FAFSA Completion Project

Gary Standiford

Journey to College

What is the FAFSA Completion Project?

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.

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! ⬇️

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.

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

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	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**

| Export to Excel | | Export to PDF |

Troubleshooting

Account Troubleshooting

- If you are having issues registering or logging in, email 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

Questions?