

**Expanded Reporting Requirements for 2024-25 Program Year
Office of Student Financial Assistance (OSFA)
Questions and Answers**

Institution Requirements:

1. Which institutions are required to participate in the data reporting?

All institutions participating in state scholarship and grant programs that disbursed state funds to at least one student during the 2024-25 academic year are required to participate in the data reporting.

2. What is the deadline to complete 2024-25 Student Financial Aid Report (SFAR) data reporting?

December 1, 2025

3. For whom does it need to be reported?

Data must be reported for each student with a net disbursement of state aid administered by OSFA greater than \$0 for the 2024-25 academic year.

4. Does the institution identify the students?

No. OSFA will provide each institution with a file that contains the students for whom data is needed.

5. Can the institution submit data for additional students other than those provided on the file?

No. The reporting requirement is only applicable to those students prepopulated on the file.

6. Will institutions within the Florida College System (FCS) be required to submit a SFAR data file?

No. The FCS will collectively report data for all FCS institutions. A SFAR data file will not be required from individual institutions within the FCS.

7. What type of financial aid needs to be reported by the institution?

The institution will need to report all financial aid a student received from federal, private, institutional, and state aid not administered by OSFA during the academic year.

8. Why doesn't the institution have to report state financial aid that is administered by OSFA?

The file OSFA provides will be populated with the financial aid students received from programs administered by OSFA.

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File Transfer:

9. How will the Department keep the data secure?

OSFA has provided institutions with two secure methods to transmit the data: institutions may submit SFAR data via the Secure File Transfer Protocol (SFTP) batch process or upload via the secure ShareFile system.

10. What file type is required to transmit the data to OSFA?

Institutions will need to upload the data file as a text file (.txt) when using the SFTP batch process. However, institutions are required to use a Microsoft Excel file (.xlsx) when uploading via the secure ShareFile system. OSFA will provide the prepopulated information to the institution as a template using the SFAR file layout.

11. When will the 2024-25 SFAR data file be available to institutions via SFTP?

The SFAR data file will be available September 9, 2025, via SFTP.

12. How do I get setup via ShareFile?

Contact the program specialist listed on the Expanded Reporting Requirements Memo to discuss how to set up a new account through the ShareFile system. Institutions with a ShareFile account from the prior year may access the account directly on the ShareFile website: <https://fldoe.sharefile.com>.

13. What is the purpose of using ShareFile?

ShareFile is a mechanism for institutions who do not have the capabilities to submit data securely through the SFTP batch file process. The ShareFile process includes a Microsoft Excel file prepopulated by OSFA following the SFAR data file layout.

File Layout:

14. In what format does the data need to be reported to the Florida Department of Education?

The data needs to be reported at the student-level by term using the attached file layout.

15. How will the institution know which aid to report in which field on the layout?

Institutions can find a brief explanation about each field on the SFAR file layout.

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16. Can the institution add fields to the layout?

No. Reporting must adhere to the layout parameters.

17. What is the length of the SFAR file layout?

The SFAR file consists of 50 fields and is 513 characters in length.

Data Reporting:

18. For which terms am I required to report student data?

Report data only for the term in which the respective student received OSFA-administered state aid. The required term will be identified in the **Term Identifier** field (Field Sequence 3) of the student's record.

19. Why do I see a student record for only one term when the student was enrolled for the entire academic year?

The student in question only received OSFA-administered state aid, such as the Florida Student Assistance Grant (FSAG), during the specified term. Do not add a new record for the student's other term(s) of enrollment. Only report term-based aid for the specified term identified in Field Sequence 3.

20. For students with multiple records, may I combine their records and report their annual award amounts for each category?

No. If the student has multiple records, report term-specific aid separately in the respective row.

21. Which fields require 'term-based' versus 'annual-based' data when reporting dollar amounts?

Field Sequence 12-42, 49 and 50 represent 'term-based' award amounts. The only fields representing 'annual-based' amounts are Field Sequence 44 and 45, Cost of Attendance and Student Aid Index, respectively.

22. Do I need to update any of the information prepopulated by OSFA?

No. OSFA has prepopulated fields 1-20, 45 and 50.

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23. What do I do if a Social Security number (SSN) is incorrect for a student on the SFAR data file from OSFA?

If there is a record with an incorrect SSN, report data based on this incorrect SSN. Then, contact the OSFA Program Specialist to have the student's SSN updated.

24. What format is required for fields requesting aid?

Report all aid in a format displaying an implied decimal. For example, if you are reporting \$250.00 for a student, report this value as '25000'. A decimal point is not needed since the final two zeroes show an implied decimal.

25. How do I report aid for a student who received multiple awards within the same category (e.g., Scholarship – Private)?

If the student received multiple awards within the same category for fields 21-42 and 49, provide the total aid the student received for the specified term.

26. If the student did not receive aid in a given award type, is it acceptable to leave the field blank?

Yes. Our system will accept 'blank' values for fields 21-42 and 49, and replace the values with a '0'.

27. How do I report the Cost of Attendance (COA) field?

Report the 9-month COA for the student, which will represent the annual COA. Institutions do not need to split the COA to represent a term-based amount. Rather, each of the student's record(s) shall reflect their annual COA.

28. What amount will be used when prepopulating the COA field?

Initially, the COA field will be blank for a student record. The institution will provide the published on-campus COA to a student's record(s) if the student has a *Free Application for Federal Student Aid* (FAFSA) on file. If a Student Aid Index (SAI) is prepopulated, since the student has a verified FAFSA on file, the institution will be responsible for calculating the student's budgeted COA. Otherwise, leave the field blank for students without an SAI.

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29. If the student has a FAFSA on file, will the student's Student Aid Index (SAI) be prepopulated?

Yes. OSFA will prepopulate a student's record(s) with the student's SAI exactly as it has been reported on the student's FAFSA.

30. What format is required for fields requesting a date (Date of Birth & Degree Granted Date)?

Report all dates in a "MMDDYYYY" format.

31. What are the acceptable values to use for the Degree Granted Date field?

The valid date range is July 1 through June 30 of the reporting year. For example, for 2024-25, dates must be between 07012024 and 06302025. Do not include dates outside this range.

32. What are the acceptable values to use for the Degree Granted field?

For students who received a degree or certificate in the valid Degree Granted Date range, enter the valid degree or certificate code. Valid entries can be found on the file layout.

33. If a student has multiple records, should I input their Degree Granted Date and Degree Granted information on both records?

Yes.

34. What do I categorize within the Grant – Federal Other field?

The **Grant – Federal Other** field includes, but is not limited to, the following types of aid:

- Grant – Post 9-11 GI Bill
- Federal Workforce Investment Funds – Individual Training Accounts (ITA)
- Vocational Rehabilitation
- Bureau of Indian Affairs Grants