Desk Reference for

SSCR

U.S. Department of Education

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Introduction

Preface

Institutions are required to report the enrollment status of student borrowers to the National Student Loan Data System (NSLDS).

At fixed times during the academic year, NSLDS sends Student Status Confirmation Reports (SSCRs) electronically or on tape to the school. SSCR indicates the status of borrowers at the school. The school reviews the SSCR, updates it based upon enrollment information held at the school, and returns the updated information to NSLDS.

- Questions pertaining to the data received through SSCR processing or record layouts should be directed to NSLDS Customer Service at 800/999-8219.
- Questions regarding technical issues with the SSCR software should be directed to CPS/WAN Technical Support at 800/330-5947.

For additional information about the SSCR process and for record layouts, refer to the following resource materials:

- Student Status Confirmation Report (SSCR) User's Guide, located at the U.S. Department of Education's Information for Financial Aid Professionals Web site at **ifap.ed.gov**.
- SSCR Technical Reference, located at the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site at **SFAdownload.ed.gov.**

Importing External SSCR Records

This import option allows you to add records to the SSCR database. You must create a file of borrower records according to a standard file layout that includes all data necessary to establish a record. Use the file layout, SSCR External Import Add Record Layout (DISAXXOP), contained in the SSCR Technical Reference.

Importing Changes to SSCR Records

This import option allows you to submit changes to records in the SSCR database. You must create a file of student records according to a standard file layout. You should use the SSCR External Import Change Record Layout (DISCXXOP) contained in the SSCR Technical Reference and the SSCR External Import Change Field Numbers (for a list of valid change field values).

Exporting SSCR Data

You can export a file of records from the SSCR database in SSCR for use in other systems at your campus. The export process pulls selected records from the associated database then resets the Export to External flag on the records to an **N** after they are exported. The SSCR External Export Record Layout (DESSXXIN) is contained in the SSCR Technical Reference.

How to Download the Software and Documentation

SSCR software is distributed via the Internet. You can download the software and the related user documentation from the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.

If you do not have access to the Internet, or you have trouble opening the SFAdownload Web site located at **SFAdownload.ed.gov** to download the SSCR software, contact CPS/WAN Technical Support at **800/330-5947** or via e-mail at **cpswan@ncs.com** for assistance.

Important Note

Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

Process

Software Management

The asterisk (*) in the filename for data received from a Title IV Contractor (for example, NSLDS) represents a file sequence number. It allows you to retrieve a list of all formatted files. If you use automatic formatting in EDconnect, the Title IV WAN sends you formatted files and places them in the defined subdirectory with an assigned filename.

EDconnect and SSCR use a naming convention that assigns a file sequence number to each incoming formatted file. The highest file sequence number is the most recent data you have received. The first file has the filename extension "DAT" instead of a sequence number. Successive files progress numerically from 001 to 999. For example, the first SSCR Roster File you receive is named SSCRXXOP.DAT. The next file is named SSCRXXOP.001.

EDconnect and SSCR also distinguish between outgoing and incoming files. Files that are exported from SSCR are assigned the letters "IN" after the message class. Files that are coming into EDExpress are assigned the letters "OP" after the message class.

Student Status Confirmation Reporting (SSCR)

Under the Title IV Federal loan programs, all schools must complete any SSCR sent to them by ED.

- When a student's enrollment status changes in any way that affects his or her deferment privileges, schools must notify the lender or Direct Loan servicer of the change within 30 days through an ad hoc report (SSCMXXIN. *), unless a school has a regularly scheduled SSCR Roster File (SSCRXXOP. *) due within the next 60 days.
- Because different schools have different academic calendars, the SSCR process lets you determine how your school can best meet its reporting requirements.
- You may choose up to six cycles each year.
- Set up your reporting schedule through the NSLDS Web site at www.nsldsfap.ed.gov.
- When establishing the schedule, you must comply with the following:

Regular term-based schools must complete at least one SSCR cycle each regular term. A summer session does not count as a term.

Schools that do not use regular terms must complete at least two SSCR cycles each year at dates that they choose, but the dates must be at least four months apart.

All reporting cycles must be at least 60 days apart.

Important Notes

- The SSCR indicates the status of borrowers that attended your school.
- You should always import the highest numbered roster (or file).

SSCR Process Checklist

Use this checklist as a quick reference for processing SSCRs.

- **Set Up**
  - Establish your assumed Code for School (OPE ID).
- **Import Initial SSCR Roster File**
  - Import your electronic SSCR Roster File from NSLDS.
  - Print your records.
- **Update Borrower's Status**
  - Choose either single or multiple entry.
  - Update the status of borrowers at your school.
  - Print the report.
- **Export SSCR Data**
  - Make sure all data is updated.
  - Send your updated SSCR data to NSLDS.
- **Print**
  - Use selection criteria and queries to print your reports, lists, and record layouts.
  - Print your SSCRs, as well as a variety of reports, lists, and record layouts.
- **Import SSCR Error Notification File**
  - Import your SSCR Error Notification File (SSCEXXOP) from NSLDS.
  - Print the Error Notification File.
  - Resolve all rejected records returned to you by NSLDS.

- **Clear Your System**
  - Delete your SSCR records from your database.
  - Compact and repair your database.

Important Notes

- The SSCR Initial File is also known as the SSCR Roster File.
- The Error Notification File used in SSCR is also known as the SSCR Error Notification and Correction File in the NSLDS SSCR User's Guide.
- See the Help topic *Importing the Initial Roster File from NSLDS*.

Functions

Setup

Before you can use SSCR, you must go to System Setup and define your assumed Code for School (OPE ID). You cannot import and export data unless you've defined this code in Setup.

SSCR automatically enters your eight-digit assumed Code for School (OPE ID) when you create Ad Hoc records. If you're working with more than one campus, reset the OPE ID code before you begin manual entry of groups of records for each campus. You can also change the OPE ID code in an individual record if the record hasn't been saved.

Because all records imported from NSLDS have a Code for School (OPE ID), SSCR uses the OPE IDs from the import file. If the Code for School field is blank in the Import Add or Import Change files, SSCR enters the OPE ID defined in Setup.

Follow these steps to set up SSCR.

1. Select **Tools** | **Setup** | **System** from the menu bar.

2. Click on the **Assumed Code for School (OPE ID)** field and type your eight-digit Code for School (OPE ID). This is used as the OPE ID during entry. You are prompted for the OPE ID at export time. When SSCR needs this code in an entry field, it uses the code you enter here as the default.

3. Click **OK**.

Defining Security for Users

In the User Security dialog box, first establish a password and then assign a group for each user ID.

1. Click **Tools** | **Setup** | **User Security**.
2. Type a **User ID**.
3. Click the down arrow next to the **Group Name** field and select a group for this user group ID.
4. Type a **Password**.
5. Type the password again in the **Verify Password** field.
6. Click **Save** to add the user to the database.
7. Click **Add** to create more user IDs and passwords, or click **OK** to exit the User Security dialog box.

Important Notes

- You can also change passwords in the User Security dialog box; see Help for instructions on changing passwords.
- Groups allow you to choose the functions each SSCR user can access.

Importing SSCR Data

When you import the electronic initial SSCR Roster File (SSCRXXOP. *) from NSLDS, SSCR generates an edit report that contains the batch ID of the import file. The report lists any records that failed end-of-entry edits, were rejected due to invalid field content, or were skipped during the import process.

To obtain a list of all SSCR records imported in the batch, see How Do I...? "Print lists".

Follow these steps to import the initial roster file from NSLDS.

1. Select **File** | **Import** from the menu bar.
2. Click the down arrow next to the **Import Type** field and select **SSCR-Roster**.
3. Click the **File** button in the Import From box to locate the file to be imported. Select the desired file and click **OK.**
4. Select **Printer**, **File**, or **Screen** as the report file destination. Remember that if you print to a file, no hard copy prints on your printer.
5. Click **OK** to import the file and send the report to the destination you chose. The software prompts you when a duplicate record is encountered during the import process. Choose **Skip** to skip the duplicate record; choose **Skip All** to skip all duplicate records; or choose **Discontinue** to stop the import process. If any records are skipped, you must enter them manually or update them through the online NSLDS process. The In Progress dialog box displays the number of records imported, batch file name, and batch number.
6. Click **OK** to close the In Progress dialog box. If you chose Screen as your report file destination, use the scroll bars to view and close the window when you are finished.

Important Notes

- Import Types:
    - SSCR – Roster
    - SSCR – Error Notification
    - SSCR – External Add
    - SSCR – External Change
- Always import the highest numbered roster (or file).
- **Records Skipped** indicates the records in your database that were not deleted prior to import. To resolve, simply delete the records and re-import the roster. See the topic *Deleting SSCR Data* in this desk reference for more information.

Updating SSCR Records

Records are added to your SSCR database when you import the initial SSCR Roster File from NSLDS or through manual entry. You should use Single Entry or Multiple Entry to update records added as a result of an initial SSCR Roster file import.

You can update SSCR records in two ways: Single Entry or Multiple Entry. With Single Entry, you can enter or modify any field on an SSCR record. Multiple Entry allows you to update the code for enrollment status, date enrollment status effective, date of anticipated completion, Code for School (OPE-ID), and SSCR status.

The date of anticipated completion must be greater than or equal to the enrollment status effective date.

For those students with an enrollment status of **W** (withdrawn), **X** (never attended), **Z** (record not found), or **D** (deceased), the date of anticipated completion is not required.

For those students with an enrollment status of **A** (approved leave of absence), **L** (less than half-time), **H** (half-time or more but less than full-time), or **F** (full-time), the **date of anticipated completion**:

- must not be earlier than the current date
- should not be more than 6 years in the future from the current date

Use the following steps to edit a single SSCR record.

1. Select **File | Open** from the menu bar.
2. Type the **SSN** or click the **List** button to select an SSN.
3. Click **OK.**
4. Modify data as needed. Use your mouse or the Tab key to navigate between fields. Press **Tab** to move forward from field to field; press **Shift-Tab** to move in reverse.
5. Select **File | Save** from the menu bar to save the changes.
6. To navigate between student records, use the right and left arrow keys on the toolbar. Students are listed in last name order.
7. Click **OK**.
8. Select **File | Close** from the menu bar to close the record.

Follow these steps to edit multiple SSCR records.

1. Select **Process | Multiple Entry** from the menu bar.
2. Choose the fields you want to update (Code for Enrollment Status, Date of Anticipated Completion, Date Enrollment Status Effective, and Update SSCR Status) by clicking on the checkboxes in the **Select** column.
3. (optional) Provide a default value for the field you are updating.
4. Click the **SSN File** button to choose an SSN file from your database. (See the How Do I...? in the Help for information on creating an SSN File.)
5. If entering multiple SSNs, click the **ellipsis (...)** button next to the **SSN File** field. If you are using **Selection Criteria,** choose the criteria necessary to minimize the population of records to update.
6. Click **OK**.
7. Select **Printer, File**, or **Screen** as the report file destination. If you want to send the report to a file, click the **File** button to select the location and name the file, then click **OK**.
8. Click **OK.** A second window appears in which all records are selected. The fields to be updated are displayed in the far right columns of a scrollable spreadsheet. You can modify the fields on a record-by-record basis.
9. Click **Save** and then confirm **Yes** twice to perform updates and initiate the save process.
10. An edit report identifies which updates were not made, which student records were affected, and why the update was not made.

Important Notes

- When you modify a field, the color of the field changes to blue.
- You can use the set of predefined queries included with SSCR or you can create queries to use for your selection criteria. See the topic Selection Criteria in this desk reference for more information.

Exporting SSCR Data

You can export two kinds of SSCR batches to NSLDS: Submittal File and Error Correction/Ad Hoc File.

- Send the SSCR Submittal File (SSCRXXIN. *) in response to the SSCR Roster File from NSLDS.
- If you add any SSCR records to your database that are not included in the initial import file or are correcting errors to resend, you must export these as an Ad Hoc File (SSCMXXIN. *). Send an Error Correction File to respond to the SSCR Error Notification Files (SSCEXXOP. *) from NSLDS.

Exporting Tips

If you receive the message "Not all records ready for export" when attempting to export your SSCR Submittal File, print a list using the batch ID and SSCR status of **N** (not ready to send to NSLDS) as part of your selection criteria. You need to edit and mark the records on this list as **R** (ready to send to NSLDS).

When you export the SSCR Error Correction/Ad Hoc File, if the message "No Records Selected" appears, verify the Code for School (OPE ID) at the export screen against the SSCR record's Code for School (OPE ID). These two codes must be the same in order for the export to be successful.

If you add any SSCR records to your database that are not included in the initial import file, you must export these records using the SSCR Error Correction/Ad Hoc File Export type in the Export dialog box. SSCR creates an Ad Hoc File if you add an SSCR record to the database that is not a part of an import batch originally created by NSLDS. You might use this ad hoc reporting method if you are between reporting periods and need to send SSCR information about a student who has changed his or her enrollment status at your institution. Use the SSCR Error Correction File Export feature if you update any SSCR records that were a result of an SSCR Error Notification File (SSCEXXOP. *).

Follow these steps to export SSCR data.

1. Select **File | Export** from the menu bar.

2. Click the down arrow next to the **Export Type** field and select the type of SSCR data you want to export. To send updates to records that were received in a roster file, select **SSCR Submittal File**. To send corrections to an Error Notification File or to send new records, select **Error Correction/Ad Hoc**.

3. Confirm that the default filename and data directory you specified in Setup appear in the **Export To** field (we recommend that you use the default export filename).

   Or, if you want to export to a different filename, click the **File** button to locate and name the file, then click **OK**.

4. To export an SSCR Submittal File, type the import batch number (your latest #I batch) in the **Batch** field and click **OK**. Or, click the **ellipsis (...)** button to select the batch number from a list. To export a batch of error correction records, click **Errors**. To export a batch of records that were not included on the SSCR Roster File from the NSLDS, click **Ad Hoc.** Your Code for School (OPE ID) field is automatically populated with the default Code for School (OPE ID) that you entered in Setup. If this is the correct code, click **OK**; if not, type the correct code and click OK.

5. Click **OK** to close the **Export** dialog box.

Important Notes

- All records on the initial roster must have an SSCR status of **R** (ready to send to NSLDS) status before you can complete an export.

- The export type for both the SSCR Error Correction and Ad Hoc records is SSCMXXIN. *. You must select either **Error corrections** or **Ad hoc** as the file type.

- Export Types:

  - SSCR – Submittal File (formerly Automatic)

  - SSCR – Error Correction/Ad Hoc File (formerly Manual)

  - SSCR – External

- The import batch identifier on the SSCR screen is the batch number in the **Import Batch Number** field or selected on the Export Batch Control screen.

Printing SSCRs

For most SSCR items, you have the option to print a single document (one record at a time) or multiple documents.

- Single option allows you to print one record at a time. You provide the SSN of the student and other information relevant to the type of report.
- Multiple option allows you to print multiple records at a time. You can specify which records to include in a printing in three ways.
  - Multiple SSNs - Type a list of SSNs for records to print.
  - SSN file - Create an ASCII file of SSNs for records to print and supply the file name in the Print dialog box. See How Do I...?, Create an SSN File in Help for instructions.
  - Selection Criteria - Choose from among several predefined criteria (or create your own) to specify records. From the Select Records dialog box, you can also narrow the list.

Follow these steps to print a single SSCR:

1. Select **File** | **Print** from the menu bar.
2. Click the down arrow in the **Report field** and select **SSCR**.
3. Click the **Single** button to the right of the Report field.
4. Select **Printer**, **File**, or **Screen** as the report file destination. If you want to send the report to a file, click the **File** button to select the location and name the file, then click **OK**.
5. Type the SSN in the **Enter SSN** field.
6. (optional) Type the Code for School in the **Enter Code for School (OPE ID)** field.
7. Click **OK** to send the report to the report file destination you chose. If you chose Screen as your report file destination, use the scroll bars to view and close the window when you finish.

Follow these steps to print multiple SSCRs:

1. Select **File** | **Print** from the menu bar.

2. Click the down arrow next to the **Report** field to view the types of reports you can print. Select **SSCR** to print multiple SSCRs. To print a list of SSCR changes to send to NSLDS, select **List - SSCR** and type the batch ID of the current roster in the **Import Batch ID** field, or click the **ellipsis (...)** button to select the batch number from a list. Click **OK**.

3. Click the **Multiple** button to the right of the Report field.

4. Select **Printer**, **File**, or **Screen** as the report file destination. If you want to send the reports to a File, click the **File** button to select the location and name the file, then click **OK**.

5. (optional) Click the **File** button in the SSN File box, or click the ellipsis (...) button to manually enter SSNs.

6. Click the down arrow next to the Sort Order field and select **Last Name** or **SSN**.

7. (optional) Click the **Selection Criteria** button if you want to use specific selection criteria. Selection criteria allow you to narrow the number of records with which you want to work. This option is especially helpful with large databases, as it decreases your processing time.

8. (optional) Select the **code for enrollment status** and/or the **SSCR status**. Or, click the **ellipsis (...)** button to select the import batch ID.

9. Click **OK** to print. If you chose Screen as your report file destination, use the scroll bars to view and close the window when you finish.

Important Notes

- Remember that if you print to a file, no hard copy prints on your printer. To print a hard copy, repeat the print process and select **Printer** as your report file destination.

- See Help and the topic *Selection Criteria* in this desk reference for more information on using selection criteria.

Printing SSCR Reports and Lists

You can use the reports produced by SSCR for paper documentation for a student's file, as verification of information reported to the applicant, and to view the contents of a batch file.

When you select SSCR as the report type, SSCR prints a record or a group of records found in the SSCR database.

- The report contains all data elements as viewed in SSCR Single Entry.
- You can choose single or multiple records.
- If you choose Multiple, you can narrow the range of reports using selection criteria.

When you select **List-SSCR**, SSCR prints a list of SSNs, borrower's names, codes for enrollment status/effective date, SSCR status, and the number of changes to send to NSLDS. When you select **List-Query Management**, a list of the queries you have created, as well as predefined queries, prints.

- The output format is similar for each type of list.
- You can use selection criteria to specify what records appear on the list, and each list includes a total of records selected.

You can also print record layouts by selecting one of the report types beginning with RL.

You can use queries to assist in printing reports and lists of multiple SSCR records, and in exporting SSCR data to external systems.

Important Note

See Help and/or the topic *Selection Criteria* in this desk reference for more information.

Data Requests

Selection Criteria

You can use selection criteria to specify a group of records when you use SSCR functions such as Print or Export. The two types of selection criteria are predefined queries and user-defined queries. Predefined queries are included in SSCR. User-defined queries enable you to create queries that are most useful to your institution and the way you process data.

While in a function such as Print or Export:

1. Click the **Selection Criteria** button. The Selection Criteria dialog box appears.
2. (optional) Type a **title** if you want to print a list.
3. Click the **ellipsis (...)** button next to the Query Title field to select a query.
4. (optional) Click the **Select Records** button to select specific records from a list narrowed by a query.
5. Click **OK** when you finish.

Important Notes

- Predefined queries are parameter queries.
- For more information on queries, see Help and the topic Q*ueries* in this desk reference.

Query

A query is a set of criteria that describes a particular student population. Queries are used in functions such as Print and Export to select specific groups of student records from all the records in the database. Some queries have fixed values, or you can enter different values each time you use the query.

SSCR comes with a set of predefined queries. Wherever the Selection Criteria option is available in SSCR, you can use these queries to identify groups of records. You can also use predefined queries as templates to create your own queries.

When you open Query for the first time, you see that the predefined queries are stored as the first set of records in the Query database. You know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query box.

Sample Queries

Here are a few examples of queries you can use to process data in SSCR:

Example 1

Title:	Criteria:
Anticipated Completion Date before 6/2000	DATE OF ANTIC. COMPLETION<‘2000060P’

Example 2

Title:	Criteria:
Full-time Enrollment Status	CODE FOR ENROLLMENT STATUS = ‘F’

Example 3

Title:	Criteria:
Full-time or Half-time Students with Anticipated Completion Dates before 6/2000	DATE OF ANTIC. COMPLETION<‘2000060P’ AND (CODE FOR ENROLLMENT STATUS = ‘F’ OR CODE FOR ENROLLMENT STATUS = ‘H’)

Using a Query

You can use queries in any function where you see a Selection Criteria button.

1. Click the **Selection Criteria** button.

2. Click the **ellipsis (…)** button next to the Query Title field to display a list of queries. The Query Grid dialog box appears.

3. Click on the **query** you want to use to select it.

   If the Parameter Query column is not checked, click **OK**. SSCR returns you to the Selection Criteria dialog box and enters the title of the query in the Query Title field. Skip to step 9.

   If the Parameter Query column is checked, click **OK**. The Parameter Query Entry dialog box displays.

4. Click in the **Field Value** column next to each field name and type a valid value. Click the **Value Help** button to see a list of valid values.

5. Click the **View Query** button to see the completed query. Review the query carefully to be sure you have entered the correct values for each field.

6. Click **Close** to return to the Parameter Query Entry dialog box.

7. Click **OK** to save your entries.

8. Click **Close** at the View Query dialog box to return to the Selection Criteria dialog box. SSCR enters the title of the query in the Query Title field.

9. Finish choosing options in the Selection Criteria dialog box, if applicable (for example, Selected Records).

10. Click **OK** to return to the function screen. Next, click **OK**. A box displays the progress of the process.

Rules for Queries

When you create your own queries, keep in mind these basic rules:

1. Queries are processed from left to right, or beginning to end; however, AND is applied first, even if it appears after OR in the query statement.

2. Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first. (See the topic Using Parentheses in Help for more information.)

3. Both segments of the query connected by AND must be true for a field value to be selected.

4. Only one of the segments connected by OR must be true for a field value to be selected.

Creating a Query

1. Select **Tools | Query** from the menu bar.

2. Click **Add**.

3. Type a descriptive title for the query.

4. Select a field from the Field list. You can type the first few letters of a field to find the field name that begins with those letters.

5. Click the down arrow in the **Operator** field to select an operator.

6. Type a value for the field. Click the **Value Help** button to see the valid values for the field. If you want to be prompted for a value at the time you use the query, do not specify a value for the query statement. Instead, click the **Prompt at Execution** checkbox.

7. Click the **Append** button to add the query statement to the Criteria box.

8. (optional) Click the **And** button or the **Or** button to add another statement to the query. Repeat steps 4-7 until you have added all statements for the query, then continue with step 9.

9. Click **Save** to save the query. Click **OK**.

10. Click **OK** to close the Query box or click **Add** to create another query.

Creating a Query from a Predefined Query

1. Select **Tools | Query** from the menu bar.

2. Use the arrow buttons in the Control box to locate the predefined query you want to use for a template.

3. Type a new title for the query. You can modify and save a predefined query only if you rename it.

4. Modify the query. Click any line to select it and change the **Field, Operator**, or **Value**. Then click the **Change** button. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

5. Click **Save** to save the query. Click **OK**.

6. Click **OK** to close the Query dialog box, or click **Add** to create another query.

Modifying a Query

1. Select **Tools | Query** from the menu bar.

2. Use the arrow buttons in the Control box to locate the query you want to modify.

3. Modify the query. Click any line to select it and change the **Field, Operator,** or **Value**. Then, click the **Change** button.

4. You can also delete lines or add new lines to the query. To add new lines, select the line that should appear after the new line. Specify the Field, Operator, and Value for the new line, then click **Append**. Use the other buttons located to the right of the Criteria box to fine-tune the query statement, if necessary.

5. To delete a line, select the line and click **Remove**.

6. Click **Save** to save the query. Click **OK**.

7. Click **OK** to close the **Query** dialog box.

Deleting A Query

1. Select **Tools | Query** from the menu bar.

2. Use the arrow buttons in the Control box to locate the query you want to delete. You cannot delete predefined queries.

3. Click the **Delete** button in the Control box. SSCR prompts you to confirm that you want to delete the query.

4. Click **Yes** to delete the query.

5. Click **OK** to continue.

Important Notes

- Use the Query function to create queries that are most useful to your institution and the way you process data.

- For more information, click **Help Topics** | **Index** and search for these topics:

  - Query Grid dialog box

  - Parameter Query Entry dialog box

  - View Query dialog box

- You cannot delete predefined queries.

Importing the SSCR from the Error Notification File

NSLDS always sends you an SSCR Error Notification File (SSCEXXOP. *) after it receives and processes the export file. If you do not receive this file within 48 hours, contact NSLDS Customer Service at 800/999-8219.

The SSCR status on each record associated with the Error Notification File batch is **A** (accepted by NSLDS) or **E** (Error received from NSLDS), provided the SSCR record exists on the SSCR database when you import the SSCEXXOP. * file.

- If the Error Notification File contains records in error, you must correct the errors and return the records to NSLDS within 10 days. Export corrected errors as an SSCR Error Correction File.

- If you do not receive any errors, your file is 100% complete. Proceed with deleting your database records (see next section).

Important Notes

- See *Importing SSCR Data* for step-by-step import instruction.

- See the NSLDS SSCR User's Guide for more information.

Resolving Errors from the Error Notification File

If an Error Notification File contains any rejected records, follow these steps.

1. When the SSCR Error Notification File is imported, rejected records print on the Import Edit Report. Print the Import Edit Report to see the error codes listed for each rejected record.
2. Look up the meaning of each error code to determine what needs to be done to fix the error (see next section).
3. Open up the rejected record in SSCR and correct the errors.
4. Save the record to an **R** (ready to send to NSLDS) status.
5. Export records as an SSCR Error Correction/Ad Hoc File.

When all SSCR records are accepted by NSLDS (SSCR Status = **A**), make a backup copy of the SSCR database (the File with the filename extension MDB in the SSCR program folder) and delete your SSCR records before the next initial SSCR Roster File import from NSLDS. If you don't delete the SSCR records, you cannot successfully import the roster file.

Important Note

You must correct errors and return to NSLDS within 10 days.

Deleting

Deleting the SSCR Database

Your SSCR cycle is complete when you have imported the SSCR Error Notification Files and you have no more rejected records in the SSCR database or you have resolved all rejected records through the NSLDS Web site at www.nsldsfap.ed.gov.

When the SSCR cycle is complete, delete your SSCR records from your database before importing the next SSCR Roster File to avoid the problem of duplicate records.

With no record open on the screen, follow these steps to delete SSCR data.

1. Make a backup of your database. Consult with your system administrator to choose a backup method.

2. Select **File | Delete**. A message prompts you to save a backup of the database before deleting SSCR records.

3. Click **OK** to continue. The Delete dialog box appears.

4. Click the checkbox in the **Selected** column next to each record you want to delete.
   - Or, click each record you want to delete and click **Select**.
   - Or, click the **Select All** button to select all records.
   - Or, click a column title with the right mouse button to display a menu of grid options. For information on using these options, see the topic *Special Grid Functions* in Help.

5. Click **OK** when you finish selecting. SSCR displays a message that all selected records will be deleted.

6. Click **Yes** to confirm that you want to delete the selected records.

7. Click **OK** to return to the SSCR main window.

8. Select **Tools | Utilities | Repair Database** and click **OK**. Then **OK** again when the repair process is complete.

9. Select **Tools | Utilities | Compact Database** and click **OK**. Then **OK** again when the compact process is complete.

Important Notes

- Clearing, repairing, and compacting the database ensures that:

    - Records are removed from the database tables

    - Database integrity is restored

    - Unused space created after records are deleted is reclaimed

- Be careful not to delete any records that are part of a current initial roster file that you are currently updating. Deleting these records results in batch integrity errors and prohibits the export of this information back to NSLDS.

- Always use the Repair Database function before using the Compact Database function.

Bits and Bytes

The SSCR Tab

SSCR Status Codes

Code	Description
N	Not ready to send to NSLDS
R	Ready to send to NSLDS
B	Batched for transmission to NSLDS
E	Error received from NSLDS
A	Accepted by NSLDS

Important Note

These codes are used by SSCR to show you the status of the SSCR record.

SSCR Message Classes

Batch ID	Export or Import	Filename	Description	Purpose
#I	I	SSCRXXOP. *	SSCR Roster File	NSLDS Roster file sent to school for updating student information
#T	I	SSCEXXOP. *	SSCR Error Notification File	NSLDS Error Notification File of school's updated SSCR Roster which indicates records accepted and rejected
#U	I	DISAXXOP. *	SSCR External Import Add	Imported from school's external system to add records to SSCR database
#V	I	DISCXXOP. *	SSCR External Import Change	Imported from school's external system to change existing SSCR records
#S	E	SSCRXXIN. *	SSCR Submittal File	Export file used to respond to the SSCR Roster file
#X	E	DESSXXIN. *	SSCR External Export	Used to retrieve SSCR records from SSCR to process in an external system
#Y	E	SSCMXXIN. *	SSCR Error Correction/ Ad Hoc File	Export file used to send manually-created SSCR records or when responding to the NSLDS Error Notification File

Important Notes

- All message classes are referenced from your (the user's) perspective.
    - XX is always used as the year indicator for SSCR message classes.
    - IN = Data you sent to the network for a Title IV contractor to retrieve.
    - OP = Data the Title IV contractor put on the network for you to retrieve.

Enrollment Status Codes

Code	Status
A	Approved leave of absence
D	Deceased
F	Full-time
G	Graduated
H	Half-Time or more, but less than full-time
L	Less than half-time
W	Withdrawn (voluntary or involuntary)
X	Never attended
Z	No record found

NSLDS SSCR Error Codes

Code	Status
11	No Detail Record matches the record identifiers (Student's First Name, Date of Student's Birth) in NSLDS, or invalid sequence number. Research record(s) online.
13	Invalid Date of Student's Birth.
15	Invalid Date of Anticipated Completion.
16	Anticipated Completion Date cannot be greater than ten years after Certification Date.
19	Missing Code for Enrollment Status.
20	Invalid Code for Enrollment Status.
21	Invalid Date Enrollment Status Effective.
22	Enrollment Status of X and/or Z cannot be reported if enrollment history at the school exists.
23	Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to "D" for Deceased.
24	Record was on Roster file and not updated by School.
25	Anticipated Completion Date must equal Date Enrollment Status Effective when Enrollment Status Code = G.
26	Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code = A, F, H, or L.
28	New Student Date of Birth is invalid date.
29	New Student Date of Birth must be before date of roster creation.
30	Certification Date must be greater than or equal to date enrollment status effective date.
31	Attempted to add an Ad Hoc student but the student was not found in the database.
32	Student status could not be applied as current due to a reporting/history violation. Use Past Enrollment Change on-line screens.
33	Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective.
34	Enrollment Status Effective Date cannot equal Certification Date if the Enrollment Status has not changed for F, H, or A.
35	Certification Date cannot be more than 120 days after Enrollment Status effective Date for enrollment status of A.

Important Notes

- These are error codes returned by NSLDS on your Error Notification File.
- If you have any questions concerning these Error Codes, please call the NSLDS Customer Service Center at 800/999-8219, during the hours of 8 a.m. to 8 p.m. (ET), Monday through Friday, except federal holidays.

Getting Help

Types of Help

Online Help

General help is available from the menu bar and field help is available by pressing the **F1** key. See the *Using Help* topic in the online Help for more information.

CPS/WAN Technical Support

For questions regarding technical assistance and software functionality, call CPS/WAN Technical Support at:

800/330-5947

TDD/TYY: 800/511-5806

or e-mail CPS/WAN Technical Support at:

cpswan@ncs.com

Sources of Assistance for Schools

Sources of Assistance for Schools is a new document that contains helpful contact information for all Student Financial Assistance programs, including frequently called help lines, e-mail addresses, phone numbers, and Web site addresses. The document is available for downloading from the U.S. Department of Education's Student Financial Assistance Download (SFAdownload) Web site located at **SFAdownload.ed.gov**.