

Appendix A Roster File Layouts

Institutional Download/Upload Certification .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Entity ID	ID assigned to student by system	12345678	10
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	WG-UW, WG-PNP, TIP, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Program Status	Current status for the program	Qualified, Awarded, Certified, Paid, Refund Due, Ineligible	25
Annual Award Amount	Award amount for the year	0, 1000	Decimal(19,2)
Term Award Amount	Award amount for the term	0, 2000	Decimal(19,2)
Paid Amount	Amount disbursed (net of refunds) for the term	0, 3000	Decimal(19,2)
Type of Leave	Type of Leave for the term for the AES or TES program.	0 = None 1 = Military Leave 2 = Family Leave 3 = Medical Leave 4 = Internship/Co-op 5 = Educational Opportunity	1
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional	15
Certification Code	This field will always be blank on the downloaded Certification roster. Code entered by the institution to certify student's eligibility for the program or reason for cancellation.	See Certification/Cancellation Codes following this layout. Blank if updates to enrollment status or SAP will make the student Ineligible.	2

INSTITUTION USER MANUAL FOR GLASS

Column	Description	Values/Sample Data/Comments	Maximum Field Length
	Leave blank if changes to certain data fields will make the student ineligible for the program.		
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount.	1500, blank (no commas) Leave blank when certifying the full award amount with the A Certification Code or if the student is not eligible. Enter a value in New Amount only when the student should be paid less than the Term Award Amount calculated by HEAB when student has financial need less than award offer or when the student withdrew but is eligible for reduced award. If student not eligible, update applicable data field for enrollment status or SAP or enter a Certification Code for cancellation due to another ineligible reason.	Decimal(19,2)
Enrollment Status	Enrollment status for the term. Field will default to value from the program application or reported to HEAB unless the Institution has saved a different enrollment status to the student's term record.	F = Full-time	1
		H = Half-time	
		L = Less-than-half-time	
		N = Not enrolled	
SAP	Satisfactory Academic Progress One character fields; default value = Y (making SAP)	Y, N	1
Certified SAI	SAI the institution is using to calculate State need-based financial aid eligibility. Populated with the SAI on the active ISIR transaction or a previously certified SAI at the institution. It must match an ISIR transaction SAI	999999 (no commas), no decimals or cents	Integer (10)
Terms to Disburse	For Herzing University only. All other schools can leave blank. For the WG-PNP program only; indicates the terms over with to redistribute the annual award amount.	FWS = Fall, Winter, Spring FS = Fall, Spring FW = Fall, Winter WS = Winter, Spring	3
Campus ID	ID assigned to institution by System	123	10

INSTITUTION USER MANUAL FOR GLASS

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Program Group ID	ID assigned to program group by System		5
Program ID	ID assigned to program by System		5
Academic Year ID	ID assigned to academic year by System	Last 4-digit year in the academic year minus 1900. e.g., academic year 2015-2016 = 116 (2016 minus 1900)	3
Term ID	ID assigned to the term by System		4
ChecksumId		System Use Only	10
Last Change Date	Date last change was made to the award amount for this program	MM/DD/YYYY 01/31/2015	10

Institution-initiated Certification .CSV File Fields and Descriptions

Shaded fields are updateable by the institution. Non-shaded fields are informational/system use fields.

Column	Description	Values/Sample Data/Comments	Maximum Field Length
Academic Year	Academic year description	2021-2022	9
Term Description	Term description	Fall, Spring, Summer	30
School Code	6-digit Federal School Code	123456	6
School Name	Institution name	Name as it appears in the system	100
Program Short Name	Short name for the award program	ALBS, GLSP, FELS, etc.	25
SSN	Student's SSN	123456789 (no hyphens)	9
Last Name	Student's last name		35
First Name	Student's first name		35
Middle Name	Student's middle initial	Blank if none	30
Date of Birth	Student's date of birth	MM/DD/YYYY	10
Campus Student ID	ID assigned to student by the institution. Field will be blank unless the ID was provided previously.	Optional	15
Certification Code	This field will always be blank on the downloaded Certification roster.	See Certification/Cancellation Codes following this layout.	2

INSTITUTION USER MANUAL FOR GLASS

	Code entered by the institution to certify student's eligibility for the program or reason for cancellation. Leave blank if changes to certain data fields will make the student ineligible for the program.	Blank if updates to enrollment status or SAP will make the student Ineligible.	
New Amount	Term payment amount, if less than Award Amount. Cannot be greater than award amount	1500, blank (no commas) Leave blank when certifying the full award amount with the A Certification Code or if the student is not eligible. Enter a value in New Amount only when the student should be paid less than the Term Award Amount calculated by HEAB when student has financial need less than award offer or when the student withdrew but is eligible for reduced award. If student not eligible, update applicable data field for enrollment status or SAP or enter a Certification Code for cancellation due to another ineligible reason.	Decimal(19,2)
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SAP	Satisfactory Academic Progress One character fields; default value = Y (making SAP)	Y, N	1
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Terms to Disburse	For Herzing University only. All other schools can leave blank. For the WG-PNP program only; indicates the terms over with to redistribute the annual award amount.	FWS = Fall, Winter, Spring FS = Fall, Spring FW = Fall, Winter WS = Winter, Spring	3