Missouri FAFSA Completion Project Tutorial

Introduction

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/ffasa-completion](http://www.dhe.mo.gov/ffasa-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.
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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 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.
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.

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
<th>FAFSA Completion Status</th>
<th>Selected for Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>John</td>
<td>1997/08/18</td>
<td>Complete</td>
<td>Yes</td>
</tr>
<tr>
<td>Barnes</td>
<td>James</td>
<td>1997/08/29</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Cleveland</td>
<td>Roderick</td>
<td>1997/09/12</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Himes</td>
<td>Mildred</td>
<td>1998/01/05</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Lincoln</td>
<td>Abraham</td>
<td>1996/10/29</td>
<td>Complete</td>
<td>Yes</td>
</tr>
<tr>
<td>McHenry</td>
<td>William</td>
<td>1997/11/30</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

Total Students 57
Complete 56/57 No Signature 1/57 Error 0/57 Selected for Verification 11/57

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.