

SSCR CERTIFICATION

To: SSCR – NSLDS Administrator: _____

Attached you will find the most recent NSLDS SSCR roster for your school. The purpose of this report is to update the enrollment status of your current and former students with the National Student Loan Data System. Before completing the SSCR please carefully read the following:

1. Please update the enrollment status and you must provide the effective date of the enrollment status. The valid enrollment status codes are as follows:

F = Full-time*
H = Half-time or more, but less than full-time*
L = Less than half time*
X = Never attended
Z = No record found on this student
D = Deceased*
A = Approve leave of absence*
G = Graduated
W = Withdrawn*

*** The effective date must be entered!**

The effective date is very important and must be updated as appropriate. If a student's projected completion date is not correct this must be corrected also. Please indicate any changes to the completion date by merely providing the date in the mo/day/yr format. Complete detailed instructions are available on the BEN website, under library of forms.

2. Please verify the student's date of birth, which appears above the anticipated completion date. If it is incorrect please provide the correct date.

3. Please use a Blue or Red ballpoint pen when completing the report.

I certify that the information reported on the SSCR student forms is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Certification Date: _____

School Name: _____

Important Note: You must maintain a copy of this report at your school per U.S. Dept. of Education regulations. After completion, please photocopy the report and mail the original report and this certification page to The Boston Educational Network within 10 days.

**Mail to: The Boston Educational Network
399 US Highway 4 Suite B
Barrington, NH 03825**