

FAFSA Completion Project

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What is the FAFSA Completion Project?

A free online resource from the MDHEWD that helps school districts monitor and increase their students' FAFSA completion rates by providing access to student-level FAFSA completion data.


How does it work?

- School districts enter into a data sharing agreement with MDHEWD
- Designated district employees are able to access the High School FAFSA Report for their high school(s)

What is the High School FAFSA Report?

- A list of students at that high school who have filed a FAFSA
- Secure and password-protected
- Confidential, student-level information

What “student-level data”?

- The list includes each student’s Last name, First name, and Date of birth, one of the following FAFSA completion statuses: 
- There is also a column to tell if the student has been selected for verification.



What can I do with the data?

- Identify seniors who have (and have not) completed a FAFSA
- Contact seniors who have an error or no signature on their FAFSA
- Offer individualized assistance to students who need help with the FAFSA
- Check on seniors who have been selected for verification to see if they have questions about their next steps
- Ensure students do not miss out on any financial aid opportunities because of an incomplete FAFSA

How to use the HS FAFSA Report

- The columns are sortable
- Info buttons provide explanations of 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.

High School FAFSA Report

High School to be reported: MISSOURI HIGH SCHOOL - ANYTOWN

Generate Report

Log Out

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
McOnley	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

Export to Excel

Export to PDF

How to participate?

- Participation is at the district level
- Superintendents enter into the FAFSA Data Access Agreement with the commissioner of higher education
- Please note:
 - Agreements must be signed by the district superintendent
 - The agreement must designate one or more district employees who will have access to the secure webpage to view the FAFSA report for a specific high school

Tips for completing the Agreement

Make sure district addresses match.

Check signature lines for fillable fields.

Superintendent signature required...no substitutions!

The "District Contact" doesn't have to be the superintendent.

Authorized users **MUST** be district employees.

Attach additional pages if you run out of room on Attachment B.

Authorized Users

- Provide the **name**, **job title** and **building/school** of each district employee authorized to access the data.
- The building/school must be a high school in the district!
 - No district or administrative offices, middle schools or vocational-technical centers.
 - If an administrator needs access to more than one report, list EACH high school.

Webpage Tour

- <https://dhewd.mo.gov/fafsa-completion/>
- Step-by-step tutorial
- Detailed agreement and registration instructions
- Registration link
- Report log-in link
- Scroll down for school data!

The screenshot shows the Missouri FAFSA Completion Project webpage. At the top, there is a navigation bar with the department's name and various links. The main content area features a large heading, a central graphic with a checkmark and the text 'FAFSA COMPLETION PROJECT', and several columns of text. A sidebar on the right contains 'Other Related Links'. At the bottom, there are three prominent buttons: 'Participate', 'High School FAFSA Report Log-In', and 'Complete the FAFSA'. Green arrows from the list on the left point to these buttons and the 'step-by-step tutorial' link in the text.

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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 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
- Student Portal

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Phone: (573)751-2361
Fax: (573)751-6635
Email: info@dhewd.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 to 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 frequently.

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 MDHEWD. You also must have registered for an account at the MDHEWD security page and requested access to your high school's FAFSA report. You may be prompted to change your password if it has been a while since you last logged 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. FAFSA completion information for the 2021 seniors will be available beginning in late October or early November 2020.

Complete the FAFSA

Questions or Issues

- Not sure if your district has an agreement already on file?
- Not sure if you're on the authorized user list?
- Having issues registering, logging in or viewing your report?

→ Email FAFSACompletionProject@dhewd.mo.gov