

**Postsecondary Institution Dual Enrollment Scholarship Reimbursement Request Report (RRR) File Layout  
Effective July 1, 2021**

**File Naming Convention: {batch date-YYYYMMDD}SAIRRR{PSI}T{Term Identifier}.txt** (ex: 20210830SAIRRR999T1.txt)

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
1	3 Digit DOE Institution Code	1-3	3	Numeric	Required	999	012	
2	Academic Year	4-11	8	Numeric	Required	YYYYYYYY	20212022	
3	Term Identifier	12	1	Numeric	Required	9	1, 2, 3, 4, or 6	6 = Summer 2022 Funding;
4	Social Security Number / Unique Student Identifier	13-21	9	Alphanumeric	Required	"999999999" or "P999999999"		
5	Date of Birth	22-29	8	Date	Required	MMDDYYYY	05172001	
6	Last Name	30-59	30	Alpha	Required	X(30)	Smith	Only "A-Z" and "-" allowed
7	First Name	60-89	30	Alpha	Required	X(30)	John	Only "A-Z" and "-" allowed
8	MI	90	1	Alpha	Optional	X	A	
9	Ethnicity	91	1	Alpha	Required	X	<b>A</b> =Asian, <b>B</b> =Black or African American, <b>H</b> =Hispanic or Latino, <b>I</b> =American Indian or Alaska Native, <b>M</b> =Multiracial <b>N</b> =Native Hawaiian or Other Pacific Islander, <b>O</b> =Other, <b>U</b> =Unknown <b>W</b> =White	
10	Gender	92	1	Alpha	Required	X	<b>F</b> =Female <b>M</b> =Male <b>U</b> =Unknown	
11	Number of Hours Enrolled	93-96	4	Numeric	Required	9999	0012	Leading zeroes
12	Program Code	97-106	10	Alpha	Required	X(10)	DES	

13	Disbursement Code Value	107-111	5	Alphanumeric	Required	X(5)	D00 (see complete list below)	<b>D01</b> = Adjustment
14	Instructional Material Cost	112-117	6	Numeric	Required	9(9)V99	100000 (implied decimal equates to 1000.00)	
15	Total Disbursed Amount	118-128	11	Numeric	Required	9(9)V99	100000 (implied decimal equates to 1000.00)	
16	Eligibility Determination Date	129-136	8	Date	Required	MMDDYYYY	08152021	
17	Student High School Type	137-138	2	Alpha	Conditionally Required when Program Code=DES	X(2)	High School Type: PU = Public PR = Private HE = Home Education Program	
18	District Number	139-140	2	Numeric	Required	99	01 (see complete list of Districts below)	
19	High School Number	141-144	4	Numeric	Required	9999		

20	Course Identification Number 1	145-152	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
21	Course Identification Number 2	153-160	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
22	Course Identification Number 3	161-168	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
23	Course Identification Number 4	169-176	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
24	Course Identification Number 5	177-184	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
25	Course Identification Number 6	185-192	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
26	Edit Code 1	193-195	3	Alphanumeric	Optional	X(3)	E10 (see complete list below)	
27	Edit Code 2	196-198	3	Alphanumeric	Optional	X(3)	E11 (see complete list below)	
28	Edit Code 3	199-201	3	Alphanumeric	Optional	X(3)	E12 (see complete list below)	
29	Edit Code 4	202-204	3	Alphanumeric	Optional	X(3)	E13 (see complete list below)	
30	Edit Code 5	205-207	3	Alphanumeric	Optional	X(3)	E14 (see complete list below)	
31	Filler 2	208-210	3	Alphanumeric	Optional	X(3)	Space	
32	Cost Override Code	211-213	3	Alphanumeric	Optional	X(3)	O26 (see complete list below)	
33	Filler 3	214-216	3	Alphanumeric	Optional	X(3)	Space	
34	Filler 4	217-219	3	Alphanumeric	Optional	X(3)	Space	
35	Filler 5	220-222	3	Alphanumeric	Optional	X(3)	Space	
36	Filler 6	223-225	3	Alphanumeric	Optional	X(3)	Space	
37	Course Identification Number 7	226-233	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
38	Course Identification Number 8	234-241	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	

39	Course Identification Number 9	242-249	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
40	Course Identification Number 10	250-257	8	Alphanumeric	Required	X(8)	DES Course Code: CHEM1020	
41	OSFA Internal Use	258-288	31	Alphanumeric	Conditional – Required on download. OSFA will provide.	X(31)		1st nine characters contain PERSON_ID when downloading. For matching purposes on upload.
42	Course Name 1	289-318	30	Alphanumeric	Required	X(30)	DES Course Name: Introductory Chemistry II	
43	Course Name 2	319-348	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
44	Course Name 3	349-378	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
45	Course Name 4	379-408	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
46	Course Name 5	409-438	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
47	Course Name 6	439-468	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
48	Course Name 7	469-498	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
49	Course Name 8	499-528	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
50	Course Name 9	529-558	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	
51	Course Name 10	559-588	30	Alphanumeric	Required	X(30)	Introductory Chemistry II	

**Field Sequence #12, Program Code – Valid Codes**

<b>Program Code</b>	<b>Program Name</b>
<b>DES</b>	Dual Enrollment Scholarship Program

**Field Sequence #13, Disbursement Code Value - Valid Code Legend**

<b>Disbursement Code</b>	<b>Description</b>	<b>Program Codes</b>
C07	STUDENT IS DECEASED	ALL PROGRAMS
C97	NOT DISBURSED - OTHER REASON	ALL PROGRAMS
C99	FAEO - OTHERWISE ELIGIBLE (OE)	FSAG (ALL), FGMG, MMB
D00	DISBURSED	ALL PROGRAMS
D01	DISBURSED WITH ADJUSTMENT	ALL PROGRAMS
DER	DER/OSFA - USE ONLY TO CREATE A CENTRALIZED INITIAL DER OR AN EDITED DER	ALL PROGRAMS

**Field Sequence #18 District Codes**

<b>District Code</b>	<b>District Name</b>
01	Alachua
02	Baker
03	Bay
04	Bradford
05	Brevard
06	Broward
07	Calhoun
08	Charlotte
09	Citrus
10	Clay
11	Collier
12	Columbia
13	Miami-Dade
14	Desoto
15	Dixie
16	Duval
17	Escambia
18	Flagler
19	Franklin
20	Gadsden
21	Gilchrist
22	Glades
23	Gulf
24	Hamilton
25	Hardee
26	Hendry
27	Hernando
28	Highlands
29	Hillsborough
30	Holmes
31	Indian River
32	Jackson
33	Jefferson
34	Lafayette
35	Lake
36	Lee
37	Leon

<b>District Code</b>	<b>District Name</b>
38	Levy
39	Liberty
40	Madison
41	Manatee
42	Marion
43	Martin
44	Monroe
45	Nassau
46	Okaloosa
47	Okeechobee
48	Orange
49	Osceola
50	Palm Beach
51	Pasco
52	Pinellas
53	Polk
54	Putnam
55	Saint Johns
56	Saint Lucie
57	Santa Rosa
58	Sarasota
59	Seminole
60	Sumter
61	Suwannee
62	Taylor
63	Union
64	Volusia
65	Wakulla
66	Walton
67	Washington
68	Florida School for Deaf and Blind
71	Florida Virtual Campus
72	FAU Lab School
73	FSU Lab School
74	FAMU Lab School
75	UF Lab School
77	Community College Adult High School

**Field Sequence #26-30 Edit Codes & Messages**

<b>Code</b>	<b>Edit Messages</b>
E20	THIS DISBURSEMENT EXCEEDS YOUR INSTITUTION'S ANNUAL PROGRAM ALLOCATION
E23	DISBURSEMENT NOT ALLOWED PRIOR TO LAST DAY OF DROP/ADD FOR TERM
E24	ALREADY DISBURSED AT YOUR INSTITUTION
E25	{PSI NAME AND CODE} ALREADY DISBURSED STUDENT THIS TERM
E26	INVALID DISBURSED/NON-DISBURSED CODE USED FOR PROGRAM
E27	INVALID INSTITUTION CODE
E34	REQUIRED FIELDS MISSING OR INVALID
E62	AMOUNT REPORTED IS LESS THAN THE OSFA DISBURSEMENT CALCULATION -\$
E63	AMOUNT REPORTED IS GREATER THAN THE OSFA DISBURSEMENT CALCULATION

**Field Sequence #32 Cost Override Code**

<b>Code</b>	<b>Category</b>	<b>Description</b>
O26	COST	AWARD AMOUNT ADJUSTED UP OR DOWN