



# Award History File Instructions

Student Financial Aid Programs  
Texas Higher Education Coordinating Board

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# Award History File Instructions

## Purpose

The purpose of the **Award History File** is to provide institutions with a secure method for researching a state grant recipient's award history in the Texas Higher Education Coordinating Board's (THECB) database. The Award History File results provide the most recent report data that was validated or certified for state grant recipients. The information on this report should not be used as the sole basis for determining a recipient's eligibility for an award.

## File Format Naming Convention

An Award History File must be submitted in a text **Tab-Delimited** format. The file can be created using an Excel spreadsheet and saved as a text (Tab-Delimited) file. The Award History File must have the following naming convention:

- **TEXAS Grant:** Six-digit FICE Code \_ **TXGR**\_Award History  
**For Example:** 012345\_TXGR\_Award History
- **TEOG:** Six-digit FICE Code \_ **TEOG**\_Award History  
**For Example:** 012345\_TEOG\_Award History
- **TEG:** Six-digit FICE Code \_ **TEG**\_Award History  
**For Example:** 012345\_TEG\_Award History

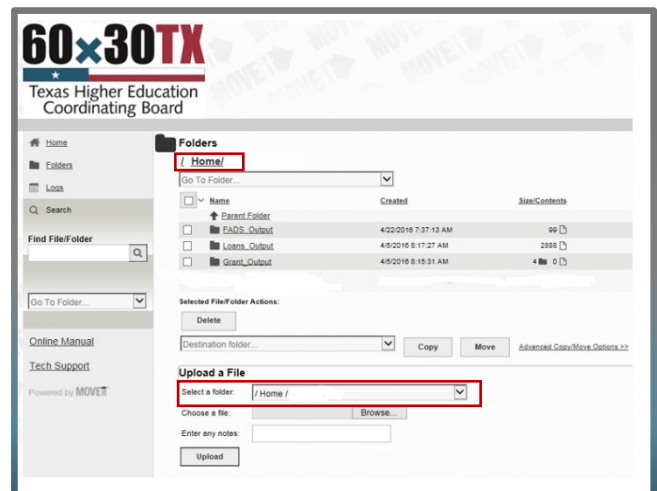
## File Upload Process

All Award History Files must be submitted using the MOVEit DMZ portal. Files need to be uploaded into the **Home Folder**.

For assistance with MOVEit DMZ, contact Financial Aid Services at (844) 792-2640 or by email at

[UserAccess@thecb.state.tx.us](mailto:UserAccess@thecb.state.tx.us).

**NOTE:** All participating institutions must have a designated email address on file with the THECB to receive file notifications (i.e. fadmail@institution.edu). To update an email address, contact Financial Aid Services by email at [UserAccess@thecb.state.tx.us](mailto:UserAccess@thecb.state.tx.us).



## File Notifications

The institution will receive a **File Receipt** confirmation email once the Award History File is submitted using MOVEit DMZ. If errors are found after the file is processed, institutions will receive an **Error Notification Email**. If the file is processed without errors, institutions will receive a **Results File Notification Email**.

### Error Notification Email

An **Error Notification Email** is automatically sent to the institution's designated email address after the Award History File has gone through an edit check process. The **Error Notification Email** will specify the corrections that need to be made to the Award History File.

**Subject:** Award History FICE Code THE FILE MUST BE CORRECTED AND RESUBMITTED

ORIGINAL FILE NAME: FICE Code#####\287693877\_#####\_TXGR Award History.txt

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FICE CODE IN THE HEADER:

ERROR MESSAGE: Invalid Header format: #####\_TXGRAwardHistory

The header record must be tab delimited

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We cannot process this file. The file must be corrected and resubmitted.

### Results File Notification Email

The **Results File Notification Email** will confirm the total number of students in the file and the total number of students found in the database. This notification will indicate when a results file can be retrieved from the specified program Grant\_Output folder (TEXAS Grant, TEOG, or TEG) in MOVEit DMZ.

Student Records in file:855  
 Student Records Found in Database: 750

A detail report is available for your review in the TEXAS Grant\_Output folder subdirectory in about 35 minutes.

## Results File

The **Results File** will display a list of all relevant and available program eligibility information. The following output data for the applicable grant program will be provided for student IDs submitted by an institution that match a student ID in the THECB database. Any students not found in the database will not be included in the results file. The information provided in the results does not determine a student's eligibility. Final eligibility must be determined by the institution.

TEXAS Grant	StudentID	DOB	First Name	Last Name	Hrs YTD IY	IYS	L_Year	L_FICE	L_MetSAP	L_HrAttempted	
	999999996,	4/25/1999,	Raul	,Phong	,38	,2018	,1	,2018	,001127	,Y	,24
	999999997,	4/26/1999,	Mark	,Martin	,66	,2018	,2	,2018	,001128	,Y	,18

TEOG	StudentID	DOB	First Name	Last Name	Hrs YTD IY	IYS	L_Year	L_FICE	L_MetSAP	L_HrAttempted	
	999999993,	4/22/1999,	Sahira	,Smith	,75	,2016	,1	,2017	,001124	,Y	,24
	999999994,	4/23/1999,	Jeniffer	,Johnson	,30	,2016	,1	,2016	,001125	,N	,18

TEG	StudentID	DOB	First Name	Last Name	IY	IYS	L_Year	L_FICE	L_MetSAP	L_HrAttempted	L_Degree
	999999991,	4/20/1999,	Fransico	,Lopez	,2016	,1	,2018	,001122	,Y	,15	4
	999999992,	4/21/1999,	Lisa	,Rodriguez	,2016	,2	,2016	,001123	,Y	,12	B

## TEXAS Grant (TXGR) - Results File Data Descriptions

Column Title	Description
StudentID	<b>Student Identification:</b> This ID can either be a social security number (SSN) or a school-assigned number for a recipient with no SSN.
DOB	<b>Date of Birth:</b> Date of birth in the database.
First Name	First name in the database.
Last Name	Last name in the database.
Hrs YTD	<b>Hours Year-to-Date:</b> Hours reported while receiving grant funds. This includes hours reported in L_HrAttempted.
IY	<b>Initial Year Awarded:</b> The academic year that the recipient received an initial award.
IYS	<b>Initial Year Semester:</b> The semester that the recipient received an initial award (1= Fall, 2= Spring).
L_Year	<b>Last Year Reported:</b> The fiscal year of the most recent data reported.
L_FICE	<b>Last FICE Code Reported:</b> Institution where recipient last received an award as of the most recent report.
L_MetSAP	<b>Last SAP Reported:</b> The SAP status as of the most recent report (Y= Met, N= Not Met).
L_HrAttempted	<b>Last Hours Attempted:</b> The total hours attempted for the fall and spring semesters as of the most recent report.

## TEOG - Results File Data Descriptions

Column Title	Description
StudentID	<b>Student Identification:</b> This ID can either be a social security number or a school-assigned number for a recipient with no SSN.
DOB	<b>Date of Birth:</b> Date of birth in the database.
First Name	First name in the database.
Last Name	Last name in the database.
Hrs YTD	<b>Hours Year-to-Date:</b> Hours reported while receiving grant funds. This includes hours reported in <b>L_HrAttempted</b> .
IY	<b>Initial Year Awarded:</b> The academic year that the recipient received an initial award.
IYS	<b>Initial Year Semester:</b> The semester that the recipient received an initial award (1= Fall, 2= Spring).
L_Year	<b>Last Year Reported:</b> The fiscal year of the most recent data reported.
L_FICE	<b>Last FICE Code Reported:</b> Institution where recipient last received an award as of the most recent report.
L_MetSAP	<b>Last SAP Reported:</b> The SAP status as of the most recent report (Y= Met, N= Not Met).
L_HrAttempted	<b>Last Hours Attempted:</b> The total hours attempted for the fall and spring semesters as of the most recent report.

## TEG - Results File Data Descriptions

Column Title	Description		
StudentID	<b>Student Identification:</b> This ID can either be a social security number (SSN) or a school-assigned number for a recipient with no SSN.		
DOB	<b>Date of Birth:</b> Date of birth in the database.		
First Name	First name in the database.		
Last Name	Last name in the database.		
IY	<b>Initial Year Awarded:</b> The academic year that the recipient received an initial award.		
IYS	<b>Initial Year Semester:</b> The semester that the recipient received an initial award (1= Fall, 2= Spring).		
L_Year	<b>Last Year Reported:</b> The fiscal year of the most recent data reported.		
L_FICE	<b>Last FICE Code Reported:</b> Institution where recipient last received an award as of the most recent report.		
L_MetSAP	<b>Last SAP Reported:</b> The SAP status as of the most recent report (Y= Met, N= Not Met).		
L_HrAttempted	<b>Last Hours Attempted:</b> The total hours attempted for the fall and spring semesters as of the most recent report.		
L_Degree	<p><b>Last Degree type Reported:</b> The code provided identifies the program level the student was enrolled in as of the most recent report.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Student last reported before academic year 2017-18</b></p> <ul style="list-style-type: none"> <li>A = Associate</li> <li>B = Baccalaureate</li> <li>C = Master's</li> <li>D= Doctoral</li> <li>E = Professional</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Student last reported academic year after 2017-18</b></p> <ul style="list-style-type: none"> <li>0 = Non-Degree Seeking</li> <li>1 = Continuing Education</li> <li>2 = Associate Degree</li> <li>3 = Undergraduate Certificate</li> <li>4 = Bachelor's Degree</li> <li>5 = Master's Degree</li> <li>6 = Doctorate Level/Professional Practice</li> <li>7 = Teacher Certification</li> <li>8 = Graduate Level Certificate</li> </ul> </td> </tr> </table>	<p><b>Student last reported before academic year 2017-18</b></p> <ul style="list-style-type: none"> <li>A = Associate</li> <li>B = Baccalaureate</li> <li>C = Master's</li> <li>D= Doctoral</li> <li>E = Professional</li> </ul>	<p><b>Student last reported academic year after 2017-18</b></p> <ul style="list-style-type: none"> <li>0 = Non-Degree Seeking</li> <li>1 = Continuing Education</li> <li>2 = Associate Degree</li> <li>3 = Undergraduate Certificate</li> <li>4 = Bachelor's Degree</li> <li>5 = Master's Degree</li> <li>6 = Doctorate Level/Professional Practice</li> <li>7 = Teacher Certification</li> <li>8 = Graduate Level Certificate</li> </ul>
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# Award History File

The file must be in a text **(Tab-Delimited)** format.  
Every **Data Element** must be included in every record of the file.

## File Layout

### Header Record

The **Header Record** contains information to identify the type of data in the file.

Data Element	Type	Max Length	Description	Edits
Report Type	Alphabetic	XXXX	4 characters max Must enter TXGR or TEOG or TEG	Error if not TXGR or TEOG or TEG
FICE Code	Numeric	XXXXXX	6 characters max Must be institution-assigned FICE code Must use leading zeroes	Error if not numeric Error if left blank
File Type	Alphabetic	XXXXXXXXXXXX	12 characters max Must enter "AwardHistory"	Error if not AwardHistory

Header Record Example: TXGR ##### AwardHistory

Header Record Example: TEOG ##### AwardHistory

Header Record Example: TEG ##### AwardHistory



## Award History File

### Detailed Record

The **Detailed Record** contains the data in the file.

Data Element	Type	Max Length	Description	Edits
Student's ID Number	Alphanumeric	XXXXXXXXXX	9 characters max  Must use leading zeroes, if applicable  Do not use dashes or slashes  Must enter the student's SSN, which is the standard for all reports submitted to the THECB, to ensure data integrity and consistency  Only if student has no SSN can a school-assigned ID be reported	Error if SSN not numeric Error if blank
Is the Student's ID number a social security number (SSN) or a school-assigned ID?	Numeric	X	1 character max 1 = SSN 2 = School-assigned ID	Error if not numeric Error if blank Error if <1 or >2
Date of Birth	Numeric	mmddyyyy	8 characters max Do not use dashes or slashes	Error if mm is out of range of 1-12 Error if dd is out of range of 1-31
Last Name	Alphabetic	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 characters max Upper or lower case acceptable	Error if numeric Error if left blank
First Name	Alphabetic	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	30 characters max Upper or lower case acceptable	Error if numeric Error if left blank

Detailed Record Example: 123456789 1 12011996 Doe John

# Award History File

## Resources

Contact Financial Aid Services	
By phone: (844)-792-2640	
Contact us by completing an <a href="#">online inquiry form</a> and select "Financial Aid Question" as the Contact Reason.	
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General loan information	<a href="#">HHloans</a>
Texas Program Statutes	<a href="#">Texas Education Code</a>
Texas Program Rules	<a href="#">Texas Administrative Code</a>
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	<a href="#">GovDelivery</a>
CALENDAR	
<a href="#">Institutional Calendar</a>	