

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION OKLAHOMA TUITION AID GRANT PROGRAM DISBURSEMENT REPORT TEXT DATA RECORD LAYOUT

Note: Detailed information on reporting is presented following the Record Layout information.

Field No.	Position	Field Name	Data Type	# of Bytes	Format	Allowable Values
1	1	Record Type	Text	1		D=Data Record
2	2-10	SSN	Number	9		Social Security Number
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	Enroll Status	Text	2		FT=Full-time PT=Part-time LT=Less than part-time
7	98-99	Enrollment Level	Text	2		UG=Undergraduate Graduates not eligible at this time.
8	100-106	Disbursement Amount	Currency	7	7v0	Whole Dollar Amount
9	107-115	School's Student ID	Text	9		School-Assigned Student ID (left justified)

- The Disbursement Report Text file is informational only. No response is required in text format. An Excel roster has been forwarded for your response.
- The file is sorted in alphabetical order.
- Only students identified in the current OTAG database as being “Ready to Disburse” as reported by the verifying institution.
- If using the OSRHE Secure Access File Exchange (O-SAFE) to download the Disbursement Report Text File, instructions for use of the O-SAFE site are available on request to reports@osrhe.edu.
- Enroll Status (Field #6) identifies the enrollment status the student’s disbursement amount is based on.
- Disbursement Amount (Field #8) reflects the disbursement amount based on the enrollment status and eligibility information reflected in the OTAG database at the time the Disbursement Report was generated.
- School’s Student ID (Field #9) is provided for the school’s convenience if it appears on the related award claim form. OTAG does not track or verify the school’s student ID in any way. If the ID is incorrect on a claim, it will appear incorrect on the corresponding disbursement report.
- If you have questions concerning the Disbursement Report, contact the OTAG office at (405)225-9456 or toll-free at (800)858-1840, or send emails to reports@osrhe.edu.