Teacher Cancellation Low Income Directory Data Provider Guide

Contents

Background Information

This guide provides an orientation to the Teacher Cancellation Low Income Directory (TCLI) website and data provision process for those serving as the TCLI contact for their state or territory.

Each July, an email is sent to the state and territory contacts to notify them that the Department of Education (the Department) is now accepting TCLI Directory updates for the current school year.

Effective March 2018, the TCLI Directory transitioned to the Student Loans.gov website, and as of December 2019 all content on StudentLoans.gov became consolidated under the Studentaid.gov website (https://studentaid.gov/). The TCLI Directory can be found at studentaid.gov/tcli.

The TCLI Directory

Under sections 428J and 460 of the Higher Education Act of 1965, as amended, eligibility requirements for teachers to receive loan cancellation or forgiveness under the Federal Perkins Loan (Perkins Loan) Program, the Federal Family Education Loan (FFEL) Program, and the William D. Ford Federal Direct Loan (Direct Loan) Program include that they must teach at a school or educational service agency (ESA) serving low-income families that is listed in the TCLI Directory. In addition, teaching at a low-income school or ESA listed in the TCLI Directory is one of the requirements for satisfying the service obligation under the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. If a state or territory does not update its list of low-income schools and ESAs, Perkins Loan, FFEL, and Direct Loan borrowers, and TEACH Grant recipients,who teach in the state may not receive federal program benefits to which they may otherwise be entitled.

The Department provides authorized state officials the ability to provide updates to the list of schools and ESAs that serve low-income families at any time.

Instructions explaining how state and territory officials update the TCLI Directory, as well as examples of how the public uses the TCLI Directory, are included in this guide.

We appreciate your efforts to keep the TCLI Directory current so that student borrowers can receive these important benefits.

Contact Information

We hope this information is helpful to you. If you have additional questions about the TCLI Directory requirements or procedures, you may email your questions to the TCLI mailbox at TCLI@ed.gov.

How to Register a New State/Territory Data Provider

In order to provide TCLI data to the Department, an agency must first register and provide contact information using the Teacher Cancellation Low Income Director Data Collection form (OMB No. 1845-0077). A copy of the form is included in Appendix A of this guide.

The person or persons who will provide the agency's TCLI data to FSA must complete, sign, and send a copy of the form to TCLI@ed.gov. The contact persons will receive a confirmation email that the form has been received.

Updating the State Contact Info

If your state agency's contact information needs to be updated, please follow the instructions above for registering a data provider.

Updating/Submitting the TCLI Directory Data

Your state's TCLI Directory must be updated each year with all low-income schools and ESAs for that year. Please note that *the prior year list does not roll over into the new year*.

To submit TCLI data, email the spreadsheet to the TCLI mailbox at TCLI@ed.gov. Carefully review the next section for guidance about the file format requirements.

You may update existing data or submit new TCLI data to be uploaded for any year, at any time.

Note: When providing updates to existing data that has already been uploaded to the website, a new spreadsheet containing ALL schools for the specified year must be provided. The data on the spreadsheet must be modified as needed, and the updated file will overwrite the existing data for that year. *FSA cannot add, edit or delete schools or ESAs individually.*

Suggested spreadsheet data file naming convention: In order to maintain clarity in the name of a file and to keep track of updates, we suggest using the following naming convention: TCLI-[State]-[Year]_[mmddyyyy]

> **Example:** If the Missouri Department of Education is submitting a TCLI data file for 2022 on February 6, 2023, the .xls spreadsheet file name would be:
> TCLI-MO-2022_02062023.xls

Formatting TCLI Directory Data for Submission

For the current file format, click on "TCLI Directory Upload Template" on the TCLI website (https://studentaid.gov/tcli/), at the bottom of the box labeled "For State and U.S. Territory Education Agency Staff".

The file submitted for upload must contain the same column headers, exactly as they are provided on the template. When using a file that did not originate from the template, FSA recommends copying and pasting the headers from the template directly onto your spreadsheet.

TCLI Directory File Upload Field Descriptions:

Column	Field Name	Field Description	Data Type	Data Description
A	State	State Code Example: KY for Kentucky	Alpha Only	• Must use the 2-character US Postal abbreviation for the State or Territory
B	Year	School Year Use the beginning year of the school year. Examples: When providing data for the 2020-2021 year, use 2020; when providing data for the 2021-2022 year, use 2021; etc. Only one year may be submitted per spreadsheet file.	Numeric	• Must be 4 digits • The only acceptable years are 1997 through the current year
C	School or Educational Service Agency Name	School or ESA name	Alpha Numeric Text	• Cannot be blank • Cannot be more than 100 characters
D	Location	Different states identify locations differently. Most use either the county or county/district.	Alpha Numeric Text	• Cannot be blank • Cannot be more than 100 characters.
E	School Type	List school level type, per state definition. Accepted designations include "Elementary", "Secondary", or "both".	Alpha Numeric Text	• Can be blank • Cannot be more than 100 characters.
F	Grade(s)	Examples: • Grade range kindergarten through 5th grade: K-5 • Split grade ranges kindergarten and 5th grade: K,5 • Combination range and split: • Pre-K, 2-5, 7-9	Alpha Numeric Text	• Cannot be blank • Cannot be more than 25 characters • Cannot have single or double quotes
G	Percent	Percentage of children enrolled in the school who are counted	Numeric	• Digits only • Do not enter percent sign

		under Section 1124 of the Elementary and Secondary Education Act (ESEA) (must *exceed* 30 percent of the total enrollment of the school)		• Up to 10 digits after the decimal • Examples: 30.0001 100.0 • Must be greater than 30.0 but less than or equal to 100.0

Example TCLI Directory Spreadsheet:

State	Year	School or Educational Service Agency Name	Location	School Type	Grade(s)	Percent
VA	2018	Rocky Run Elementary	Hudson/New Valley	Elementary	1-2, 4-5	79.4
VA	2018	Robert Frost Elementary	Palm Sprints Unified	Elementary	Pre-K	100.0

Note: only 2 rows shown.
Reminder: When a spreadsheet is submitted to FSA for upload, it must contain all schools for the year. The file will overwrite all existing data for that year. For providing updates and/or additions to a state's list of schools, modify the data in the file and/or add additional schools before submitting the updated file to FSA.

How the Public Uses the TCLI Directory

The TCLI Directory is available to the public on the StudentAid.gov website at https://studentaid.gov/tcli/. The public can use the website to search for school and ESAs by state and year, download an XLS file of the TCLI Directory for a selected state and year, and look up the TCLI contact information for their state or territory.

The public display of TCLI data includes the School or ESA name, grade range, school type, location, and year. The percentage of low-income students served is not displayed to the public.

State Contact Information

By clicking on the **State Contact Information** link on the TCLI home page, the public can view the listing of all of the state/territory contacts for the TCLI Directory.

Note: Only the Primary Contact, as provided on the Data Provider Registration Form, will be listed on the StudentLoans.gov website for public viewing. Secondary Contact information will not be listed.

Directory Search

By clicking on the **Search** button under the Directory Search option on the home page, the public can search for schools and ESAs listed in the TCLI Directory by selecting a state and year. They may also attempt to narrow their search by entering a school or ESA name or location, however, results will not return unless the criteria entered is an exact match.

The schools and ESAs are listed in alphabetical order.

Export to XLS

Public users can choose to export the results of their TCLI Directory search to an XLS spreadsheet.

The public display of TCLI data includes the School or ESA name, grade range, school type, location, and year. The percentage of low-income students served is not displayed to the public.

Appendix A – Teacher Cancellation Low Income (TCLI) Directory Data Collection Form (OMB No. 1845-0077)

Teacher Cancellation Low Income (TCLI) Directory
Data Collection

OMB No. 1845-0077
Expires: Under Review

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1845-0077. Public reporting burden for this collection of information is estimated to average 120 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Responding to this collection is mandatory in accordance with the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244 Sec. 424) and the Higher Education Opportunity Act of 2008 (Pub. L. 110-315). If you have comments or concerns regarding the status of your individual submission of this form, please email TCLI@ed.gov.

TCLI Data Provider Registration

Instructions:

1. The person or persons who will provide TCLI data to Federal Student Aid (FSA) must complete page 2 of this form.

    TCLI data will only be accepted for uploading if provided by the primary or secondary contact appointed for your state or territory. *FSA will not accept TCLI data sent from any other source.*

    Only a primary contact is required. A secondary contact is optional.

    The primary contact information will be made available to the public on the TCLI website at studentaid.gov/tcli. The secondary contact will not be listed on the TCLI website, but will serve as an approved provider of TCLI data and a back-up contact for FSA.

2. Send the completed and signed form to TCLI@ed.gov.

3. Confirmation of receipt will be provided via email to the contact(s).

4. If any of the information on page 2 is updated, it must be submitted via this form and and sent to TCLI@ed.gov.

Agency Information

State *(required)*:	
Agency Name *(required)*:	
Agency Address *(Line1 (required))*:	
Agency Address *(Line2)*:	
City *(required)*:	
State *(required)*:	
Zip Code *(required)*:	

Primary Contact
(Primary Contact information will be viewable on the TCLI website)

First Name: *(required)*	
Last Name: *(required)*	
Title: *(required)*	
Phone No.: *(required)*	
Email Address: *(required)*	
Primary Contact Signature: *(required)*	

Secondary Contact *(optional*)*
* please provide a secondary contact if another person from your agency may provide TCLI data to FSA

First Name:	
Last Name:	
Title:	
Phone No:	
Email Address:	
Secondary Contact Signature:	