


# FAFSA Completion Project

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# What is the FAFSA Completion Project?

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- 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.



# 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 Department of Higher Education & Workforce Development website. The header includes the department name, navigation links (Colleges & Degrees, Planning & Paying for College, Initiatives, Policy, Workforce Development, Research & Data, News & Events), and social media icons. The main content area is titled "Missouri FAFSA Completion Project".

**Missouri FAFSA Completion Project**

Completing a Free Application for Federal Student Aid (FAFSA) is key to accessing financial aid 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

Missouri Department of Higher Education & Workforce Development  
301 W. High Street, P.O. Box 1469  
Jefferson City, MO 65102-1469  
Phone: (573)751-2361  
Fax: (573)751-6635  
Email: [info@dhewd.mo.gov](mailto: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 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 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** ↓

# What is the FAFSA Report?

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


# What is "Student-Level Data"?

The list includes each student's:

- Last name
- First name
- Date of birth
- One of the FAFSA completion statuses

Completion Statuses:

- **Complete**
  - No Problems
- **No Signature**
  - Missing Parent or student signature
- **Error**
  - An error has been found. Check the Student Aid Report.

The image features a large, light blue, bubbly graphic that resembles a splash or a collection of overlapping circles. The graphic is centered on a white background. Inside this blue shape, the text "Participation Agreement and Access" is written in a dark blue, sans-serif font. The text is arranged in three lines: "Participation" on the top line, "Agreement and" on the middle line, and "Access" on the bottom line. The blue graphic has a soft, glowing effect around its edges, and there are some smaller blue dots and lines scattered around it, giving it a dynamic, water-like appearance.

# Participation Agreement and Access

# 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)



# Getting Access

- The process for requesting access to your High School FAFSA report depends on whether you have and existing account for FAMOUS

Instructions for both new and existing accounts can be found with the link below:

<https://dhewd.mo.gov/fafsa-completion/participate.htm>

# Participation

- 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

# What The Contract Looks like

- **Agreement**

- Must be signed and dated by the Superintendent.
  - Signature, Plain Written Name, Date

- **Attachment A**

- Superintendent and District Contact
- Authorized User
  - Must be district employee
- May Designate as Many as necessary
  - You may attach additional pages
- Must be signed by Superintendent

# 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
  - **No** Abbreviation, 'High School' or Blank
- List ***each*** high school for people who need access to more than one

# Updating User List

- If your district has staffing changes, submit a new **Attachment A**
- Every employee that is authorized must be listed on the updated form, including those that carry over from the previous list
- Users not listed on the new attachment will have their access removed

# Tips on Completing the Agreement



Make sure your district addresses match

LEA Contacts do NOT have the same permissions as LEA Authorized Users

Check Signature Lines for Fillable Fields

Make sure the application information and your sign on information match

Superintendent Signature is **Required**

The "District Contact" does NOT have to be the Superintendent



A large, light blue water splash graphic with a white outline, centered on a white background. The splash has a soft, glowing effect. Inside the splash, the text "What Do I Do With The Data?" is written in a dark blue, sans-serif font. The splash is surrounded by smaller blue droplets and white splatters, suggesting movement and energy.

**What Do I Do With  
The Data?**

# 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



# Using the 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	Milard	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

A large, light blue, bubbly graphic with a soft shadow, resembling a splash or a cloud. The word "Troubleshooting" is written in a dark blue, sans-serif font in the center. The background is white with scattered blue dots and dashes.

# Troubleshooting

# Account Troubleshooting

- If you are having issues registering or logging in, email [FAFSACompletionProject@dhewd.mo.gov](mailto:FAFSACompletionProject@dhewd.mo.gov)
- If you are getting an error message or popup, it helps if you attach a screenshot to your email
- I will work with you to get your access sorted out

A large, stylized blue water splash graphic with a white outline and a soft shadow. The splash is composed of several overlapping, rounded shapes. The word "Questions?" is written in a dark blue, sans-serif font in the center of the splash. The background is white with scattered blue water droplets and splashes, some of which are dashed lines, suggesting movement and liquid. The overall style is clean and modern.

Questions?