

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
OKLAHOMA TUITION AID GRANT PROGRAM  
AWARD CLAIM  
TEXT FILE DATA RECORD LAYOUT  
2024-2025**

Note: Detailed Information on Reporting Requirements Is Presented Following The Record Layout Information.

Field No.	Position	Field Name	Data Type	# of Bytes	Format	Allowable Values
1	1	Semester	Text	1		F = Fall S = Spring U = Summer
2	2-10	SSN	Text	9		Social Security Number – <b>Nine Digits</b>
3	11-45	Student First Name	Text	35		First Name
4	46-60	Student Middle Name	Text	15		Middle Name
5	61-95	Student Last Name	Text	35		Last Name
6	96-97	ISIR Transaction Number	Number	2	2v0	ISIR transaction number that corresponds with the data used to determine the student’s 2024-2025 financial aid eligibility  Use a leading zero if the ISIR transaction number is less than 10
7	98-103	SAI	Number	6	6v0	<b>SAI</b> used to determine the student’s 2024-2025 financial aid eligibility
8	104-105	Enrollment Status	Text	2		FT = Full-time PT = Part-time (at least ½ time) LT = Less than ½ time
9	106-112	Award Amount	Number	7	7v0	Payment Period Amount
10	113	Resident due to Military Status	Text	1		♦ <b>Enter “Y” only if the student qualifies for in-state status and financial aid AND did not list Oklahoma as the “state of legal residence” on the FAFSA.</b> ♦ All other OTAG eligibility criteria must be met.
11	114-122	Student ID	Text	9		<b>Optional: Enter your school’s assigned student identifier for this student. Enter the data left-justified and blank fill to end of record if necessary. Also, please blank fill if you do not need or want this to appear on your disbursement roster.</b>

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**Award Claim**

It is the institution's responsibility to ensure that any student submitted on their completed Award Claim is **currently enrolled and meets all of the OTAG eligibility criteria at the time the claim is submitted**. A complete list of eligibility requirements is provided at <https://okhighered.org/admin-fac/finaidresources/>.

**Award Claim Instructions (Text File):**

To request OTAG funds for their eligible students, the institution must submit the students' names, social security numbers and other required qualifying information to OTAG on an Award Claim.

**1. Create your own text file using the text file data record layout. Please use the naming standard (e.g. xxxMMDDYYYYacfi.txt).**

- ◆ **xxx** is your institution's three-letter OTAG reports code, Use an abbreviation for the school. Please be consistent.
- ◆ **MMDDYYYY** is the date of the report, and
- ◆ **acfi** represents Award Claim Form "inbound" (sent from the institution to OTAG).
- ◆ Adhering to this specific naming format will assist OTAG staff and will be appreciated.

**2. Import Student Data.**

By including a student on an Award Claim, the institution is certifying that **at that time** the student meets all eligibility requirements and qualifies for the immediate disbursement of OTAG funds.

- ◆ Under no circumstance is it appropriate to claim funds for a student before determining if they meet all eligibility requirements.
- ◆ The Award Claim text file is in ASCII fixed width format with a logical record length of 122 bytes.
- ◆ All numeric and currency fields are right justified.
- ◆ Fields 1,2,3,5,6,7,8 and 9 are mandatory data fields, and student records submitted without data in any one of these fields will be rejected by OTAG.
- ◆ Fields 10, and 11 should be blank (spaces) unless the condition described in the field information applies to the student.
- ◆ The Semester field (Field #1) must be provided to distinguish if the Award Claim is for the fall, spring or summer semester and must be the same for all students reported on the same Award Claim.
- ◆ **The Enrollment Status field (Field #8)** should reflect the student's current semester enrollment status.
  - **Please enter FT for full-time, PT for at least ½ time and LT for less than ½ time.** These statuses are defined in accordance with the current definition for enrollment statuses for federal Title IV student financial aid eligibility.
  - Funds will be issued according to your confirmation of the student's FT, PT or LT status.
  - No values other than FT, PT or LT are allowed in this field, and reports containing any other values in this field will not be accepted for processing.
  - It is important that institutions accurately report each student's enrollment status **EVEN IF YOUR STUDENTS RECEIVE THE SAME AWARD AMOUNT FOR FT, PT or LT STATUS.**
  - If the request for funds for a student is for a supplemental amount, the enrollment status that is accurate for the student at the time of the supplemental request must be entered in this field.

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- ◆ **The Award Amount field (Field #9):** indicates the amount of funds being requested as a payment period disbursement. The minimum award amount is \$200 (\$100 per semester). If an amount less than \$100 is requested in this field, the request for funds will be denied by OTAG.
- ◆ **Award due to Military Status (Field #10):** An entry (Y) in this field indicates that the added student qualifies for in-state status and financial aid as a full-time active duty member of the armed forces or dependent of a full-time active duty member of the armed forces. Legislation now extends in-state status to certain veterans, spouses and dependent children as well. ROTC participants are also now eligible for in-state status. This entry is necessary only for students that have indicated a “state of legal residence” other than Oklahoma on the FAFSA. **The student must meet all other OTAG eligibility criteria.**
- ◆ **Student ID (Field #11):** This space is being provided for the school’s convenience in identifying students using the school-assigned student identifier. If you enter this identifier in these positions, the entry will appear on the subsequent disbursement roster to assist schools with identifying and disbursing funds. **Its use is optional; however, space should be added to the file to make the record 122 positions in length.**
- ◆ Refer to the O-SAFE Instructions for information regarding delivery of your file. O-SAFE instructions are available via e-mail request to [reports@otag.org](mailto:reports@otag.org) .
- ◆ OTAG will process the Award Claim and adjust individual student records in the OTAG database according to the school's confirmations.
- ◆ OTAG will contact the institution regarding any students reported on the Award Claim for whom funds cannot be issued based on the information provided.
- ◆ **Authorized Institutional Representative:** The Award Claim Form must be submitted by an authorized institutional representative for the OTAG program as designated by the president or chief executive officer of the institution. A signed and dated transmittal form must be submitted with each Award Claim. Your institution’s transmittal form can be downloaded from <https://okhighered.org/admin-fac/finaidresources/>. Click on Award Claim Institution Text File Transmittal Forms, select your institution, and print the transmittal form. The completed and signed transmittal form can be faxed to 405.225.9392.

If you have questions or need additional information concerning the Award Claim, please contact the OTAG office at 405.225.9456 or toll-free at 800.858.1840 or send e-mail to [reports@otag.org](mailto:reports@otag.org).