

Volume III, Section 3—Pell Grant Fixed-Length Record Layouts

Pell Grant Record Layouts

Grant Batch Header Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	10	10	A	Header Identifier	Identify Header record in file. Left Justified	This field is required. Constant: 'GRANT HDR '	Missing Batch Header – Reject Batch
11	14	4	N	Data Record Length	Length of data records included in this batch	This field is required. Must be numeric: 0001 to 9999	If not equal to length for Message Class, then Reject Batch.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format = XXCCYY999999CCYY MMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle: '2004' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created.	Valid Batch Type codes: #A = Statement of Account #C = Reconciliation #D = Disbursements #G = System Generated #I = Institution Data from the web #M = Multiple Reporting #O = Originations #P = Origination acknowledgement from the web #R = Data Request #T = ASCII Text #W = Disbursement Acknowledgements from the web #Y = Year-to-Date If duplicate Batch ID, then Reject Batch. If batch type does not agree with Message Class type, then reject batch. If #O, #R, or #I batch and received before system startup, then reject batch. If #D received more than N days prior to Award Year Start, then reject batch. If Batch Award Year does not agree with Message Class award year, then reject. If reporting Pell ID is ineligible, then send warning message. If Reporting Pell ID is a branch campus or has Central Funding, then reject batch. If date batch created is > system date, then reject batch.
41	48	8	A/N	OPE ID	The OPE ID number assigned to the reporting institution	Valid OPE ID number or blank.	If blank and not equal to OPE ID associated with Pell ID, then warn the batch.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
49	58	10	A/N	Software Provider	For non-Express software provide an identifier to indicate the software provider and version number if applicable.	This field is required. Software provider defined or blank	No edits will be performed on this field.
59	62	4	A	Unused	Reserved for future expansion	Constant spaces	
63	63	1	A	ED Use	ED Use Only – do not use	Constant Spaces	Media Type = Y for Year-to-Date
64	68	5	A/N	ED Use	ED Use Only – do not use	Constant spaces	ED Express PC software version number
69	76	8	N	Process Date	Date the corresponding batch was processed	Format = CCYYMMDD	Completed as a result of processing the batch
77	100	24	N	Batch Reject Reasons	List of up to eight 3-digit batch reject reason codes which occurred during initial editing of the batch. Only reject reason codes hit will display in this field. Otherwise, this space will be zero filled.	Reject Reasons format = 000 to 999 Position 77 to 79 = 1st reject reason code Position 80 to 82 = 2nd reject reason code Position 83 to 85 = 3rd reject reason code Position 86 to 88 = 4th reject reason code Position 89 to 91 = 5th reject reason code Position 92 to 94 = 6th reject reason code Position 95 to 97 = 7th reject reason code Position 98 to 100 = 8th reject reason code	Completed by PELL processor as a result of Batch editing. These are the 200 series of edits that can be found in Volume III, Section 4 of the Technical Reference.
		XX	A	Unused	Length extended to make the header record the same length as the detail records which follow.	Constant spaces	
		³ 100		Total Record Length			

Grant Batch Trailer Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	10	10	A	Trailer Identifier	Identify Trailer record in file.	This field is required. Constant: 'GRANT TLR'	Missing Batch Trailer – reject batch. No detail records— reject batch.
11	14	4	N	Data Record Length	Length of data records included in this batch	This field is required. Must be numeric: 0001 to 9999	If not equal to Data Record on Header, then reject Batch.
15	40	26	A	Batch ID	Number generated by the institution to uniquely identify a specific batch of records.	This field is required. Format = XXCCYY999999CCYYMMDDHHMMSS Where: XX = batch type code (alpha) CCYY = last year in cycle = '2004' 999999 = Reporting PELL ID CCYYMMDD = date batch created HHMMSS = time batch created	If not equal to Batch ID on Header, then reject Batch
41	46	6	N	Reported Number of Records	Number of data records included in the batch.	This field is required. Must be numeric: 000000 to 999999	If not equal to count of detail records in input batch, then return warning message.
47	57	11	N	Reported Total of Batch	Total Origination Award Amount or Disbursement amount reported on Origination or Disbursement batches. For all other types of batches this amount will be constant 0.	This field is required. Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. For ESOA is constant 0. 0000000000 to 9999999999	If not equal to total of detail records in batch, then return warning message.
58	58	1	A	Reported Total Sign Indicator	Positive or negative sign for total amount reported.	This field is required. P = Positive N = Negative For ESOA is constant P.	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
59	64	6	N	Accepted and Corrected Number of Records	ED USE ONLY - Number of data records accepted and corrected by the Pell Processor.	000000 to 999999	
65	75	11	N	Accepted and Corrected Total of Batch	ED USE ONLY - Total Award or Disbursement amount accepted and corrected on batch.	Dollars and cents. Use leading zeros, do not include the \$ sign or decimal point. 00000000000 to 99999999999	
76	76	1	A	Accepted and Corrected Total Sign Indicator	ED USE ONLY - Positive or negative sign for total amount accepted.	P = Positive N = Negative	
77	82	6	N	Number of Duplicate Records	ED USE ONLY - Number of data records that duplicate a previously accepted Origination or Disbursement record. For all other types of batches this field is all zeroes.	000000 to 999999	
83	100	18	A	Unused	Reserved for future expansion	Constant spaces	
		XX	A	Unused	Length extended to make the trailer record the same length as the detail records.	Constant spaces	
		≥100		Total Record Length			

Origination Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	This field is required. Format = 999999999XX20049999 9900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	Identifier If Origination ID matches on Pell database, then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	This field is required. 001010001 to 999999999	Identifier
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	This field is required. Uppercase A to Z; , (period); ' (apostrophe); - (dash); Blank = no last name	Identifier If SSN & Name Code do not match value in Origination ID, then reject record.
35	40	6	N	Attended Campus PELL-ID	PELL-ID of attended campus. Change creates new origination record. Institution must change award amounts for student at original attended campus as necessary.	This field is required. Valid PELL-ID	Identifier Change creates new origination record. If Attended Pell ID does not match value in Origination ID, then reject record. If Attended Campus is not equal to Reporting Campus, then reject. If Attended Pell ID is not a branch of the Reporting Pell ID or Central Funded, then reject.
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
46	58	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing by Pell processor will be done on this field.
59	59	1	A	Action Code	Code to indicate action to be taken.	Will always be BLANK	No editing.
60	60	1	A	Unused	Reserved for expansion	Constant spaces	
61	67	7	N	Award Amount for Entire School Year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	This field is required. Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM	Cannot exceed Total Payment Ceiling - See Pell Grant Calculations Appendix. You must report increases to the Award amount for the entire school year. If any of the origination data used in the award calculation changes, the Award amount must be re-edited to ensure it does not exceed Total Payment Ceiling.
68	75	8	N	Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made	This field is required. CCYYMMDD = Range = N days prior to DISBURSEMENT START DATE (20030621) to DISBURSEMENT END DATE (20080930).	If Date not within range, then set approved value to system date.
76	83	8	N	Estimated Disbursement Date #2	Date 2nd disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	If Date not within range, then set approved value to spaces.
84	91	8	N	Estimated Disbursement Date #3	Date 3rd disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
92	99	8	N	Estimated Disbursement Date #4	Date 4th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
100	107	8	N	Estimated Disbursement Date #5	Date 5th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
108	115	8	N	Estimated Disbursement Date #6	Date 6th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
116	123	8	N	Estimated Disbursement Date #7	Date 7th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
124	131	8	N	Estimated Disbursement Date #8	Date 8th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
132	139	8	N	Estimated Disbursement Date #9	Date 9th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
140	147	8	N	Estimated Disbursement Date #10	Date 10th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
148	155	8	N	Estimated Disbursement Date #11	Date 11th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
156	163	8	N	Estimated Disbursement Date #12	Date 12th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
164	171	8	N	Estimated Disbursement Date #13	Date 13th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
172	179	8	N	Estimated Disbursement Date #14	Date 14th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
180	187	8	N	Estimated Disbursement Date #15	Date 15th disbursement to student is estimated to be made.	This field is optional CCYYMMDD = Range = [see field position 68 in this record] or BLANK	See Estimated Disbursement Date #2.
188	195	8	D	Enrollment Date	First date that the student was enrolled in an eligible program for the designated award year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 funds, report the actual start date of the student's classes for that payment period.	This field is required. CCYYMMDD = Range = 20030101 to 20040630	If blank or invalid, then set approved value to previous value or date reported in Batch ID in Grant Header record.
196	196	1	A/N	Low Tuition & Fees Code	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	<u>Value Tuition Range</u> 1 = 0 2 = 1-225 3 = 226-450 4 = 451 - 674 or BLANK = low tuition does not apply	If invalid, then set approved value to previous value or BLANK.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
197	197	1	A	Verification Status Code	Status of verification of applicant data by the school.	V = Verified W = Without Documentation S = Selected, Not Verified Or Blank	
198	198	1	A	Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer Incarcerated	If invalid, then set approved value to previous value or BLANK
199	200	2	N	Transaction Number	CPS-assigned Transaction number from eligible ISIR or SAR used to calculate award	This field is required. Must be numeric = 01 to 99	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
201	205	5	N	Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR.	This field is required. Range = 00000 to EFC MAXIMUM	If BLANK or NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.
206	206	1	A	Secondary Expected Family Contribution Used Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. Or BLANK if Secondary EFC not used	If invalid, then set approved value to previous value or BLANK. If NO Match with eligible app data, then reject record. Return last value reported on acknowledgement.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
207	207	1	N	Academic Calendar	Calendar which applies to this student's educational program. Must be valid or system accepted to process record.	<p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	<p>The Academic calendar dictates which Payment Methodology can be accepted and the data elements required to calculate the student's award. Refer to Pell Grant Calculations Appendix for acceptable combinations.</p> <p>If Academic calendar invalid or BLANK, then correct to (in the order shown):</p> <p>--Academic calendar already accepted for this student, if any;</p> <p>--Academic calendar on file for Attended Campus, if any;</p> <p>--Academic calendar on file for Reporting Campus, if any;</p> <p>--Clock hour (5) if Payment Methodology=4;</p> <p>--Semester (3)</p>

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
208	208	1	N	Payment Methodology	Formula used to calculate the student's Federal Pell Grant Award.	This field is required. Range: 1-5. See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula	The Payment Methodology that can be accepted is dictated by the Academic calendar. Refer to the Pell Grant Calculations Appendix for the data elements required for each Payment Methodology. If Payment Methodology invalid or BLANK, then correct to: --1 Academic calendars 2,3,4; --3 Academic calendar 1; --4 Academic calendars 5, 6
209	215	7	N	Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	This field is required. Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999	Used in award amount validation. If invalid or BLANK, then set accepted value to previous value or "9999999".
216	216	1	A	Enrollment Status	This student's expected enrollment status for the entire award year. The Enrollment Status 5 "Other" is used when the student's enrollment is "mixed" or student attends more than number of terms in a full academic year. Valid Values depend upon Academic Calendar and Payment Methodology fields.	Leave BLANK only if Payment Methodology is 4. Range for Payment Methodologies 1, 2, 3, and 5: 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	Used in award amount validation. See Pell Grant Calculations Appendix. If Enrollment status invalid or BLANK, then correct to: --BLANK, if Payment Methodology is 4 --3 (half-time) if Payment Methodology is 5 --1 (full-time) for Payment Methodologies 1, 2, 3

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
217	218	2	A	Weeks of Instructional Time used to Calculate Payment	Total number of weeks of instructional time provided by this student's program of study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, or 4) and PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	BLANK=Payment Methodology 1 Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodology 2 is 00-29 Range for Payment Methodologies 3, 4, and 5 is 00-78	School determines this value based on the time required for the majority of its full-time students to complete the program of study, not student by student. See Pell Grant Calculations Appendix.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
219	220	2	A	Weeks of Inst. Time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.	Leave BLANK for Payment Methodology 1. Required for Payment Methodologies 2, 3, 4, or 5. Range for Payment Methodologies 2, 3, 4, or 5: 30-78	Used in award amount validation. If invalid or BLANK, correct to (in order shown): --Weeks of instructional time in program's definition of academic year previously accepted for student, if any; --Weeks of instructional time in program's definition of academic year on file for Attended campus, if any; --Weeks of instructional time in program's definition of academic year on file for Reporting campus, if any; --30 (Payment Methodologies 2, 3, 4, 5) --BLANK if supplied and not needed for Payment Methodology.
221	224	4	A	Credit/Clock Hrs in Award Year	Total number of credit/clock hours in all payment periods institution expects this student to attend and be paid for during this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3, and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If invalid, out of range, or greater than Credit/Clock hours in the academic year for this student's program of study, then correct to (in order shown): --Credit/Clock hours in award year previously accepted for student; --Credit/Clock hours in the academic year for this student's program of study; --BLANK if supplied and not needed for Payment Methodology.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
225	228	4	A	Credit/Clock Hours in This Student's Program of Study's Academic Year	Total number of credit or clock hours in the institution's definition of a full academic year for this student's Program of Study.	BLANK for Academic calendars 1, 2, 3, or 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	Used in award amount validation. See Pell Grant Calculations Appendix. If Invalid or BLANK, then correct to (in the order shown): --Credit/Clock hours in the academic year for this student's program of study, if any; --Credit/Clock hours in the academic year on file for Attended campus, if any; --Credit/Clock hours in the academic year on file for Reporting campus, if any; --0900 if Academic calendar=5; 0024 if Academic calendar=6; --BLANK if supplied and not needed for Payment Methodology.
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing by Pell processor will be done on this field

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
232	240	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing for this transaction.	Valid Social Security Number	
241	248	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
249	264	16	A/N	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
265	276	12	A/N	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
277	277	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
278	300	23	A	Unused	Reserved for expansion	Constant spaces	
		300		Total Record Length			

NOTE: A change to an origination record is supplied in this same format. Changes apply to the entire award period

Origination Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	This field is required. Format = 999999999XX200499999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL-ID = 999999 Orig Sequence Number = 00	Identifier If Origination ID matches on Pell Database, then Compare all fields. If all the fields match, then the record is returned as a duplicate otherwise it is a change. If the Origination ID does not match then the Origination is new.
24	32	9	N	Original SSN	Student's SSN from original FAFSA.	001010001 to 999999999	Identifier
33	34	2	A	Original Name Code	Student's name code from original FAFSA.	Uppercase A to Z , (period) ' (apostrophe) - (dash) Blank = no last name	Identifier
35	40	6	N	Attended Campus PELL-ID	PELL-ID of campus attended. Change creates new origination record. Institution must change payment amounts for student at original attended campus as necessary.	Valid PELL-ID	Identifier
41	45	5	A/N	Unused	Reserved for expansion.	Constant spaces	
46	58	13	A/N	Origination Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	No editing will be done on this field by Pell processor

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
59	59	1	A	Action Code	Code to indicate action to be taken	Valid Codes = A = Accepted - all fields accepted C = Corrected - one or more fields corrected D = Duplicate of an accepted record E = Rejected - record was rejected	
60	60	1	A	Unused	Reserved for expansion	Constant spaces	
61	67	7	N	Accepted Award Amount for Entire School Year	Must equal the award amount calculated by the institution to be disbursed to this student for attendance for this entire Pell Grant award year.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAXIMUM	
68	75	8	N	Accepted Estimated Disbursement Date #1	Date 1 st disbursement to student is estimated to be made.	Format = CCYYMMDD Range = N days prior to DISBURSEMENT START DATE (20030621) to DISBURSEMENT END DATE (20080930)	
76	83	8	N	Accepted Estimated Disbursement Date #2	Date 2 nd disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
84	91	8	N	Accepted Estimated Disbursement Date #3	Date 3 rd disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
92	99	8	N	Accepted Estimated Disbursement Date #4	Date 4 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
100	107	8	N	Accepted Estimated Disbursement Date #5	Date 5 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
108	115	8	N	Accepted Estimated Disbursement Date #6	Date 6 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
116	123	8	N	Accepted Estimated Disbursement Date #7	Date 7 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
124	131	8	N	Accepted Estimated Disbursement Date #8	Date 8 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
132	139	8	N	Accepted Estimated Disbursement Date #9	Date 9 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
140	147	8	N	Accepted Estimated Disbursement Date #10	Date 10 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
148	155	8	N	Accepted Estimated Disbursement Date #11	Date 11 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
156	163	8	N	Accepted Estimated Disbursement Date #12	Date 12 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
164	171	8	N	Accepted Estimated Disbursement Date #13	Date 13 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
172	179	8	N	Accepted Estimated Disbursement Date #14	Date 14 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	
180	187	8	N	Accepted Estimated Disbursement Date #15	Date 15 th disbursement to student is estimated to be made.	CCYYMMDD = Range = [see field position 68 in this record]or BLANK	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
188	195	8	D	Accepted Enrollment Date	First date that the student was enrolled in an eligible program for the designated school year. If the student enrolled in a crossover payment period before the first day of the Pell award year (July 1), but which will be paid from 2003-2004 funds, report the actual start date of the student's classes for that payment period.	CCYYMMDD = Range = 20030101 to 20040630	
196	196	1	A	Accepted Low Tuition & Fees Flag	Flag to identify tuition ranges when the annual tuition is less than or equal to minimum defined by low tuition and fees table.	<u>Value Tuition Range</u> 1 = 0 2 = 1-216 3 = 217-433 4 = 434-649 or BLANK = low tuition does not apply	
197	197	1	A	Accepted Verification Status Flag	Status of verification of applicant data by the school.	V: Verified W: Without Documentation S: Selected, Not Verified Or Blank	
198	198	1	A	Accepted Incarcerated Federal Pell Recipient Code	Code to indicate the student's incarcerated status for students incarcerated in local penal institutions, but otherwise eligible to receive Federal Pell Grants.	BLANK = Not incarcerated Y = Yes, the student is incarcerated in a local institution, but is otherwise eligible. N = No, if student previously reported as incarcerated, but is not or is no longer incarcerated	
199	200	2	N	Accepted Transaction Number	CPS-assigned Transaction number from eligible SAR used to calculate award	Must be numeric: 01 to 99	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
201	205	5	N	Accepted Expected Family Contribution (EFC)	Must equal the student's Expected Family Contribution from the ISIR or SAR. May be the primary or secondary EFC value.	Range = 00000 to EFC MAXIMUM	
206	206	1	A	Accepted Secondary Expected Family Contribution Used Code	Code indicating which EFC value is used to determine award amount	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used.	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
207	207	1	N	Accepted Academic Calendar	Calendar which applies to this student's educational program.	<p>This field is required.</p> <p>1= Institution uses nonstandard academic terms, and measures academic progress by <u>credit hours</u></p> <p>2=Institution uses standard <u>quarters</u> and measures academic progress by credit hours</p> <p>3=Institution uses standard <u>semesters</u> and measures academic progress by credit hours</p> <p>4=Institution uses standard <u>trimesters</u> and measures academic progress by credit hours</p> <p>5=Institution measures academic progress by <u>clock hours</u></p> <p>6=Institution does not use terms, but does measure academic progress by <u>credit hours</u></p>	
208	208	1	N	Accepted Payment Methodology	Formula used to calculate the student's Federal Pell Grant.	<p>This field is required.</p> <p>Range: 1-5.</p> <p>See Pell Grant Calculations Appendix for regulations covering which Academic calendars may use each specific formula.</p>	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
209	215	7	N	Accepted Cost of Attendance	Must equal COA calculated by the institution following the Federal Pell Grant Payment regulations.	Dollars and Cents. Use Leading Zeros; do not include the \$ sign or decimal point Range: 0000000-9999999	
216	216	1	A	Accepted Enrollment Status	The student's enrollment status at the time the student's records is created or updated. Changes to this field apply to the entire award year.	BLANK=Payment Methodology 4. Range for all other Payment Methodologies is 1-5. 1=Full-time 2=3/4-time 3=1/2-time 4=Less than 1/2-time 5=Enrollment status changed from one payment period to another, OR student attends more than the number of terms in a full academic year.	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
217	218	2	A	Accepted Weeks of Instructional Time Used to Calculate Payment	Total number of weeks of instructional time provided by this student's program of study during a full academic year. PM2=Total number of weeks of instructional time in academic year for student's program of study (fall through spring terms). PM5 (academic calendars 1, 2, 3, or 4) or PM3=Total number of weeks of instructional time in all terms in academic year for student's program of study PM5 (academic calendar 6) and PM4 =The lesser of either (a) total number of weeks of instructional time for a full-time student to complete hours in student's program of study, or (b) total number of weeks of instructional time for a full-time student to complete hours in academic year for student's program of study.	BLANK=Payment Methodology 1. Range for Payment Methodology 2 is 00-29. Range for Payment Methodologies 3, 4, and 5 is 00-78.	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
219	220	2	A/N	Accepted Weeks of Inst. Time in Program's Definition of Academic Year	Total number of weeks of instructional time in the school's definition of a full academic year for this student's program of study.	BLANK=Payment Methodology 1. Range for Payment Methodologies 2, 3, 4, or 5 is 30-78.	
221	224	4	A	Accepted Cr/Clock Hours in Award Year	Total number of credit/clock hours in all payment periods the institution expects this student to attend, and to be paid from this Federal Pell Grant Award year.	BLANK for Academic calendars 1, 2, 3 and 4. Ranges: 0000-3120 if Academic calendar = 5 0000-0100 if Academic calendar = 6	
225	228	4	A	Accepted Cr/Clock Hours in This Student's Program of Study's Academic Year	Number of credit or clock hours in this school's definition or a full academic year for this student's program of study.	BLANK for Academic calendars 1, 2, 3 and 4. Ranges: 0900-3120 if Academic calendar = 5 0024-0100 if Academic calendar = 6	
229	231	3	A/N	Institution Internal Sequence Number	This is an internal sequence number the institution can define.	Institutional defined	No editing will be done on this field by Pell.
232	250	19	A	Unused	Reserved for expansion	Constant spaces	
251	255	5	N	Scheduled Federal Pell Grant	Scheduled amount for a full time student.	Range = 00000 to AWARD AMOUNT MAXIMUM	
256	257	2	N	Previously Accepted Transaction Number	Transaction number that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	01 to 99 or BLANK if Origination not rejected.	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
258	262	5	N	Previously Accepted EFC	EFC that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	Range = 00000 to EFC MAXIMUM. OR BLANK if Origination not rejected.	
263	263	1	A	Previously Accepted Secondary EFC Code	Secondary EFC Code that was previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	O = Federal Pell Grant award previously based on the secondary EFC and reported to the Federal Pell Grant program; student's award now based on the original EFC. S = Federal Pell Grant award based on the secondary EFC, as calculated by the CPS. OR BLANK if Secondary EFC not used or if Origination not rejected.	
264	270	7	N	Previously Accepted Cost of Attendance	COA previously accepted and currently stored by the Pell Processor for this student. This field will only be populated for rejected originations.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to 9999999	
271	345	75	N	Origination Warning/Reject Reasons	List of up to twenty-five 3-digit reject/warning codes which occurred during processing of this origination record. Only edit codes hit will display in the field. Otherwise, this space will be zero filled.	Twenty-five edit/reject codes of = 000 to 999 Position 271-273: 1st code Position 274-276: 2nd code Position 277-279: 3rd code... Position 343-345: 25th code	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
346	355	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 to 1111111111 Values = 0 – indicates not set 1 = indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th through 10th - Reserved for future use	
356	362	7	N	Negative Pending Amount	Amount that indicates the negative disbursement amount required.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range: 0000000-9999999	This value is processed using dollars and cents, regardless of a school's choice to process Pell Grant awards with or without cents.
363	367	5	N	Secondary Expected Family Contribution	Indicates the secondary EFC calculated by CPS, if any, for this transaction.	Range: 00000-99999 or BLANK = No Secondary EFC calculated by CPS	

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
368	376	9	A/N	Student Current SSN	Social Security Number, as altered by the student through the CPS for the Transaction number reported. This field equals the original SSN if the student has not changed SSN in the CPS. Blank indicates this record could not be matched on Student ID and/or EFC during Federal Pell Grant processing of SSN for this transaction.	Valid Social Security number	
377	384	8	D	Student's Date of Birth	The date of birth of the student for this CPS transaction.	Format: CCYYMMDD	
385	400	16	A/N	Student's Last Name	The last name of the student for this CPS transaction.	A – Z, 0 – 9, period, apostrophe, hyphen or blank	
401	412	12	A/N	Student's First Name	The first name of the student for this CPS transaction.	A – Z, 0 – 9 or blank	
413	413	1	A	Student's Middle Initial	The middle initial of the student for this CPS transaction.	A – Z or blank	
414	450	37	A	Unused	Reserved for expansion	Constant spaces	
		450		Total Record Length			

Disbursement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify the origination which the disbursement is to be applied against.	This field is required. Format = 999999999XX200499999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL-ID = 999999 Orig Sequence Number = 00	
24	36	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code	Action code	Will always be blank	No editing
38	39	2	N	Disbursement Number	Unique number of the disbursement 01-65. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	This field is required. Must be numeric: 01 to 65	Identifier 66-99 is Reserved for Pell system generated disbursements. If number is equal to previously accepted number associated with Origination ID, then reject record as duplicate.
40	40	1	A	Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	This field is required. P = positive N = negative	If first accepted disbursement, then must equal "P".

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
41	47	7	N	Disbursement Amount	Amount of disbursement for student	This field is required. Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	
48	55	8	D	Disbursement Date	Date this disbursement was or will be made to the student.	This field is required. CCYYMMDD = Range = 20030621 to 20080930	Process Date must be within N days prior to disbursement date. If date plus 30 days > system date, then send 30 day warning message. N may be different for Just In Time and Advance Funding Institutions.
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20030101 to 20040630 Or Spaces	If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.
64	100	37	A/N	Unused	Reserved for future expansion	Constant spaces	
		100		Total Record Length			

An adjustment to a disbursement record is supplied in this same format.

Disbursement Acknowledgement Record

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
1	23	23	A/N	Origination ID	Unique number used to identify an origination.	Format = 999999999XX200499999900 Where: SSN = 001010001 to 999999999 Name Code = XX Year Indicator = 2004 Valid Attended PELL ID = 999999 Orig Sequence Number = 00	
24	36	13	A/N	Disbursement Cross-Reference	This field can contain any cross-reference information useful to the institution to identify student records internally.	Institution defined	
37	37	1	A	Action Code/Status	Code to indicate processing status of disbursement	Valid Codes: A = Accepted disbursement amount C = Corrected disbursement amount D = Duplicate disbursement reference number of an accepted record at the Pell Processor E = Rejected - record was rejected	
38	39	2	N	Disbursement Number	Unique number of the disbursement 01-99. The Pell Processor will send disbursement number 66 to 99 for system generated disbursement.	Must be numeric: 01 to 99	Identifier 66-99 are Reserved for Pell system generated disbursement.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
40	40	1	A	Accepted Sign Indicator	Indicates whether the Reported Disbursement Amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.	P = positive N = negative	
41	47	7	N	Accepted Disbursement Amount	Amount of disbursement for student. If an adjustment, this value is a replacement amount.	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	If the disbursement amount is invalid on the input record it will be returned as all zeros on the rejected record.
48	55	8	N	Disbursement Date	Date this disbursement was or will be made to the student.	CCYYMMDD = Range = 20030621 to 20080930	
56	63	8	D	Payment Period Start Date	Beginning date of the Payment Period	CCYYMMDD = Range = 20030101 to 20040630 Or Spaces	If institution is ineligible and Payment Period Start date is invalid or not in range, then reject the record. If Payment Period Start date does not fall within the institution's period of eligibility the record will be rejected. If the institution is eligible and Payment Period Start date is invalid or not in range, then the date will be set to spaces.
64	100	37	A	Unused	Reserved for future expansion	Constant spaces	
101	107	7	N	YTD Disbursed Amount	Total amount that has been disbursed to the student for the award year	Dollars and cents. Use leading zeros; do not include the \$ sign or decimal point. Range = 0000000 to AWARD AMOUNT MAX	If the record is rejected this amount will be 0.

Field Positions		Length (# of Bytes)	Type	Field Name	Description	Valid Values	Processing Notes/Edits
First	Last						
108	182	75	N	Edit/Comment Codes	Three digit comment codes indicating the results of Federal Pell Grant processing. Maximum of 25 comments will appear in a single acknowledgement record. If less than 25 comments, zero filled.	Twenty-five edit/reject codes of: 000 to 999 Position XXX-XXX: 1st code Position XXX-XXX: 2nd code Position YYY-YYY: 25th code	
183	192	10	N	ED Use Flags	Flags that are set to inform institutions of modifications that have been made to their database and require immediate action to rectify	Format = 0000000000 to 1111111111 Values: 0 = indicates not set 1 = indicates flag is set. Where: Each digit signifies a different situation 1st -Shared SAR ID 2nd -Verification W Status 3rd - Concurrent Enrollment 4th - POP 5th through 10th - Reserved for future use	
193	200	8	A/N	Unused	Reserved for future expansion	Constant spaces	
		200		Total Record Length			

If record has been rejected, Action Code = E, reported data is returned on the record.

Date Requests: Multiple Reporting, Reconciliation, Statement of Account, YTD

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Data Request Acknowledgements: Multiple Reporting, Reconciliation, Statement of Account, YTD Record Layout

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Multiple Reporting Record (MRR)

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Reconciliation Report

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Year-to-Date Record (Origination)

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Year-to-Date Record (Disbursement)

This record layout has been moved to Volume VIII, Section 8 – COD Reports.

Year-to-Date Record (Summary)

This record layout has been moved to Volume VIII, Section 8 – COD Reports.