

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
OKLAHOMA TUITION AID GRANT PROGRAM  
DISBURSEMENT REPORT  
FTP DATA RECORD LAYOUT**

Note: Detailed Information on Reporting Requirements Is Presented Following The Record Layout Information.

Field No.	Position	Field Name	Data Type	# of Bytes	Format	Allowable Values
1	1	Record Type	Text	1		D = Data Record
2	2-10	SSN	Number	9		Social Security Number
3	11-26	Student First Name	Text	16		First Name
4	27	Student Middle Initial	Text	1		Middle Initial
5	28-47	Student Last Name	Text	20		Last Name
6	48-54	Filler		7		Filler
7	55-62	Filler		8		Filler
8	63-65	Filler		3		Filler
9	66	Filler		1		Filler
10	67	Filler		1		Filler
11	68-70	Filler		3		Filler
12	71-73	Filler		3		Filler
13	74-75	Enroll Status	Text	2		FT = Full-time PT = Part-time
14	76-77	Filler		2		Filler
15	78	Supplemental Disbursement Indicator	Text	1		Blank S = Semester Disbursement Amount is Supplemental
16	79-85	Disbursement Amount	Currency	7	7v0	Whole Dollar Amount
17	86	Filler		1		Filler
18	87	Filler		1		Filler
19	88	Filler		1		Filler
20	89-97	OTAG Internal ID	Number	9		For OTAG Use Only
21	98	Filler		1		Filler

- ◆ **The Disbursement Report FTP file is informational only.** No response is required in FTP format.
- ◆ The Disbursement Report FTP file is in ASCII fixed width format with a logical record length of 98 bytes.
- ◆ The file is sorted in alphabetical order.
- ◆ Only students identified in the current OTAG database as being "Ready to Disburse" as reported by the verifying institution, and not already disbursed in an earlier disbursement cycle in the same semester will be included in the file.
- ◆ If using the OSRHE Secure Access File Exchange (O-SAFE) to download the Disbursement Report FTP, instructions for use of the O-SAFE site are provided at <http://www.okhighered.org/admin-fac/FinAidResources/docs/FileTransferInstructions.pdf>

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- ◆ If using the OSRHE FTP site to download the Disbursement Report FTP, refer to the OSRHE FTP Instructions. Contact the OTAG office if you need a copy of the FTP site instructions.
- ◆ Enroll Status (Field #13) identifies the full-time or part-time status the student's disbursement amount is based on.
- ◆ Supplemental Disbursement Indicator (Field #15) will be set to "S" if the student's disbursement amount represents a payment that is supplemental to funds already disbursed in the same semester.
- ◆ Disbursement Amount (Field #16) reflects the disbursement amount scheduled based on the enrollment status and eligibility information reflected in the OTAG database at the time the Disbursement Report was generated. If the student is receiving a supplemental disbursement, only the supplemental amount will be reflected in this field (and not the total amount for the semester).
- ◆ If you have questions concerning the Disbursement Report, contact the OTAG office at 405.225.9456 or toll free at 800.858.1840 or send e-mail to [reports@otag.org](mailto:reports@otag.org).