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OSFA-STATE: #25-26:29

MEMORANDUM

TO: Financial Aid Directors at Postsecondary Institutions Participating in State Scholarship and Grant Programs

FROM: Shawn Haskin
Director, State Scholarship and Grant Programs

DATE: April 22, 2026

SUBJECT: **2025-26 Grade and Hours (G&H) Report Available May 1, 2026 – June 30, 2026**

The 2025-26 G&H Report collects G&H information annually for each student who has received any state-funded financial aid in the fall or spring terms during the 2025-26 academic year. The report is available via Secure File Transfer Protocol (SFTP) for batch processing or via the online State Student Financial Aid Database (SSFAD) for manual submissions at www.FloridaStudentFinancialAids.org.

G&H are due from each institution within 30 days after the institution's last day of the spring term or by June 30, 2026, whichever comes first. However, for students in the programs below, we request the G&H Report be completed by **May 15, 2026**, in order to finalize renewal evaluations.

- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV);
- Florida Farmworker Student Scholarship Program (FFSS);
- Randolph Bracy Ocoee Scholarship Program (OCOE); and
- Rosewood Family Scholarship Program (RFS).

Reporting Instructions

- Report a **numeric value for both the Grade Point Average (GPA) and earned hours**.
 - G&H equivalencies, such as pass/fail, may be reported as earned, but not included within the GPA calculation.
 - Two decimal points, unrounded, may be used for the GPA (value of 0.00 - 4.00).
 - Report hours in whole numbers.
 - For students with **both** undergraduate and graduate hours, **report the undergraduate GPA**. For students with only graduate hours, report the graduate GPA.
 - For batch reporting, a null value in any required field will result in an **edit**. If a student did not take any courses for a term, enter a '0'.

Suzanne Pridgeon
Deputy Commissioner, Finance and Operations

- Report **all earned hours for each term** (Summer 2025 through Term 4, 2026).
 - Term hours should include **all earned hours, funded or not funded, by term**. This may include Pass/Fail hours, Satisfactory/Unsatisfactory hours, remedial hours or course hours retaken **at** your institution, and/or transient hours reported **to** your institution and reflected on students' transcripts.
 - If students have both undergraduate and Bright Futures (BF) graduate hours, report both.
- Report the **Cumulative GPA** for each student as of the end of spring term. The Cumulative GPA is the overall GPA **used by the postsecondary institution** for course work attempted and for which students earned quality points.
- Report **appeal recommendations** on the G&H Report.
 - Students who received an approved appeal on the Disbursement Eligibility Report (DER) will automatically have an appeal applied to their G&H record since the requirements for both cite the same statutory language, per section 1009.40(1)(b)4., Florida Statutes.
- Field Sequence (FS) #25 and #26, **Cumulative Degree Hours** and **Total Earned Hours**, remain optional.
- Please report 'N' in FS #17 and leave FS #18 **blank**.
- Students added to the G&H Report with a net disbursement of \$0 for the year will receive an E07 Edit – “Message Only - Grade and Hours Record Not Required.”
- G&H data is not required to be submitted for students who received Honorably Discharged Graduate Assistance Program (HDGAP) or Open Door Grant (ODG) program funding **only**.
- Use the table of degree codes located on the attached file layout for FS #27 – **Degree Earned**. Please crosswalk degrees conferred at your institution to fit within these general categories. For most students, institutions may categorize degrees conferred into a generic degree category, such as Associates; however, for students receiving Bright Futures Gold Seal CAPE (BFGSC), the specific degree type earned is required, such as “AS” for Associates of Science, or “AAS” for Associates of Applied Science.

Webinar Information

OSFA will host an informational training session for school personnel to better understand the topics outlined in this memorandum and address general questions. Each session will be limited to the first 250 registered attendees.

Available Session Dates (choose one):

- Wednesday April 29, 2026 – 10:00AM to 11:00AM (EST)
- Thursday April 30, 2026 – 10:00AM to 11:00AM (EST)

To request attendance, please send an email to Pedro.Hernandez@fldoe.org with the following information:

- Session Date,
- Attendee's First and Last Name,
- Email Address,
- Phone Number, and
- Institution Name.

Call program staff at 888-827-2004 or email for assistance with the following programs:

Rob Ivany – Robert.Ivany@fldoe.org: Florida Bright Futures Scholarship Program (BF), Benacquisto Scholarship Program (FIS), Rosewood Family Scholarship Program (RFS), Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV), Florida Farmworker Student Scholarship Program (FFSS), Randolph Bracy Ocoee Scholarship Program (OCOE).

Tanesha Bryant – Tanesha.Bryant@fldoe.org: First Generation Matching Grant (FGMG), Effective Access to Student Education (EASE), Florida Student Assistance Grant Program (FSAG), Florida Work Experience Program (FWEP), Mary McLeod Bethune Scholarship Program (MMB).

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Attachment: 2025-26 Grade and Hours File Layout