

# Missouri FAFSA Completion Project Tutorial

## Introduction

### Missouri FAFSA Completion Project



Completing a Free Application for Federal Student Aid (FAFSA) is key to accessing higher education for many high school seniors.

Research shows that students who complete a FAFSA are more likely to attend a two- or four-year college or vocational/technical school.

The goal of the Missouri FAFSA Completion Project is to increase the number of students in Missouri who successfully complete a FAFSA. High school administrators and guidance counselors can access a secure webpage to view their High School FAFSA Report in order to offer assistance to students who need help completing a FAFSA. This **step-by-step tutorial** provides the information available through the Missouri FAFSA Completion Project.

To protect student privacy, the High School FAFSA Report is available beginning in early October, when FAFSA information first becomes available for seniors, through June 30, when the seniors have graduated and the high school's working relationship with the student has ended.

Aggregate information (below) shows the percentage of seniors completing the FAFSA at all public high schools in Missouri.

The Missouri FAFSA Completion Project provides tools to help high schools monitor and increase their students' FAFSA completion rates. Increased FAFSA completion rates contribute to increased access and affordability in higher education, both of which are undeniably important to Missouri's students.

The project is located on the MDHE website at [www.dhe.mo.gov/fafsa-completion](http://www.dhe.mo.gov/fafsa-completion). Among the tools included in the project are:

- FAFSA- and other financial aid-related links
- A table of aggregated FAFSA completion information for seniors at Missouri public high schools. The table compares the number of completed FAFSAs for the year to the total number of seniors reported by the district to the Department of Elementary and Secondary Education.
- The High School FAFSA Report is a secure, password-protected report that provides student-level FAFSA completion information. This report can be used to assist high school seniors in ensuring they do not miss out on any financial aid opportunities because of an incomplete application.

# Missouri FAFSA Completion Project Tutorial

## FAFSA Completion Project Home Page

The home page provides helpful links for high school counselors and students:

- The High School FAFSA Report (see additional information below).
- The U.S. Department of Education's [fafsa.ed.gov](http://fafsa.ed.gov) website where students can access information about the FAFSA, including the application itself.
- Information about hosting a FAFSA Frenzy event, where financial aid professionals are available to help students complete the FAFSA.
- Information about the state grant and scholarship programs administered by MDHE.
- Counselor access to the High School interface of FAMOUS, MDHE's state student aid database.
- Access to the High School Graduates report, which links high school performance to college success.
- Student access to MDHE's Student Portal, which offers students two levels of access with a variety of information available for each. The first level of access provides basic, public information. The second, secure level of access provides student-specific financial aid eligibility and award information. Students must have a Microsoft Live ID to access the portal at either level.

**Missouri FAFSA Completion Project**

Completing a Free Application for Federal Student Aid (FAFSA) is key to accessing higher education for many high school seniors.

Research shows that students who complete a FAFSA are more likely to attend a two- or four-year college or vocational/technical school.

The goal of the Missouri FAFSA Completion Project is to increase the number of students in Missouri who successfully complete a FAFSA. High school administrators and guidance counselors can access a secure webpage to view their High School FAFSA Report in order to offer assistance to students who need help completing a FAFSA. This **step-by-step tutorial** provides the information available through the Missouri FAFSA Completion Project.

To protect student privacy, the High School FAFSA Report is available beginning in early October, when FAFSA information first becomes available for seniors, through June 30, when the seniors have graduated and the high school's working relationship with the student has ended.

Aggregate information (below) shows the percentage of seniors completing the FAFSA at all public high schools in Missouri.

**Other Related Links**

- Grants and Scholarships
- FAMOUS High School Interface
- High School Graduates Report
- MDHE Student Portal

Missouri Department of Higher Education  
205 Jefferson Street, P.O. Box 1469  
Jefferson City, MO 65102-1469  
Phone: (573)751-2361  
Fax: (573)751-6635  
Email: [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

**Participate**

Participation is at the district level. Superintendents enter into the FAFSA Data Access Agreement with the commissioner of higher education and designate the district employees authorized to access the student-specific data. Each authorized employee must register for a user ID and password. Click the "Participate" button for instructions on completing the agreement and registering for access to the High School FAFSA Report.

**Not sure if your district is already participating?**

The participating Districts list is updated weekly.

**Need to add or remove authorized district employees from the FAFSA Data Access Agreement (Attachment B)?**

Complete and submit an amended Attachment B.

**High School FAFSA Report Log-In**

To access the High School FAFSA Report your district must have a signed FAFSA Data Access Agreement on file with MDHE. You also must have registered for and received a user ID and system-generated password from DHE Security. You will be prompted to change your password the first time you log in. Click the "Participate" button for instructions on obtaining a user ID and password. Click the "High School FAFSA Report Log-In" button to access the report.

**Complete the FAFSA**

Click this button for easy access to the online FAFSA.

**FAFSA Frenzy**

Click this button to learn about hosting a FAFSA Frenzy event.

**Helpful Links**

# Missouri FAFSA Completion Project Tutorial

## FAFSA Completion Project Home Page (continued)

The home page also provides a table of aggregated FAFSA completion information for Missouri public high schools. Features of the table include:

- The ability to select the number of schools displayed at one time.
- The ability to sort the list by any column.
- The ability to search the list for a particular school district or high school.
- The ability to view prior year FAFSA completion rates, beginning with rates for 2015 seniors.

### 2016-2017 FAFSA Completion Report by Public High School

Display FAFSA completion rates for students graduating in:  *Select a prior year*


Show  entries *Select display* Search for a district or high school Search:

District	School Name	Number of FAFSAs Completed	Number of Seniors	Percent Completed
ADAIR CO. R-II	1050 ADAIR CO. HIGH	6	18	33%
ADAIR CO. R-I	ADAIR CO. HIGH	13	21	62%
ADRIAN R-III	ADRIAN SR. HIGH	23	63	37%
ADVANCE R-IV	ADVANCE HIGH	11	22	50%

*Sort by column*

In addition, the home page provides access to the High School FAFSA Report, a key feature of the Missouri FAFSA Completion Project:

### Missouri FAFSA Completion Project



Completing a Free Application for Federal Student Aid (FAFSA) is key to accessing higher education for many high school seniors.

Research shows that students who complete a FAFSA are more likely to attend a two- or four-year college or vocational/technical school.

The goal of the Missouri FAFSA Completion Project is to increase the number of students in Missouri who successfully complete a FAFSA. High school administrators and guidance counselors can access a secure webpage to view their High School FAFSA Report in order to offer assistance to students who need help completing a FAFSA. This [step-by-step tutorial](#) provides the information available through the Missouri FAFSA Completion Project.

To protect student privacy, the High School FAFSA Report is available beginning in early October, when FAFSA information first becomes available for seniors, through June 30, when the seniors have graduated and the high school's working relationship with the student has ended.

Aggregate information (below) shows the percentage of seniors completing the FAFSA at all public high schools in Missouri.

#### Other Related Links

- Grants and Scholarships
- FAMOUS High School Interface
- High School Graduates Report
- MOHE Student Portal

Missouri Department of Higher Education  
205 Jefferson Street, P.O. Box 1469  
Jefferson City, MO 65102-1469  
Phone: (573)751-2361  
Fax: (573)751-6635  
Email: [info@dhc.mo.gov](mailto:info@dhc.mo.gov)

**Participate**

Participation is at the district level. Superintendents enter into the FAFSA Data Access Agreement with the commissioner of higher education and designate the district employees authorized to access the student-specific data. Each authorized employee must register for a user ID and password. Click the "Participate" button for instructions on completing the agreement and registering for access to the High School FAFSA Report.

**Not sure if your district is already participating?**  
The participating Districts list is updated weekly.

**Need to add or remove authorized district employees from the FAFSA Data Access Agreement (Attachment B)?**  
Complete and submit an amended attachment B.

**High School FAFSA Report Log-In**

To access the High School FAFSA Report your district must have a signed FAFSA Data Access Agreement on file with MOHE. You also must have registered for and received a user ID and system-generated password from LINC Security. You will be prompted to change your password the first time you log in. Click the "Participate" button for instructions on obtaining a user ID and password. Click the "High School FAFSA Report Log-In" button to access the report.

**Complete the FAFSA**

Click this button for easy access to the online FAFSA.

**FAFSA Frenzy**

Click this button to learn about hosting a FAFSA Frenzy event.

# Missouri FAFSA Completion Project Tutorial

## High School FAFSA Report – Log-in Page

The High School FAFSA Report log-in page contains several links to help users access the report. The links are identified by number below.

1. Participation instructions are provided for those that do not already have access to the High School FAFSA Report.
2. Access to the Forgot User ID/Password page of MDHE’s Security System is provided for users that need such assistance.
3. Access to MDHE’s Security System is provided for users who need to register for access to the report. The same link assists users who have been granted access to the report but need to update their email address, name, or other information in their user profile.

The High School FAFSA Report home page also is where users who have been granted access will log into the report.



### Welcome to the High School FAFSA Report

This report provides student-level FAFSA completion information to help high schools identify students that may need assistance in completing the FAFSA. To access this report you must be identified as an authorized district employee in the FAFSA Data Access Agreement signed by your superintendent and the commissioner of higher education. You must also have registered for and received a user ID and password from DHE Security.

### Need a user ID and password?

1 Registration instructions are found in Step 2 on the [Participate](#) page. The Request/Change Security link referenced in the instructions is found at the bottom of this page, beneath the Login button.

### Forgot your user ID and password?

Click the Forgot Password link beneath the Login button at the bottom of this page. You will be redirected to the MDHE Security System, where you will be prompted to enter your email address and answer a security question. Your email address and the answer to your security question must be entered exactly as you entered them when you registered. The answer to the security question is case sensitive.

\* Indicates a required field.

Your session has expired. Please login again.

User Id:   
Password:

Login

← Login

2 → [Forgot Password](#)

3 → [Request/Change Security](#)

# Missouri FAFSA Completion Project Tutorial

## High School FAFSA Report - Data

This report was developed to help high schools identify students who may need additional help in completing the FAFSA. High schools also may use it to provide advanced notice that the student will need to verify certain information with the postsecondary institution before federal financial aid can be finalized.

The High School FAFSA Report provides high schools with a list of their students who have filed a FAFSA. To identify students, the list includes each student's:

- Last name
- First name
- Date of birth

The report indicates each student's FAFSA completion status. Statuses provided include:

- Complete
- No signature (Either the student or parent signature is missing)
- Error (USDE has determined the FAFSA was completed incorrectly. The exact error can be found on the Student Aid Report)

Finally, the report also indicates whether the U.S. Department of Education has selected the student for verification. Students with a Yes indicator in the Selected for Verification column will need to provide additional financial information to their postsecondary institution to complete the verification process.

The columns are sortable, and explanatory information is provided for the FAFSA Completion Status and Selected for Verification columns. Totals at the end of the report provide a snapshot of the number of students in each status. The report is exportable as either an Excel or PDF document.

# Missouri FAFSA Completion Project Tutorial

## High School FAFSA Report

High School to be reported:

High school seniors may not appear on this report for the following reasons:

- The senior does not have a date of birth between 08/02/1997 and 08/01/1998.
- The senior did not properly confirm their high school choice on their FAFSA.
- The senior did not select "Never attended college/1st yr." or "Attended college before/1st yr." on the Student Eligibility page of their FAFSA.

High school seniors may appear multiple times on this report for the following reasons:

- The senior has filed multiple FAFSA transactions with different Social Security Numbers.

The totals at the end of the report reflect the number of records contained on the list. As a result, the totals will be slightly inflated when single students appear multiple times.

This material in any medium (i.e. printed or electronic documents, etc.) must be destroyed after 180 days following the completion of the task for which the information was produced, according to the FAFSA Data Access Agreement.

Last Name	First Name	Date of Birth	FAFSA Completion Status	Selected for Verification
Adams	John	1997/08/18	Complete	
Buchanan	James	1997/08/19	Complete	Yes
Cleveland	Grover	1997/09/12	Complete	
Filmore	Millard	1998/01/05	Complete	
Lincoln	Abraham	1998/01/29	Complete	Yes
McKinley	William	1997/11/30	Complete	

Explanatory information icon

Sort by column icon

**Total Students 57**

**Complete 56/57**

**No Signature 1/57**

**Error 0/57**

**Selected for Verification 11/57**