

**Grade and Hours (G&H) Report Layout and File Naming Convention**  
 {CCYYMMDD}SAIGRHR{PSI}.txt ex: 20260501SAIGRHR999.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, leading zeroes required	Required	999	012	
2	Academic Year	4-11	8	Numeric	Required	CCYYCCYY	20252026	
3	Process Date	12-19	8	Date	Required	MMDDCCYY	05052026	Set to the date on which file is processed by the PSI.
4	Social Security Number	20-28	9	Alphanumeric	Required	999999999 or P99999999		
5	Date of Birth	29-36	8	Date	Required	MMDDCCYY	05052004	
6	Last Name	37-66	30	Alphanumeric	Required	X(30)	Smith	Only "A-Z" and "-" allowed.
7	First Name	67-96	30	Alphanumeric	Required	X(30)	John	Only "A-Z" and "-" allowed.
8	MI	97-97	1	Alphanumeric	Optional	X	A	

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
9	Report Previous Summer Hours Indicator	98-98	1	Alphanumeric	Required	X	Y or N	If "Y", hours earned in the previous summer must be reported.
10	Previous Summer Hours Earned	99-101	3	Numeric	Conditional; required if position 98 contains "Y", otherwise null is valid.	999, leading zeroes required.	015	
11	Term 1 Hours Earned	102-104	3	Numeric	Required	999, leading zeroes required.	018	
12	Term 2 Hours Earned	105-107	3	Numeric	Required	999, leading zeroes required.	006	
13	Term 3 Hours Earned	108-110	3	Numeric	Conditional; required if term structure for institution is either quarter or quinmester.	999, leading zeroes required.	000	

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
14	Term 4 Hours Earned	111-113	3	Numeric	Conditional; required if term structure for institution is quinmester.	999, leading zeroes required.	009	
15	Cumulative Grade Point Average	114-116	3	Numeric	Required	9V99	359 (implied decimal equates to 3.59)	Maximum Value 4.00.
16	Appeal Approval Indicator	117-117	1	Alpha	Optional	X	Y, N or A	If appeal is recommended, insert value. "A" indicates Appeal Not Requested.
17	SAP Indicator	118-118	1	Alpha	Optional	X	Y, N or Blank	If SAP is required by OSFA, a value of Y will appear here.
18	SAP Response Indicator	119-119	1	Alpha	Optional	X	Y, N or Blank	
19	Skip Flag	120-120	1	Alpha	Optional	X	Y or N	If processing for the record should be skipped, value is set to Y.

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
20	Edit Code 1	121-123	3	Alphanumeric	Optional	X(3)	E01	
21	Edit Code 2	124-126	3	Alphanumeric	Optional	X(3)	E02	
22	Edit Code 3	127-129	3	Alphanumeric	Optional	X(3)	E03	
23	Edit Code 4	130-132	3	Alphanumeric	Optional	X(3)	E04	
24	Edit Code 5	133-135	3	Alphanumeric	Optional	X(3)	E05	
25	Cumulative Degree Hours	136-139	4	Numeric	Optional	9999, leading zeroes required.	0060	Optional for spring and summer Grade and Hours Reports.
26	Total Earned Hours/td>	140-143	4	Numeric	Optional	9999, leading zeroes required.	0060	Optional for spring and summer Grade and Hours Reports.
27	Degree Earned	144-148	5	Alpha	Optional	X(5)	<b>Blank</b> (Default value) <b>BA</b> , <b>AS</b> (see complete list below)	<b>Blank</b> is the default value
28	Degree Earned Date	149-156	8	Date	<b>Required if Degree Earned data is provided</b>	MMDDYYYY	05152026	

Field Sequence	Description	Field Position	Field Length	Field Type	Required, Conditional, Optional	Format	Sample Data	Special Instructions
29	OSFA Internal Use	157-175	19	Alphanumeric	Conditional - Required on download. OSFA will provide.	X(19)		1st nine characters contain PERSON_ID when downloading. For matching purposes on upload.

### Field Sequence #20-24 Edit Codes & Messages

Code	Edit Messages	Method to Clear Edit
E01	MATCHING DATA NOT SUPPLIED FOR STUDENT	CORRECT STUDENT DATA AND RESUBMIT.
E02	HRS EXCEED MAX ALLOWED	IF THE CORRECT NUMBER OF HOURS REPORTED EXCEED 24 CREDIT HOURS OR 720 CLOCK HOURS, SELECT "OVERRIDE TERM HOURS."
E03	CUM GPA CANNOT EXCEED 4.00	REDUCE THE GPA TO A MAXIMUM OF 4.0.
E04	STUDENT DID NOT ATTEND PSI FOR THE TERM	REPORT HOURS FOR THE TERM STUDENT ATTENDED, IF FUNDED, AT YOUR INSTITUTION. ENTER ZERO FOR REMAINING TERMS.
E05	HOURS REPORTED FOR INVALID TERM	DELETE HOURS FOR NON-VALID TERMS.
E06	GPA AND/OR HOURS CANNOT BE NULL	ENTER A VALUE FOR GPA AND/OR HOURS EACH REQUIRED TERM. ZERO IS A VALID ENTRY.
E07	MESSAGE ONLY - GRADE AND HOURS RECORD NOT REQUIRED	GRADE & HOURS WERE REPORTED FOR STUDENT WHO WAS NOT DISBURSED THIS YEAR. NOT NECESSARY TO CLEAR THIS EDIT - MESSAGE ONLY.
E08	SAP INDICATOR "YES' OR 'NO" REQUIRED	SELECT "NO" FOR SAP INDICATOR.
E09	SUMMER HRS REQUIRED	IF "YES" IS CHECKED, ENTER THE NUMBER OF SUMMER HOURS EARNED. ZERO IS A VALID ENTRY.
E10	MESSAGE ONLY - CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS ARE OPTIONAL FIELDS	ENTER A VALID VALUE FOR CUMULATIVE DEGREE HOURS AND TOTAL EARNED HOURS.
E11	PSI REPORTING SUMMER GRADE AND HOURS MUST BE HOME INSTITUTION	STUDENT MUST REQUEST SUMMER NON-HOME PSI TO SEND TRANSCRIPT INFORMATION TO HOME INSTITUTION FOR SUMMER GRADE AND HOURS REPORTING.
E12	<DEGREE EARNED/DEGREE EARNED DATE> IS A REQUIRED FIELD FOR THIS RECORD	DATA MUST BE REPORTED FOR THE 'DEGREE EARNED' AND 'DEGREE EARNED DATE' FIELDS. OTHERWISE, BOTH FIELDS MAY BE LEFT BLANK.

**Field Sequence #27 Degree Earned Codes**

<b>Code</b>	<b>Description</b>
A	ASSOCIATE
AA	ASSOCIATE OF ARTS
AAS	ASSOCIATE OF APPLIED SCIENCE
AS	ASSOCIATE OF SCIENCE
ATD	ADVANCED TECHNICAL DIPLOMA
B	BACHELOR
BA	BACHELOR OF ARTS
BAS	BACHELOR OF APPLIED SCIENCE
BS	BACHELOR OF SCIENCE
C	CERTIFICATE
CCC	COLLEGE CREDIT CERTIFICATE
M	MASTERS DEGREE
OTHER	OTHER
PSAV	POSTSECONDARY ADULT VOCATIONAL