| Comma | 1 | , |
| P | Optional | Disb Number |
| Comma | 1 | , |
| Q | Optional | Disb Seq # |
| Comma | 1 | , |
| R | Optional | Trans Type |
| Comma | 1 | , |
| S | Optional | Trans Date |
| Comma | 1 | , |
| T | Optional | Total Gross Amt |
| Comma | 1 | , |
| U | Optional | Total Loan Fee Amt |
| Comma | 1 | , |
| V | Optional | Total Int Rebate Amt |
| Comma | 1 | , |
| W | Optional | Total Net Amt |
| Comma | 1 | , |
| X | Optional | Borrower's First Name |
| Comma | 1 | , |
| Y | Optional | Borrower's Last Name |
| Comma | 1 | , |
| Z | Optional | Student's First Name |
| Comma | 1 | , |
| AA | Optional | Student's Last Name |
| Comma | 1 | , |
| BB | Optional | Servicer Name |
| Comma | 1 | , |
| CC | Optional | Rec Cnt Seq # |
| Comma | 1 | , |

## *Loan Detail, Disbursement Activity Level, Detail Record*

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| A | 1 | Statement Record Type<br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail |
| | 1 | Comma | , |
| B | 23 | School Account Statement Batch Identifier<br>The batch identifier for this file | Batch Type = AS<br>Cycle indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS |
| | 1 | Comma | , |
| C | 6 | School Code<br>Direct Loan School Code<br>Also, identifies school originating loan record | X00000–X99999 where X = G or E3 |
| | 1 | Comma | , |
| D | 2 | Region Code<br>2-digit region code of the school | 01-99 |
| | 1 | Comma | , |
| E | 2 | State Code<br>2-letter state code of the school. | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank |
| | 1 | Comma | , |
| F | 8 | End Date<br>The date representing the end of the current statement period<br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | 1 | Comma | , |
| G | 8 | Run Date<br>Date report processed at COD | Format is CCYYMMDD |
| | 1 | Comma | , |
| H | 21 | Award Identifier (Loan ID) associated with this record | |
| | 1 | Comma | , |
| I | 8 | Loan Booked Date at COD<br>Date the loan booked at COD | Format is CCYYMMDD<br>This field will be blank for unbooked loans |
| | 1 | Comma | , |
| J | 8 | Disbursement Booked Date at COD<br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br>This field will be blank for unbooked loans |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| | 1 | Comma | , |
| K | 5 | Disbursement Actual Gross Amount—COD<br>COD-calculated actual gross amount (in dollars) of the disbursement | Numeric >= 0 |
| | 1 | Comma | , |
| L | 5 | Disbursement Actual Loan Fee Amount—COD<br>COD-calculated actual loan fee amount (in dollars) | Numeric >= 0 |
| | 1 | Comma | , |
| M | 5 | Disbursement Actual Interest Rebate Amount—COD<br>COD-calculated actual interest rebate amount (in dollars) | Numeric >= 0 |
| | 1 | Comma | , |
| N | 5 | Disbursement Actual Net Amount— COD<br>COD-calculated actual net amount (in dollars) of the disbursement | Numeric >= 0 |
| | 1 | Comma | , |
| O | 6 | Disbursement Actual Net Adjustment—COD<br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999<br>Can be blank |
| | 1 | Comma | , |
| P | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 01–20 for PLUS<br>01–20 for Subsidized/Unsubsidized |
| | 1 | Comma | , |
| Q | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which the disbursement activity is processed | 01–99 |
| | 1 | Comma | , |
| R | 1 | Transaction Type—Disbursement<br>Disbursement Activity Type recorded at COD | A = Adjustment<br>D = Disbursement<br>Disbursement Activity = Q is not indicated on the SAS |
| | 1 | Comma | , |
| S | 8 | Transaction Date<br>Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | 1 | Comma | , |
| T | 5 | Total Gross Amount—COD<br>The sum of COD-calculated actual gross amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| U | 5 | Total Loan Fee Amount—COD<br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |

| Direct Loan School Account Statement (SAS)<br>Comma-Delimited Detail Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| V | 5 | Total Interest Rebate Amount—COD<br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| W | 5 | Total Net Amount— COD<br>The sum of COD-calculated actual net amount (in dollars) for the loan | Numeric >= 0 |
| | 1 | Comma | , |
| X | 12 | Borrower's First Name | |
| | 1 | Comma | , |
| Y | 35 | Borrower's Last Name | |
| | 1 | Comma | , |
| Z | 12 | Student's First Name | For PLUS only |
| | 1 | Comma | , |
| AA | 35 | Student's Last Name | For PLUS only |
| | 1 | Comma | , |
| BB | 30 | Servicer Name | Servicer Name character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| | 1 | Comma | , |
| CC | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001–999999 |
| | 1 | Comma | , |

## Pipe-Delimited Record Layouts

The Pipe-Delimited report layout is the same as the comma-delimited report layout without optional header information and column headings. The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan School Account Statement Disbursement Detail On Demand*

Beginning in March 2013, users may request a Direct Loan School Account Statement (SAS) Disbursement Detail On Demand via the COD New Reports Requests page on the COD Website. The report will be limited to the Disbursement Detail Section. The report will be delivered via SAIG to a school's mailbox.

The Direct Loan SAS Disbursement Detail On Demand will be available for all active Direct Loan Award Years. Users may select the Award Year via the COD Reporting website. The report will be delivered to a school's SAIG mailbox using award year specific message classes.

### Business Rules

1. Beginning in March 2013, the COD Website users may request a Direct Loan School Account Statement Disbursement Detail On Demand via the New Reports Request page on the COD Website.

2. The report will be delivered in fixed-length, comma-delimited with headers, comma-delimited without headers, or pipe-delimited formats to school mailboxes via SAIG depending on the option selected on the New Reports Requests page on the COD Website.

3. The 'Start Date' field has been added to the file layouts for the SAS Disbursement Detail on Demand

   a. For the fixed-length SAS Disbursement Detail on Demand report, the field 'Start Date' has been added to positions 207-214 which was filler.

   b. For comma delimited (with or without headers) and pipe delimited SAS Disbursement Detail on Demand reports, the 'Start Date' is an additional column 'CC'. "

   Note: These positions will continue to be filler in the Direct Loan School Account Statement for the fixed-length Loan Detail, Disbursement Activity Level School Account Statement reports.

4. Schools will continue to receive their School Account Statement each month automatically which contains the Department's official record of your Ending Cash Balance.

5. The report will contain booked and unbooked activity.

6. The school will have the following Activity Type Selection criteria:

   a. Month to Date

   b. Year to Date

   c. Date Range

7. The school will have the following Format Type Selection criteria:

   a. Fixed-Length

   b. Comma-Delimited with Headers

   c. Comma-Delimited without Headers

   d. Pipe-Delimited

8. The Direct Loan SAS Disbursement Detail On Demand report will have unique message classes. Note: Prior Year versions of the report will come in award year specific message classes. For example, if a user requested a report for the 2011-2012 award year, the message class will contain '12' in the message class name. A full list list of the

message classes will be available in the SAIG message class table in March 2013. A list of the 2016-2017 message classes are included below:

| Activity Type | Format | On-Demand Message Class |
|---|---|---|
| Month-to-Date | Fixed-Length | DSMF17OP |
| Month-to-Date | Comma-Delimited with Headers | DSMH17OP |
| Month-to-Date | Comma-Delimited without Headers | DSMC17OP |
| Month-to-Date | Pipe-Delimited | DSMP17OP |
| Year-to-Date | Fixed-Length | DSYF17OP |
| Year-to-Date | Comma-Delimited with Headers | DSYH17OP |
| Year-to-Date | Comma-Delimited without Headers | DSYC17OP |
| Year-to-Date | Pipe-Delimited | DSYP17OP |
| Date Range | Fixed-Length | DSRF17OP |
| Date Range | Comma-Delimited with Headers | DSRH17OP |
| Date Range | Comma-Delimited without Headers | DSRC17OP |
| Date Range | Pipe-Delimited | DSRP17OP |

## *Fixed-Length Record Layout*

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Length** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Statement Record Type<br><br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail | Left |
| 2 | 2 | 24 | 23 | School Account Statement Batch Identifier<br><br>The batch identifier for this file | Batch Type = AS<br><br>Cycle Indicator = 7 (for 2016-2017)School Code = X00000–X99999 where X = G or E<br><br>Date Batch Created = CCYYMMDD<br><br>Time Batch Created = HHMMSS | Left |
| 3 | 25 | 30 | 6 | School Code<br><br>Direct Loan School Code<br><br>Also, identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 4 | 31 | 32 | 2 | Region Code<br><br>2-digit region code of the school | 01-99 | Right |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Length** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 5 | 33 | 34 | 2 | State Code<br><br>2-letter state code of the school | Uppercase A–Z<br><br>A valid two-letter postal code<br><br>See the State/Country/Jurisdiction Codes table in Section 1<br><br>Can be blank | Left |
| 6 | 35 | 42 | 8 | End Date<br><br>The date representing the end of the current statement period<br><br>This account statement represents activity up to and through this date only | Format is CCYYMMDD<br><br>19000101–20991231 | Date |
| 7 | 43 | 50 | 8 | Process Date<br><br>Date report processed at COD | Format is CCYYMMDD<br><br>19000101–20991231 | Date |
| 8 | 51 | 71 | 21 | Loan Identifier<br><br>Unique Identifier created at the time of origination | Student's Social Security Number:<br><br>001010001–999999998<br><br>Loan Type: S = Subsidized<br><br>U = Unsubsidized<br><br>P = PLUS<br><br>Program Year: 17 (for 2016-2017)<br><br>School Code: X00000–X99999 where X = G or E<br><br>Loan Sequence Number:<br><br>001–999 | Left |
| 9 | 72 | 79 | 8 | Loan Booked Date at COD<br><br>Date the loan booked at COD | Format is CCYYMMDD<br><br>19000101–20991231<br><br>Will be blank if the loan is not booked | Date |
| 10 | 80 | 87 | 8 | Disbursement Booked Date at COD<br><br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>19000101–20991231<br><br>Will be blank if the loan is not booked | Date |
| 11 | 88 | 92 | 5 | Disbursement Actual Gross Amount - COD<br><br>COD - calculated actual gross amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 12 | 93 | 97 | 5 | Disbursement Actual Loan Fee Amount - COD<br><br>COD - calculated actual loan fee amount (in dollars) | Numeric > =0 | Right |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Length** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 13 | 98 | 102 | 5 | Disbursement Actual Interest Rebate Amount - COD<br><br>COD - calculated actual interest rebate amount (in dollars) | Numeric > =0 | Right |
| 14 | 103 | 107 | 5 | Disbursement Actual Net Amount - COD<br><br>COD - calculated actual net amount (in dollars) of the disbursement | Numeric > =0 | Right |
| 15 | 108 | 113 | 6 | Disbursement Actual Net Adjustment—COD<br><br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999<br><br>Can be blank | Right |
| 16 | 114 | 115 | 2 | Disbursement Number<br><br>The disbursement number for the current disbursement transaction | 1–20 for PLUS<br><br>1–20 for Subsidized/Unsubsidized | Right |
| 17 | 116 | 117 | 2 | Disbursement Sequence Number<br><br>The sequence number that determines the order in which the disbursement activity is processed | 1-99 | Right |
| 18 | 118 | 118 | 1 | Transaction Type—Disbursement<br><br>Disbursement Activity Type recorded at COD | A = Adjustment<br><br>D = Disbursement<br><br>Disbursement Activity = Q is not indicated on the SAS | Left |
| 19 | 119 | 126 | 8 | Transaction Date<br><br>Date disbursement activity occurred at the school | Format is CCYYMMDD | Date |
| 20 | 127 | 131 | 5 | Total Gross Amount—COD<br><br>The sum of COD-calculated actual gross amounts (in dollars) for the loan<br>This field lists the total YTD gross booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests | Right |
| 21 | 132 | 136 | 5 | Total Loan Fee Amount—COD<br><br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan<br>This field lists the total YTD loan fee booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests | Right |
| 22 | 137 | 141 | 5 | Total Interest Rebate Amount—COD<br><br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan<br>This field lists the total YTD interest rebate amount booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests | Right |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Fixed-Length Record Layout | | | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Length | Field Name and Description | Valid Field Content | Justify |
| 23 | 142 | 146 | 5 | Total Net Amount— COD<br><br>The sum of COD-calculated actual net amount (in dollars) for the loan<br>This field lists the total YTD net booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests | Right |
| 24 | 147 | 176 | 30 | Servicer Name | Servicer Name character field:<br><br>0-9<br><br>Uppercase A–Z<br><br>. (Period)<br><br>' (Apostrophe)<br><br>- (Dash) | Left |
| 25 | 177 | 206 | 30 | Filler | For ED use only | |
| 26 | 207 | 214 | 8 | Start Date<br><br>The date representing the start of the current statement period | Format is CCYYMMDD<br><br>19000101–20991231<br>For Date Range requests only<br><br>Blank for Month-to-Date and Year-to-Date requests | Date |
| 27 | 215 | 220 | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 | Right |
| | | | **220** | **Total Record Length** | | |

## *Comma Delimited Record Layout*

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| Column | Max Length | Column Heading | Valid Field Content |
| A | 1 | Statement Record Type<br><br>Code that identifies the type of records in the batch | D = Disbursement Activity Detail |
| | 1 | Comma or Pipe | , or \| |
| B | 23 | School Account Statement Batch Identifier<br><br>The batch identifier for this file | Batch Type = AS<br><br>Cycle Indicator = 7 (for 2016-2017)<br><br>School Code = X00000–X99999 where X = G or E<br><br>Date Batch Created = CCYYMMDD<br><br>Time Batch Created = HHMMSS |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma or Pipe | , or \| |
| C | 6 | School Code<br><br>Direct Loan School Code<br><br>Also, identifies school originating loan record | X00000–X99999 where X = G or E |
| | 1 | Comma or Pipe | , or \| |
| D | 2 | Region Code<br><br>2-digit region code of the school | 01-99 |
| | 1 | Comma or Pipe | , or \| |
| E | 2 | State Code<br><br>2-letter state code of the school | Uppercase A–Z<br><br>A valid two-letter postal code<br><br>See the State/Country/Jurisdiction Codes table in Section 1<br><br>Can be blank |
| | 1 | Comma or Pipe | , or \| |
| F | 8 | End Date<br><br>The date representing the end of the current statement period<br><br>This account statement represents activity up to and through this date only | Format is CCYYMMDD |
| | 1 | Comma or Pipe | , or \| |
| G | 8 | Run Date<br><br>Date report processed at COD | Format is CCYYMMDD |
| | 1 | Comma or Pipe | , or \| |
| H | 21 | Award Identifier (Loan ID) associated with this record | Student's Social Security Number:<br><br>001010001–999999998<br><br>Loan Type: S = Subsidized<br><br>U = Unsubsidized<br><br>P = PLUS<br><br>Program Year: 17 (for 2016-2017)<br><br>School Code: X00000–X99999 where X = G or E<br><br>Loan Sequence Number:<br><br>001–999 |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma or Pipe | , or \| |
| I | 8 | Loan Booked Date at COD<br><br>Date the loan booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | 1 | Comma or Pipe | , or \| |
| J | 8 | Disbursement Booked Date at COD<br><br>Date the individual disbursement activity booked at COD | Format is CCYYMMDD<br><br>This field will be blank for unbooked loans |
| | 1 | Comma or Pipe | , or \| |
| K | 5 | Disbursement Actual Gross Amount - COD<br><br>COD - calculated actual gross amount (in dollars) of the disbursement | Numeric > =0 |
| | 1 | Comma or Pipe | , or \| |
| L | 5 | Disbursement Actual Loan Fee Amount - COD<br><br>COD - calculated actual loan fee amount (in dollars) | Numeric > =0 |
| | 1 | Comma or Pipe | , or \| |
| M | 5 | Disbursement Actual Interest Rebate Amount - COD<br><br>COD - calculated actual interest rebate amount (in dollars) | Numeric > =0 |
| | 1 | Comma or Pipe | , or \| |
| N | 5 | Disbursement Actual Net Amount - COD<br><br>COD - calculated actual net amount (in dollars) of the disbursement | Numeric > =0 |
| | 1 | Comma or Pipe | , or \| |
| O | 6 | Disbursement Actual Net Adjustment—COD<br><br>COD-calculated actual net adjustment amount (in dollars) of the disbursement | -99999 to 099999<br><br>Can be blank |
| | 1 | Comma or Pipe | , or \| |
| P | 2 | Disbursement Number<br><br>The disbursement number for the current disbursement transaction | 01–20 for PLUS<br><br>01–20 for Subsidized/Unsubsidized |
| | 1 | Comma or Pipe | , or \| |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| Q | 2 | Disbursement Sequence Number<br><br>The sequence number that determines the order in which the disbursement activity is processed | 01-99 |
| | 1 | Comma or Pipe | , or \| |
| R | 1 | Transaction Type—Disbursement<br><br>Disbursement Activity Type recorded at COD | A = Adjustment<br><br>D = Disbursement<br><br>Disbursement Activity = Q is not indicated on the SAS |
| | 1 | Comma or Pipe | , or \| |
| S | 8 | Transaction Date<br><br>Date disbursement activity occurred at the school | Format is CCYYMMDD |
| | 1 | Comma or Pipe | , or \| |
| T | 5 | Total Gross Amount—COD<br><br>The sum of COD-calculated actual gross amounts (in dollars) for the loan<br>This field lists the total YTD gross booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests |
| | 1 | Comma or Pipe | , or \| |
| U | 5 | Total Loan Fee Amount—COD<br><br>The sum of COD-calculated actual loan fee amounts (in dollars) for the loan<br>This field lists the total YTD loan fee booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests |
| | 1 | Comma or Pipe | , or \| |
| V | 5 | Total Interest Rebate Amount—COD<br><br>The sum of COD-calculated actual interest rebate amounts (in dollars) for the loan<br>This field lists the total YTD interest rebate amount booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests |
| | 1 | Comma or Pipe | , or \| |
| W | 5 | Total Net Amount— COD<br><br>The sum of COD-calculated actual net amount (in dollars) for the loan<br>This field lists the total YTD net booked amount within the final booked transaction for each award listed. | Numeric > = 0<br>For Year-to-Date requests only<br><br>Zero-filled for Month-to-Date and Date Range requests |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Record Layout | | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|---|
| **Column** | **Max Length** | **Column Heading** | **Valid Field Content** |
| | 1 | Comma or Pipe | , or \| |
| X | 12 | Borrower's First Name | |
| | 1 | Comma or Pipe | , or \| |
| Y | 35 | Borrower's Last Name | |
| | 1 | Comma or Pipe | , or \| |
| Z | 12 | Student's First Name | For PLUS only |
| | 1 | Comma or Pipe | , or \| |
| AA | 35 | Student's Last Name | For PLUS only |
| | 1 | Comma or Pipe | , or \| |
| BB | 30 | Servicer Name | Servicer Name character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| | 1 | Comma or Pipe | , or \| |
| CC | 8 | Start Date<br><br>The date representing the start of the current statement period | Format is CCYYMMDD<br>For Date Range requests only<br><br>Blank for Month-to-Date and Year-to-Date requests |
| | 1 | Comma or Pipe | , or \| |
| DD | 6 | Record Count Sequence #<br>Record counter for each record in the SAS file | 000001-999999 |
| | 1 | Comma or Pipe | , or \| |

## Comma De-Limited Column Headings

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| A | Optional | Record Type |
| Comma or Pipe | 1 | , or \| |
| B | Optional | SAS Batch Identifier |
| Comma or Pipe | 1 | , or \| |
| C | Optional | School Code |
| Comma or Pipe | 1 | , or \| |
| D | Optional | Region Code |
| Comma or Pipe | 1 | , or \| |
| E | Optional | State Code |
| Comma or Pipe | 1 | , or \| |
| F | Optional | End Date |
| Comma or Pipe | 1 | , or \| |
| G | Optional | Run Date |
| Comma or Pipe | 1 | , or \| |
| H | Optional | Award Identifier |
| Comma or Pipe | 1 | , or \| |
| I | Optional | Loan Booked Date |
| Comma or Pipe | 1 | , or \| |
| J | Optional | Disb Booked Date |
| Comma or Pipe | 1 | , or \| |
| K | Optional | Disb Act Gross Amt |
| Comma or Pipe | 1 | , or \| |
| L | Optional | Disb Act Loan Fee |
| Comma or Pipe | 1 | , or \| |
| M | Optional | Disb Act Int Rebate Amt |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level (Record Type "D") |
|---|---|---|
| Comma or Pipe | 1 | , or \| |
| N | Optional | Disb Act Net Amt |
| Comma or Pipe | 1 | , or \| |
| O | Optional | Disb Act Net Adj |
| Comma or Pipe | 1 | , or \| |
| P | Optional | Disb Number |
| Comma or Pipe | 1 | , or \| |
| Q | Optional | Disb Seq # |
| Comma or Pipe | 1 | , or \| |
| R | Optional | Trans Type |
| Comma or Pipe | 1 | , or \| |
| S | Optional | Trans Date |
| Comma or Pipe | 1 | , or \| |
| T | Optional | Total Gross Amt |
| Comma or Pipe | 1 | , or \| |
| U | Optional | Total Loan Fee Amt |
| Comma or Pipe | 1 | , or \| |
| V | Optional | Total Int Rebate Amt |
| Comma or Pipe | 1 | , or \| |
| W | Optional | Total Net Amt |
| Comma or Pipe | 1 | , or \| |
| X | Optional | Borrower's First Name |
| Comma or Pipe | 1 | , or \| |
| Y | Optional | Borrower's Last Name |
| Comma or Pipe | 1 | , or \| |
| Z | Optional | Student's First Name |

| Direct Loan School Account Statement Disbursement Detail On Demand<br>Comma-Delimited & Pipe-Delimited Optional Column Headings | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") |
|---|---|---|
| Comma or Pipe | 1 | , or \| |
| AA | Optional | Student's Last Name |
| Comma or Pipe | 1 | , or \| |
| BB | Optional | Servicer Name |
| Comma or Pipe | 1 | , or \| |
| CC | Optional | Start Date |
| Comma or Pipe | 1 | , or \| |
| DD | Optional | Rec Cnt Seq # |
| Comma or Pipe | 1 | , or \| |

## *Comma-Delimited Header Information*

| Direct Loan School Account Statement On Demand<br>Comma-Delimited Optional Header Information | | Loan Detail, Disbursement Activity Level<br>(Record Type "D") | |
|---|---|---|---|
| Line | Max Length | Field Name and Description | Valid Field Content |
| 1 | Optional | U.S. Department of Education | U.S. Department of Education |
| 2 | Optional | Report Name | School Account Statement Disbursement Det |
| 3 | Optional | School Code: | School's 8-digit OPE ID |
| 4 | Optional | School Name: | School Name |

## *Direct Loan Pending Disbursement Listing Report*

The Pending Disbursement Listing Report shows all pending/anticipated disbursements (with `Disbursement Release Indicator (DRI) = false`) from your school for the reported period and award year. The reported period is a 45-day window into the future from the date of the report, or anything in the past. It will be generated if there is at least one anticipated/pending disbursement that is within the window of 6 days in the past or the 45 days into the future. This limits the frequency of the report showing same data repeatedly once the disbursement dates are in the past. There is also one final report run for all schools before the closeout deadline for DL.

The information displayed on this report can be used to:

- Determine your school's future funding needs.
  - Your school can identify pending disbursements on the report that fall within a period of immediate need (generally 3 business days), to calculate what amount to request in G5 (Advance Funded schools only). Keep in mind that any downward disbursement adjustments made since the last drawdown that have not resulted in a refund of cash back to the Department must be included in your calculation of funds needed by your school.
- To identify pending disbursements that should be reflected as actual disbursements (`DRI = true`).
  - If there are pending disbursements on the report with disbursement dates in the past or the immediate future, you can compare this information to internal school records to determine if any of these should be reflected as actual disbursements. If so, submit a `Disbursement Release Indicator = true` to COD as soon as possible.
- To identify awards or disbursements that need to be inactivated (reduced to $0).
  - If a disbursement is listed on the report and the associated award should have been inactivated or the individual disbursement needs to be reduced to $0, submit updated records to COD as soon as possible.

### Business Rules

1. The Pending Disbursement Listing Report is automatically sent to the school's SAIG mailbox on a weekly basis.
2. The Pending Disbursement Listing Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `DALC17OP`)
   b. Pipe-Delimited (message class `DALC17OP`)
   c. Preformatted Text file (message class `DIAA17OP`)
   d. The default format is Preformatted Text file. Schools may change their default options via the COD Web site.
   e. Do Not Distribute - if this option is chosen, the Pending Disbursement Listing will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

**Pipe-Delimited Layout**
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Pending Disbursement Listing Report is available via COD Web site in the following formats:
   a. Comma-Delimited (CSV)

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

b. The Pending Disbursement List available on the COD Web site is the report most recently generated by COD.

4. The report will generate for the current and previous two Award Years. Example: for Award Year 2016-2017, a school will receive a report for Award Years 2016-2017, 2015-2016 and 2014-2015.

5. Although the Pending Disbursement List is a weekly report, the report will not be generated for a given school unless the school has one or more disbursements meeting the following criteria:

   a. Anticipated Direct Loan disbursements (DRI = false) with a disbursement date up to 6 days before or 45 days after the report generation date

6. If the weekly report generation criteria are met, a Pending Disbursement List report will be generated containing all Direct Loan anticipated disbursements (DRI = false) for the reported Award Year with a disbursement date less than or equal to 45 days from today.

7. An annual Pending Disbursement List report will be sent to schools up to 6 days before or on the Latest Date to Accept a Common Record for the Award Year, regardless of whether the weekly report generation criteria are met or not. This report will contain all anticipated Direct Loan disbursements (DRI = false) for that Award Year with disbursement dates any date in the past.

## Comma-Delimited (CSV) Detail Record Layout

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Address Line 1 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line 2 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| E | State | Character field:<br>2 characters:<br>Uppercase A–Z |
| Comma | Delimiter | , |
| F | Zip Code | Number field:<br>000000000–999999999 |
| Comma | Delimiter | , |
| G | School ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| H | First + Mid Init + Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| I | Social Security Number | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| J | Sub-program | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| K | Loan ID | Character field:<br>21 character loan ID of a DL award<br><br>The components of the Loan ID are:<br>Person’s SSN:<br>001010001–999999998<br>Sub-Program Indicator:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan<br>Award Year: 17, for 2016-2017<br>School ID:<br>X00000-X99999, where X = G or E<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| L | Disbursement Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| M | Disbursement Number | Number field:<br>1-99 |

| DL Pending Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| Comma | Delimiter | , |
| N | Disbursement Amount | Decimal field |
| Comma | Delimiter | , |
| O | Fee Amount | Decimal field |
| Comma | Delimiter | , |
| P | Rebate Amount | Decimal field |
| Comma | Delimiter | , |
| Q | Net Amount | Decimal field |
| Comma | Delimiter | , |
| R | Reporting Period | Character field:<br>Format is CCYY-MM-DD - CCYY-MM-DD |
| Comma | Delimiter | , |
| S | Direct Loan ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |

## Sample Direct Loan Pending Disbursement List Mockup

RUN DATE: 02/26/2016 U.S. DEPARTMENT OF EDUCATION PAGE 1

RUN TIME: 09:07AM FEDERAL DIRECT LOAN PROGRAM

PENDING DISBURSEMENT LISTING REPORT

AWARD YEAR: 2016-2017

REPORTING PERIOD: 2/23/16

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL NAME: Sample University SCHOOL CODE: G01001

ADDRESS: 11661 Cusack Avenue

San Diego, CA 92131

| STUDENT NAME | SOC SEC NO | LOAN TYPE | LOAN ID |
|---|---|---|---|
| Aaron K Spells | 123456789 | S | 1234567891S17G01000101 |

| DISB DATE | DISB NO | GROSS AMT | ORIG FEE | REBATE AMT | NET AMT |
|---|---|---|---|---|---|
| 1/13/16 | 2 | 2750.00 | 27.00 | 0.00 | 2723.00 |

TOTAL NET AMOUNT: 2723.00

| | | |
|---|---|---|
| | U | 123456789U17G01000101 |

| | | | | | |
|---|---|---|---|---|---|
| 1/13/16 | 2 | 885.00 | 8.00 | 0.00 | 877.00 |

TOTAL NET AMOUNT: 877.00

| | | | |
|---|---|---|---|
| Allison J Brown | 111222333 | S | 111222333S17G01000101 |

| | | | | | |
|---|---|---|---|---|---|
| 9/23/15 | 2 | 2500.00 | 25.00 | 0.00 | 2475.00 |

TOTAL NET AMOUNT: 2475.00

Carrie L Kent 999888777 P 999888777P17G01000101

| | | | | | |
|---|---|---|---|---|---|
| 1/09/15 | 2 | 3251.00 | 130.00 | 0.00 | 3121.00 |

TOTAL NET AMOUNT: 3121.00

U 999888777U17G01000101

| | | | | | |
|---|---|---|---|---|---|
| 1/09/15 | 2 | 2750.00 | 27.00 | 0.00 | 2723.00 |

TOTAL NET AMOUNT: 2723.00

Marcus N Harvey 123123123 P 123123123P17G01000101

| | | | | | |
|---|---|---|---|---|---|
| 8/16/14 | 1 | 2264.00 | 90.00 | 0.00 | 2174.00 |
| 1/13/15 | 2 | 2263.00 | 90.00 | 0.00 | 2173.00 |

TOTAL NET AMOUNT: 4347.00

SCHOOL TOTAL NET AMOUNT: 16266.00

## Direct Loan Funding Disbursement Listing Report

The Direct Loan Funding Disbursement Listing Report is no longer available. Please see the Actual Disbursement List for more information about actual disbursement reports.

## Direct Loan Booking Warning Report

The Direct Loan Booking Warning Report lists unbooked loans for which the COD System has not received the required elements for "booking" a loan. The items needed to book a Direct Loan are included in the Business Rules. Even though this report uses a 30-day warning, current regulations require elements to book a loan be submitted to the Department within 15 days of the initial actual disbursement date. Any missing items will result in the loan remaining unbooked, which may be in violation of this 15-day reporting requirement.Unbooked awards are listed on the report if any activity occurred on the award (award, MPN, or initial actual disbursement are accepted) during the reported period. The reported period is defaulted to a 90-day period beginning 120 days prior to the report run date. Awards remain on the report for 90 days, unless the award books or becomes inactive. For example, if an award is accepted on 10/15/2016 without a promissory note or a disbursement, it will not appear on the November 2016 Direct Loan Booking Warning Report (30 days have not passed since the award was accepted), but it will appear on the November, December, and January reports if the award remains unbooked. Inactive loans (award amount and disbursements = $0) will not appear on the report. Promissory notes listed on the report are unlinked as of the report end date. Unlinked promissory notes will appear on the report only if the promissory note was received within the reporting period, a 30-day period beginning 30 days prior to the report run date.

The Direct Loan Booking Warning Report can be used to:

- Identify the missing pieces necessary for booking the loan. This information is contained in the Loans Pending Booking section of the report.
    - Fields listed on the report indicate which piece(s) of data are still needed by the Department to book the loan (any missing data will display a "Y" in the corresponding Data Needed column).
    - For an award to be listed on the Direct Loan Booking Warning report, the award must be accepted on COD. Therefore, you will never see a "Y" in the Data Needed column under "Loan."
- Identify MPNs awaiting awards. This information is included in the Promissory Notes Without Origination Records section of the report.
    - The report will display all unlinked MPNs accepted by COD from your school during the reported period.
- Reconcile to your school's internal records of unbooked awards.
    - Schools can run internal reports of unbooked awards and match this against the Direct Loan Booking Warning Report. If there are awards on the Direct Loan Booking Warning Report, showing as unbooked that are booked in the school's internal records, the school should research the outstanding piece needed to book the loan, as listed on the Direct Loan Booking Warning report.
- Monitor compliance with current reporting requirements.
    - If an award is listed on the Direct Loan Booking Warning Report and there is an actual disbursement on file (data needed = N for Disb column), your school is out of compliance with the 15-day reporting requirement.If an award is listed on the report and there is not an actual disbursement on file (data needed = Y for Disb column), and internal school records show that there was an actual disbursement made on this award, submit the disbursement immediately to COD. If it is >30 days after the date the actual disbursement was made, your school is out of compliance.

The Direct Loan Booking Warning Report does not provide any information regarding disbursement amounts or any subsequent disbursements made to a loan that also will need to book. For this type of information, you will need to consult school records or the School Account Statement (SAS). Also, since awards with actual disbursements will drop off the Direct Loan Booking Warning Report after 90 days, it is important to reference the SAS for a complete record of unbooked loans with actual disbursements accepted on COD.

Schools can view Pending Disbursements for both first and subsequent disbursements via the Action Queue in COD.

## Business Rules

1. The Direct Loan Booking Warning report displays the missing components that are necessary for the loan to book. The necessary items for a loan to be booked are:

   a. Accepted award/origination record

   b. Accepted MPN

   c. Accepted first disbursement record

   d. Accepted credit decision (for PLUS only)

> **Rejected Credit Decisions**
> Beginning in Award Year 2012-2013, PLUS awards with denied credit will be built on the system.

2. Loans with Award Amounts = $0 do not display on this report.

3. Loans that display on this report without a promissory note accepted and an actual disbursement are removed from the report after 90 days.

4. The Direct Loan Booking Warning Report is automatically sent to the school's SAIG mailbox on a monthly basis.

5. The Direct Loan Booking Warning Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:

   a. Comma-Delimited (message class `DIWC17OP`)

   b. Pipe-Delimited (message class `DIWC17OP`)

   c. Preformatted Text file (message class `DIWR17OP`)

   d. The default format is Preformatted Text file. Schools may change their default options on the COD Web site.

   e. Do Not Distribute - if this option is chosen, the Direct Loan Booking Warning Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

> **Pipe-Delimited Layout**
> The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

6. The Direct Loan Booking Warning Report is available via the COD Web site in the following formats:

   a. Comma-Delimited (CSV)

   b. The Direct Loan Booking Warning Report that is available on the COD Reporting Web site is the version most recently generated by COD.

> **Format Options**
> Previous versions of this report will also be available on the COD Reporting Web site.

7. The report will generate for the current and previous two Award Years. Example: for Award Year 2016-2017, a school will receive a report for Award Years 2014-2015, 2015-2016, and 2016-2017.

8. Although the Direct Loan Booking Warning Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## *Sample Direct Loan Direct Loan Booking Warning Report Mockup*

```
REPORT ID:                U.S. DEPARTMENT OF EDUCATION              PAGE 1 OF 1
RUN DATE: 04/03/2016       FEDERAL DIRECT LOAN PROGRAM          RUN TIME: 01:05AM
                             Direct Loan Booking WARNING REPORT
                              AWARD YEAR: 2016-2017
                         FOR THE PERIOD ENDING 03/31/2016
    *THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL NAME: SAMPLE UNIVERSITY                              SCHOOL CODE: G01999
ADDRESS: 5 COLLEGE AVE
         NEW YORK, NY  10038-2206

Loans Pending Booking Section:
                                                                  DATA NEEDED
LOAN           LOAN ID            BORROWER NAME    DATE      LOAN   PROM   DISB
TYPE                                               RCV'D

P      111234222P17G01999001   NOONAN, DANNY      02/02/2016         Y      Y
P      222345333P17G01999001   SASSAFRAS, HENRY   02/26/2016         Y      Y
P      345432111P17G01999001   BELL, BOBBY G      02/08/2016         N      Y
P      465433333P17G01999001   SIMON, JOHN S      02/08/2016         Y      Y
P      733433593P17G01999001   MARK, KELLY D      02/08/2016         N      Y
P      743433582P17G01999001   MILLBERN, DAN M    02/08/2016         Y      N
P      877433583P17G01999001   SUITER, GARY B     02/08/2016         Y      N
P      888433366P17G01999001   FLOOD, MEGHAN      01/30/2016         Y      N
P      999433330P17G01999001   BECHARA, MARK      02/07/2016         Y      N
-------------------------------------------------------------------------------
TOTAL NUMBER PLUS               9
-------------------------------------------------------------------------------
S      314111634S17G01999001   LEE, KIM G         02/28/2016  OK     Y      N
S      765555463S17G01999001   KIBBEE, LOIS       02/28/2016  OK     N      Y
-------------------------------------------------------------------------------
TOTAL NUMBER SUBSIDIZED         2
-------------------------------------------------------------------------------
U      654321674U17G31933001   BUCHANAN, JAMES    01/07/2016  OK     Y      Y
-------------------------------------------------------------------------------
NUMBER UNSUBSIDIZED             1
-------------------------------------------------------------------------------
-------------------------------------------------------------------------------
TOTAL NUMBER PERKINS            0
-------------------------------------------------------------------------------
GRAND TOTAL                     14
-------------------------------------------------------------------------------

Promissory Notes Without Origination Records Section:

PROMISSORY NOTE ID                            DATE RECEIVED      NOTE AMOUNT

200104117M17G01999001                         03/04/16
123404117M17G01999001                         03/16/16
200156765N17G01999001                         03/30/16
```

## Comma-Delimited (CSV) Detail Record Layout

| Direct Loan Booking Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Direct Loan ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| B | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | CityStateZipCode | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | For Period Ending | Date/Time field:<br>Format is CCYY-MM-DD HH:MM AM/PM |
| Comma | Delimiter | , |
| F | Award Year Desc | Character field:<br>2016-2017 |
| Comma | Delimiter | , |
| G | Award Year | Character field:<br>2017 |
| Comma | Delimiter | , |
| H | Sub-program | Character field:<br>P = PLUS Loan<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan |
| Comma | Delimiter | , |

| Direct Loan Booking Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| I | Loan ID | Character field:<br>21 character ID for a DL award<br><br>The components of the Loan ID are:<br>Person's SSN:<br>001010001–999999998<br>Sub-Program Indicator:<br>P = PLUS Loan<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>Award Year: 17, for 2016-2017<br>School ID:<br>X00000-X99999, where X = G or E<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| J | Borrower Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Disbursement Received Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| L | Loan | Character field:<br>"OK" for Subsidized and Unsubsidized Direct Loans<br>BLANK for PLUS Loans |
| Comma | Delimiter | , |
| M | Prom | Character field:<br>'Y' or 'N' |
| Comma | Delimiter | , |
| N | Disb | Character field:<br>'Y' or 'N' |
| Comma | Delimiter | , |
| O | Reporting Period Start Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| P | Reporting Period End Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| Q | Period Ending Date | Date field:<br>Format is CCYY-MM-DD HH:MM AM/PM |
| Comma | Delimiter | , |

| Direct Loan Booking Warning Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| R | Date Post First Disbursement | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| S | Sub-program - footer | Character field:<br>PLUS = PLUS Loan<br>SUBSIDIZED = Subsidized Direct Loan<br>UNSUBSIDIZED = Unsubsidized Direct Loan |
| Comma | Delimiter | , |
| T | Sub-Program (Original) | Character field:<br>DLP = PLUS Loan<br>DLS = Subsidized Direct Loan<br>DLU = Unsubsidized Direct Loan |
| Comma | Delimiter | , |
| U | Count Loan ID | Decimal field |
| Comma | Delimiter | , |
| V | Count Grand Total | Decimal field |
| Comma | Delimiter | , |
| W | Loan ID is not missing | Decimal field |
| Comma | Delimiter | , |
| X | Promissory Note ID | Character field:<br>21 character P-note ID<br><br>The components of the P-note ID are:<br><br>Student's Social Security Number:<br>001010001-999999998<br>Loan Type:<br>N for Grad PLUS (05-06 Forward)<br>M for Sub/Unsub (00-01 Forward)<br>N for Parent PLUS (03-04 Forward)<br><br>Program year (two-digit), e.g. 17 for 2016-2017<br>School Code X00000-X99999, where X = G or E<br>Loan Sequence Number 001-999 |
| Comma | Delimiter | , |
| Y | Promissory Note Received Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| Z | Loan Amount Requested | Decimal field |

## *Direct Loan Inactive Loans Report*

The Inactive Loan Report lists all Direct Loan Awards that have been inactivated (the award and any pending or actual disbursements have been adjusted to $0) by the school for the reporting period. The reported period is a 30 day period, as shown at the top of the report, and this will be the calendar month prior to the run date of the report.

This report can be used to

- Confirm that only the correct loans have been made inactive
  - Schools can reconcile this report with internal school records to verify that all awards needing to be made inactive have been processed at COD.
- Identify awards that may have dropped off the Direct Loan Booking Warning Report
  - Loans will drop off the Direct Loan Booking Warning Report when they are inactivated.
  - If you expect an award to be listed on the Direct Loan Booking Warning Report and it is not, you may want to research if it now appears on the Inactive Loans report, or if it has been booked since the last report.

### Business Rules

1. The Inactive Loans Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Inactive Loans Report is available via the SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `INACCDOP`)
   b. Pipe-Delimited (message class `INACCDOP`)
   c. Preformatted Text file (message class `INACPFOP`)
   d. The default format is Preformatted Text file. Schools may change their default options on the COD Web site.
   e. Do Not Distribute - if this option is chosen, the Inactive Loans Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

**Pipe-Delimited Layout**
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Inactive Loans Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Inactive Loans Report available on the COD Reporting Web site is the report most recently generated by COD.
4. Although the Inactive Loans Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

### *Sample Direct Loan Inactive Loans Report Mockup*

```
RUN DATE: 08/20/2016      U.S. DEPARTMENT OF EDUCATION          PAGE 1
RUN TIME: 04:34PM          FEDERAL DIRECT LOAN PROGRAM
                             INACTIVE LOANS REPORT
                              AWARD YEAR: 2016-2017
                       REPORTING PERIOD: 2016-07-01 - 2017-07-31
 THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

SCHOOL ID: G08303
SCHOOL NAME: SAMPLE COMMUNITY COLLEGE
ADDRESS: 100 NORTH 40TH STREET     PHOENIX, AZ  85034-1795
LOAN                                                      INACTIVE
TYPE  LOAN ID                 BORROWER NAME               DATE
----------------------------  -------------------------  ----------
S     100017013S17G08303001   JOHN M CREWS                07/31/2016
S     100013828S17G08303001   THOMAS P JOHNSON            07/31/2016

TOTAL NUMBER OF INACTIVE DIRECT SUBSIDIZED LOANS FOR PERIOD:         2
-------------------------------------------------------------------------------
U     100019365U17G08303001   JOEL J MILLER               07/31/2016
U     100014333U17G08303001   MICHAEL F RUMSFELD          07/31/2016
U     100018722U17G08303001   PETER I WALKER              07/31/2016

TOTAL NUMBER OF INACTIVE DIRECT UNSUBSIDIZED LOANS FOR PERIOD:       3
-------------------------------------------------------------------------------
P     100111365P17G08303001   KRISTEN J FORD              07/31/2016
P     100111333P17G08303001   LORI F KENDRICK             07/31/2016

TOTAL NUMBER OF INACTIVE PLUS LOANS: 2
-------------------------------------------------------------------------------
GRAND TOTAL:        7
```

## Comma-Delimited (CSV) Detail Record Layout

| DL Inactive Loan Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| A | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Address Line 1 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Address Line 2 | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |

| DL Inactive Loan Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| D | City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| F | Zip Code | 000000000 – 999999999 |
| Comma | Delimiter | , |
| G | School ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| H | Sub-program | Character field:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan |
| Comma | Delimiter | , |
| I | Loan ID | Character field:<br>21 character ID for a DL award<br><br>The components of the Loan ID are:<br>Person’s SSN:<br>001010001–999999998<br>Sub-Program Indicator:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan<br>Award Year: 17, for 2016-2017<br>School ID:<br>X00000-X99999, where X = G or E<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| J | Full Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Date Last Credit | Date<br>Format is CCYY-MM-DD |

| DL Inactive Loan Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| Comma | Delimiter | , |
| L | Sub-program (Grouped) | 'S' for Subsidized OR<br>'U' for Unsubsidized OR<br>'P' for PLUS |
| Comma | Delimiter | , |
| M | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| N | First of Month | Date<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| O | Last of Month | Date<br>Format is CCYY-MM-DD |

## *Direct Loan Duplicate Student Borrower Report*

The Duplicate Student Borrower Report lists the student borrowers for which the COD System has accepted multiple Direct Subsidized and/or Unsubsidized Award records with overlapping academic years. This report assists in identifying subsequent award or disbursement records that may reject due to exceeding the annual loan limits. This report does NOT relieve the school of its responsibility to monitor all loan activity for a student through the NSLDS processes.

This information can be used to:

- Identify potential overaward situations.
  - Use data on the report to identify when multiple sub/unsub awards have been originated with overlapping academic years, which could result in an overaward situation.
  - If any of the listed awards at your school will not be disbursed, or will only be partially disbursed, reduce the award by the applicable amount.
  - Monitor remaining awards for students listed on the report and any associated disbursements for any rejects due to overaward situations.

### Business Rules

1. The Duplicate Student Borrower Report is automatically sent to the school's SAIG mailbox on a monthly basis.
2. The Duplicate Student Borrower Report is available via SAIG mailbox in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `DUPLCDOP`)
   b. Pipe-Delimited (message class `DUPLCDOP`)
   c. Preformatted Text file (message class `DUPLPFOP`)
   d. The default format is Preformatted Text file.
   e. Do Not Distribute - if this option is chosen, the Duplicate Student Borrower Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

**Pipe-Delimited Layout**
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The Duplicate Student Borrower Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The Duplicate Student Borrower Report available on the COD Reporting Web site is the report most recently generated by COD.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the Duplicate Student Borrower Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Web site.

## Comma-Delimited (CSV) Detail Record Layout

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| B | Student Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Award ID | Character field:<br>21 character loan ID of a DL award<br><br>The components of the Loan ID are:<br>Person’s SSN:<br>001010001–999999998<br>Sub-Program Indicator:<br>S = Subsidized Direct Loan<br>U = Unsubsidized Direct Loan<br>P = PLUS Loan<br>Award Year: 17, for 2016-2017<br>School ID:<br>X00000-X99999, where X = G or E<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| D | Amt Issued | Decimal field |
| Comma | Delimiter | , |
| E | Amt Posted | Decimal field |
| Comma | Delimiter | , |
| F | Grade Level | Number field:<br>1 digit number, 0-7 |
| Comma | Delimiter | , |
| G | Loan Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| H | DL ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| I | Dup School Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| J | Dup City | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Dup State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| L | Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| M | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| N | Address | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| O | End of Month | Date/Time field<br>Format is: CCYY-MM-DD HH:MM AM/PM |
| Comma | Delimiter | , |
| P | First of Month | Date/Time field<br>Format is: CCYY-MM-DD HH:MM AM/PM |
| Comma | Delimiter | , |
| Q | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| R | Telephone # | 0000000 –9999999 |
| Comma | Delimiter | , |

| DL Duplicate Student Borrower Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| S | Borrower Academic Year | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD PLUS = PLUS Loan |
| Comma | Delimiter | , |
| T | Dep Ovr Ind | Character field: D, I or blank |
| Comma | Delimiter | , |
| U | Additional Unsub Dependent Student Eligibility | Character field: Y or N |
| Comma | Delimiter | , |
| V | HPPA Ind | Character field: Y, N or blank |
| Comma | Delimiter | , |
| W | Actual Subsidized Usage Period<br><br>The calculated Subsidized Usage Period for an award that has at least one actual disbursement | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| X | Actual Non-Cred Teacher Cert Subsidized Usage Period<br><br>The calculated Non-Cred Teacher Cert Subsidized Usage Period for an award that has at least one actual disbursement | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| Y | Actual Sum Subsidized Usage Period<br><br>The Sum of Actual Subsidized Usage Periods across awards for the borrower | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| Z | Actual Non-Cred Teacher Cert Sum Subsidized Usage Period<br><br>The Sum of Actual Non-Cred Teacher Cert Subsidized Usage Periods across awards for the borrower | Numeric<br><br>Can be blank |

## *Sample Direct Loan Duplicate Student Borrower Report Mockup*

```
RUN DATE: 12/02/2016        U.S. DEPARTMENT OF EDUCATION         Page 1 of 1
RUN TIME:  03:13PM           FEDERAL DIRECT LOAN PROGRAM
                           DUPLICATE STUDENT BORROWER REPORT
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
                   REPORTING PERIOD: 2016-11-01 - 2016-11-30
SCHOOL ID: G#####
SCHOOL NAME: SAMPLE UNIVERSITY
ADDRESS 1234 ARMORY SQUARE, SPRINGFIELD, MA 01101-9000
:
-------------------------------------------------------------------------------
Borrower SSN         Borrower Name
-------------------------------------------------------------------------------
Loan Id               Loan         Total     G Loan Period            School
                      Amt          Actual    R                          Code
                      Approved     Gross     A
                                   Dis       D
                                   Amount    E
-------------------------------------------------------------------------------
School Name        City           State      Zipcode    Telephone #
-------------------------------------------------------------------------------
Borrower Academic  Dependency     Additional UnSub.     Eligibility:
Year                              Dependent  Student    HEAL
-------------------------------------------------------------------------------
Actual SUP           Actual Non-Cred  ActualSum   Actual Non-Cred Teacher
                     Teacher Cert SUP SUP         Cert Sum SUP
-------------------------------------------------------------------------------

765433004           MAGGIE SMITH
765433004S17G01006001  3000       $1500        5 2016-07-02-2016-07-01 G01006
FAULKNER UNIVERSITY  MONTGOMERY    AL 36109-3398 (123)555-7211
2015-07-02-2014-07-01 I           S            N
                                  125,111

765433030                JOHN SMAILS
765433030S17G01020001  2000       $1500        5 2016-07-03-2015-07-02 G01020
TECHNICAL STATE      MONTGOMERY    AL 36265-1602 (444)782-5006
2015-07-03-2014-07-02 D           U            N

765433031  HARRIS NELSON
765433031S17G02183001  3000       $1500        5 2016-07-02-2015-07-01 G02000
MASSACHUSETTS STATE  NATICK        MA 02325-2511 (555)697-1341
2015-07-02-2014-07-01 I           S
                      10.555

  The Duplicate Student Borrower Report lists student borrowers for which COD
  has accepted multiple Direct Subsidized and/or Unsubsidized common records.
  The list indicates other schools that have submitted a common record for the
  same borrower who may be attending your school. This report assists in
  identifying subsequent loan origination records that may reject due to
  exceeding the annual loan limits. This report does NOT relieve the school of
  its responsibility to monitor all loan activity (including FFEL) for a
  student through the Financial Aid Transcript and NSLDS processes. Note: SUP =
Subsidized Usage Period.
```

## *Direct Loan SSN/Name/Date of Birth Change Report*

The SSN/Name/Date of Birth Change Report lists students/borrowers who have had identifier changes (including changes to SSN, name, and date of birth) during the reporting period, which is 90 days prior to the report end date. A student/borrower with an identifier change will be included on your school's report if that person was associated with your school for any of the 3 most recent award years. The change may have been initiated by: a) your school, b) another school associated with that borrower. The report detail provides information on the school submitting the change, the field changed, the old value, the new value, and the date the change was accepted, to assist your school with researching any related identifier issues.

The information on this report can be used to:

- Confirm identifier changes sent by your school have been accepted properly on COD.
- Update your records (where appropriate).
  - Because your school may not have initiated the change, it is important to monitor the information on this report for any updated identifier information for your students and make changes to your records where appropriate. This will help you prevent future rejects based on old identifier information.
  - If your school has more current information on the student's identifiers, you will need to ensure this information is properly documented and updated on COD.

Business Rules:

1. The SSN/Name/Date of Birth Change Report is automatically sent to the school's SAIG mailbox on a weekly basis, when a change is initiated.
2. The SSN/Name/Date of Birth Change Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Comma-Delimited (message class `SNDCCDOP`)
   b. Pipe-Delimited (message class `SNDCCDOP`)
   c. Preformatted Text file (message class `SNDCPFOP`)
   d. The default format is Preformatted Text file.
   e. Do Not Distribute - if this option is chosen, the SSN/Name/Date of Birth Change Report will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

**Pipe-Delimited Layout**
The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

3. The SSN/Name/Date of Birth Change Report is available via the COD Web site in the following formats:
   a. Comma-Delimited (CSV)
   b. The SSN/Name/Date of Birth Change Report that is available on the COD Reporting Web site is the version most recently generated by COD.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

4. Although the SSN/Name/Date of Birth Change Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Web site.

## Comma-Delimited (CSV) Detail Record Layout

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Reporting Period | Date range:<br>Format is CCYY-MM-DD – CCYY-MM-DD |
| Comma | Delimiter | , |
| B | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| C | OPE ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| D | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Address (School Address) | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| F | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| G | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| H | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| I | Person First Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| J | Person Last Name | Character field:<br>0-9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| K | Middle Initial | Character field:<br>1 character<br>Uppercase A–Z |
| Comma | Delimiter | , |
| L | SSN | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| M | User | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| N | Field Name | Student/Borrower Identifier Changed: NAME, BIRTH DT or SSN |
| Comma | Delimiter | , |
| O | Old Value | Initial Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT:<br>CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |
| Comma | Delimiter | , |

| DL SSN/Name/DOB Change Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| P | New Value | Current Student/Borrower Identifier:<br><br>Character field for NAME:<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>Date format for BIRTH DT:<br>CCYY-MM-DD<br><br>Number field for SSN:<br>001010001–999999998 |
| Comma | Delimiter | , |
| Q | Date Change Accepted | Date format:<br>CCYY-MM-DD |
| Comma | Delimiter | , |
| R | School ID | 8 digit number.<br>0–9 |
| Comma | Delimiter | , |
| S | School Name | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| T | School City | Character field:<br>0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| U | School State | Character field:<br>2 characters<br>Uppercase A–Z |
| Comma | Delimiter | , |
| V | School Zip Code | 00000-0000 – 99999-9999 |
| Comma | Delimiter | , |
| W | School Telephone | 0000000 –9999999 or blank |

## *Sample Direct Loan SSN/Name/Date of Birth Change Report Mockup*

RUN DATE: 11/16/2016

U.S. DEPARTMENT OF EDUCATION
FEDERAL DIRECT LOAN PROGRAM
SSN/NAME/DATE OF BIRTH CHANGE REPORT
REPORTING PERIOD: 2016-07-01 - 2016-09-30

Page 1 of 1
RUN TIME: 8:49AM

*THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT*

SCHOOL ID: 10029000
SCHOOL NAME: SAMPLE TECH
ADDRESS: 555 CAMPANILE DRIVE
ARLINGTON, VA 12345-1234

OPE ID: 00129000

| | | |
|---|---|---|
| PERSON LAST NAME, FIRST NAME, MI | USER | FIELD NAME |
| PERSON SSN | SCHOOL PHONE | OLD VALUE |
| SCHOOL ID | SCHOOL CITY, ST | NEW VALUE |
| SCHOOL NAME | SCHOOL ZIP CODE | DATE CHANGE ACCEPTED |
| BLANCO, JOI P | BATCH | NAME |
| 356-55-2355 | 7066442544 | JOI P BALA |
| 10029000 | ARLINGTON, VA | JOI P BLANCO |
| SAMPLE TECH | 12345-1234 | 2015-09-20 |
| MASRIOS, JOIE Q | BATCH | BIRTH DATE |
| 357-56-2356 | 7066442544 | 1985-04-15 |
| 10029000 | ARLINGTON, VA | 1985-12-15 |
| SAMPLE TECH | 12345-1234 | 2015-09-20 |
| SMITH, PAUL T | BATCH | SSN |
| 358-56-2356 | 7066442544 | 350-06-2356 |
| 10029000 | ARLINGTON, VA | 358-56-2356 |
| SAMPLE TECH | 12345-1234 | 2015-09-20 |

This report lists SSN/NAME/DOB changes for a student with Direct Loan/Perkins awards from schools.
This report assists schools in identifying when demographic data changes for a student.

## *Direct Loan Rebuild File*

An electronic rebuild file can be requested to rebuild a school's lost or corrupted Direct Loan Database or to recreate specific student records. It may be imported into Direct Loan Tools to rebuild an EDExpress database or into a school's vendor or mainframe system. For more information on the rebuild functionality in DL Tools, refer to Volume IV, Section 1 of this Technical Reference.

Beginning in Summer 2015, the Direct Loan Rebuild file will be updated to reflect the new elements being returned in the Response block of PLUS awards with the schema version 4.0b. Notification will go out when the COD Technical Reference has been updated with these changes.

**Date Range Option**

The date range option selects awards accepted within the date range and provides all disbursement transactions, including disbursement adjustments, related to these loans.

### Business Rules

1. The Direct Loan Rebuild File is provided in a fixed-length file format (message class `CODRBFOP`).
2. A Rebuild File can be requested by a school for a specific:
   a. Award Year (e.g. 2016-2017) – provides all the loan/disbursement information for the entire award year
   b. Borrower/Student - provides loan(s)/disbursement(s) information for one particular student by the student's Social Security Number.
   c. Award ID (Loan ID) - provides loan/disbursement information for a specific Award ID
   d. Date Range – provides loan(s)/disbursement(s) information within a range of dates for a particular award year.
3. The total record lengths within the rebuild file are applicable to all award years. The total record length was increased in April 2014.

### Direct Loan Rebuild Origination Detail Record Layout

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | O = Rebuild Origination Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number: 001010001–999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 17 (for 2016-2017)<br>School Code: X00000–X99999 where X = G or E<br>Financial Award Number/Loan Sequence Number: 1–999 | Left |
| 3 | 23 | 31 | 9 | Borrower's Social Security Number<br>The borrower's current Social Security Number | 001010001–999999998 | Right |
| 4 | 32 | 43 | 12 | Borrower's First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 5 | 44 | 59 | 16 | Borrower's Last Name<br>The borrower's last name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 6 | 60 | 60 | 1 | Borrower's Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 7 | 61 | 95 | 35 | Borrower's Permanent Address<br>The first line of the borrower's permanent address | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the address is more than 35 bytes, the value will be truncated to 35 bytes | Left |
| 8 | 96 | 111 | 16 | Borrower's Permanent Address City<br>The city where the borrower permanently resides | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>If the city is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 9 | 112 | 113 | 2 | Person's Permanent Address State/Province Code<br>The state or province where the person permanently resides | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table Volume 8, Section 4<br>If the state/province is 3 bytes, the value will be truncated to 2 bytes | Left |
| 10 | 114 | 122 | 9 | Person's Permanent Zip Code<br>The Person's address Zip Code | 0–9<br>Space(s)<br>Last 4 digits can be blank<br>If the postal code is more than 9 bytes, the value will be truncated to 9 bytes | Left |
| 11 | 123 | 132 | 10 | Borrower's Telephone Number<br>The borrower's home telephone number | 0–9<br>Can be blank | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 133 | 152 | 20 | Borrower's Driver's License Number<br>The borrower's driver's license number | 0–9<br>Uppercase A–Z<br>Space(s)<br><br>- (Dash)<br>* (Asterisk)<br>Can be blank | Left |
| 13 | 153 | 154 | 2 | Borrower's Driver's License State<br>The borrower's driver's license state | Uppercase A–Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in Section 1<br>Can be blank<br>If the Drivers License State is 3 bytes, the value will be truncated to 2 bytes | Left |
| 14 | 155 | 162 | 8 | Borrower's Date of Birth<br>The borrower's date of birth | Format is CCYYMMDD | Date |
| 15 | 163 | 163 | 1 | Person's Citizenship Status Code<br>The person's/borrower's citizenship status | 1 = U.S. Citizen<br>2 = Eligible Non-Citizen<br>3 = Ineligible Non-Citizen<br>Can be blank for Subsidized/Unsubsidized | Right |
| 16 | 164 | 164 | 1 | Additional Unsubsidized Indicator | Required for unsubsidized 2008-2009 and forward:<br>'Y' = Yes<br>'N' = No<br>Blank for unsubsidized 2007-2008 and prior, and all subsidized and PLUS | Left |
| 17 | 165 | 172 | 8 | Not applicable | Always blank | Right |
| 18 | 173 | 173 | 1 | Default/Overpay Code<br>The person/borrower is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes | Left |
| 19 | 174 | 175 | 2 | Student Level Code<br>Indicates the student's current college grade level in the program or college | Values for Program Year = 01<br>01 = 1st year undergraduate, never attended college<br>02 = 1st year undergraduate, attended college before<br>03 = 2nd year undergraduate/sophomore<br>04 = 3rd year undergraduate/junior<br>05 = 4th year undergraduate/senior<br>06 = 5th year/other undergraduate<br>07 = Continuing graduate/professional or beyond<br>Values for Program Year = 02 and forward:<br>00 = 1st year undergraduate, never attended college<br>01 = 1st year undergraduate, attended college before<br>02 = 2nd year undergraduate/sophomore<br>03 = 3rd year undergraduate/junior<br>04 = 4th year undergraduate/senior<br>05 = 5th year/other undergraduate<br>06 = 1st year graduate/professional<br>07 = Continuing graduate/professional or beyond | Right |
| 20 | 176 | 180 | 5 | Financial Award Amount<br>The total maximum amount for which the borrower is eligible | Numeric > = 0<br>Pennies are truncated. Zero filled to the left of the dollar amount | Right |
| 21 | 181 | 188 | 8 | Financial Award Begin Date<br>The date when classes begin for the specific period covered by the loan | Format is CCYYMMDD | Date |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 22 | 189 | 196 | 8 | Financial Award End Date<br>The date when classes end for the specific period covered by the loan | Format is CCYYMMDD | Date |
| 23 | 197 | 756 | 560 | Filler Space | Always Blank | |
| 24 | 757 | 779 | 23 | Document ID<br>The rebuild batch number generated by COD | Batch Type = RB<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 25 | 780 | 780 | 1 | Promissory Note Print Code | S = COD Prints (Send to Borrower)<br>R = On Site / Other<br>Z = COD Reprints and sends to borrower<br>V = COD Reprints and sends to school<br>Can be blank<br>All awards originated after 11/09/2012 will display a value of 'R' | Left |
| 26 | 781 | 781 | 1 | Not applicable | Always Blank | Left |
| 27 | 782 | 786 | 5 | Origination Fee Percentage<br>The origination fee percentage used for this loan | Numeric > 0<br>Current value associated with the award.<br>There is an implied decimal between the 2nd and 3rd positions from the left | Left |
| 28 | 787 | 795 | 9 | Student's Social Security Number (PLUS)<br>Social Security Number of the student | 001010001–999999998<br>Blank for Subsidized/Unsubsidized | Right |
| 29 | 796 | 807 | 12 | Student's First Name (PLUS)<br>The student's first name | 0-9<br>Uppercase A-Z<br>' (Apostrophe)<br>- (Dash)<br>Left justified with alpha character in the first position<br>Blank for Subsidized/Unsubsidized | Left |
| 30 | 808 | 823 | 16 | Student's Last Name (PLUS)<br>The student's last name | 0-9<br>Uppercase A-Z<br>' (Apostrophe)<br>- (Dash)<br>Left justified with alpha character in the first position<br>Blank for Subsidized/Unsubsidized<br>I the last name is more than 16 bytes, the value will be truncated to 16 bytes. | Left |
| 31 | 824 | 824 | 1 | Student's Middle Initial (PLUS)<br>The student's middle initial | Uppercase A-Z<br>Blank for Subsidized/Unsubsidized | Left |
| 32 | 825 | 825 | 1 | Student's Citizenship Status | 1 = U.S. Citizen<br>2 = Eligible Non-Citizen<br>3 = Ineligible Non-Citizen<br>Blank for Subsidized/Unsubsidized | Left |
| 33 | 826 | 834 | 9 | Not applicable | Always BLANK | Right |
| 34 | 835 | 842 | 8 | Student's Date of Birth (PLUS)<br>The student's date of birth | Format is CCYYMMDD<br>Blank for Subsidized/Unsubsidized | Date |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 35 | 843 | 843 | 1 | Student's Default Overpay Code<br>The student is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br>Z = Overridden by School<br>Y = Yes<br>Blank for Subsidized/Unsubsidized | Left |
| 36 | 844 | 849 | 6 | School Code<br>Direct Loan School Code | X00000–X99999 where X = G or E | Left |
| 37 | 850 | 854 | 5 | Not applicable | Always BLANK | Right |
| 38 | 855 | 889 | 35 | Student's Local/Temporary Address<br>The first line of the student's local/temporary address<br>Student's local/temporary address is not required | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank<br>If the temporary address is more 35 bytes, the value will be truncated to 35 bytes. | Left |
| 39 | 890 | 905 | 16 | Student's Local/Temporary Address City<br>The student's local/temporary address city<br>Student's local/temporary address is not required | 0-9<br>Uppercase A-Z<br>, (Comma)<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br># (Number)<br>@ (At)<br>% (Percent or care of)<br>& (Ampersand)<br>/ (Slash)<br>Space(s)<br>Can be blank<br>If the temporary city is more 16 bytes, the value will be truncated to 16 bytes. | Left |
| 40 | 906 | 907 | 2 | Student's Temporary Address State/Province Code<br>The state or province where the student temporarily resides | Uppercase A-Z<br>A valid two-letter postal code<br>See the State/Country/Jurisdiction Codes table in this section<br>Can be Blank<br>If the state/province is 3 bytes, the value will be truncated to 2 bytes. | Left |
| 41 | 908 | 916 | 9 | Student's Temporary Postal Code<br>The student's temporary postal code | 0-9<br>Space(s)<br>Last 4 digits can be blank<br>Can be blank<br>If the postal code is more than 9 bytes, the value will be truncated to 9 bytes. | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 42 | 917 | 917 | 1 | Dependency Status<br>The dependency status of the student | I = Independent<br>D = Dependent<br>This is the dependency status on file for this loan as submitted by the school or if not submitted by the school. The CPS status as provided by CPS | Left |
| 43 | 918 | 918 | 1 | Electronic MPN Indicator<br>Indicates whether the MPN is electronic or paper | Y = Electronic MPN<br>Blank = Paper MPN<br>Can be blank | Left |
| 44 | 919 | 920 | 2 | CPS Transaction Number<br>This data element denotes the transaction number submitted by the school from an eligible ISIR used to calculate this loan | Numeric<br>01-99 | Left |
| 45 | 921 | 925 | 5 | Endorser Amount (PLUS)<br>Total amount of a loan for which the endorser has agreed to cosign | Numeric>=0 for PLUS loans for program years 0304 and forward<br>Can be blank<br>Blank for subsidized and unsubsidized<br>pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 46 | 926 | 933 | 8 | MPN Expiration Date | Format is CCYYMMDD<br>Valid for 2007-2008 Award Year and forward<br>Can be blank | Date |
| 47 | 934 | 934 | 1 | Pre-Professional Coursework Indicator (PPCI) | Valid for 2007-2008 awards and forward:<br>'Y' = Yes<br>'N' = No<br>Can be blank | Left |
| 48 | 935 | 936 | 2 | Student Eligibility Code<br>A two-digit numeric code indicating how the student has achieved the Ability to Benefit from Federal Student Aid. | Valid values may include, but are not limited to:<br>01= ATB-Test Completed-1st Enrolled Before 7/1/12<br>02 = ATB-College Credits-1st Enrolled Before 7/1/12<br>04=Home Schooled<br>06 = High School Diploma<br>07 = GED or State Auth. H.S. Equivalent Certificate<br>08 = State Authorized High School Equivalent Certificate<br>09 = Academic Transcript of 2-yr Program Acceptable for Full Credit Transfer to a BA Program<br>10 = Program Leads to at least an Assoc. Degree, Excelled in H.S. and met the Admissions Requirements<br>11 = ATB-Test Completed- 1st Enrolled 7/1/12 to 6/30/15<br>12 = ATB-Test Completed- 1st Enrolled 7/1/15 or After<br>13 = ATB-College Credits-1st Enrolled 7/1/12 to 6/30/15<br>14 = ATB-College Credits-1st Enrolled 7/1/15 or After | Right |
| 49 | 937 | 938 | 2 | Ability to Benefit Test Administrator Code<br>A two-digit numeric code indicating the administrator of Ability to Benefit testing, in the case that the Ability to Benefit Code = 01, 11, or 12. | Valid values may include, but are not limited to:<br>01=Assessment Center<br>02=Independent Test Administrator<br><br>Can be blank. | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 50 | 939 | 940 | 2 | Ability to Benefit Test Code<br>A two-digit numeric code indicating which Ability to Benefit test the student took, in the case that the Ability to Benefit Code = 01, 11, or 12. | Valid values may include, but are not limited to:<br>01 – ASSET Program: Basic Skills Tests<br>02 – Career Programs Assessment (CPAt) Basic Skills Subtests<br>03 – Combined English Language Skills Assessment (CELSA)<br>04 – Compass Subtests (COMPASS)<br>05 – Computerized Placement Tests (CPTs)/ACCUPLACER<br>06 – Descriptive Tests: Language Skills and Mathematical Skills (DTLS/DTMS)<br>07 – ESL Placement Test (COMPASS/ESL)<br>08 – Wonderlic Basic Skills Test (WBST)<br>09 – WorkKeys Program<br>10 – Test of Adult Basic Education (TABE, Reading Mathematics Computation, Applied Mathematics Language, and Spelling Forms 7 and 8, Level A and 3)<br>11 – Spanish Assessment of Basic Education (SABE)<br>12 - Wonderlic Basic Skills Test – Spanish (WBST-Spanish)<br><br>Can be blank. | Right |
| 51 | 941 | 948 | 8 | Ability to Benefit Completion Date<br>The date that the student completed the Ability to Benefit test or state process, in the case that the Ability to Benefit Code = 01, 11, or 12. | Format = CCYYMMDD<br><br>Can be BLANK.<br><br>Note: Ability to Benefit Code of 03 is no longer accepted by the COD System | Date |
| 52 | 949 | 950 | 2 | Ability to Benefit State Code<br>The state in which the student completed a state process to achieve Ability to Benefit, in the case that the Ability to Benefit Code = 03: State Process. | Valid values will include all state codes as defined by FSA.<br><br>Can be BLANK.<br><br>Note: Ability to Benefit Code of 03 is no longer accepted by the COD System | Left |
| 53 | 951 | 958 | 8 | Filler | For ED Use Only | Left |
| 54 | 959 | 966 | 8 | Loan Origination Date<br>The date the loan record was originated by the school | Format is CCYYMMDD<br>Can be blank | Date |
| 55 | 967 | 974 | 8 | Academic Year Start Date<br>The date the student's academic year starts at the school | Format is CCYYMMDD<br>Can be blank | Date |
| 56 | 975 | 982 | 8 | Academic Year End Date<br>The date the student's academic year ends at the school | Format is CCYYMMDD<br>Can be blank | Date |
| 57 | 983 | 983 | 1 | Health Professions (HPPA) flag<br>Indicates if the student in a Health Profession Program is eligible for an additional unsubsidized loan amount | Y = Yes<br>Can be blank<br>Unsubsidized only; always blank for subsidized and PLUS | Left |
| 58 | 984 | 984 | 1 | Disclosure Statement Print Code<br>Indicates whether the school or COD will print the Disclosure Statement<br>The party (school or COD) who is responsible for mailing the Disclosure Statement is also responsible for printing and mailing the Plain Language Disclosure | Y = COD prints and sends to Borrower<br>Blank = School prints | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 59 | 985 | 1034 | 50 | Student's E-mail Address<br>The student's e-mail address | Alphanumeric<br>Upper and Lower Cases<br>' (Apostrophe)<br>- (Dash)<br>_ (Underscore)<br># (Number)<br>@ (At)<br>% (Percent or in care of)<br>& (Ampersand)<br>/ (Slash)<br>, (Comma)<br>Space(s)<br>Can be blank<br>If the email address on file is greater than 50 bytes, the value will be truncated to 50 bytes.<br>Any valid keyboard character including underscore; but not the pipe symbol or space. | Left |
| 60 | 1035 | 1035 | 1 | PLUS Credit Decision<br>The credit decision at COD for this loan | A = Accepted<br>D = Denied<br>P = Pending<br>0 = Accepted PLUS Credit Decision<br>Blank for Subsidized/Unsubsidized | Left |
| 61 | 1036 | 1036 | 1 | For PLUS awards 0203 and prior, the status of the PLUS Promissory Note at COD<br>**0304 and forward, all schools:**<br>Not applicable; blank | Blank for PLUS loans Program Year 04 and forward.<br>Always BLANK | Left |
| 62 | 1037 | 1037 | 1 | MPN Status Code<br>The status of the MPN on file at COD<br>**0203 and Prior, all schools:**<br>Not applicable; blank | A=Accepted<br>C= Closed<br>P = Pending<br>R= Rejected MPN or MPN not on file at COD<br>X=Inactive<br>E= EndorsedBlank for PLUS loans program year 2002-2003 and prior. | Left |
| 63 | 1038 | 1038 | 1 | MPN Link Indicator<br>The Master Promissory Note indicator is used to indicate whether or not the loan has been linked to an MPN at COD | Y = Loan has been linked to an MPN at COD<br>N = Loan is not linked to an MPN on file at COD<br>For Sub/Unsub loans | Left |
| 65 | 1039 | 1059 | 21 | Master Promissory Note Identification<br>The Master Promissory Note (MPN) Identifier printed on the Master Promissory Note linked to this loan | Student's Social Security Number: 001010001–999999998<br>MPN Indicator: M or N(PLUS)<br>Program Year: 17 (For 2016-2017)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number: 001–999<br>Can be blank<br>For 2002-2003 PLUS Loans will be blank | |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 65 | 1060 | 1065 | 6 | Calculated Published Program Length Years<br><br>The calculated published program length in academic years. When the published program length is submitted as weeks or months, the COD system converts the length to academic years. | 000V000-999V999<br><br>Can be blank | Left |
| 66 | 1066 | 1066 | 1 | Special Program Indicator<br><br>Indicator of the special program type being covered by aid. | Values of SpecialPrograms are the following:<br>A, B, N, P, T, or U<br><br>A: Selective Admission Associate Program<br>B: Bachelor's Degree Completion Program<br>N: Not Applicable<br>P: Preparatory Coursework Graduate Professional Program<br>T: Non-Credential Teacher Certification Program<br>U: Preparatory Coursework Undergraduate Program | Left |
| 67 | 1067 | 1068 | 2 | Program Credential Level<br><br>The credential level of the program that is being covered by aid. | 01 - Undergraduate certificate or diploma program<br>02 - Associate's degree<br>03 - Bachelor's degree<br>04 - Post Baccalaureate certificate<br>05 - Master's degree<br>06 - Doctoral degree<br>07 - First Professional degree<br>08 - Graduate/Professional certificate<br>99 - Non-credential programs (preparatory coursework/teacher certification) | Left |
| 68 | 1069 | 1074 | 6 | Weeks Programs Academic Year<br><br>Total number of weeks of instruction in the program's academic year. | 000V000 to 999V999<br><br>Can be blank | Left |
| 69 | 1075 | 1078 | 4 | Sum Actual Subsidized Usage Period<br><br>The sum of all actual subsidized usage periods, excluding those for Non-Credential Teacher Certification Programs, for the student. | 000V0 to 999V9<br><br>Can be blank | Left |
| 70 | 1079 | 1082 | 4 | Actual Subsidized Usage Period<br><br>The period of time used by the student related to the reported loan.<br><br>This is returned only when the reported loan has at least one actual disbursement. | 000V0 to 999V9<br><br>Can be blank | Left |
| 71 | 1083 | 1086 | 4 | Maximum Subsidized Eligibility Period<br><br>The calculated maximum Subsidized eligibility per the Published Program Length for an award | 000V0 to 999V9<br><br>Can be blank | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System |
|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 72 | 1087 | 1091 | 5 | Remaining Subsidized Eligibility Period<br><br>The remaining period of time in which the student may receive a Direct Subsidized Loan. This is returned only when all disbursements for the the reported loan are anticipated It is equal to the Maximum Subsidized Eligibility Period minus the Sum Anticipated Subsidized Usage Periods. | -999V0 to 0999V9<br><br>Can be blank | Left |
| 73 | 1092 | 1095 | 4 | Sum Actual Non-Cred Teacher Cert Actual Subsidized Usage Period<br><br>The Sum of Actual Non-Cred Teacher Cert Subsidized Usage Periods. | 000V0 to 999V9<br><br>Can be blank | Left |
| 74 | 1096 | 1099 | 4 | Actual Non-Cred Teacher Cert Subsidized Usage Period<br><br>The period of time used by the student related to the reported loan. This is returned only when the Special Program is reported as Non-Credential Teacher Certification Program and the reported loan has at least one actual disbursement. | 000V0 to 999V9<br><br>Can be blank | Left |
| 75 | 1100 | 1104 | 5 | Remaining Non-Cred Teacher Cert Subsidized Eligibility Period<br><br>The calculated remaining Non-Cred Teacher Cert Subsidized eligibility for the award, not accounting for Anticipated Subsidized Usage Periods. | -999V9 to 0999V9<br><br>Can be blank | Left |
| 76 | 1105 | 1105 | 1 | Subsidized Usage Limit Applies<br><br>Flag indicating whether or not a person is subject to a subsidy limit for a Direct Subsidized Loan. | Y = Yes<br>N = No | Left |
| 77 | 1106 | 1109 | 4 | Academic Year Length<br><br>The calculated length of the Academic Year. | 0000-9999 | Right |
| 78 | 1110 | 1113 | 4 | Anticipated Subsidized Usage Period<br><br>The calculated Anticipated Subsidized Usage Period for an award that has at least no actual disbursements. | 000V0 to 999V9<br><br>Can be blank | Right |
| 79 | 1114 | 1120 | 7 | Loan Period Length<br><br>The calculated length of the loan period for the award. | 0000V000 to 9999V999<br><br>Can be blank | Right |
| 80 | 1121 | 1125 | 5 | Remaining Anticipated Subsidized Eligibility Period<br><br>The calculated remaining Subsidized eligibility for the award Program for a loan that has only anticipated disbursements | -999V9 to 0999V9<br><br>Can be blank | Right |

| Direct Loan Rebuild Origination Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 81 | 1126 | 1129 | 4 | Sum Anticipated Subsidized Usage Periods<br><br>The sum of all Anticipated Subsidized Usage Periods for a borrower with the Anticipated Subsidized Usage Period for one award. | 000V0 to 999V9<br><br>Can be blank | Right |
| 82 | 1130 | 1133 | 4 | Anticipated Non Credential Teacher Certification Subsidized Usage Period<br><br>The calculated Non-Cred Teacher Cert Subsidized Usage Period for an award that has no actual disbursements. | 000V0 to 999V9<br><br>Can be blank | Right |
| 83 | 1134 | 1138 | 5 | Remaining Anticipated Non Credential Teacher Certification Subsidized Eligibility Period<br><br>The calculated remaining subsidized eligibility for the award while enrolled in a Non-Credential Teacher Certification Program for a loan that has only anticipated disbursements. | -999V9 to 0999V9<br><br>Can be blank | Right |
| 84 | 1139 | 1142 | 4 | Sum Anticipated Non Credential Teacher Certification Subsidized Usage Periods<br><br>The sum of all anticipated Non-Credential Teacher Certification Subsidized Usage Periods for a borrower with the Anticipated Non-Cred Teacher Cert Subsidized Usage Period for one award. | 000V0 to 999V9<br><br>Can be blank | Right |
| 85 | 1143 | 1148 | 6 | Published Program Length Years<br><br>The calculated Published Length of the Program in Years. | 000V0 to 999V999<br><br>Can be blank | Right |
| 86 | 1149 | 1154 | 6 | Published Program Length Months<br><br>The calculated Published Length of the Program in Months. | 000V0 to 999V999<br><br>Can be blank | Right |
| 87 | 1155 | 1160 | 6 | Published Program Length Weeks<br><br>The calculated Published Length of the Program in Weeks. | 000V0 to 999V999<br><br>Can be blank | Right |
| 88 | 1161 | 1161 | 1 | Credit Requirements Met<br><br>Indicates whether or not a school can disburse on the Direct Loan PLUS Loan.<br>This field is based on the loan's credit decision. | Y = Yes<br>N = No<br><br>Blank for Sub/Unsub | Left |
| 89 | 1162 | 1162 | 1 | Endorser Approved<br><br>Indicates that there is an approved, linked endorser for the DLP Loan.<br>This field is based on the Endorser Amount (PLUS) field. | Y = Yes<br><br>Can be blank | Left |

| Direct Loan Rebuild Origination Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 90 | 1163 | 1200 | 38 | Filler Space | For ED Use Only | |
| | | | **1200** | **Record Length** | | |

## Direct Loan Rebuild Disbursement Detail Record Layout

| Direct Loan Rebuild Disbursement Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| **Field #** | **Start** | **End** | **Len** | **Field Name and Description** | **Valid Field Content** | **Justify** |
| 1 | 1 | 1 | 1 | Record Type<br>The type of record included in the file | D = Rebuild Disbursement Detail Record | Left |
| 2 | 2 | 22 | 21 | Financial Award ID<br>Unique award identifier | Student's Social Security Number: 001010001–999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS<br>Program Year: 17 (for 2016-2017)<br>School Code: X00000–X99999 where X = G or E<br>Loan Sequence Number: 1–999 | Left |
| 3 | 23 | 24 | 2 | Disbursement Number<br>The disbursement number for the current disbursement transaction | 1–20 | Right |
| 4 | 25 | 25 | 1 | Not applicable | Always BLANK | Left |
| 5 | 26 | 33 | 8 | Disbursement Date<br>The actual and anticipated date the disbursement (disbursement sequence number 01) was credited to school's account at the school or paid to the student | Format is CCYYMMDD | Date |
| 6 | 34 | 35 | 2 | Disbursement Sequence Number<br>The sequence number that determines the order in which this disbursement activity transaction is processed for a specific disbursement | 01–99<br>01-65 available for use by schools<br>66-99 reserved for payment to servicer<br>Disbursement sequence numbers are in order by chronology. | Right |
| 7 | 36 | 40 | 5 | Disbursement Amount<br>The actual and anticipated gross amount (in dollars) of the disbursement | Numeric > 0 or = 0<br>Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 8 | 41 | 45 | 5 | Disbursement Fee Amount<br>The actual and anticipated loan fee (in dollars) associated with the disbursement | Numeric > 0 or = 0<br>Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 9 | 46 | 50 | 5 | Interest Rebate Amount<br>The actual and anticipated interest rebate amount for the disbursement | Full Participant:<br>Numeric > 0 or = 0<br>Disbursement Activity field is blank s. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 10 | 51 | 55 | 5 | Disbursement Net Amount<br>The actual and anticipated net amount (in dollars) of the disbursement | Numeric > 0 or = 0<br>Disbursement Activity field is blank. However, Disbursement Adjustments that are either date changes only (Q for Phase-In) and Disbursement Adjustments that only change the sequence number = all zeros.<br>Pennies are truncated. Zero filled to the left of the dollar amount. | Right |
| 11 | 56 | 61 | 6 | Not applicable; all zeros | Always all zeros | Right |

| Direct Loan Rebuild Disbursement Detail Record | | | | | Import from COD System | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 12 | 62 | 84 | 23 | Document ID<br>The Rebuild Batch Number generated by COD | Batch Type = RB<br>Cycle Indicator = 7 (for 2016-2017)<br>School Code = X00000–X99999 where X = G or E<br>Date Batch Created = CCYYMMDD<br>Time Batch Created = HHMMSS | Left |
| 13 | 85 | 90 | 6 | School Code<br>Direct Loan School Code<br>Also identifies school originating loan record | X00000–X99999 where X = G or E | Left |
| 14 | 91 | 91 | 1 | First Disbursement Flag<br>Identifies the disbursement with the earliest disbursement date. | Y = First Disbursement<br>Can be blank | Left |
| 15 | 92 | 96 | 5 | COD's Total Net Booked Loan Amount for the First Disbursement<br>Total net disbursement amount of the first disbursement accepted and booked by COD for this loan | Numeric > = 0<br>Disbursement Activity Q = Blank<br>Disbursement Adjustments that only change the sequence number = Blank<br>Unbooked Loans = All zeros<br>Note: If the 1st Disbursement is adjusted the amount becomes the Total Net Booked Loan Amount for the 1st Disbursement.<br>Pennies are truncated. Zero filled to left of the dollar amount | Right |
| 16 | 97 | 104 | 8 | Booked Loan Date<br>The date the loan booked on COD | Format is CCYYMMDD<br>Disbursement Activity Q = Blank<br>Can be blank.<br>Unbooked loans = Blank. | Date |
| 17 | 105 | 112 | 8 | Enrollment School Code | Numeric = 8<br><br>Can be blank prior to 2012-2013 | Left |
| 18 | 113 | 113 | 1 | Disbursement Release Indicator<br>Indicates if a disbursement is an actual disbursement used to substantiate cash that has been drawn down or may lead to a change in the CFL | Y= true<br>N= false<br>Or blank | Left |
| 19 | 114 | 115 | 2 | Previous Disbursement Sequence Number<br>Previous Disbursement Sequence Number processed by COD prior to the processing of this disbursement transaction | 1-90<br>Can be blank<br>Previous disbursement sequence number is blank when disbursement sequence number is 1 | Left |
| 20 | 116 | 123 | 8 | Payment Period Start Date<br>The begin date of the payment period | Date Format<br><br>CCYYMMDD | Left |
| 21 | 124 | 130 | 7 | Program CIP Code<br>The Program CIP Code | Format is 00.000-99.9999<br>Can be blank | Left |
| 22 | 131 | 131 | 1 | Enrollment Status<br><br>The status of time spent enrolled in an academic program. Used to calculate subsidy usage periods and remaining subsidy eligibility. | F = Full-time enrollment<br>Q = Three-quarters-time enrollment<br>H = Half-time enrollment<br>L = Less-than-half-time enrollment (not valid for DL)<br><br>Can be blank | Left |

| Direct Loan Rebuild Disbursement Detail Record | | | | | | Import from COD System |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 23 | 132 | 1200 | 1069 | Filler | For ED Use Only | Left |
| | | | **1200** | **Record Length** | | |

## *Direct Loan Actual Disbursement List*

The Direct Loan Actual Disbursement List report displays actual disbursements from the previous Saturday (7 days before the report generation date) through the following Friday (1 day before the report generation date). Actual disbursements appear on the report based on their post date, which indicates when each actual disbursement or adjustment is posted on the COD System.

The report includes booked, unbooked, and future dated actual disbursements and adjustments, provided they are created within the reporting period. Any actual disbursement that is in review status will not appear on the report.

### Business Rules

1. The Direct Loan Actual Disbursement List is sent from the COD System with message class DLAD17OP.
2. The Direct Loan Actual Disbursement List is applicable for Award Year 2012 – 2013 and forward.
3. The Direct Loan Actual Disbursement List will not be generated if a school does not have any actual disbursements posted during the reporting period.
4. The Direct Loan Actual Disbursement List is transmitted to the school's SAIG mailbox and COD Reporting Web site Direct Loan Newsbox on a weekly basis.
5. The Direct Loan Actual Disbursement List will be available via school's Direct Loan Newsbox in CSV format.
6. The Direct Loan Actual Disbursement List will be available via a school's SAIG mailbox in Comma Delimited format.
7. Schools may update their Direct Loan Actual Disbursement List Reporting Delivery options via the COD Website to the following options:
   a. Comma Delimited (default value)
   b. Do Not Distribute - if this option is chosen, the Direct Loan Actual Disbursement List will not be generated and sent to your school's SAIG mailbox, although prior versions will still be available for viewing on the COD Web site. New versions will also not be available in your COD Newsbox, on the COD Reporting Web Site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. This applies only to the SAIG mailbox delivery for the report.
8. The Actual Disbursement List report shall be turned off if the Award Year and/or the school has completed closed out.

### Comma-Delimited (CSV) Detail Record Layout

| Direct Loan Actual Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Direct Loan ID | Character field:<br>X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| B | School ID | 8 digit number<br>0-9 |
| Comma | Delimiter | , |

| Direct Loan Actual Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| C | Borrower's First Name | Character field:<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position |
| Comma | Delimiter | , |
| D | Borrower's Last Name | Character field<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| E | Borrower's Social Security Number | Number field:<br>001010001–999999998 |
| Comma | Delimiter | , |
| F | Loan Type | Character field:<br>P= PLUS Loan<br>U= Unsubsidized Direct Loan<br>S= Subsidized Direct Loan |
| Comma | Delimiter | , |
| G | Award ID | Character field:<br><br>21 character ID for DL awards<br><br>The components of the Award ID are:<br>Borrower's SSN:<br>001010001–999999998<br>Loan Type:<br>P= PLUS Loan<br>U= Unsubsidized Direct Loan<br>S= Subsidized Direct Loan<br>Award Year:<br>17, for 2016-2017<br>Direct Loan ID:<br>X00000-X99999, where X = G or E<br>Example: G01234<br>Sequence Number:<br>001-999 |
| Comma | Delimiter | , |
| H | Post Date | Date field:<br><br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| I | Booked Date | Date field:<br>Format is CCYY-MM-DD<br>Note: The default value for the Booked Date is 0001-01-01 for future dated disbursements. |

| Direct Loan Actual Disbursement List Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| Comma | Delimiter | , |
| J | Disbursement Date | Date field:<br>Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| K | Disbursement Number | Number field:<br>1–99 |
| Comma | Delimiter | , |
| L | Disbursement Sequence Number | Number field:<br>1–99 |
| Comma | Delimiter | , |
| M | Gross Amount | Decimal field |
| Comma | Delimiter | , |
| N | Fee Amount | Decimal field |
| Comma | Delimiter | , |
| O | Rebate Amount | Decimal field |
| Comma | Delimiter | , |
| P | Net Amount | Decimal field |
| Comma | Delimiter | , |
| Q | Net Disbursement Adjustment Amount | Decimal field |

## *Direct PLUS Loan Application Report*

The Direct PLUS Loan Application Report shows all PLUS Loan Requests completed within the past week on StudentLoans.gov (i.e. within the last 7 days of the report run date) by a borrower listing your school. This report will allow your school to identify students who have completed PLUS Loan Requests.

### Business Rules

1. The Direct PLUS Loan Application Report will be available via the Direct Loan Newsbox.

    a. The report will contain Direct Loan PLUS Loan Requests completed within the past week. The report will run weekly on Saturday and display PLUS Loan Request data from the previous Saturday through the following Friday.

### Comma-Delimited (CSV) Detail Record Layout

| Direct PLUS Loan Application Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| A | PLUS Application ID | 0–9<br>Maximum of 10 characters |
| Comma | Delimiter | , |
| B | Previous Application ID | 0–9<br>Maximum of 10 characters<br><br>Can be BLANK |

| Direct PLUS Loan Application Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| Comma | Delimiter | , |
| C | Attending School Direct Loan ID | X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| D | Attending School Name | Uppercase A–Z |
| Comma | Delimiter | , |
| E | Application Complete Date | Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| F | PLUS Loan Type | G = Grad PLUS<br>P = Parent PLUS<br><br>Note: If loan is a Grad PLUS, the Student's Last Name, Student's First Name, Student's Middle Initial, Student's Social Security Number, and Student's Date of Birth fields will be BLANK. |
| Comma | Delimiter | , |
| G | Application Submission Reason | N = New Application<br>I = Loan Amount Increase<br>D = Loan Amount Decrease |
| Comma | Delimiter | , |
| H | Borrower's Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| I | Borrower's First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| J | Borrower's Middle Initial | Uppercase A–Z<br>Can be blank |
| Comma | Delimiter | , |
| K | Borrower's Social Security Number | 001010001–999999998 |
| Comma | Delimiter | , |
| L | Borrower's Date of Birth | Format is CCYY-MM-DD |
| Comma | Delimiter | , |

| Direct PLUS Loan Application Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| M | Student's Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position<br><br>Can be BLANK if Grad PLUS |
| Comma | Delimiter | , |
| N | Student's First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position<br><br>Can be BLANK if Grad PLUS |
| Comma | Delimiter | , |
| O | Student's Middle Initial | Uppercase A–Z<br>Can be blank<br><br>Can be BLANK if Grad PLUS |
| Comma | Delimiter | , |
| P | Student's Social Security Number | 001010001–999999998<br><br>Can be BLANK if Grad PLUS |
| Comma | Delimiter | , |
| Q | Student's Date of Birth | Format is CCYY-MM-DD<br><br>Can be BLANK if Grad PLUS |
| Comma | Delimiter | , |
| R | Award Year<br><br>The period of time for which the award is granted, represented by the suffix year of the Award Year (i.e. 2017 for 2016-2017 | Format is YYYY |
| Comma | Delimiter | , |
| S | Loan Amount Indicated | Y = Maximum<br>U = "I Don't Know"<br>N = Specific amount |
| Comma | Delimiter | , |
| T | Loan Amount Requested | Dollars and cents. Right justify, left zero fill; do not include the $ sign or decimal point. Range = 00000000000 to 99999999999<br><br>Will be BLANK when Loan Amount Indicated = 'Y' or 'U' |
| Comma | Delimiter | , |
| U | Credit Decision Status | D = Declined<br>P = Pending<br>A = Approved |

| Direct PLUS Loan Application Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| Comma | Delimiter | , |
| V | Credit Action Choice<br><br>Only if borrower's Credit Decision = Declined | A = Appeal decision<br>E = Pursue endorser<br>N = Not Pursue PLUS Loan (Process Additional Unsubsized Loan if Eligible)<br>U = Undecided<br><br>Can be BLANK |
| Comma | Delimiter | , |
| W | Credit Balance Option<br><br>Indicates to whom excess funds awarded are paid | B = Borrower<br>S = Student<br><br>Can be BLANK |
| Comma | Delimiter | , |
| X | Deferment Option<br><br>Indicates deferment of loan repayment while the student is enrolled in school at least half-time | Y = Deferring<br>N = Not Deferring<br><br>Can be BLANK |
| Comma | Delimiter | , |
| Y | Default/Overpay Code<br><br>The person is in default on a Title IV loan or owes a refund on a Title IV grant | N = No<br><br>Can be BLANK |
| Comma | Delimiter | , |
| Z | Six Month Deferment Option<br><br>Indicates deferment of loan repayment for 6 months after the student is no longer enrolled in school at least half-time | Y = Yes<br>N = No<br><br>Can be BLANK |
| Comma | Delimiter | , |
| AA | School Credit Balance Option<br><br>Allows a school to put loan funds in excess of education costs toward secondary costs (i.e. library fines, parking tickets, etc.) | Y = Yes<br>N = No<br><br>Can be BLANK |
| Comma | Delimiter | , |
| AB | Award Range Requested Start Date | Format is: MMYYYY |
| Comma | Delimiter | , |
| AC | Award Range Requested End Date | Format is: MMYYYY |

## *Direct Loan MPN Report*

The Direct Loan MPN Report lists all MPNs associated with your school received by the Department, either electronically through StudentLoans.gov or via the paper MPN process that have been completed within the past week (i.e. within the last 7 days of the report run date). This report will allow your school to identify students who have completed MPNs.

### Business Rules

1. The Direct Loan MPN Report will be available via the Direct Loan Newsbox.

   a. The report will contain MPNs completed within the past week. The report will run weekly on Saturday and display MPN data from the previous Saturday through the following Friday.

### Comma-Delimited (CSV) Detail Record Layout

| Direct Loan Master Promissory Note Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Master Promissory Note ID | Master Promissory Note Identifier.<br><br>SSN + M or N +Award Year + 6 digit DL school code + 3 digit Sequence Number<br>0-9<br>Uppercase A–Z |
| Comma | Delimiter | , |
| B | Attending School Direct Loan ID | X00000-X99999, where X = G or E<br>Example: G01234 |
| Comma | Delimiter | , |
| C | Attending School Name | Uppercase A–Z |
| Comma | Delimiter | , |
| D | MPN Date Created<br><br>The date the MPN is stored on the COD system | Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| E | Borrower's Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| F | Borrower's First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position |
| Comma | Delimiter | , |
| G | Borrower's Middle Initial | Uppercase A–Z<br>Can be BLANK |
| Comma | Delimiter | , |

| Direct Loan Master Promissory Note Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| H | Borrower's Social Security Number | 001010001–999999998 |
| Comma | Delimiter | , |
| I | Borrower's Date of Birth | Format is CCYY-MM-DD |
| Comma | Delimiter | , |
| J | Student's Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| K | Student's First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position |
| Comma | Delimiter | , |
| L | Student's Middle Initial | Uppercase A–Z<br>Can be BLANK |
| Comma | Delimiter | , |
| M | Student's Social Security Number | 001010001–999999998 |
| Comma | Delimiter | , |
| N | Student's Date of Birth | Format is CCYY-MM-DD<br><br>Can be BLANK |
| Comma | Delimiter | , |
| O | Master Promissory Note Type | M = Sub/Unsub<br>N = PLUS<br><br>Can be BLANK |
| Comma | Delimiter | , |
| P | PLUS Loan Type | G = Grad PLUS<br>N = Parent PLUS<br><br>Can be BLANK |
| Comma | Delimiter | , |
| Q | MPN Source<br><br>Indicates whether the MPN was received electronically, by paper, or alternative document | A = Alternative Document<br>E = Electronic<br>P = Paper |
| Comma | Delimiter | , |

| Direct Loan Master Promissory Note Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| R | MPN Status | A = Active<br><br>I = Inactive<br><br>C = Closed<br><br>P = Pending<br>E=Inactive due to the linking of a PLUS loan with an endorser |
| Comma | Delimiter | , |
| S | Previous MPN Status | A = Active<br><br>I = Inactive<br><br>C = Closed<br><br>P = Pending<br>E = Inactive due to the linking of a PLUS loan with an endorser<br><br>Can be BLANK |
| Comma | Delimiter | , |
| T | Linked to an Endorser | Y = Linked to an endorser<br>BLANK/N = Not linked to an endorser |
| Comma | Delimiter | , |
| U | Linked to a Single Year School | Y = Linked<br>BLANK/N = Not linked |
| Comma | Delimiter | , |
| V | Linked Flag<br><br>Indicates whether or not the MPN is linked to a loan | Y = Linked<br>N = Not linked |
| Comma | Delimiter | , |
| W | Latest MPN Change Date | Format is CCYY-MM-DD<br><br>Can be BLANK |
| Comma | Delimiter | , |
| X | Expiration Date | Format is CCYY-MM-DD |

## *Exit Counseling File/Report*

Although exit counseling will be available on StudentLoans.gov beginning in March 2013, Exit Counseling reports will continue to be available via NSLDS.

Message class information as well as file layouts can be found in National Student Loan Data System (NLSDS) Student Access Web site newsletters posted on the Information for Financial Aid Professionals (IFAP) Web site.

If you have questions about the counseling tool on NSLDS, contact the NSLDS Customer Support Center at 800/999-8219. You can also contact Customer Support by e-mail at nslds@ed.gov.

## Direct Loan MPN Discharge Report

The MPN Discharge Report contains data on MPNs that have become inactive within the last 30 days due to discharges for Death, Unauthorized Signature or Identity Theft.

This report can be used to

- Identify when a new MPN is needed for an award at your school.
    - If an MPN has been made inactive due to a discharge, it cannot be used for additional awards. If you expect to award and disburse additional funds to the affected borrower or student, verify that the individual is still eligible and obtain a new, signed promissory note.

### Business Rules

1. The MPN Discharge Report is sorted in the following order (with each field listed in ascending order):
    a. Last Name
    b. First Name
    c. Middle Initial
    d. SSN, and then
    e. DOB
2. The MPN Discharge Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
    a. Fixed-Length (default)
    b. Pipe-delimited
    c. Comma-Delimited (CSV)
3. The MPN Discharge Report is available via the COD Web in only comma-delimited format.
4. The MPN Discharge Report (all format types) is sent from the COD System with non-award year specific message class MPNDISOP.
5. The MPN Discharge Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
6. The MPN Discharge Report is transmitted to the following Attended School's Web Newsbox on a weekly basis:
    a. All Attended Schools with loans linked to the MPNs in the report.
    b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.
7. Although the MPN Discharge Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

## Fixed-Length Record Layout

| Direct Loan MPN Discharge Report Detail Record Layout | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M17G12345001<br><br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person’s SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code:<br>X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Identity Theft | Left |
| 9 | 77 | 146 | 70 | Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft | Left |
| | | | **146** | **Record Length** | | |

## Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

### *Heading Information*

| Direct Loan MPN Discharge Report<br>Heading Information | | Comma-Delimited Record Layout |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | MPN DISCHARGE REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

### *Detail Record*

| Direct Loan MPN Discharge Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z<br>Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Direct Loan MPN Discharge Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M17G12345001<br><br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN: 001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code: X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | D = Inactive Due to Death<br>G = Inactive Due to Unauthorized Signature<br>I = Inactive Due to Identity Theft |
| Comma | Delimiter | , |
| I | Expiration Reason Description | Inactive Due to Death<br>Inactive Due to Unauthorized Signature<br>Inactive Due to Identity Theft |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan Expired MPN Report*

The Expired MPN Report contains data on MPNs that have expired (become inactive) within the last 30 days due to any of the following reasons:

- No awards linked within a year of the date of receipt
- No actual disbursements on a linked award within a year of the date of receipt
- 10 years passing since the date of receipt
- A PLUS loan linked with an Endorser.

MPNs will not appear on the Expired MPN Report if they have expired due to Disbursement inactivity more than 30 days prior to the date of the report generation.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school
  - If an MPN has expired, you cannot use that MPN to link to a new, unlinked award at your school that will be disbursed after the expiration date. You must obtain a new, signed promissory note to book additional loans.
  - If an MPN has expired that is already linked to an award at your school, no further action is necessary for that award. Any disbursements made to the linked award will book using the existing promissory note.

### Business Rules

1. The Expired MPN Report is sorted in the following order (with each field listed in ascending order):
   a. Last Name
   b. First Name
   c. Middle Initial
   d. SSN, and then
   e. DOB
2. The Expired MPN Report is available via SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Fixed-length (default)
   b. Pipe-delimited
   c. Comma-Delimited (CSV)
3. The Expired MPN Report is available via the COD Web in only comma-delimited format.
4. The Expired MPN Report (all format types) is sent from the COD System with non-award year specific message class `MPNINAOP`.
5. The Expired MPN Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a weekly basis.
6. The Expired MPN Report is transmitted to the following Attended School's Newsbox on a weekly basis:
   a. All Attended Schools with loans linked to the MPNs in the report.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the Expired MPN Report is generated weekly, if there is no data for the report on a given week, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## Fixed-Length Record Layout

| Expired Direct Loan MPN Report Detail Record Layout | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M17G12345001<br>21-character MPN ID of the expired MPN<br><br>The components of the MPN ID are:<br>Person's SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code:<br>X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Reason Code | E = Expired | Left |
| 9 | 77 | 146 | 70 | Reason Description | Expired | Left |
| | | | **146** | **Total Record Length** | | |

## Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

### *Heading Information*

| Expired Direct Loan MPN Report<br>Heading Information | | Comma-Delimited Record Layout |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | EXPIRED MPN REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

### *Detail Record*

| Expired Direct Loan MPN Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z<br>Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Expired Direct Loan MPN Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M17G12345001<br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN: 001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code: X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | E = Expired |
| Comma | Delimiter | , |
| I | Expiration Reason Description | Expired |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Direct Loan MPNs Due to Expire Report*

The MPNs Due to Expire Report contains data on MPNs that will expire (become inactive) within the next 60 days due to any of the following reasons:

- No awards linked within a year of the date of receipt
- No actual disbursements on a linked award within a year of the date of receipt
- 10 years passing since the date of receipt

MPNs that have expired and were previously included on the report will no longer appear on the report. In addition, MPNs that will no longer expire within the next 60 days due to recent activity will be removed from future report.

This report can be used to:

- Identify when a new MPN may be needed for an award at your school
  - If an MPN is about to expire, and you know that your award will not be accepted, linked, and disbursed prior to the expiration date of the note, you should obtain a new MPN.
  - If an MPN is about to expire that is already linked to an award at your school, no further action is necessary for that award. Any disbursements made to the linked award will book using the existing promissory note.

### Business Rules

1. The MPNs Due to Expire Report is sorted in the following order (with each field listed in ascending order):
   a. Last Name
   b. First Name
   c. Middle Initial
   d. SSN, and then
   e. DOB
2. The MPNs Due to Expire Report is available via the SAIG in the following formats, which can be selected via the COD Web site Report Selection screen under the "School" menu:
   a. Fixed-length (default)
   b. Pipe-delimited
   c. Comma-Delimited (CSV)
3. The MPN's Due to Expire Report is available via the COD Reporting Web site in only comma-delimited format.
4. The MPNs Due to Expire Report (all format types) is sent from the COD System with message class MPNEXPOP.
5. The MPNs Due to Expire Report is transmitted to the Reporting School's SAIG mailbox and Newsbox on a monthly basis.
6. The MPNs Due to Expire Report is transmitted to the following Attended School's Newsbox on a monthly basis:
   a. All Attended Schools with loans linked to the MPNs in the report.

**Format Options**
Previous versions of this report will also be available on the COD Reporting Web site.

b. All Attended Schools that created the MPNs listed in the report regardless of whether or not an award was linked to the MPN.

7. Although the MPNs Due to Expire Report is generated monthly, if there is no data for the report on a given month, the report will not be sent to the schools' SAIG mailbox or made available via the COD Reporting Web site.

## Fixed-Length Record Layout

| Direct Loan MPNs Due To Expire Report Detail Record Layout | | | | | Fixed-Length Record Layout | |
|---|---|---|---|---|---|---|
| Field # | Start | End | Len | Field Name and Description | Valid Field Content | Justify |
| 1 | 1 | 16 | 16 | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br><br>If the last name is more than 16 bytes, the value will be truncated to 16 bytes | Left |
| 2 | 17 | 28 | 12 | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) | Left |
| 3 | 29 | 29 | 1 | Borrower Middle Initial | Uppercase A-Z<br>Can be blank | Left |
| 4 | 30 | 38 | 9 | Borrower Social Security Number (SSN) | 001010001–999999998 | Right |
| 5 | 39 | 46 | 8 | Borrower Date of Birth (DOB) | Format is CCYYMMDD | Date |
| 6 | 47 | 67 | 21 | MPN ID | 123456789M17G12345001<br>21-character MPN ID of the expired MPN<br><br>The components of the MPN ID are:<br>Person's SSN:<br>001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code:<br>X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 | Left |
| 7 | 68 | 75 | 8 | Expiration Date | Format is CCYYMMDD | Date |
| 8 | 76 | 76 | 1 | Reason Code | A = About to Expire | Left |
| 9 | 77 | 146 | 70 | Reason Description | About to Expire | Left |
| | | | **146** | **Total Record Length** | | |

## Comma-Delimited Record Layout

The comma and pipe-delimited reports have required header information and column headings prior to the detail records.

### *Heading Information*

| Direct Loan MPNs Due To Expire Report<br>Heading Information | | Comma-Delimited Record Layout |
|---|---|---|
| **Line** | **Field Name and Description** | **Valid Field Content** |
| 1 | U.S. Department of Education | U.S. DEPARTMENT OF EDUCATION |
| 2 | Report Name | MPNS DUE TO EXPIRE REPORT |
| 3 | Borrower Last Name | LAST NAME |
| | Borrower First Name | FIRST NAME |
| | Borrower Middle Initial | MIDDLE INITIAL |
| | Borrower Social Security Number (SSN) | SSN |
| | Borrower Date of Birth (DOB) | DOB |
| | Master Promissory Note ID | MPN ID |
| | Master Promissory Note Expiration Date | EXPIRATION DATE |
| | Expiration Reason Code | MPN STATUS |
| | Expiration Reason Description | MPN EXPIRATION STATUS |

### *Detail Record*

| Direct Loan MPNs Due To Expire Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| A | Borrower Last Name | 0-9<br>Uppercase A-Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| B | Borrower First Name | 0–9<br>Uppercase A–Z<br>. (Period)<br>’ (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| C | Borrower Middle Initial | Uppercase A-Z<br>Can be blank |
| Comma | Delimiter | , |
| D | Borrower Social Security Number (SSN) | 001010001–999999998 |
| Comma | Delimiter | , |
| E | Borrower Date of Birth (DOB) | Format is CCYYMMDD |
| Comma | Delimiter | , |

| Direct Loan MPNs Due To Expire Report<br>Detail Record | | Comma-Delimited Record Layout |
|---|---|---|
| **Column** | **Field Name and Description** | **Valid Field Content** |
| F | MPN ID | 123456789M17G12345001<br>21-character MPN ID of the MPN made inactive due to discharge<br><br>The components of the MPN ID are:<br>Person's SSN: 001010001–999999998<br>MPN Indicator<br>Program Year: 17 (for 2016-2017)<br>Direct Loan School Code: X00000-X99999<br>where X = G or E<br>Loan Sequence Number: 001-999 |
| Comma | Delimiter | , |
| G | Expiration Date | Format is CCYYMMDD |
| Comma | Delimiter | , |
| H | Expiration Reason Code | A = About to Expire |
| Comma | Delimiter | , |
| I | Expiration Reason Description | About to Expire |

## Pipe-Delimited Record Layout

The pipe-delimited report layout is the same as the comma-delimited report layout (except the comma-delimited report utilizes text qualifiers (") around each field). The commas (,) in the valid field content are replaced with pipes (|) in the pipe-delimited report.

## *Counseling Report*

The Counseling Report shows all Entrance Counseling, Financial Awareness Counseling, and Exit Counseling completed via StudentLoans.gov for your school within the past week (i.e. within the last 7 days of the report run date). This report will allow your school to identify students who have completed Entrance Counseling, Financial Awareness Counseling, Exit Counseling, and/or PLUS Counseling.

### Business Rules

1. The Counseling Report will be available via the COD Reporting Web site.

   a. The report will run weekly on Saturday and includes Direct Loan Entrance Counseling, Financial Awareness Counseling, and Exit Counseling data from the previous Saturday through the following Friday.

   b. The report will be sorted ascending by Social Security number, descending by Completion Date, and descending by Completion Time.

### Comma-Delimited (CSV) Detail Record Layout

| Counseling Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| A | SSN<br>The borrower's current Social Security Number | Format is 001010001–999999998 |
| Comma | Delimiter | , |
| B | Date of Birth<br>The borrower's date of birth | Date format:<br>CCYY-MM-DD |
| Comma | Delimiter | , |
| C | Last Name<br>The borrower's last name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | First Name<br>The borrower's first name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Middle Initial<br>The borrower's middle initial | Uppercase A–Z<br>Can be blank |
| Comma | Delimiter | , |
| F | Completion Date<br>Date that the counseling Session was completed. | Date format:<br>CCYY-MM-DD |
| Comma | Delimiter | , |

| Counseling Report | | Comma-Delimited (CSV) Detail Record |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| G | Completion Time<br>Time that the counseling session was completed. | Time Format:<br>HH:MM AM/PM<br>Example: 03:35PM |
| Comma | Delimiter | , |
| H | Counseling Type Indicator | S = Subsidized & Unsubsidized Entrance Counseling<br><br>P = Subsidized, Unsubsidized, & PLUS Entrance Counseling<br>L = Financial Awareness Counseling<br>X = Exit Counseling |

## *Weekly Credit Status Report*

The Weekly Credit Status report identifies borrowers at schools whose most recent Original Credit Decision is declined and not expired. The report will include PLUS borrowers whose credit requirements are not met and PLUS borrowers who met credit requirements in the past 30 days. The PLUS borrower and all Direct PLUS loans and PLUS Applications that are associated to the active credit check will be included in the report, and shall be excluded if credit requirements were met more than 30 days in the past. Endorsed Direct PLUS loans will also be excluded in the report if credit requirements were met more than 30 days in the past. A separate line item will be created for every Direct PLUS loan and PLUS Application for the same borrower.

Credit requirements have been met when a Direct Loan PLUS Borrower has:

- Successful documentation of extenuating circumstances
- Receipt of an approved endorser
- Completion of PLUS Counseling
- Successful completion all PLUS Loan requirements needed for disbursement

### Business Rules

1) The Weekly Credit Status report will sort records ascending as follows:
    a. Borrower Last Name
    b. Borrower First Name
    c. Borrower Middle Initial

2) The report is available via the COD Reporting Web site in only comma-delimited format.

3) The report generates weekly

### Comma-Delimited (CSV) Detail Record Layout

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| A | OPE School ID | 8 digit number.<br><br>0 – 9 |

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| | | Leading zeros will not display |
| Comma | Delimiter | , |
| B | Borrower's Last Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A–Z in the first position |
| Comma | Delimiter | , |
| C | Borrower's First Name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash)<br>Left justified with an A-Z in the first position |
| Comma | Delimiter | , |
| D | Borrower's Middle Initial | Uppercase A–Z<br>Can be blank |
| Comma | Delimiter | , |
| E | Borrower's Social Security Number | Number field: 001010001–999999998<br>Leading zeros will not display |
| Comma | Delimiter | , |
| F | Borrower's Date of Birth | MM/DD/CCYY |
| Comma | | |
| G | Original Credit Decision | A or D |
| Comma | Delimiter | , |
| H | Credit Check Date | MM/DD/CCYY |
| Comma | Delimiter | , |
| I | Credit Check Expiration Date | MM/DD/CCYY |
| Comma | Delimiter | , |
| J | Reconsideration Eligible | Y or N |

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| Comma | Delimiter | , |
| K | Plus Counseling Completed | Y or N |
| Comma | Delimiter | , |
| L | PLUS Counseling Complete Date | MM/DD/CCYY |
| Comma | Delimiter | , |
| M | Appeal Approved | Y or N |
| Comma | Delimiter | , |
| N | Endorser Approved | Y or N |
| Comma | Delimiter | , |
| O | Credit Requirements Met | Y or N |
| Comma | Delimiter | , |
| P | Award ID | Character field:<br><br>21 character loan ID of a DL award<br><br>The components of the Loan ID are:<br><br>Person's SSN:<br><br>001010001–999999998<br><br>Sub-Program Indicator:<br><br>S = Subsidized Direct Loan<br><br>U = Unsubsidized Direct Loan<br><br>P = PLUS Loan<br><br>Award Year: 17, for 2016-2017<br><br>School ID:<br><br>X00000-X99999, where X = G or E<br><br>Sequence Number:<br><br>001-999 |
| Comma | Delimiter | , |
| Q | PLUS Application ID | 0–9<br><br>Maximum of 10 characters |

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| Comma | Delimiter | , |
| R | Student's Social Security Number | Number field: 001010001–999999998<br><br>Leading zeros will not display<br><br>Can be blank |
| Comma | Delimiter | , |
| S | Student's Last Name | Uppercase A–Z<br><br>. (Period)<br><br>' (Apostrophe)<br><br>- (Dash)<br><br>Left justified with an A–Z in the first position<br><br>Can be blank |
| Comma | Delimiter | , |
| T | Student's First Name | Uppercase A–Z<br><br>. (Period)<br><br>' (Apostrophe)<br><br>- (Dash)<br><br>Left justified with an A-Z in the first position<br><br>Can be blank |
| Comma | Delimiter | , |
| U | Student's Middle Initial | Uppercase A–Z<br><br>Can be blank |
| Comma | Delimiter | , |
| V | Student's Date of Birth | MM/DD/CCYY<br><br>Can be blank |

## *Direct Subsidized Loan Usage Change*

The Direct Subsidized Loan Usage Change report includes Direct Subsidized Loans for a borrower when there is a change to that borrower's Subsidized Usage Limit calculated values. The report will include a row for each Direct Subsidized Loan the borrower has at that school. The report will be triggered when any of the following values change on an award: "Maximum Subsidized Eligibility Period," "Actual Subsidized Usage Period," "Actual Non-Cred Teacher Cert Subsidized Usage Period," "Anticipated Subsidized Usage Period," or "Anticipated Non-Cred Teacher Cert Subsidized Usage Period." The report will be sent to all schools meeting the above triggers for the borrower. The report will only contain changes that occurred within the prior week.

### Business Rules

1) The Direct Subsidized Loan Usage Change report will sort records ascending as follows:

    a. Borrower SSN

    b. Award Year

2) The report is available via the COD Reporting Web site

    a. Comma-Delimited Format

    b. Do Not Distribute - if this option is chosen, the Direct Subsidized Loan Usage Change report will not be generated and sent to you, although prior versions will still be available for viewing on the COD Web site. You can select the Do Not Distribute option from the COD Web site Report Selection screen at any time. Keep in mind that, if you choose not to receive a report, COD will not be able to send any missed reports for your school at a later time. If you update your options to begin receiving a report, you will only receive reports generated from that point forward.

3) The report generates weekly

### Comma-Delimited (CSV) Detail Record Layout

| Direct Subsidized Loan Usage Change | Comma-Delimited (CSV) | |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| A | School OPEID<br><br>The OPEID for the school | Valid OPEID |
| Comma | Delimiter | , |
| B | Borrower SSN<br><br>The borrower's current Social Security Number | 000000000–999999999 |

| Direct Subsidized Loan Usage Change | | Comma-Delimited (CSV) |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| Comma | Delimiter | , |
| C | Borrower Last Name<br><br>The borrower's last name | 0–9<br>Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| D | Borrower First Name<br><br>The borrower's first name | Uppercase A–Z<br>. (Period)<br>' (Apostrophe)<br>- (Dash) |
| Comma | Delimiter | , |
| E | Borrower Middle Initial<br><br>The borrower's middle initial | A-Z |
| Comma | Delimiter | , |
| F | SULA Flag<br><br>Flag indicating whether or not a person is subject to a subsidy limit for a Direct Subsidized Loan | Y = Yes<br>N = No |
| Comma | Delimiter | , |
| G | Sum Actual Subsidized Usage Period<br><br>The sum of all actual subsidized usage periods, excluding those for Non-Credential Teacher Certification Programs, for the student, | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| H | Sum Actual Non-Credential Teacher Certification Program Subsidized Usage Periods<br><br>The sum of all actual subsidized usage periods for a student that are for Non-Credential Teacher Certification Programs. It is summed across Award Years and schools. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |

| Direct Subsidized Loan Usage Change | | Comma-Delimited (CSV) |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| I | Award ID<br><br>Unique award identifier. | Student's Social Security Number: 001010001-999999998<br>Loan Type: S = Subsidized<br>U = Unsubsidized<br>P = PLUS for parent and graduate/professional borrowers<br>Program Year: 17, for 2016-2017<br>School Code: X00000-X99999 where X = G or E<br>Loan Sequence Number: 001-999 |
| Comma | Delimiter | , |
| J | Award Year<br><br>The Award Year | CCYY |
| Comma | Delimiter | , |
| K | Award Amount Issued<br><br>The Scheduled Award Amount | Right justified, zero filled. Dollars and cents. |
| Comma | Delimiter | , |
| L | Special Programs Indicator<br><br>Indicator of the special program type being covered by aid. | A: Selective Admission Associated Program<br>B: Bachelor's Degree Completion Program<br>N: Not Applicable<br>P: Preparatory Coursework Graduate Professional Program<br>T: Non-Credential Teacher Certification Program<br>U: Preparatory Coursework Undergraduate Program |
| Comma | Delimiter | , |
| M | Maximum Subsidized Eligibility Period<br><br>The calculated maximum Subsidized eligibility per the Published Program Length for an award | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| N | Actual Subsidized Usage Period<br><br>The period of time used by the student related to the reported loan.<br>This is returned only when the reported loan has at least one actual disbursement. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |

| Direct Subsidized Loan Usage Change | | Comma-Delimited (CSV) |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| O | Remaining Actual Subsidized Eligibility Period<br><br>The remaining period of time in which the student may receive a Direct Subsidized Loan. This is returned when there is at least one actual disbursement for the reported loan. It is equal to the Maximum Subsidized Eligibility Period minus the Sum Actual Subsidized Usage Periods | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| P | Actual Non-Cred Teacher Cert Subsidized Usage Period<br><br>The period of time used by the student related to the reported loan. This is returned only when the Special Program is reported as Non-Credential Teacher Certification Program and the reported loan has at least one actual disbursement. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| Q | Remaining Actual Non-Cred Teacher Cert Subsidized Eligibility Period<br><br>The remaining period of time in which the student may receive a Direct Subsidized Loan while in enrolled in a Non-Credential Teacher Certification Program. This is returned when the Special Program reported is Non Credential Teacher Certiciation and there is at least one actual disbursement for the reported loan. It is equal to the Maximum Subsidized Eligibility Period minus the Sum Actual Non Credential Teacher Certification Subsidized Usage Periods. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| U | Anticipated Subsidized Usage<br><br>The period of time used by the student related to the reported loan.<br>This is returned only when the reported loan has only anticipated disbursements | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |

| Direct Subsidized Loan Usage Change | | Comma-Delimited (CSV) |
|---|---|---|
| Column | Field Name and Description | Valid Field Content |
| V | Remaining Anticipated Subsidized Eligibility Period<br><br>The remaining period of time in which the student may receive a Direct Subsidized Loan. This is returned only when all disbursements for the the reported loan are anticipated It is equal to the Maximum Subsidized Eligibility Period minus the Sum Anticipated Subsidized Usage Periods. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| W | Anticipated Non-Cred Teacher Cert Subsidized Usage Period<br><br>The period of time used by the student related to the reported loan. This is returned only when the Special Program is reported as Non-Credential Teacher Certification Program and the reported loan has only anticipated disbursements. | Numeric<br><br>Can be blank |
| Comma | Delimiter | , |
| X | Remaining Anticipated Non-Cred Teacher Cert Subsidized Eligibility Period<br><br>The remaining period of time in which the student may receive a Direct Subsidized Loan while in enrolled in a Non-Credential Teacher Certification Program. This is returned when the Special Program reported is Non Credential Teacher Certiciation and the reported loan has only anticipated disbursements. It is equal to the Maximum Subsidized Eligibility Period minus the Sum Anticipated Non Credential Teacher Certification Subsidized Usage Periods. | Numeric<br><br>Can be blank |

# Non Program Specific Reports

Below is a summary of all Non Program Specific Reports and available formats generated by the COD System.

| Format and Delivery Methods | | | | SAIG Mailbox | | | | | COD Web Site | |
|---|---|---|---|---|---|---|---|---|---|---|
| Report Name | Report Selection Web Page | Sort | Frequency | Preformatted Text | Comma-Delimited | Pipe-Delimited | Fixed Length | Do Not Distribute | PDF | Comma-Delimited |
| COD School Monitoring Report | ✓ | Award Year | Weekly | ✓[1] | | | | | ✓ | |
| COD School Funding History Report | ✓ | Date of Transaction | By Request[1] | | | | | | | ✓ |

[1.] If triggered by Change

## COD School Monitoring Report

The COD School Monitoring report assists schools with the financial aid disbursement process by highlighting three conditions;

1. Unsubstantiated Cash
    a. Means your school has received cash for one or more Title IV Programs, however, to date a sufficient number of actual disbursement records to substantiate these amounts have not been received.

2. POP Situations – New Summary Format
    a. Federal Pell Grant recipients are allowed to receive a maximum of one full Scheduled Pell Grant during an award year. The COD System is programmed to calculate the percentage of Scheduled Pell Grant used (based on Section 690.65 of the regulations) each time a school reports a disbursement to the student. Any amount exceeding 100 percent of a full Scheduled Pell Grant represents an overaward situation. The COD System allows a potential overaward situation to exist for 30 days and sends a warning to all schools involved before reducing all of the students Pell Grant disbursements for that award year to zero.

3. 30-Day Disbursement Reporting – Addition of Award Year Totals
    a. Where one or more funded disbursements are accepted more than 30 days after the *Actual Disbursement Date*.

This report is an important tool to help schools identify potential issues in timely reporting of data to the Department so they can better meet regulatory and reporting requirements. Reviewing this report should be part of your weekly internal procedures.

### Business Rules

1. The COD School Monitoring report is automatically sent to a school's SAIG mailbox and COD Newsbox, on the COD Reporting Web site, on a weekly basis, when any of the three conditions is present: Unsubstantiated Cash, POP Situations and 30-Day Disbursement Reporting.

2. The COD School Monitoring report is available via SAIG in the following format:
    i. Preformatted Text file (message class SCHMONOP)
3. The COD School Monitoring report is available via your school's Newsbox, on the COD Reporting Web site, in the following format:
    i. PDF
    ii. The COD School Monitoring report available in your school's Newsbox is the one most recently generated by COD.
4. Although the COD School Monitoring report is generated weekly, if there is no data for the report on a given week, the report will not be sent to schools' SAIG mailboxes or made available via your school's Newsbox.

Sample COD School Monitoring Report:

## COD School Monitoring

School OPE ID: 02334400 Run Date: 1/4/2014

Please note that one or more of the following conditions have occurred at your school:

- Unsubstantiated Cash
- Pell Grant Potential Overaward Process (POP) Situations
- 30-Day Disbursement Reporting

### Unsubstantiated Cash

Regulations require schools to submit disbursement records and disbursement adjustment records within certain timeframes (For Pell Grant, ACG and National SMART Grant, the timeframe is published annually in the Federal Register). Additionally, the cash management regulations require schools to return excess cash (i.e., refund of cash) within certain timeframes. You can review your school's cash balances on the COD Web site or the G5 Web site.

Issue: The COD System reflects that your school has received cash for one or more Title IV Programs; however, to date, a sufficient number of student actual disbursement records to substantiate these amounts have not been received. This is known as "unsubstantiated cash."

Note: Due to a lag in the receipt of transactions between COD and G5, it is possible the summaries in this report may not reflect your school's most recent refunds.

Action: To prevent delays in receiving additional cash, resolve your school's unsubstantiated cash by submitting disbursement records to the COD System or returning cash to the Department of Education.

Regulatory References: Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 CFR 686.37; Direct Loan, 34 CFR 685.301(e). All programs: 34 CFR 668.166

**Net Draws - Net Accepted and Posted Disbursements (NAPD) = Unsubstantiated funds**

| Program | Award Year | Net Draws | NAPD | Unsubstantiated Funds |
|---|---|---|---|---|
| Direct Loan | 2013-2014 | $24,905.17 | $19,435.17 | $5,470.00 |

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## COD School Monitoring

School OPE ID: 02334400

Run Date: 1/4/2014

Net Draws - Net Accepted and Posted Disbursements (NAPD) = Unsubstantiated funds

| Program | Award Year | Net Draws | NAPD | Unsubstantiated Funds |
|---|---|---|---|---|
| Pell | 2013-2014 | $6,109.00 | $5,085.00 | $1,024.00 |

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# COD School Monitoring

School OPE ID: 02334400 Run Date: 1/4/2014

## POP Situations

When more than one Attended School reports disbursements for a student, the COD System checks to make sure that the student has not received more than 100% of his or her eligibility for a Pell Grant for a given award year. If the COD System receives disbursement information that places the student in a situation in which he or she has received more than 100% of the student's Total Eligibility Used, the student has entered a Potential Overaward Process (POP) situation.

Issue: To date, the COD System has not received or accepted disbursement adjustments to correct some students' potential overaward.

Action: The number of students in a POP situation is listed below. Details on these students can be retrieved from the Multiple Reporting Record (MRR) file sent to your school's Student Aid Internet Gateway (SAIG) mailbox advising your school of a POP situation. The Pell POP report, generated weekly, can also be retrieved from your school's SAIG mailbox, and via the COD Reporting Web site in your school's newsbox. Use this information to determine the student accounts that should be reviewed and adjusted, as appropriate.

Regulatory Reference: 34 CFR 690.65 provides the basis for determining a student's remaining eligibility when another school has disbursed Pell Grant funds to the student.

| Award Year | Number of Students |
|---|---|
| 2013 - 2014 | 1 |

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# COD School Monitoring

School OPE ID: 02334400 Run Date: 1/4/2014

## 30-Day Disbursement Reporting

Regulations require schools to submit disbursement records and disbursement adjustment within certain timeframes (For Pell Grant, ACG and National SMART Grant, the timeframe is published annually in the Federal Register).

Issue: COD System records reflect awards with funded disbursements that were not accepted within 30 days of the disbursement date. The weekly and award year summaries below provide information accepted by the COD System within the past week, for each award year, where one or more funded disbursements were accepted more than 30 days after the actual disbursement date.

Action: Review the 30-day disbursement reporting requirements and make adjustments to your reporting processes for future disbursements.

Regulatory References: Pell Grant, 34 CFR 690.83; ACG and National SMART Grant, 34 CFR 691.83; TEACH Grant, 34 686.37; Direct Loan, 34 CFR 685.301(e)

| Program | Award Year | Disb. Accepted during the Week | Disb. Accepted during the Week > 30 Days | % of Disb. Accepted during the Week > 30 Days | Net Amount Accepted during the Week | Net Amount Accepted during the Week > 30 Days After Disb. | Disb. Accepted during the Award Year | Disb. Accepted during the Award Year > 30 Days | % of Disb. Accepted during the Award Year > 30 Days | Net Amount Accepted during the Award Year | Net Amount Accepted during the Award Year > 30 Days After Disb. |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Pell | 2013-2014 | 2 | 2 | 100.0% | $5,224.00 | $5,224.00 | 9,768 | 22 | 0.2% | $21,262,435.00 | $35,188.00 |

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## *COD School Funding History Report*

The COD School Funding History Report shall display a school's funding authorizations for a specified award year and program by school, program, and award year. The report shall also display year-to-date information for the selected school, program type, and award year. The COD School Funding History Report shall also contain a history of cash activity transactions for a school. This report shall be used by FSA, Schools, and Customer Service Representatives to track schools funding authorizations, current funding levels, and cash activity transactions.

### Business Rules

1. The COD School Funding History Report shall be available via COD Web on the School Funding Information page.
2. The COD School Funding History Report shall be available in CSV format.
3. The COD School Funding History Report shall be sorted descending by Date of Transaction
4. The COD School Funding History Report shall be available on demand.

### Report Layout

Comma-Delimited (CSV) Detail Record Layout

| Column | Field Name and Description | Valid Field Content |
|---|---|---|
| A | Date of Transaction<br><br>The date the transaction was processed in COD | Format: MM-DD-YYYY |
| Comma | Delimiter | , |
| B | Authorization (CFL) Adjustment<br><br>The amount of Authorization (Funding Level) Transaction | Number Field |
| Comma | Delimiter | , |
| C | Drawdowns/Payments<br><br>The amount of Drawdown | Number field |
| Comma | Delimiter | , |
| D | Returns of Cash<br><br>The amount of cash returned | Number field |
| Comma | Delimiter | , |
| F | Drawdown Adjustments<br><br>The amount of Drawdown Adjustment | Number field |
| Comma | Delimiter | , |
| G | Refunds of Cash | Number field |

| | | |
|---|---|---|
| | The amount of cash refunded | |
| Comma | Delimiter | , |
| H | Drawdown Offsets<br><br>The amount of Disbursement Offset | Number field |
| Comma | Delimiter | , |
| I | Unprocessed Deobligation<br><br>The amount of Unprocessed Deobligations | Number field |