

RECONNECT REIMBURSEMENT ROSTER - DOWNLOAD FILE LAYOUT

The layout of the **Reconnect Download Reimbursement Roster File** is:

- The format for the file is “Comma Separated Values” (CSV)
- All fields are delimited by a comma (,)
- Carriage Return Line Feed (CRLF) at the end of each row

| Field Name | Type | Field Description |
|---------------|----------------------|---|
| Academic Year | Numeric | Award Year (all records in the file must contain the same value) <i>Use ending year - if the acyear is 2020-2021 this field must contain 2021)</i> |
| Term | Alphanumeric | Term being requested for reimbursement (all records in file must contain the same value) Valid values include: “Fall” “Winter” “Spring” “Summer” |
| SSN | Numeric | Student’s Social Security Number |
| Date of Birth | Date (mm/dd/ccyy) | Student’s Date of Birth – will include slashes |
| Last Name | Alphanumeric | Student’s Last Name |
| First Name | Alphanumeric | Student’s First Name |