

Report List

Purpose of this page

The Report List page displays a list of reports available for your retrieval. The list includes the Report ID, the Report Name, and links to the Log Page. The reports listed are determined by your user ID. A search feature is also included on this page.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report List table

The Report List table displays the following information:

- **Report ID**--A six-character identifier for each report. The first two or three characters are acronyms that identify the category of the report. The last three or four characters represent the specific report name. For example, GAERRS represents a report for Guaranty Agencies (GA) that lists their loan error rates and top 10 errors (ERRS).

Acronym	Report Category
APR	Audit and Program Review Planning
DRC	Default and Notional Reports Rate Calculations
GA	Guaranty Agency
MBR	Monitoring Guaranty Agency and Lender Billings for Reasonability
RCS	Refund Cancellation Support
SCH	School

- **Names**--Titles of the reports.
- **Log Page**--A link to the Report Log page. The Report Log displays detailed information pertaining to the specific report including Requested By, Output Medium, Sort, Parameters, Begin Date/Time, End Date/Time, and Report Type. For more details, see the Report Log help page.

How to search for a report name

You can scroll sequentially through the reports using the scroll bar or access a report directly using the Search Report ID box. A maximum of 50 reports display on one page. If the page includes more than 50 reports, the Next 50 option displays for easy access to the next reports.

To search for a report using the Search Report ID:

1. In the **Search Report ID** box, enter your desired report ID (or partial ID).
2. Click **Submit**.

The Report ID and Report Name display at the top of the Report List (or the closest match to your request).

How to request a report

To request a report:

- In the **Report ID** column, click the highlighted number. The **Report Parameters** page displays.
- After you submit the report request, allow up to 24 hours to receive the report in your SAIG mailbox.

How to print a report

To more easily print your report after the file is returned through the SAIG and saved to a PC:

1. Open Microsoft Word and then open your file.
2. Click **Format**, then **Font** in the Menu bar.
3. In the Font dialog box, change the font size to 8 and the style to Courier New. Then click **Ok**.
4. Click **File**, then **Page Setup**. Select the Margins tab.
5. Change the margins to:
 - Top = 1"
 - Bottom = 1"
 - Left = 0.7"

- Right = 0.7"
- Gutter = 0"

6. Click the Paper Size tab. Select the Landscape radio button.

7. Click **Ok**.

How to view the Log Report

To review a Log Report:

- In the **Log Page** column, click a **Log Page** icon (this appears as a scroll graphic).

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close

Report Log

Purpose of this page

The Report Log keeps a record of each report requested by your organization. Each time a user requests a report, NSLDS registers the following information: the requestor's name, the output medium, the sort option selected, report parameters, the date and time the report was requested and completed, and the report type.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to interpret the Report Log

The report's ID and Name display at the top of the page.

The Report Log tracks the following information each time your organization requests the report:

- **Requested By--** The requestor's name.
- **Output Medium--** The output device the user selected for the report.
- **Sort--** The number corresponding to the sort option selected. (The sort options vary depending on the selected report.) If only one sort option is available, the default sort option displays.
- **Parameters--** The variables selected that determined the report's results (separated by commas).
- **Begin Date/Time--** The date and time the report was requested.
- **End Date/Time--** The date and time the report was completed. (N/A means that the report has not completed processing.)
- **Report Type--** This identifies whether the report was requested to be sent in a Report format or an Extract file.

Note: The most recent request appears at the top of the page. A maximum of 50 log reports display on one page. If the report includes more than 50 logs, click Next Group arrow.

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close

Report Parameters

Purpose of this page

The Report Parameters page allows you to choose report parameters before requesting a report.

[Navigation](#)

The Navigation Tabs and their links allow you to navigate to the main pages of each section of the site.

How to request a Report

The Report ID box appears at the top of the page and displays the ID, Type, and Name of the report.

To request a report:

1. In the **Type** list, click **Extract** or **Report**, if available.
2. In the **Sort By** list, click an option, if available.
3. In the **Output Medium** list, click an option, if available.
4. Click **Submit**.
5. After the page redisplay and you verify your parameters, click **Confirm**.

When requesting a report, keep in mind the following:

- The Type options are based upon the Report you select. The two types are:
 - The *Report*, which results in an organized, easily readable document. Reports are formatted with headings, columns, sums, and other aids so they can be viewed or printed without further explanation.
 - The *Extract*, which results in a raw data document. Reports generated in Extract format are usually imported into a spreadsheet software program. Extracts are designed to be downloaded to your computer for formatting and analysis. They present data in a flat file

with no descriptive titles or other formatting information.

- The **Output Medium** is an option based on user profile.
- School users are only able to view or print their report from the Student Aid Internet Gateway (SAIG) - the TG # assigned when they applied for access to the NSLDS. Each online user has a separate TG number and therefore can find the requested report in that specific mailbox.
- For assistance in retrieving information from the SAIG mailbox, call SAIG 1-800-330-5947.

Reports use the following message classes:

SHCDREOP = Extract format of LRDR

SHCDRROP = Report format of LRDR

SHNOTROP = Report format of Repayment Information

SHNOTEOP = Extract format of Repayment Information

AHSLDSOP = Other Web reports (e.g., exit counseling)

AHSLDEOP = Other Web reports in extract format (for those web reports that have Extract as an option Type)

If an error occurs, your page redisplay requests that you type the required data.

- Your suggestions for improving reports that you would like to receive are welcome. Please e-mail your suggestions to nslds@ed.gov.

Last updated: August 19, 2007

close

Organization Search Popup

Purpose of this page

The Organization Search Pop-up Window page is a quick and easy tool for you to find an organization's name or code. It lists organization names and codes of schools, guaranty agencies, lenders, lender branch servicers, FDLP servicers, or U. S. Department of Education regions.

How to search for an organization

To search for an organization:

1. Type either the **Name** or the **Code** of the organization you wish to search for in the corresponding search boxes. Type a partial name or code, and the closest matches will be displayed.
2. Click **Submit**.
3. To clear search criteria, click **Clear**.

How to select an organization

The results of the search include the organization names and codes that match your requested criteria or the closest matched organizations. This list displays a maximum of 50 organizations.

To select the desired organization:

- Click the numbered bullet next to the organization name. The Organization Search Pop-up window page automatically closes, and the organization code appears in the code box.

To filter the search results:

1. In the **City** box, type in a city.
2. In the **State** box, select a state by clicking the down-arrow.
3. Click **Retrieve**.
4. Click **Clear** to clear the City and State boxes.

Note: The filtered search results appear according to the information you selected or typed in the boxes. Click the numbered bullet next to the Name to view more information.

The state codes are defined as follows:

STATE LOCATION CODE	NSLDS STATE OR AREA
AA	MILITARY LOCATION CODE
AE	MILITARY LOCATION CODE
AK	ALASKA
AL	ALABAMA
AP	MILITARY LOCATION CODE
AR	ARKANSAS
AS	AMERICAN SAMOA
AZ	ARIZONA
CA	CALIFORNIA
CM	NORTHERN MARIANAS ISLANDS
CN	CANADA
CO	COLORADO
CT	CONNECTICUT
CZ	CANAL ZONE
DC	DISTRICT OF COLUMBIA
DE	DELAWARE
FC	FOREIGN COUNTRY
FL	FLORIDA
FM	MICRONESIA
GA	GEORGIA
GU	GUAM
HI	HAWAII
IA	IOWA
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IQ	OTHER UNITED STATES TERRITORY OR POSSESSION
KS	KANSAS
KY	KENTUCKY

LA	LOUISIANA
MA	MASSACHUSETTS
MD	MARYLAND
ME	MAINE
MH	MARSHALL ISLANDS
MI	MICHIGAN
MN	MINNESOTA
MO	MISSOURI
MP	MARIANAS ISLANDS
MS	MISSISSIPPI
MT	MONTANA
MX	MEXICO
NC	NORTH CAROLINA
ND	NORTH DAKOTA
NE	NEBRASKA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NR	NON-RESIDENT, STATE UNKNOWN
NV	NEVADA
NY	NEW YORK
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PA	PENNSYLVANIA
PC	PANAMA CANAL ZONE
PR	PUERTO RICO
PW	REPUBLIC OF PALAU
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA

TN	TENNESSEE
TT	TRUST TERRITORIES OF THE PACIFIC
TX	TEXAS
UT	UTAH
VA	VIRGINIA
VI	VIRGIN ISLANDS
VT	VERMONT
WA	WASHINGTON
WI	WISCONSIN
WK	WAKE ISLAND
WV	WEST VIRGINIA
WY	WYOMING

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