

Web Access–Transfer Student Monitoring

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9.1 Transfer Student Monitoring Overview

The Transfer Student Monitoring pages allow you to view and modify transfer student information. Currently, they are only available and viewable to school users. The Transfer Student Monitoring diagram is shown in Figure 9–1.

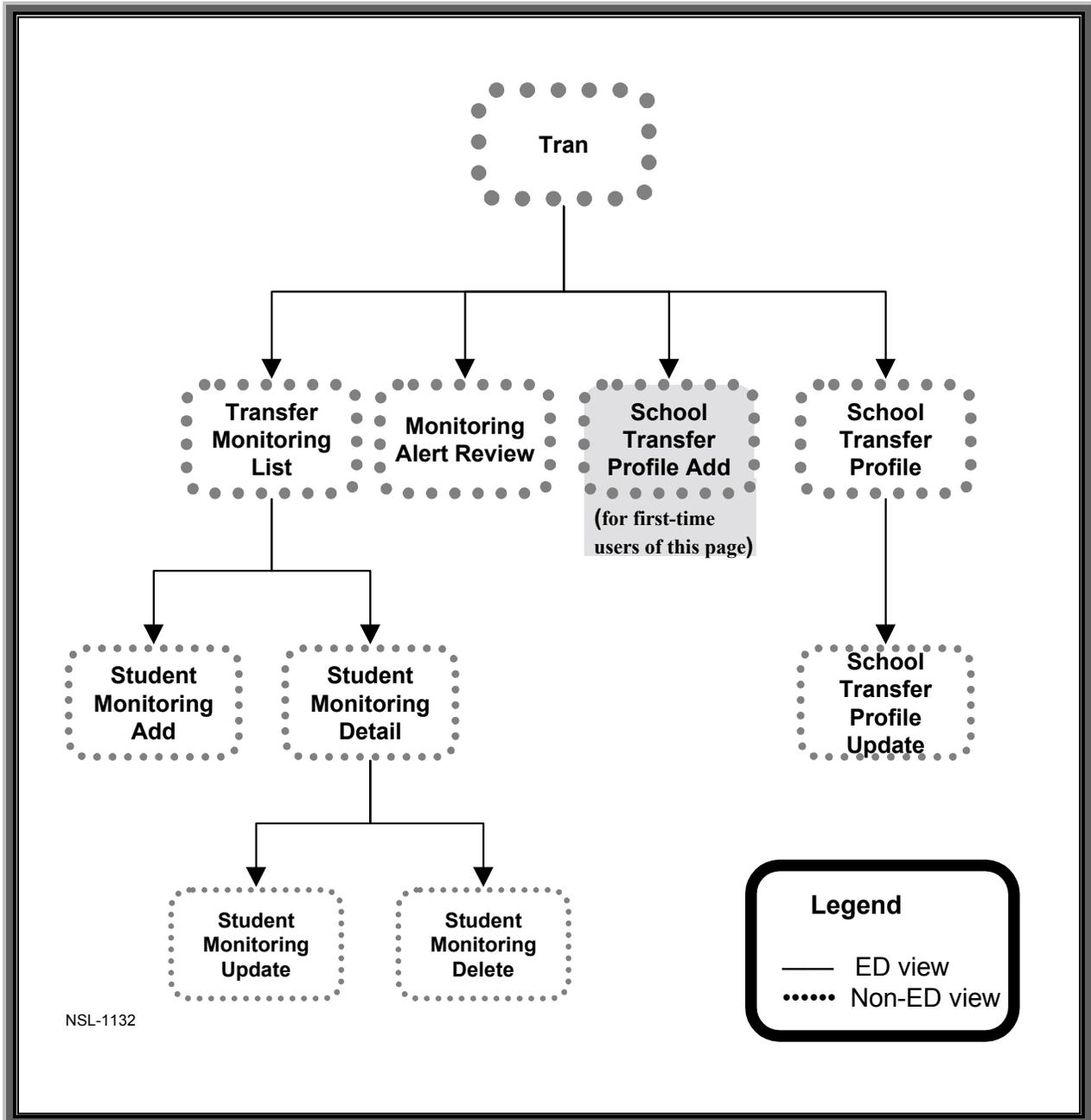


Figure 9–1, Transfer Student Monitoring Diagram

Transfer Student Monitoring on the Web

First, complete the **School Transfer Profile Add** page. On this page, the school's contact information is entered and how they would like to receive Alerts—by Web or by batch. If the school chooses to receive Alerts by Web, the school's e-mail notification instructs the school to go online at <http://www.nslidsfap.ed.gov> for updates. If the school chooses to receive Alerts by batch, an e-mail notice is sent to the e-mail address specified on the School Transfer Profile page, and the Alert batch file is sent to the TG number identified by the school.

Second, add a student to the monitoring list by completing the **Student Monitoring Add** page. On this page, the school informs NSLDS which students the school needs to have monitored. Type the Enrollment Begin Date (the date when the student is expected to begin at the school) and the Monitor Begin Date (the date when NSLDS starts monitoring). The school may also inform NSLDS by sending a batch file. The school is not required to notify NSLDS if it changes how it sends student monitoring information, whether by Web or by batch. For more detailed information about batch file layouts, see *Transfer Student Monitoring Process Batch File Specifications*, which can be viewed online at <http://www.ifap.ed.gov>.

Third, view the **Monitoring Alert Review** page. On this page, the school can monitor the list of changes that NSLDS sends the school regarding student aid information that may impact eligibility for the current award year. The school may also receive an Alert batch file from NSLDS whenever changes to information occur. When NSLDS sends an Alert batch file, an e-mail notice is sent to the e-mail address specified on the School Transfer Profile page.

NSLDS sends an e-mail to the contact listed on the School Transfer Profile page, which states that an Alert batch file for the school is available. NSLDS monitors only those student records submitted on the Student Monitoring Add page. NSLDS does not alert the school about changes originating from the school. The steps described above do not take the place of the current Postscreening process, which notifies schools of default and overpayment changes.

9.2 Transfer Student Monitoring List

The Transfer Student Monitoring List page (Figure 9–2) lists all transfer students submitted by the school to be monitored by NSLDS. It only shows the students submitted by the school associated with the user ID of the user viewing the list.

How to interpret the Transfer Student Monitoring List

The Transfer Student Monitoring List information is defined as follows:

- **SSN**—The student’s Social Security Number. (The blue numbered icon next to the SSN will change with sorting. If you click the icon, it will take you to the Transfer Student Monitoring Detail page for that student. If a student has had an Alert sent from the NSLDS, there will be an Alert icon displayed next to the SSN.)
- **Name**—The student’s name. (The Transfer Student Monitoring List by default is displayed in alphabetical order by last name, but you can change how the list is sorted.)
- **Enrollment Begin Date**—The date on which the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**—The date on which NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who last changed the student’s record, or the name of the user who added the student to the list.

How to retrieve a sorted/filtered Transfer Student Monitoring List

To sort/filter and retrieve a Transfer Student Monitoring List:

- 1 In the **Sort By** list, click the sort criteria.
- 2 In the **Display Only** boxes, type in the display criteria that you wish to view.
- 3 Click **Retrieve** to view the sorted/filtered list.

Notes:

- The Add Student to Monitor List button at the top of the page will take you to the Student Monitoring Add page when you click it.
- If a student was added/updated via a batch file, the Last Changed By will read Batch.

Transfer Monitoring List

Add Student to Monitoring List

Sort By: --Select--

Display Only: SSN:

Last Name:

Enrollment Begin Date: (MMDDCCYY)

Monitor Begin Date: (MMDDCCYY)

Last Changed By:

Retrieve

	SSN	Name	DOB	Enrollment Begin Date	Monitor Begin Date	Last Changed By
1	137-02-7728	MALKA CROSBY	07/10/1973	03/12/2002	10/25/2001	PAT GERDES 10/25/2001
2	561-49-1551	MAXWELL KLINGER	09/04/1932	03/12/2002	10/25/2001	PAT GERDES 10/25/2001
3	043-90-5190	TANYA LANGLAIS	01/15/1973	03/12/2002	10/25/2001	PAT GERDES 10/25/2001
4	043-86-5256	MAXWELL SHEFFIELD	01/02/1958	03/12/2002	10/25/2001	PAT GERDES 10/25/2001

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Figure 9-2, Transfer Student Monitoring List

9.2.1 Student Monitoring Add

The Student Monitoring Add page (Figure 9–3) allows you to add a student to the Transfer Student Monitoring List. If the user is adding a student to the Transfer Student Monitoring List who is not in the NSLDS database, the student will only be added to the Transfer Student Monitoring List and will not display on any other pages in the NSLDS FAP site.

To add a student to the Transfer Student Monitoring List:

1. In the **SSN** box, type the student’s Social Security Number. (The SSN appears automatically if you linked from the Loan or Pell Grant History pages.)
2. In the **First Name** box, type the student’s first name. (The First Name appears automatically if you linked from the Loan or Pell Grant History pages.)
3. In the **Last Name** box, type the student’s last name. (The Last Name appears automatically if you linked from the Loan or Pell Grant History pages.)
4. In the **Date of Birth** box, type the student’s date of birth. (The Date of Birth appears automatically if you linked from the Loan or Pell Grant History pages.)
5. In the **Enrollment Begin Date** box, type the date on which the student is expected to or did begin classes at the school.
6. In the **Monitor Begin Date** box, type the date on which you want NSLDS to begin monitoring the student. The current date will appear by default, although the date can be changed.
7. Click **Submit**.

NSLDS Menu Aid Enroll Org Report Tran

Transfer Monitoring List | Monitoring Alert Review | School Transfer Profile

SSN: First Name: DOB: (MMDDCCYY) Retrieve

Logged on as: PAT GERDES from [STATE TECH](#)

Return To Transfer Monitoring List

TARA MARIE M NUNEZ
SSN: 043-90-6703 DOB: 02/16/1975

Student Monitoring Add

SSN:

First Name:

Last Name:

Date of Birth: (MMDDCCYY)

Enrollment Begin Date: (MMDDCCYY)

Monitor Begin Date: (MMDDCCYY)

Submit

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Figure 9–3, Student Monitoring Add

9.2.2 Student Monitoring Detail

The Student Monitoring Detail page (Figure 9–4) displays detailed transfer monitoring student information that can be updated or deleted.

How to interpret the Student Monitoring Detail

- **SSN**—The student’s Social Security Number.
- **Name**—The student’s current name in the NSLDS. If the student was added to the Transfer Student Monitoring List, but is not in the NSLDS, the name will display as provided by the school user.
- **DOB**—The student’s date of birth. If the student was added to the Transfer Student Monitoring List, but is not in the NSLDS, the DOB will display as provided by the school user.
- **Enrollment Begin Date**—The date on which the student was reported to begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.
- **Last Changed By**—The name of the user who added or last changed the student information.

How to update or delete the Student Monitoring Detail

- To update or delete the Student Monitoring Detail information, click **Update** or **Delete**.

Note: If a student was added/updated via a batch file, the Last Changed By will read Batch.

NSLDS Menu Aid Enroll Org Report Tran

Transfer Monitoring List | Monitoring Alert Review | School Transfer Profile

Logged on as: PAT GERDES from [STATE TECH](#)

[Return To Transfer Monitoring List](#)

Student Monitoring Detail

SSN: 137-02-7728
First Name: MALKA
Last Name: CROSBY
Date of Birth: 07/10/1973
Enrollment Begin Date: 03/12/2002
Monitor Begin Date: 10/25/2001
Last Changed By: PAT GERDES on 10/25/2001

Figure 9–4, Student Monitoring Detail

9.2.3 Student Monitoring Update

The Student Monitoring Update page (Figure 9–5) allows you to update the First Name, Last Name, Date of Birth, Enrollment Begin Date, and/or the Monitor Begin Date for a student's Transfer Student Monitoring Detail information.

How to update the Student Monitoring Detail information

To update the Student Monitoring Detail information:

1. Type the **First Name** in the text box.
2. Type the **Last Name** in the text box.
3. Type the **Date of Birth** in the text box.
4. Type the **Enrollment Begin Date** in the text box.
5. Type the **Monitor Begin Date** in the text box.
6. Click **Submit**.

When updating Student Monitoring Detail information, keep in mind the following:

- If you are updating the Monitor Begin Date to a date in the future, it cannot be later than the Enrollment Begin Date.
- After clicking Submit, your name appears in Last Changed By until the record on the Transfer Student Monitoring List is changed again.

NSLDS Menu Aid Enroll Org Report Tran | Phone | ? | X

Transfer Monitoring List | Monitoring Alert Review | School Transfer Profile

Logged on as: PAT GERDES from [STATE TECH](#)

[Return To Student Monitoring Detail](#)

Student Monitoring Update

SSN: 561-49-1551

First Name:

Last Name:

Date of Birth: (MMDDCCYY)

Enrollment Begin Date: (MMDDCCYY)

Monitor Begin Date: (MMDDCCYY)

Figure 9-5, Student Monitoring Update

9.2.4 Student Monitoring Delete

The Student Monitoring Delete Confirmation page (Figure 9–6) allows you to delete the student from your school’s Transfer Student Monitoring List. Student Monitoring records should only be deleted if the student will not be attending the school, or the student was added to your school’s list in error. Do not delete a student simply to stop monitoring him or her. Once the delete has been confirmed, the student’s information is removed from the Monitoring list and Alert list, if applicable.

How to delete the student from the Transfer Student Monitoring List

To delete the student from the Transfer Student Monitoring List:

- 1 Read the **Delete Confirmation** statement.
- 2 Click **Confirm** (on the bottom of the page).

Note: If a student was added/updated via a batch file, Last Changed By will read Batch.

The screenshot displays the NSLDS web interface. At the top, there is a navigation menu with links for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, the user is logged in as PAT GERDES from STATE TECH. The main heading is "Student Monitoring Delete". A confirmation message states: "You are asking that this Student Monitoring record be DELETED from your List. Student Monitoring records should be deleted only if the student will not be attending your institution or the student was entered in error. Please do not DELETE a student simply to stop monitoring him or her. To complete this DELETE, please click CONFIRM." Below this message is a box containing the following student information:

SSN:	043-90-5190
First Name:	TANYA
Last Name:	LANGLAIS
Date of Birth:	01/15/1973
Enrollment Begin Date:	03/12/2002
Monitor Begin Date:	10/25/2001
Last Changed By:	PAT GERDES on 10/25/2001

At the bottom of the form is a "Confirm" button. The footer of the page includes a home icon and the text "PRIVACY ACT OF 1974 (AS AMENDED)".

Figure 9–6, Student Monitoring Delete Confirmation

The screenshot shows the NSLDS web application interface. At the top, there is a navigation menu with tabs for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, there are links for Transfer Monitoring List, Monitoring Alert Review, and School Transfer Profile. A status bar indicates the user is logged on as PAT GERDES from STATE TECH. The main heading is 'Transfer Monitoring List', followed by an information icon and the message 'Successfully deleted.'. Below this is a button labeled 'Add Student to Monitoring List'. A search and filter section contains fields for 'Sort By' (set to Name), 'Display Only' (SSN, Last Name, Enrollment Begin Date, Monitor Begin Date, Last Changed By), and a 'Retrieve' button. At the bottom, there is a table with three student records and a footer with a home icon and the text 'PRIVACY ACT OF 1974 (AS AMENDED)'.

	SSN	Name	DOB	Enrollment Begin Date	Monitor Begin Date	Last Changed By
1	561-49-1551	MAXWELL KLINGER	09/04/1932	03/12/2002	10/25/2001	PAT GERDES 10/25/2001
2	003-09-5190	SUSIE SMITH	01/15/1973	03/12/2002	10/25/2001	PAT GERDES 10/25/2001
3	043-86-5256	MAXWELL SHEFFIELD	01/02/1958	03/12/2002	10/25/2001	PAT GERDES 10/25/2001

Figure 9–7, Transfer Student Monitoring List After Delete

9.3 Monitoring Alert Review

The Monitoring Alert Review page (Figure 9–8) lists all transfer students on a school’s Transfer Student Monitoring List to which changes have been reported and allows you to review the changes.

How to interpret the Monitoring Alert Review information

The Monitoring Alert Review information is defined as follows:

- **Monitoring Results as of**—The date on which the Transfer Student Monitoring Process last ran.
- **SSN**—The student’s Social Security Number.
- **Name**—The first and last name of the student.
- **DOB**—The student’s date of birth.
- **Change**—The type of change reported on the student’s record:
 - *Loan*—If new information was reported on a student’s loan, a link to the Loan Detail page for the student displays.
 - *Pell*—If new information was reported on a student’s Pell Grant, a link to the Pell Grant History page for the student displays.
- **Reviewed**—Indicates to other users at your school that this information was reviewed. Clicking the check box and then clicking Submit indicates that you have reviewed the change immediately to the left of the box. The check boxes determine whether the change information is listed in the top section of the list or the section following (that is, check boxes without check marks appear at the top of the list).
- **Date Alerted**—The date on which the NSLDS alerted the school of the change to the student’s record.
- **Enrollment Begin Date**—The date on which the school reported that the student is expected to, or did begin classes at the school.
- **Monitor Begin Date**—The date on which the NSLDS began monitoring the student.

NSLDS

Menu Aid Enroll Org Report Tran

Transfer Monitoring List | Monitoring Alert Review | School Transfer Profile

Logged on as: Pat Gerdes from STATE TECH

Monitoring Alert Review

Monitoring Results as of: 12:00:00 AM

Sort By: -Select-

Display Only: SSN: Last Name: Date Alerted: (MMDDCCYY) Enrollment Begin Date: (MMDDCCYY)

Loans Only Pells Only

Retrieve

SSN	Name	DOB	Change	Reviewed	Date Alerted	Enrollment Begin Date	Monitor Begin Date
137-02-7728	MALKA CROSBY	07/10/1973	Pell	<input type="checkbox"/>	10/25/2001	07/06/2002	10/25/2001
043-90-5190	TANYA LANGLAIS	01/15/1973	Loan	<input type="checkbox"/>	10/01/2001	03/10/2002	07/18/2001
			Loan	<input type="checkbox"/>	10/01/2001	03/10/2002	07/18/2001
043-86-5256	MAXWELL SHEFFIELD	01/02/1958	Loan	<input type="checkbox"/>	10/25/2001	06/06/2002	10/25/2001
			Pell	<input type="checkbox"/>	10/25/2001	06/06/2002	10/25/2001

Submit

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Figure 9–8, Monitoring Alert Review

How to use Sort By and Display Only

To use Sort By and Display Only at the top of the page (Figure 9–8):

1. In the **Sort By** list, click how the list should be sorted. The default sort is Non-reviewed records in alphabetical order by last name, then Reviewed records in alphabetical order by last name. Options include: Name, SSN, Alert Date, Enrollment Begin Date, Monitor Begin Date, Loan First, and Pell First.
2. In the **Display Only** boxes, type the information that you wish to view.
3. Click the **Loans Only** check box or the **Pells Only** check box to view only one type of Alert information.
4. Click **Retrieve** to view the sorted/filtered list.

How to review changes on a loan or Pell Grant

To review changes on a loan or Pell Grant under the Change column on the Monitoring Alert Review page (Figure 9–8):

1. Click the **Loan** link, if applicable, to view the changes on the Loan Detail page (Figure 9–9).



Menu
Aid
Enroll
Org
Report
Support





[Loan History](#) | [Overpayment History](#) | [PELL Grant](#) | [Student Access Interface](#)

Logged on as: SAMUEL P BRUTCHER from [Department of Education Region 0](#)

Return To Loan History

RICHARD A SOSA
 SSN: 505.30-1060 DOB: 01/01/1900

? Details for Loan ?

Loan Type:	PU - FEDERAL PERKINS		
Loan Period Start:	01/01/1987	Academic Level:	N
Loan Period End:	06/30/1987	Data Provider Loan ID:	N/A
Date Entered Repayment:	06/01/1992	Separate Loan Ind:	N/A
Borrowed at OPEID:	00266400	Interest Rate:	5.00%
Borrowed at Name:	WESTERN NEW MEXICO UNIVERSITY		

? Amounts for Loan ?

	Date	Amount
Loan:	06/09/1987	\$625
Outstanding Principal Balance:	03/31/1998	\$609
Outstanding Interest:		N/A
Other Fees:		\$0

? Activities for Loan ?

Action Date	Amount
Disbursements	
06/09/1987	\$625

? Status Changes for Loan ?

Date Changed	Status
04/07/1998	DU : DEFAULTED, UNRESOLVED

? Claim Details for Loan ?

	Date	Cumulative Amount	Reason Code	Date Paid	Rate Code	Ind. of Rehab.
Insurance Claim Payment:	N/A	N/A	N/A			
Insurance Claim Refund:	N/A	N/A				
Reinsurance Claim Payment:	N/A	N/A	N/A	N/A	N/A	
Bankruptcy Claim Refund:	N/A	N/A				
Supplemental Reinsurance Payment Request:	N/A	N/A				
Repurchase:	N/A	N/A				N/A

? Collection Details for Loan ?

	Date	Cumulative Principal Amount	Cumulative Interest Amount
TOP:	N/A	N/A	N/A
Collection:	N/A	N/A	N/A

? Guaranty Agency / Lender / Servicer Agent History

Start	End	Code	Name
Servicer Agent			
01/01/1987	CURRENT	00266400	WESTERN NEW MEXICO UNIVERSITY

🏠
 PRIVACY ACT OF 1974 (AS AMENDED)

Figure 9–9, Loan Detail

- Click the **Pell** link, if applicable, to view the changes on the Pell Grant History page (Figure 9–10).

NSLDS Menu Aid Enroll Org Report Tran

Loan History | Overpayment History | **Pell Grant** | Student Access Interface

SSN: [] First Name: [] DOB: [] (MMDDCCYY) Retrieve

Logged on as: SAM GLASER from [TEXAS TECH UNIVERSITY](#)

JOHN F MC LENNAN
SSN: 562-89-1143 DOB: 5/29/1980

Student is on your school's Transfer Monitoring List.

Student Monitoring Detail

Pell Grant History

Award Year	Scheduled Amount	Award Amount	Disbursed Amount	Remaining Amount	% Scheduled Used	As of Date	Tran
1997 - 1998	\$1,200	N/A	\$888	\$312	100.00	8/15/1997	02
	CALIFORNIA STATE UNIVERSITY, FU 00113700 +		Disb. Post Date: N/A	EFC: 16	Ver. Flag: N		

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Figure 9–10, Pell Grant History

- To return to the Monitoring Alert Review page (Figure 9–8), click the **Back** button on your Internet Explorer or Netscape browser.
- On the Monitoring Alert Review page (Figure 9–8), click the corresponding check mark box on the right under the Reviewed column to indicate that you reviewed the changes for the loan or Pell Grant.
- Click **Submit**.

Notes:

- The check boxes without check marks appear at the top of the list. After reviewing changes and clicking Submit, the list changes order.
- Clicking the link in the Change box does not automatically place a check mark in the Reviewed box. To place a check mark in the Reviewed box when reviewing online, you must manually click it and then click Submit.
- If the school designated that Alerts be sent by Web and Batch, those records sent in the Alert batch file automatically have check marks in the Reviewed boxes.

- The Monitoring Alert Review page can be viewed without accessing the student's record to view the change reported. The Batch Alert file cannot be viewed without reviewing the change information because it is the batch file.

9.4 School Transfer Profile Add

The School Transfer Profile Add page (Figure 9–11) allows a **first-time user** to add School Transfer Profile information. You must complete this page before submitting your first Inform information.

To change or update information on your school’s transfer profile, you must use the School Transfer Profile Update page.

How to add a School Transfer Profile

To add a School Transfer Profile:

1. In the **First Name** box, type the first name of the school’s contact.
2. In the **Last Name** box, type the last name of the school’s contact.
3. In the **Title** box, type the title of the school’s contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school’s contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages, which could be set up at the school as a group e-mail.
6. In the **Inform** box, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office (Optional)**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. In the **Inform (Is this your Servicer for Transfer Student Monitoring?)** check box, click to indicate **Yes** or **No**.
8. In the **Alert** check box, click how you want your school’s Alert information to be sent (**Web Only** or **Web and Batch File**). If you click Web and Batch File, type the TG number in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box.
9. In the **Alert (Is this your Servicer for Transfer Student Monitoring?)** check box, click to indicate **Yes** or **No**.
10. In the **Batch Alert Method** check box, click an Alert format: **Extract** or **Report**. Extract indicates that you want Alerts as a data file; Report indicates you want the Alerts in a report format. If you clicked Web Only as the Alert, leave the Extract and Report check boxes blank.

11. Click **Submit**.

When adding a School Transfer Profile, keep in mind the following:

- After the School Transfer Profile has been added, your name and the date appear on the School Transfer Profile page in Last Update By.
- If you attempt to add a student to your school’s Transfer Student Monitoring List via batch file before completing this page, NSLDS sends back an error file. If you attempt to add a student to your school’s Transfer Student Monitoring List via this Web site before completing this page, you are re-directed to this page.
- This page only displays once. After this page is completed, use the School Transfer Profile Update page to make any updates.

The screenshot shows the NSLDS web interface for adding a School Transfer Profile. At the top, there is a navigation menu with links for Menu, Aid, Enroll, Org, Report, and Tran. Below the menu, there are links for Transfer Monitoring List, Monitoring Alert Review, and School Transfer Profile. The user is logged in as SAM GLASER from ORANGE COAST COLLEGE. The main heading is 'School Transfer Profile Add'. The form contains the following fields and options:

- First Name:
- Last Name:
- Title:
- Phone: Ext:
- E-Mail:
- Designated Batch:
- Inform: SAIG Mailbox for School, Servicer or Central Administration Office (Optional):
- Is this your Servicer for Transfer Monitoring? Yes No
- Alert: Web Only Web and Batch File
- SAIG Mailbox for School, Servicer or Central Administration Office:
- Is this your Servicer for Transfer Monitoring? Yes No
- Batch Alert Method: Extract Report
- Submit:

Figure 9–11, School Transfer Profile Add

9.5 School Transfer Profile

The School Transfer Profile page (Figure 9–12) displays information about the school contact for the Transfer Student Monitoring process. It shows how the school is set up to submit Inform files and receive Alert notifications. This information is provided and updated by school users and must be completed prior to submitting the school’s first Inform.

How to update the School Transfer Profile

To update the School Transfer Profile information:

1. Click **Update** at the top of the page.
2. The School Transfer Profile Update page displays.

How to interpret the School Transfer Profile

The School Transfer Profile information is defined as follows:

- **First Name**—The first name of the school’s contact.
- **Last Name**—The last name of the school’s contact.
- **Title**—The title of the school’s contact.
- **Phone**—The phone number of the school’s contact.
- **Ext**—The phone number extension of the school’s contact.
- **E-Mail**—The e-mail address provided by the school to receive Alert notification messages, which could be set up at the school as a group e-mail.
- **Inform**—The designated batch SAIG mailbox for the School, Servicer, or Central Administration Office. This may appear blank if the user is not using a batch interface (via the SAIG mailbox) and only wishes to use the Web. For example, many smaller schools do not have a batch interface and only use the Web.
- **Transfer Student Monitoring Servicer**—The servicer that is responsible for receiving and/or sending the Transfer Student Monitoring information for a school. This indicates whether the school uses (‘Yes’) or does not use (‘No’) a Transfer Student Monitoring Servicer.
- **Alert**—Indicates how the school requested its Alert to be sent (Web Only or Web and Batch).

- **SAIG Mailbox**—The designated SAIG mailbox for Alerts. A TG number displays, which indicates that the school has designated Web and Batch as its output option for Alerts. This appears blank if the school designated Web Only.
- **Batch Alert Method**—If the school requested Web and Batch alerts, in addition to providing a SAIG mailbox number, the school must select an Alert format. Extract indicates that the school requested the Alerts as a data file; Report indicates that the school requested the Alerts be in a report format. If this text box is not present, the school designated Web Only.
- **Last Update By**—The name of the user who last updated the school’s Transfer Profile, and the date of the update.

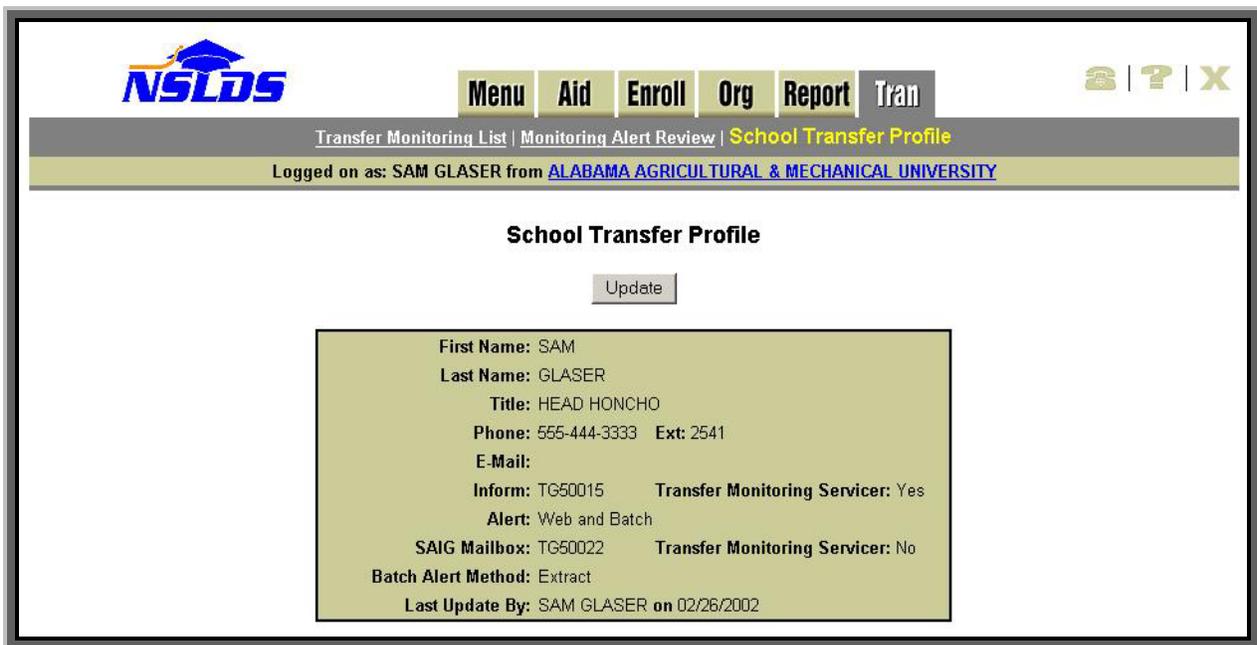


Figure 9–12, School Transfer Profile

9.5.1 School Transfer Profile Update

The School Transfer Profile Update page (Figure 9–13) allows you to update the School Transfer Profile information.

How to update the School Transfer Profile

To update the School Transfer Profile:

1. In the **First Name** box, type the first name of the school's contact.
2. In the **Last Name** box, type the last name of the school's contact.
3. In the **Title** box, type the title of the school's contact.
4. In the **Phone** and **Ext** boxes, type the phone number and extension of the school's contact.
5. In the **E-Mail** box, type the e-mail address designated to receive Alert notification messages, which could be set up at the school as a group e-mail.
6. In the **Inform** box, type the TG number for the **Designated Batch SAIG Mailbox for School, Servicer, or Central Administration Office (Optional)**. You may leave this blank if you are not using the batch interface (via the SAIG mailbox) and only wish to use the Web.
7. In the **Inform** (Is this your Servicer for Transfer Student Monitoring?) check box, click to indicate **Yes** or **No**.
8. In the **Alert** check box, click how you want your school's Alert information to be sent (via **Web Only** or **Web and Batch File**). If you click Web and Batch File, type the TG number in the **SAIG Mailbox for School, Servicer, or Central Administration Office** box.
9. In the **Alert** (Is this your Servicer for Transfer Student Monitoring?) check box, click to indicate **Yes** or **No**.
10. In the **Batch Alert Method** check box, click an Alert format: **Extract** or **Report**. Extract indicates that you want Alerts as a data file; Report indicates you want the Alerts in a report format. If you clicked Web Only as the Alert, leave the Extract and Report check boxes blank.
11. Click **Submit**.

In Last Update By, the name of the user who last updated the School Transfer Profile and the date of the last School Transfer Profile update appear.

The screenshot shows the NSLDS 'School Transfer Profile Update' form. At the top, there is the NSLDS logo and navigation tabs: Menu, Aid, Enroll, Org, Report, Tran. Below the tabs, there are links for Transfer Monitoring List, Monitoring Alert Review, and School Transfer Profile. The user is logged in as SAM GLASER from MODESTO JUNIOR COLLEGE. The form title is 'School Transfer Profile Update'. On the left, there is a 'Return To School Transfer Profile' link. The form fields are: First Name: SAM, Last Name: GLASER, Title: GRAND PEON, Phone: 555-444-3333, Ext: (empty), E-Mail: (empty). The 'Inform' section includes 'Designated Batch', 'SAIG Mailbox for School, Servicer or Central Administration Office (Optional): (empty)', and 'Is this your Servicer for Transfer Monitoring?' with Yes and No radio buttons. The 'Alert' section includes 'Web Only' (checked), 'Web and Batch File' (unchecked), 'SAIG Mailbox for School, Servicer or Central Administration Office: (empty)', and 'Is this your Servicer for Transfer Monitoring?' with Yes and No radio buttons. The 'Batch Alert Method' section includes 'Extract' and 'Report' checkboxes. At the bottom, it says 'Last Update By: SAM GLASER on 03/12/2002' and a 'Submit' button.

Figure 9–13, School Transfer Profile Update

