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RGM Memo

Date April 8, 2013
To School Owners and Financial Aid Personnel
RE NSLDS ENHANCEMENTS FOR ENROLLMENT REPORTING

In the Dear Colleague letter <http://www.ifap.ed.gov/dpcletters/GEN1206.html> it reminded schools of their NSLDS Enrollment Reporting responsibilities. It also contained information regarding the modifications and enhancements that would be implemented over a period of several months.

In early 2012 we called NSLDS a couple of times asking if schools would be required to take any action since there would be three new data items that would be included in the School's Enrollment Reporting files which would be available in July 2012 with compliance scheduled for the end of March 2013. We were assured by NSLDS that the file type would automatically be updated by NSLDS by March 31, 2013. We were not given any indication that schools would have to update any reporting preferences in NSLDS for the enhancements that were put in place in June 2012.

We called NSLDS last week because we were still receiving files in the old format and we were informed that schools will have to update their Enrollment Reporting Preferences directly through NSLDS. The person at NSLDS did confirm what we were told last year. **It is URGENT that this be done as soon as possible.**

Unfortunately, third party servicers such as RGM do not have access to update the school enrollment reporting preferences. Therefore, school users need to do this update. The person updating the information must have access to NSLDS with an active FSA user I.D. and Password.

The instructions to update the enrollment reporting preferences are attached to this email. It is VERY IMPORTANT you set the **FILE TYPE** choice, under page 2 of the instructions, to **ENHANCED FIXED LENGTH**.

Please send a confirmation via email to Nuria Vargas nuria_vargas@rgmsms.com that you have completed the process with the subject line to read: NSLDS HAS BEEN UPDATED & your RGM school number.

If you have any questions, feel free to contact Nuria, Mayra, or Ana, but send your email confirmation ONLY to Nuria Vargas.

Thank you,
Rafael

