

Minnesota Office of Higher Education Minnesota State Grant File Layout

AY 2024-2025 Version 2025.1 April 26, 2024

NOTES FOR PROGRAMMERS

Instructions for programmers are provided below, as well as within the field description. If you have questions, please contact Shawn Reynolds at (651) 355-0615 or shawn.reynolds@state.mn.us. For technical support regarding batch record submissions or errors, please contact Shannon Olson at (651) 355-0611 or shannon.l.olson@state.mn.us

Details on the layout of the State Grant File:

- Files may be submitted via the Office of Higher Education’s - MNAid web-based upload or via SFTP for schools using an automated SFTP process.
- Basic .txt flat file
- Numeric fields cannot contain decimals
- Carriage Return Line Feed (CRLF) at the end of each row
- Alpha values (e.g., student's name) should be left-justified in the field. For example, the field for last name holds 35 characters. If the student's last name is only 10 characters, the name is followed by 25spaces.
- Numeric values should be right-justified and zero-filled (unless spaces are a valid value). For example, if a numeric field holds 4 digits, and you want to send a value of zero, fill the entire field with zeros - 0000.If you want to report \$20, send 0020; \$159 would be 0159; \$2,500 would be 2500, and so forth. Fields designated as numeric (9) should always contain positive numeric values, unless designated as a signed field. There are certain numeric fields for which spaces are acceptable if the student left the item blank on the application. When sending spaces in a numeric field, send all spaces; don't ever send a mixture of spaces and numbers.
- Signed numeric fields (shown as S9 on layout) are for values that could either be negative or positive. Signed numeric values should also be right-justified and zero-filled (unless spaces are a valid value). Do not use a minus or plus sign to identify whether the value is negative or positive. Rather, the last digit in the number should be send as an alpha value according to the following key:

Last Digit Is:	Send this if positive:	Send this if negative:
0	{[,? or 0	},],:, or !
1	A or 1	J

Last Digit Is:	Send this if positive:	Send this if negative:
3	B or 2	K
3	C or 3	L
4	D or 4	M
5	E or 5	N
6	F or 6	O
7	G or 7	P
8	H or 8	Q
9	I or 9	R

Example: If field is S9(5) and you want to report -\$4,912, send 0491K.

Minnesota Office of Higher Education Minnesota State Grant File Layout

AY 2024-2025 Version 2025.1 Feb 27, 2024

Student-Specific Data

Start	Len	Field Name	Req	Field Description
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value)
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) -Use ending year - if the acyear is 2024-2025, this field must contain 25
9	9	SSN	Y	Student's Social Security Number
18	35	Last Name	Y	Student's Last Name

Start	Len	Field Name	Req	Field Description
53	35	First Name	Y	Student's First Name
88	15	Middle Name	Y	Student's Middle Initial
103	8	Date of Birth	Y	Student's Date of Birth (CCYYMMDD)
111	1	Incarcerated	Y	At the time of enrollment, will the student be confined to a MN adult correctional facility? Y = DOC has notified the school the student is incarcerated BLANK = DOC has not notified the school the student is incarcerated
112	2	ISIR Transaction Number	Y	Transaction Number of ISIR school is using to award student
114	2	Summer 1 Enrollment	Y	Summer 1 Total enrolled credits – report actual credits or 0 if not enrolled
116	2	Summer 1 DevEdu Enrollment	Y	Summer 1 Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
118	1	Summer 1 Cap	Y	Summer 1 tuition and fees cap 1 – student is only in a short-term program (8-15 credits) 2 – student is in 2-year degree, certificate or diploma program 4 – student is in a 4-year degree program
119	5	Summer 1 Award	Y	Summer 1 award amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
124	5	Summer 1 Payment Net	Y	Summer 1 net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid

Start	Len	Field Name	Req	Field Description
129	8	Summer 1 Disbursement Date	Y	Summer 1 disbursement date (CCYMMDD) Leave blank if no funds disbursed
137	2	Fall Enrollment	Y	Fall Total enrolled credits – report actual credits or 0 if not enrolled
139	2	Fall DevEdu Enrollment	Y	Fall Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
141	1	Fall Cap	Y	Fall tuition and fees cap 1 - student is only in a short-term program (8-15 credits) 2 - student is in 2-year degree, certificate or diploma program 4 - student is in a 4-year degree program
142	5	Fall Award	Y	Fall award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
147	5	Fall Payment Net	Y	Fall net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
152	8	Fall Disbursement Date	Y	Fall disbursement date (CCYMMDD) Leave blank if no funds disbursed
160	2	Winter Enrollment	Y*	Winter Total enrolled credits – report actual credits or 0 if not enrolled (report spaces if a Semester school)
162	2	Winter DevEdu Enrollment	Y*	Winter Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses (report spaces if a Semester school)

Start	Len	Field Name	Req	Field Description
164	1	Winter Cap	Y*	Winter tuition and fees cap (report spaces if a Semester school) 1 - student is only in a short-term program (8-15 credits) 2 - student is in 2-year degree, certificate or diploma program 4 - student is in a 4-year degree program
165	5	Winter Award	Y	Winter award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
170	5	Winter Payment Net	Y	Winter net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
175	8	Winter Disbursement Date		Winter disbursement date (CCYYMMDD) Leave blank if no funds disbursed
183	2	Spring Enrollment	Y	Spring Total enrolled credits – report actual credits or 0 if not enrolled
185	2	Spring DevEdu Enrollment	Y	Spring Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
187	1	Spring Cap	Y	Spring tuition and fees cap 1 - student is only in a short-term program (8-15 credits) 2 - student is in 2-year degree, certificate or diploma program 4 - student is in a 4-year degree program
188	5	Spring Award	Y	Spring award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled

Start	Len	Field Name	Req	Field Description
193	5	Spring Payment Net	Y	Spring net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
198	8	Spring Disbursement Date		Spring disbursement date (CCYMMDD) Leave blank if no funds disbursed
206	2	Summer 2 Enrollment	Y	Summer 2 Total enrolled credits – report actual credits or 0 if not enrolled
208	2	Summer 2 DevEdu Enrollment	Y	Summer 2 Developmental Education enrolled credits – report actual credits or 0 if not enrolled in Developmental Education courses
210	1	Summer 2 Cap	Y	Summer 2 tuition and fees cap 1 - student is only in a short-term program (8-15 credits) 2 - student is in 2-year degree, certificate or diploma program 4 - student is in a 4-year degree program
211	5	Summer 2 Award	Y	Summer 2 award amount – round to nearest dollar Report 0 if student ineligible or no need or not enrolled
216	5	Summer 2 Payment Net	Y	Summer 2 net paid amount – round to nearest dollar (all payments minus adjustments) Report 0 if no need or not yet paid
221	8	Summer 2 Disbursement Date		Summer 2 disbursement date (CCYMMDD) Leave blank if no funds disbursed

Y* Winter fields are required for quarter schools; semester schools should report spaces.

Trailer Row: Summary Data

Start	Len	Field Name	Req	Field Description
1	6	Institution OE Code	Y	Institution OE Code (all records in file must contain same value)
7	2	Academic Year	Y	Award Year (all records in the file must contain the same value) -Use ending year - if the acyear is 2024-2025, this field must contain 25
9	6	Record Count	Y	Number of records in file including trailer record
15	8	Summer 1 Net	Y	Total of Summer 1 Payment Net
23	8	Fall Net	Y	Total of Fall Payment Net
31	8	Winter Net	Y	Total of Winter Payment Net
39	8	Spring Net	Y	Total of Spring Payment Net
47	8	Summer 2 Net	Y	Total of Summer 2 Payment Net
55	8	Cutoff Date	Y	Cutoff date for payments/refunds reflected in net payments CCYMMDD (date the school generated the file)
63	9	Balance of funds	Y	<p>Balance of State Grant funds as of cutoff date (Signed number, may be negative)</p> <p>Last character of the number sent is a letter, the letter designates the sign of the number +/- as well as the digit:</p> <p>Positive 0-9: '{', 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I' Negative 0-9: '}', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R'</p> <p>Example: If 00327288K is sent, the number is -3,272,882</p>

Start	Len	Field Name	Req	Field Description
72	10	Label ID		Identification code assigned by school
82	8	Submission Date	Y	Date school submits file CCYYMMDD