

# EDE Processing

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## Introduction

This section provides a more detailed description of the EDE process as a whole. It provides instructions for each of the individual processes within EDE.

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## Electronic Application

The Electronic Application process allows destination points to enter application data and send it to the Central Processing System (CPS) for processing. The application data can be collected on either a Renewal Application or the Free Application for Federal Student Aid (FAFSA). Once processed by the CPS the results of the Electronic Application are transmitted back to the destination point.

EDEExpress software, provided free to destination points by the U.S. Department of Education (ED), allows financial aid administrators (FAAs) to enter the application information into a personal computer. However, institutions may choose to develop their own software instead. Regardless of whether the application data are entered using EDEExpress or other software, the data must adhere to ED's editing rules in order to be accepted by the CPS.

In the remainder of this section, specifications are provided for developing software to provide the required Electronic Application functions.

## **Electronic Application Process**

The Electronic Application process involves five steps:

1. The student submits a completed and signed FAFSA or Renewal Application to the institution.
2. The information from the application is key entered.
3. The application data is edited and corrected until a file of clean application records is created. The data elements for each field are in the valid range with no inconsistencies in the data. (For example, a student says he is single, yet provides income earned from work for student and spouse.)
4. That file is formatted and transmitted to the CPS via the Student Aid Information Gateway (SAIG).
5. Processed application records are transmitted back to the destination point as Institutional Student Information Records (ISIRs), message class EAPS01OP for initial applications and REAP01OP for renewal applications.

### ***Receiving the Completed FAFSA or Renewal Application***

Institutions participating in Electronic Applications must have their students complete and sign a Renewal Application or FAFSA. The FAFSA form is provided by ED. The completed and signed document must be kept on file at the institution.

### ***Entering the Application Information***

As part of application entry, you are responsible for ensuring that the data meets the field-by-field criteria provided in the 'Valid Field Contents' column of the Application Record Layout. The record created by your software must adhere to the record layout provided later in Record Layout Section with the addition of a Carriage Return/Line Feed (CR/LF, ASCII 13, 10 HEX 0D and 0A respectively) at the end of each record. Use of an end-of-file mark (ASCII 26 or HEX 1A) is optional.

### ***Formatting and Transmitting the Records***

Use EDconnect, the transmission software provided by ED, to format your data records and transmit them over Student Aid Internet Gateway (SAIG). The batch header and trailer records are provided in the Record Layouts Section. Each batch to be transmitted must start with a Header Record followed by the data records followed by the Trailer Record.

## ***Receiving Processed Records***

You will receive your processed application records in ISIR format in one of two message classes: EAPS01OP for initial applications or REAP01OP for renewal applications.

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**Note:** See the Printing Section for more information on printing ISIRs.

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There may be instances when your records will not be accepted for processing by the CPS. A rejected electronic initial application error report will be returned to you in the message class EAPR01OP or RAPR01OP. See the Overview and Processing Codes/System Requirements Sections for additional information concerning rejected applications. You will find two layouts for rejects. One is for rejects at the batch level (the whole batch rejects), EDE Batch Level Error Report Import Record Layout, and one for rejects at the record level (individual record(s) reject), EDE Record Level Error Report Import Record Layout.

## ***Rejected Initial and Renewal Application Records***

There are two categories of rejections for submitted application records: transaction and compute rejects.

### **1. Transaction Rejects**

A transaction reject prevents the application record from being processed. If a record is rejected for one or more reasons, an error report is returned to the institution in a message class titled EAPR01OP (see layout in the Record Layouts Section). No ISIR is created. These rejects are also known as record level rejects.

### **2. Compute Rejects**

The CPS contains a series of edits that evaluate all incoming application data for consistency and completeness. These edits apply to all data, from electronic and paper input. An Expected Family Contribution (EFC) is not computed for an application rejected for a Compute reject reason. However, an ISIR is produced. Application ISIRs with a compute reject are returned in the EAPS01OP message class. The reasons for the Compute reject are coded on the ISIR. Refer to the Processing Codes/System Requirements Section for information on interpreting these reject codes.

There are two types of application compute reject reason codes, numeric and alphabetic:

- Numeric: certain data items **MUST** be corrected before a valid ISIR can be generated (Non-Verifiable).
- Alphabetic: certain data items must be either corrected or verified before a valid ISIR can be generated (Verifiable). An alpha reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the institution may verify the data (reenter the data as a "correction"), or set the appropriate reject override, and transmit the correction record to the CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes/System Requirements Section.

A student's record may not have an EFC if the record contains questionable data and has an application reject reason code(s). The reject reason code(s) is found in position 563-576 on the ISIR and explains the questionable field(s) and the highlighted field(s).

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# Electronic Renewal Application

Institutions participating in the “Electronic Renewal Application” service are able to request 2000-2001 Renewal Applications for returning students that contain 1999-2000 information on file at the Central Processing System (CPS) as of October 1999. The Renewal Application displays the 1999-2000 information. The student applicant either verifies the 1999-2000 information is still correct for 2000-2001 or updates the information.

EDEExpress, provided at no cost, enables institutions to import the Renewal Application Data file, print renewal applications, and enter and transmit completed renewal applications. Institutions may choose to develop their own software. The Record Layouts Section provides layout specifications for developing software to perform the required Renewal Application functions.

## Renewal Application Process

The Renewal Application process involves three steps:

1. Requesting a file of 1999-2000 applicants eligible for Renewal Application (this file is known as the RAD file).
2. Receiving the RAD file.
3. Printing the Renewal Applications for distribution to students.

Once the student returns a completed Renewal Application to the institution, the data are entered, edited, and transmitted to the CPS. The procedures for entering, editing, and transmitting the Renewal Application are identical to those used for an initial electronic application, except positions 478-486 (RAPP SSN) and positions 487-488 (RAPP Name ID) must be completed for the CPS to process the Renewal Application.

### ***Requesting the RAD File***

Institutions participating in the Renewal Application process must first request a file of eligible 1999-2000 applicants from the CPS. To be eligible, the 1999-2000 applicant must have a transaction on file at the CPS with a computed Expected Family Contribution (EFC). That transaction must not have a bad or foreign address, be flagged for Professional Judgement, or have a Dependency Override, and there can be no duplicate current Social Security Number (SSN) on file. Also, the student must not be in default on a Title IV loan and must not be on the Department of Education Hold File.

The RAD request must be made electronically. For 2000-2001, two methods are available to request RAD files.

- Institutions can dial into CPS using the 3270 Emulator to connect to On-Line Query to request these files. Instructions for dialing into the CPS using the 3270 Emulator can be found in Action Letter #4 published in September 1999.
  - Institutions can request that a PIN be mailed to their students instead of the renewal application.
  - If the renewal request is made before 11/5/99 and a request that CPS does not print the Renewal applications, then the institution must print the Renewals and distribute them to the applicants.
  - If the renewal request is made after 11/5/99, the institution will not be required to print the renewal applications.
  - Institutions can request that an electronic file not be sent to them. If this option is selected they can not request the electronic file again.
- Institutions can create a customized file of SSNs that can be transmitted to CPS via EDconnect. If you choose this method, use the file format titled Type 2 Request Individual RAD Records Description located in the Record Layouts Section (Message Class RADD01IN). If you want the CPS to print and bulk mail your Renewal Applications to an address other than the one associated with your destination point, then you will also need to include the RAD Request Address 1 and Address 2 records, following the header record. The CPS will only print and bulk mail Renewal Applications to institutions that have made accepted requests during the initial request period in October. Information on this process can be found in Action Letter #4, published in September 1999.

### ***Receiving the RAD Records***

The CPS may reject RAD requests. If the request file is rejected, the file is returned to you with reject reasons in message class EREP01OP. You will need to fix the errors and resubmit the request by the deadline if you want CPS to print the Renewal Applications. You must open the file and look in the error fields defined in the Record Layout Section (Type 2 Individual RAD Request Export Record Layout).

The RAD records are received in fixed-length records over the SAIG. The message class of records will be titled RADD01OP.

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# ISIR

The Institutional Student Information Record (ISIR) is a fixed-length record containing reported information from the Free Application for Federal Student Aid (FAFSA), as well as key processing results. The ISIR does not contain the names and addresses of the colleges the student plans to attend in 2000-2001. Application processors translate this data to a 6-digit identifying code (Federal School Code). The ISIR also does not contain the Preparer's name or address. This data is not entered by the MDEs (application processors). For the most part, all information printed by Central Processing System (CPS) on the Student Aid Report (SAR) is on the ISIR.

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**Note:** The average CPS processing time is less than 48-52 hours.

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## NSLDS Data

The ISIR for institutions carries National Student Loan Data System (NSLDS) information, which is located at the end of the ISIR Record Description.

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**Note to State Agencies:** NSLDS information is not carried on ISIRs for state agencies.

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## ISIR Receipt Process

ISIRs are transmitted by CPS to the Student Aid Information Gateway (SAIG) in batches containing a batch header record, one or more ISIRs, and a batch trailer record. Descriptions of the contents of the ISIR are in the Record Layouts Section. CPS Header and Trailer records are also described in the Record Layouts Section and at the end of this section.

## ISIR Types

There are four reasons why the CPS generates an ISIR:

1. ISIRs are automatically generated in response to an application or correction entered at a site other than your institution or state agency. These "automatic ISIRs" are generated following the entry of a paper FAFSA or SAR by the MDE application processors or by an electronic application from a FAFSA Express, FAFSA on the Web or Renewal on the Web user. They may also be produced following the entry of an electronic application or correction by another EDE institution. ISIRs resulting from a student correcting their data on the web will be returned this way. Automatic ISIRs are sent to institutional destination points in the SARA01OP message class. State Agencies will receive Non-Resident ISIRs in the ESFN01OP message class and Residents in the ESFR01OP message class.

2. ISIRs are generated in direct response to electronic Initial or Renewal applications, correction/duplicate and signature correction records submitted by your institution. ISIRs are returned to destination points in the EAPS01OP, REAP01OP, SARR01OP, and SARA01OP message classes, respectively.
3. ISIRs are generated in response to a request by state agencies through the Federal Data Request (FDR) process. This process allows agencies to request a processed application record for any student on the CPS database. ISIRs are returned to the State Agency's destination point in FDRF01OP message class.
4. ISIRs are system-generated due to reprocessing by the CPS, NSLDS post-screening, and an applicant being released from hold. These ISIRs will be returned in the SYSG01OP message class. Any ISIR that has a value in the systems generated field will be returned in the SYSG01OP message class except when the value is L or Blank.

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**New for 2000-2001:** ISIRs from web corrections will be returned in the SARA01OP message class. Plus, schools can send signature corrections and receive ISIRs in the SARR01OP message class.

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### **Automatic ISIRs for Institutions**

All automatic ISIRs (for example, ISIRs generated in response to input by a site other than your institution or state agency) are transmitted daily from the CPS to the Student Aid Information Gateway (SAIG) in a message class titled SARA01OP for institutions, ESFR01OP (State Residents), or ESFN01OP (Non-Residents) for state agencies.

Each institution subscribing to the ISIR service will automatically receive one ISIR for every student who has indicated the institution as one of their six choices on the FAFSA.

If an ISIR receives a reject code of 15 or 16 (missing signatures), the institution and state agency will receive the full ISIR electronically. As with other rejects, an EFC will not be computed until the reject is resolved.

### **Requested ISIRs**

Requested ISIRs are generated in response to input from the institution or state agency. ISIRs requested by institutions are transmitted to the SAIG in one of five message classes, depending upon the type of input.

- **EAPS01OP**

ISIRs in this message class are returned to the institution in response to electronic initial applications. The institution will receive back one ISIR for every initial application submitted that did not receive a reject. Refer to the Record Layouts Section for EDE Batch or EDE Record Level Error Report Record Layout and Processing Codes/System Requirements Section for batch and record level reject error messages.

- REAP01OP  
ISIRs in this message class are returned to the institution in response to electronic renewal applications. The institution will receive back one ISIR for every renewal application submitted that did not receive a reject. Refer to the Record Layouts Section for reject error report layout and Processing Codes/Systems Requirements Section for batch and record level reject error messages.
- SARR01OP  
ISIRs in this message class are returned to the institution in response to electronic corrections or duplicate requests. The institution will receive back an ISIR for every correction or duplicate request submitted that did not receive a transmission rejection. Refer to the Record Layouts Section for the EDE Record Level Error Report Import Record Layout, and the Processing Codes/System Requirements Section for record level error messages.

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**Note:** An institution, with the student's consent, is able to electronically add its institution number to the list of school choices on the student's ISIR record with the Data Release Number (DRN). Instructions for this are explained later in this section.

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- SYSG01OP  
ISIRs in this message class are sent to the institution as a result of a transaction automatically created by the CPS. The institution does nothing to initiate these ISIRs. There are several instances when CPS would generate an ISIR for a student:
  - Hold File status changes
  - CPS Reprocessing of records due to formula change
  - CPS receives changed information via NSLDS Post-Screening
- SARA01OP  
Requested ISIRs in this message class are sent to the institution as a result of the institution sending a signature for an applicant and/or the parent who filed using one of the Web products or FAFSA Express. Automatic ISIRs in this message class are also received from paper applications and corrections, from another institution filing a paper application or electronic correction with your school listed, or a student filing an application on the web or making corrections on the web.

## State Agency Options

State Agencies can combine processed Free Application for Federal Student Aid (FAFSA) data from the Central Processing System (CPS) with common loan application data to guarantee Federal student loans and/or with state data to award state scholarships and grants. As mentioned before, the ISIR data returned to state agencies does not include the NSLDS information.

As destination points, State Agencies have two options for obtaining processed FAFSA data:

- Automatic ISIR Processing
- A Federal Data Request (FDR)

### ***Automatic ISIRs for State Agencies***

Each state agency subscribing to the ISIR service may choose to automatically receive one ISIR for every student who:

- Indicates that state on the FAFSA as the state of legal residence
- Is a non-resident but lists a college within the state
- Both of the above

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**Note:** If the student indicates on the FAFSA more than one institution that is located in your state, your state agency will receive only one ISIR.

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Automatic ISIRs are transmitted daily from the CPS to Student Aid Internet Gateway (SAIG) in one of two message classes:

- ESMR01OP Automatic ISIR data returned to State Agency, includes residents of state
- ESMN01OP Automatic ISIR data returned to State Agency, includes non-residents of state

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**Note:** The state agency indicates what type of ISIRs (residents, non-residents or both) it wants to receive on the Title IV WAN Letter of Application.

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## Federal Data Request Processing (FDR)

A Federal Data Request (FDR) is the process by which a State Agency may request the electronic processed application record for any student in the CPS database.

In the case of students who are neither residents of the state nor attend an institution in the state, an FDR may be made if the student has signed a loan or state grant application that releases CPS data to the State Agency. The agency must retain the signed application. When requesting and receiving this data from CPS, use the following message classes:

- FDRS01IN State Agency requesting FDR
- FDRF01OP ISIR data returned to the State Agency
- FDRE01OP Rejected FDR request returned to the State Agency
- FDRU01OP FDR(s) not on CPS Database

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**Note:** The record length of the FDR has changed to 450 bytes.

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### Requesting FDRs

To request a specific applicant's record, the agency must transmit over the Student Aid Information Gateway (SAIG) the Social Security Number (SSN) and the first two letters of the last name. Use the record layout FDR Export Record Layout (FDRS01IN) in the Record Layouts Section. Use the following steps to create a request for a *single* applicant's record:

1. In the first position of the record, enter 1 to indicate this is a request for a 2000-2001 applicant transaction.
2. Leave positions 2 through 14 blank.
3. Enter 199 in positions 15 through 17. This indicates a request for an ISIR record.
4. Enter the Student's SSN as reported on the original application in positions 18 through 26.
5. In positions 27-28, enter the first two letters of the student's last name as entered on the original application.

6. Leave positions 29 through 449 blank.
7. Enter F (FDR) in position 450.

Remember that before you send the file, you need to add a header record before the FDR request record(s) and a trailer record after the FDR request record(s).

### **Requesting More than One FDR Record**

Up to twelve FDRs can be requested in a single file (Message Class FDRS01IN). If more than one record is requested, repeat steps 4 and 5 using the remaining data fields on the FDR record. The second record will begin in position 46, the third in position 77, the fourth in position 108, the fifth in position 139, the sixth in position 170, the seventh in position 201, the eighth in position 232, the ninth in position 263, the tenth in position 294, the eleventh in position 325, and the twelfth in position 356. To request more than 12 ISIRs, create an additional record by repeating steps 1 through 7.

### **Response to an FDR Request**

State agencies will receive one batch of ISIRs in response to each batch of FDR records submitted. The batch, or message class, of ISIRs is FDRF01OP. It contains one ISIR for every submitted FDR record that was not rejected.

If a requested record is not found on the CPS database after 30 days, notice is returned to the requesting agency in message class FDRU01OP.

### **Rejected FDR Records**

A transaction reject prevents the FDR record from being processed at the CPS. If a record is rejected for one or more reasons, an error report is returned to the agency in a message class titled FDRE01OP.

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## Electronic Corrections

Institutions with destination points signed up for corrections are able to transmit corrections to application data via the Student Aid Information Gateway (SAIG).

EDEExpress allows institutions to enter and edit correction data according to system requirements. It also creates an electronic correction record ready for transmission using the communications interface software, EDconnect. Institutions, however, may choose to develop their own software to enter, edit, and format corrections data. Specifications for developing corrections software are provided in the remainder of this section.

### General Correction Entry Specifications

Only corrected information from a student's record, not the complete applicant record, is transmitted to the Central Processing System (CPS). This approach minimizes the transmission volume. Corrected information is transmitted as a fixed-length record. The layout and description of this record is in the Record Layouts Section, History Correction Export Record Layout (CORR01IN).

Use the following steps to create a correction record:

1. In the first position of the record, enter 1 (one) to indicate this is a correction to a 2000-2001 applicant transaction.
2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the initial application form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial application form and do not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at the CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not on the CPS database, the record will be rejected. If you want to correct the most recent transaction you can enter 99.

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**Note:** When making a correction using transaction 99, field number 088, the first Federal School code and field number 114, DRN must be provided on the record.

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5. In positions 15 through 17, enter the Student Aid Report (SAR) number of the SAR field being corrected. Each correctable field has a 3-digit SAR number associated with it. For example, enter 001 to correct the student's last name. The SAR numbers with valid field content are provided in the Correction Data Entry Specifications table found in the Processing Codes/System Requirements Section.
6. In positions 18 through 45, enter the new value for the field being corrected.
7. In positions 387 through 392, enter the Federal School Code of the institution making the correction.
8. In positions 429-436, enter Transaction Receipt Date. This is the date you received the correction information from the student.
9. In positions 445-449, enter the serial number, the sequential position of the correction record in the batch. For example the first correction record has a serial number of 00001, the second student's 00002.
10. In position 450, enter H (history change).

Up to 12 SAR data fields can be corrected on a single record.

Repeat steps 5 and 6 using the remaining data fields on the correction record if more than one field is being corrected. If more than twelve fields require correction, an additional record must be created, repeating steps 1 through 10. Both data records for the student have the same serial number.

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**Note:** To correct a field to blank, enter a single asterisk (\*) left-justified in that field. The Correction Data Entry Specification table distinguishes which fields can be corrected to blank as not all fields can be.

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## Detailed Data Entry Specifications

Each corrected value must meet certain standards; otherwise, the correction record will be rejected. Field-by-field data entry specifications are provided in the Processing Codes/System Requirements Section. For each field, these specifications identify the type (character, numeric, or signed/numeric), acceptable length, whether the field is correctable, whether the field is correctable to blank, and the valid values for the correction. Keep the following items in mind:

- Left justify the corrected value within the data field on the correction record, while zero filling numeric fields up to the valid maximum length of the field. For example, to correct the number of family members to 5, enter 05 in positions 21 and 22, leaving positions 23 through 48 blank. To correct the student's last name to Smith, enter SMITH in positions 21 through 25, leaving positions 26 through 48 blank.

- All 9s in a field indicate the reported or calculated value is greater than or equal to the value of all 9s. Blanks are allowable in some fields.
- Fields can contain one of three data types:
  - Character
  - Numeric
  - Signed Numeric
- A negative entry is acceptable for a limited number of fields. The Correction Data Entry Specifications table in the Processing Codes/System Requirements Section identifies the fields in which a negative is acceptable under the Justify/Signed column and the valid field content column. Below you will find a Signed Numeric Field table that also defines the signed fields. With signed numeric fields, the sign is always implied in the right most character of the field. For example, if the Student's Adjusted Gross Income field contains a value of negative 3507, it would appear as 00350P. The following chart explains the conversion of the sign and the number:

Signed Numeric Fields:

{	+0	E	+5	}	-0	N	-5
A	+1	F	+6	J	-1	O	-6
B	+2	G	+7	K	-2	P	-7
C	+3	H	+8	L	-3	Q	-8
D	+4	I	+9	M	-4	R	-9

The table listed on the next two pages defines all the signed fields that can be sent to and received from the CPS.

## SIGNED NUMERIC FIELDS TABLE

ISIR FIELD #	SAR FIELD #	FIELD LENGTH	FIELD NAME	VALID FIELD CONTENT	FOUND ONLY ON ISIR
45	040	6	Student's Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
49	044	6	Student's Income Earned from Work	-999999 to 999999 Blank	N
50	045	6	Spouse's Income Earned from Work	-999999 to 999999 Blank	N
79	074	6	Parents' Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
83	078	6	Father's Income Earned from Work	-999999 to 999999 Blank	N
84	079	6	Mother's Income Earned from Work	-999999 to 999999 Blank	N
192		7	TI: Total Income	-9999999 to 9999999 Blank = None Calculated	Y
194		7	STX: State and Other Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
197		7	AI: Available Income	-9999999 to 9999999 Blank = None Calculated	Y
198		7	CAI: Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
199		9	DNW: Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
202		7	PCA: Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
203		7	AAI: Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
207		7	STI: Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
<del>208</del> 209		7	SATI: Student's Allowance against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
210		9	SDNW: Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
211		7	SCA: Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
212		7	FTI: FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
213		7	SEC TI: Secondary Total Income	-9999999 to 9999999 Blank = None Calculated	Y
215		7	SEC STX: Secondary State Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
<del>218</del> 228		7	SEC AI: Secondary Available Income	-9999999 to 9999999 Blank = None Calculated	Y
219		7	SEC CAI: Secondary Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
220		9	SEC DNW: Secondary Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y

## SIGNED NUMERIC FIELDS TABLE

ISIR FIELD #	SAR FIELD #	FIELD LENGTH	FIELD NAME	VALID FIELD CONTENT	FOUND ONLY ON ISIR
223		7	SEC PCA: Secondary Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
224		7	SEC AAI: Secondary Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
228		7	SEC STI: Secondary Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
229		7	SEC SATI: Secondary Student's Allowance Against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
231		9	SEC SDNW: Secondary Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
232		7	SEC SCA: Secondary Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
233		7	SEC FTI: Secondary FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
242		6	Assumed Student's AGI	-999999 to 999999 Blank = No assumption	Y
243		6	Assumed Student's Income from Work	-999999 to 999999 Blank = No assumption	Y
244		6	Assumed Spouse's Income from Work	-999999 to 999999 Blank = No assumption	Y
251		6	Assumed Parents' AGI	-999999 to 999999 Blank = No assumption	Y
252		6	Assumed Father's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y
253		6	Assumed Mother's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y

## Making Signature Corrections

For 2000-2001, signature information is only required to resolve signature rejects (rejects 15 and 16). Signature information does not need to be provided on other standard history corrections. If you have a transaction that was either a reject 15 or 16, simply correct SAR field #101 (Signed By) to A (Applicant) or B (Both = Student and Parent), as appropriate.

If you need to add a signature to a student's record on the Web hold file you will want to use the layout for Signature Correction Export Record Layout found in section 3, Record Layouts. You can correct the student or parent signature using this layout. You will need to make sure the student included you on the application or the correction.

## Adding Your Federal School Code to Receive Electronic Data

An institution cannot make an electronic correction if that institution has not been designated on the applicant transaction. You can add your Federal School Code to the list of schools receiving data. This change can be accomplished electronically, along with correcting other fields on the record.

Follow these steps to add your institution number:

1. In the first position of the record, enter 1 to indicate that this is a correction to a 2000-2001 applicant transaction.
2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the initial application form and does not reflect any corrections to the SSN that might have been made.
3. In positions 11 and 12, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial application form and does not reflect any corrections to the last name that might have been made.
4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at the CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not on the CPS database, the record will be rejected. You can use transaction 99 to add your school code the most recent transaction on the CPS Database.
5. Enter 114 in positions 15 through 17 (corresponding to the SAR Field #114, the DRN.)
6. Enter the student's DRN in the data field positions 18 to 45 (Remember to make it left justified, and leave any unused bytes blank.)

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**Note:** A unique DRN is assigned to each Title IV applicant. It appears only on paper SARs and ISIR records generated in response to electronic applications. If a valid DRN is not present on the correction record containing the institution number change, the record will be rejected.

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7. Enter the SAR field number associated with the Federal School Code position being changed in positions 46 through 48. Possible field numbers are 088, 090, 092, 094, 096, and 098.
8. Enter the Federal School Code in the data field positions 49 to 76.
  - The number can only be changed to the number of the participating Electronic Data Exchange (EDE) institution. Use this number to update the (EDE Institution field, position 387-392). If it does not match the number being changed, the record will be rejected.
  - Institutions are able to modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.
9. Enter the date you created this record in positions 429-436, the EDE Transaction Receipt Date.
10. Enter 00001 in positions 445-449, the serial number field. If you exceed 12 corrected fields, create a new record. The serial number on the second record would also be 00001.
11. Enter an “H” in position 450, EDE Record Type.

## Tips for Corrections

When your institution submits an ISIR correction to the CPS, we will use the specified transaction as a template. We will make changes to the fields you specify in the correction record, leaving other fields unchanged. Your institution code does not have to be the first college choice on the transaction to be processed by the CPS. You will receive the processed results in the SARR01OP message class—all other institutions listed on the transaction will receive the new ISIR in the SARA01OP message class.

If you are submitting a dependency override or FAA Adjustment (professional judgment) as part of the correction record, only your institution will receive the resulting corrected transaction. Also, do not send a Dependency Override correction and the FAA Adjustment to a transaction without an EFC. If there is not an EFC, send the Dependency Override along with any other corrections necessary to obtain an EFC. Then submit the FAA Adjustment to the transaction with the dependency override and the EFC. (Remember to change a critical field that effects the EFC, when submitting a FAA Adjustment.)

## Requesting a Duplicate ISIR

Institutions request duplicate ISIRs using the correction message class (CORR01IN). To see a full layout refer to the Record Layout Section under Duplicate Request Export Record Layout. Use the following steps to create a record requesting a duplicate ISIR:

1. In the first position of the record, enter 1 (one) to indicate that this is a correction to a 2000-2001 applicant transaction.
2. In positions 15 through 17, enter 199. This signifies a request for an ISIR record. (Note: Leave positions 2 through 14 blank.)
3. In positions 18 through 26, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the initial application form and does not reflect any corrections to the SSN that might have been made.
4. In positions 27 and 28, enter the first two letters of the applicant's last name. These are the letters reported by the applicant on the initial application form and does not reflect any corrections to the last name that might have been made.
5. In positions 29 and 30, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at the CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not on the CPS database, the record will be rejected.
6. In positions 387 through 392, enter the Federal School Code.
7. In positions 429 through 436, enter the Transaction Receipt Date, the date you are requesting the duplicate transactions.
8. In position 450, enter D (duplicate).

Up to twelve duplicate ISIRs can be requested on a single record.

Repeat steps 2 and 3, using the remaining data fields on the duplicate record if more than one record is requested. If more than twelve ISIRs are required, then create an additional record by repeating steps 1 through 6.

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**Note:** The institution can request, as a duplicate, any existing transaction for a student as long as that transaction number contains the institution's number. Transaction 99 can be used. If the latest transaction on the CPS database does not include that institution, the request will be rejected.

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## Response to a Correction/Duplicate Record

Institutions will receive one batch of ISIRs for each batch of correction records submitted. The batch, or message class, of ISIRs is titled SARR01OP. It contains one ISIR for every submitted student correction or student duplicate request, not rejected for a transaction reject reason.

### **Rejected Correction/Duplicate Records**

There are two categories of rejections for submitted correction records: transaction and compute rejects.

#### **1. Transaction Rejects**

A transaction reject prevents the correction record from being applied to the student's record. If a record is rejected for one or more reasons, an error report is returned to the institution in a message class titled SARE01OP (see layout in the Record Layouts Section). No ISIR is created.

#### **2. Compute Rejects**

The CPS contains a series of edits that evaluate all incoming application and correction data for consistency and completeness. These edits apply to all data from electronic and paper input. An Expected Family Contribution (EFC) is not computed for a correction rejected for a Compute reject reason. However, an ISIR is produced. Correction and Duplicate ISIRs with a compute reject are returned in the SARR01OP message class. The reasons for the Compute reject are coded on the ISIR. Refer to the Processing Codes/System Requirements Section for information on interpreting these reject codes.

There are two types of application compute reject reason codes, numeric and alphabetic:

- Numeric: certain data items **MUST** be corrected before a valid ISIR can be generated (Non-Verifiable).
- Alphabetic: certain data items must be either corrected or verified before a valid ISIR can be generated (Verifiable). Alpha reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the institution may verify the data (reenter the data as a "correction"), or set the appropriate reject override, and transmit the correction record to the CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes/System Requirements Section.

A student's record may not have an EFC if the record contains questionable data and has an application reject reason code(s). The reject reason code(s) is found in position 563-576 on the ISIR and explains the questionable field(s) and the highlighted field(s).

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## CPS Header and Trailer Records

Data transmitted through the Student Aid Information Gateway (SAIG) are separated by message class for identification and processing purposes. Each message class consists of the following segments:

- Header record
- Data record(s)
- Trailer record

Data records vary by processing function. Each record format is provided in the Record Layout Section of this Technical Reference.

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**Note:** You can find additional information on Renewal Application requests in the Overview Section, and in the Electronic Renewal Application information printed earlier in this Section. You will also find information on Renewal Application requests in Action Letter # 1, published in June 1999, and Action Letter #4, published in September 1999.

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Each batch of data records must be preceded by a header record and followed by a trailer record. The end of each record (header, trailer, and data) is marked by a CR/LF (carriage return/linefeed, ASCII 13, 10). An EOF marker (end of file, ACSII 26) is optional.

The format and content of header and trailer records are found in the Record Layout Section:

- Received from the Central Processing System (CPS) message header and trailer records -- those records produced by the CPS to send to the destination point such as SARA01OP.
- Sent to CPS message header and trailer records -- those records produced by the destination point to send to the CPS, such as CORR01IN messages.

**Note the following about batch headers and trailers:**

- The header and trailer records are the same lengths as the detail (data) records.
- Only data records of the same type (e.g., renewal applications) and the same year can be batched together. (There is one exception - Corrections and Duplicates can be batched together.)
- The Counts in the trailer are for the number of student records, not the number of data records.

**Note the following about batch numbers:**

- Destination points are responsible for supplying a unique batch number on the header and trailer records sent to the CPS.

- The structure of the 23-character unique batch number is as follows:

#X1ZZZZZZCCYYMMDDHHMMSS

where,

#X = the record type indicator, with a pound sign (#)  
followed by the character below to signify the record type:

A = Export Initial Applications

B = Export Renewal Applications

C = Export Corrections/Duplicates

F = Export FDRs

**G = System Generated**

S = Signatures

1= year indicator (always "1" for 2000-2001 data)

ZZZZZZ = the 6-digit valid Federal School Code

CCYYMMDD = the current date in century, year, month, day  
format

HHMMSS = the current time in hours, minutes, seconds  
format

Example:

A batch number of #C1E1234520000509141532 would signify a batch of 2000-2001 corrections transmitted to the CPS from an institution with a 6-digit code of E12345 on May 9, 2000 at 2:15:32 PM.

- Below are some of the messages received from the CPS if there is a problem with the batch number.
  1. BATCH ID NOT EQUAL TO: #A, #B, #C or #F
  2. BATCH NUMBER INCOMPLETE, MISSING, OR INVALID CHARS
  3. DATE IS INVALID
  4. YEAR INDICATOR IS NOT EQUAL TO "1"
  5. TIME IS NOT NUMERIC
  6. INST CODE IN BATCH # NOT SERVICED BY DESTINATION

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**Note:** Non-unique batch numbers will be considered a duplicate batch and will not be processed by the CPS.

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