FLORIDA DEPARTMENT OF EDUCATION

Anastasios Kamoutsas
Commissioner of Education

OSFA-STATE: #25-26:12

MEMORANDUM

TO: Financial Aid Directors of Postsecondary Institutions Participating in State Scholarship and Grant Programs in Fiscal Year 2024-25

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: August 21, 2025

SUBJECT: **2025 Florida Legislative Financial Aid – Expanded Reporting Requirements**

The 2025 General Appropriations Act (GAA) proviso language includes the expanded reporting requirement to report financial aid data for the 2024-25 academic year. Below is the portion of GAA proviso language related to the expanded reporting requirements:

> *Institutions that received state funds in Fiscal Year 2024-2025 for student scholarships or grants administered by the Office of Student Financial Assistance shall submit the following report…**in a format prescribed by the Department of Education...student-level data for all grants, scholarships, and awards to students who applied for and/or received state-funded tuition assistance and aid**.*

To fulfill the proviso requirement, the Florida Department of Education requires **institutions participating in state scholarship and grant programs** to report all grant, scholarship, and award information at the student-level for any student who received state aid during the 2024-25 academic year. Any student with a 2024-25 net disbursement greater than $0 of state aid administered by the Office of Student Financial Assistance (OSFA) must be included in this report. OSFA will provide each participating institution with a prepopulated, student-level, data file.

> **Note**: OSFA will obtain data on behalf of the 28 colleges that are part of the Florida College System. Those 28 institutions do not need to provide data directly to OSFA.

The deadline for reporting 2024-25 academic year data is December 1, 2025.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

Reporting Process

Beginning September 9, 2025, retrieve the 2024-25 prepopulated data file, which is located on your OSFA Secure File Transfer Protocol (SFTP) account. If your institution is not set up on SFTP, contact Robert Ivany (see below), to request a prepopulated Microsoft Excel file be provided securely via ShareFile.

> **Note**: The data on the file is prepopulated with the students who received state aid during the 2024-25 academic year at your institution, as reflected in OSFA's data system as of September 1, 2025. The state aid each student received will be prepopulated on the file. Prepopulated data on the files does not need to be modified. The file contains one record per term for each student for whom the institution needs to provide additional data.

Provide the amount of federal, institutional, private and any other award aid students may have received during the 2024-25 academic year. For information on how to complete each field, refer to the two attached documents: the *Expanded Reporting Requirements for 2024-25 Program Year: Questions and Answers* document and *Student Financial Aid Report (SFAR) File Layout*.

> **Note**: The file provided by OSFA may be populated with the student's annual Student Aid Index (SAI) amount. The student's budgeted Cost of Attendance (COA) information must be reported for students who have an SAI reported other than $0.

SFTP Process

For SFTP instructions, refer to:
https://www.FloridaStudentFinancialAidsg.org/SAPSFTPFAD/SAPSFTPFAD

Submit the required student-level data via the SFTP process in the format discussed below.

> **Flat Text File:** Follow the same batch process used to submit the *Grade and Hours Report* (G&H) data following the naming convention for the SFAR File Layout **{CCYYMMDD}**SAISFAR**{PSI}.txt** (e.g., *20250901SAISFAR999.txt*).

For additional information about the expanded reporting requirement, refer to the *State of Florida Legislative Reporting Requirement* page located under **Other Reports** on the State Student Financial Aid Database (SSFAD) website.

If you have questions, please contact Robert Ivany via email at Robert.Ivany@fldoe.org, or call 850-245-1964.

SH/ri

Attachments: SFAR File Layout
                   Expanded Reporting Requirements for 2024-25 Program Year: Questions and Answers

cc: Lou Anne Standley, Assistant Deputy Commissioner, Finance and Operations
       Robert Ivany, Program Specialist