Pilot Program

High School
FAFSA Completion
User Guide

2012-2013

U.S. Department of Education
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Overview

The High School FAFSA Completion (Pilot Participants Only) feature is now available for the 2012-2013 Free Application for Federal Student Aid (FAFSA). It enables an organization to request and receive, in a secure environment, FAFSA completion information for an individual high school student or a specified group of high school students. Participating secondary schools, local educational agencies, and state agencies can use this information to counsel students on FAFSA completion, assist in finding financial aid funding for college, and encourage college acceptance and enrollment.

Participants make requests using Federal Student Aid’s FAA Access to CPS Online (FAA Access) Web site and receive the results in a file that is downloaded from the Web.
Getting Started

Note: If you participated in the FAFSA Completion Pilot for 2011-2012, we automatically enroll you for 2012-2013. Therefore, you do not need to re-enroll. You can skip the Getting Started steps and go directly to the FAFSA Completion Data Request Process.

To participate in the FAFSA Completion Pilot Program, you need to be granted access to FAA Access. This is a two-step process:

Step 1: Provide User Information and Signatures
Step 2: Register for an FSA User ID and Password

Step 1: Provide User Information and Signatures

To participate in the pilot program and access the FAFSA Completion database, you must complete the enrollment process using the Student Aid Internet Gateway (SAIG) Enrollment Site. This enables your organization to receive high school student FAFSA completion data online using FAA Access. As a FAFSA Completion Pilot Participant, your access to certain options within the SAIG Enrollment Site is limited.

If you were selected to participate in the program for 2012-2013, go to the SAIG Enrollment Site at fsawebenroll.ed.gov to provide demographic information about your organization and the person from your organization who will access the FAFSA Completion database.

Organization’s Information

From the SAIG Enrollment Site welcome page, select Initial Enrollment for Services and provide the following information about your organization:

- Type of Organization (select FAFSA Completion Pilot Participant)
- Name of your organization
- Customer information for the person at your organization who should receive all organization correspondence for FAFSA Completion, including:
  - First and last name
  - Mailing address
  - Optional address
  - City, state, and zip code
  - Phone number
  - Fax number (optional)
**Administrator’s Information**

Next, provide information about the person from your organization who will access the FAFSA Completion database. This person is referred to as your organization’s Primary Destination Point Administrator (Primary DPA). He or she will have limited access to FAA Access and will be the only person from your organization with access to the FAFSA Completion Data Request feature.

If your Primary DPA is the same person who will receive all organization correspondence, select Yes in the Destination Point (mailbox) section. This pre-fills the Destination Point Administrator section with the same customer information you entered earlier. If the Primary DPA is different from the customer information, provide the following information for the Primary DPA:

- First and last name
- Organization’s mailing address, city, state, and zip code
- Phone number
- Fax number (optional)

In addition, provide an e-mail address, and the following personally identifiable information to be used for security purposes:

- Social Security number
- Date of birth
- Mother’s maiden name

**Note:** As a FAFSA Completion Pilot Participant, you are not eligible to enroll a Secondary Destination Point Administrator or for other services. Therefore, we bypass both of these options and proceed to the Final Review page where you can verify that the organization and Primary DPA information is correct.

**Responsibilities, Agreements, and Certification**

After you review your information and submit your online enrollment form, you need to print, review, sign, and return the following two signature pages to CPS/SAIG Technical Support.

1. **Responsibilities of the Primary Destination Point Administrator**
   - This form collects the required responsibility agreements from the Primary DPA, the person who will access the FAFSA Completion database from your organization.

   The Primary DPA represents your organization for the administration of High School FAFSA completion data. The Primary DPA is responsible for access to Federal Student Aid systems to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not access records that are not associated with your organization.
For the FAFSA Completion Pilot Program, the Primary DPA is the only person from your organization authorized to access the FAFSA Completion Data Request feature in FAA Access. He or she must agree to ensure that FAFSA completion data is requested only for students affiliated with your organization (secondary school, local educational agency, or state agency). Sharing your FSA User ID or password is strictly prohibited. If you need to transfer FAFSA Completion responsibilities to another individual at your organization, contact CPS/SAIG Technical Support by calling the number provided below.

2. **Certification of the President/CEO/Chancellor, Equivalent Person, or Designee**

   This form collects the required authorizations from your organization to process the enrollment information for the Primary DPA.

**Print Signature Pages and Confirmation**

To print the signature pages, select **Print Signature Pages** below the signature page instruction. You may want to print an extra copy for your records.

After printing your signature pages, select **Next** to complete the online enrollment application. The Congratulations page with your confirmation number is displayed. It is important to print or make a copy of the confirmation number for your records. You will need the confirmation number if you contact CPS/SAIG Technical Support with questions about your enrollment.

**Return Signature Pages**

Review, sign, and mail the required agreements and certifications to:

CPS/SAIG Technical Support
2450 Oakdale Blvd
Coralville, Iowa 52241

**Note:** You can fax the forms to CPS/SAIG Technical Support at 319-665-7662 to expedite the process, but you must still mail the original forms.

For step-by-step directions to enroll for FAFSA Completion services, see the “How Do I… Questions” that begin on page 16 in the *Frequently Asked Questions* section of this guide.

**Enrollment Assistance**

For questions and information on the enrollment process, select the Help/FAQ option from the SAIG Enrollment Site or contact CPS/SAIG Technical Support:

- **Phone:** 1-800-330-5947 or TDD/TTY 1-800-511-5806
- **E-mail:** CPSSAIG@ed.gov
Step 2: Register for an FSA User ID and Password

After your information and signature pages are processed, you will receive an e-mail notification from CPS/SAIG Technical Support with your Destination Point (or TG number) and instructions for obtaining an FSA User ID and setting a password.

To register for your FSA User ID and to create your password, go to the SAIG Enrollment Site at fsawebenroll.ed.gov and select FSA User ID Registration. You will be asked to enter the following information:

- First name
- Last name
- Last four digits of your Social Security number
- Date of birth

After you have completed the registration process, including establishing your password, your FSA User ID is sent to the e-mail address you provided.

For step-by-step directions to register for an FSA User ID and password, see the “How Do I… Questions” that begin on page 16 in the Frequently Asked Questions section of this guide.

When you log in to FAA Access, your FSA User ID and password are used to authenticate your identity and authorize your access to the FAFSA Completion Data Request feature.
FAFSA Completion Data Request Process

After you have been granted access to Federal Student Aid’s system and obtained an FSA User ID and password as described in the Getting Started section, you are ready to make your FAFSA Completion Data Request. The six steps in the data request process are:

Step 1: Log in to Federal Student Aid’s FAA Access Web Site
Step 2: Select your School Year
Step 3: Create your FAFSA Completion Data Request
Step 4: Review your FAFSA Completion Data Request
Step 5: Download your Report Output Files
Step 6: Review your Report Output Files

Step 1: Log in to Federal Student Aid’s FAA Access Web Site

After your enrollment to the pilot program is approved and your FSA User ID and password have been established, you can log in to Federal Student Aid’s FAA Access Web site where you can make your FAFSA Completion Data Request.

• Go to FAA Access at faaaccess.ed.gov and select Next.
• Enter your FSA User ID and password. You defined your password when you registered for the FSA User ID. The FSA User ID was sent to you in an e-mail after you completed the registration process.
• On the FAA Access Main Menu, select the High School FAFSA Completion (Pilot Participants Only) link.

Step 2: Select your School Year

When you select High School FAFSA Completion (Pilot Participants Only) from the FAA Access Main Menu, you are asked to select the school year that corresponds to the application year for the FAFSA Completion information you want to receive.

• Select 2012-2013 for the 2012-2013 application year (July 1, 2012 to June 30, 2013).
• Select 2011-2012 for the 2011-2012 application year (July 1, 2011 to June 30, 2012).

The FAFSA Completion Data Request Menu is displayed when you select Next. The application year you selected is shown on the FAFSA Completion Data Request Menu. If you need to change the application year, select Change Application Year to return to the School Year selection.
Now you are ready to make your FAFSA Completion Data Request.

**Step 3: Create your FAFSA Completion Data Request**

From the FAFSA Completion Data Request Menu, select **Create Data Request** to begin. The next step is to specify the student selection and date selection criteria for the FAFSA Completion Data Request.

**Important Note:** FAFSA completion data should be requested only for students affiliated with your organization (secondary school, local educational agency, or state agency).

**New for 2012-2013:** Beginning with the 2012-2013 application year, FAFSA completion data includes FAFSA correction records (corrected application records), as well as initial FAFSA records (the first application submitted).

FAFSA completion information is not available for all FAFSA applicants. FAFSA records are available only for students who:

- Are 21 years or younger, and
- Submitted an original (not renewal) FAFSA using FAFSA on the Web.

The database is updated daily (Monday through Friday, excluding federal holidays), after the Central Processing System (CPS) processes the FAFSA records.

The following information describes the FAFSA Completion Data Request options. If you want step-by-step directions for the option you select, see the “How Do I… Questions” that begin on page 16 in the *Frequently Asked Questions* section of this guide. Step-by-step directions are available from the FAA Access Web site by accessing the online help.

**FAFSA Student Selection Options**

To identify your FAFSA Completion Data Request, first specify a report title for the request from the “FAFSA Completion Student Selection Options” page. The report title helps you match incoming Report Output Files to the request you submitted to be processed.

After you specify a report title, select a **FAFSA Student Selection** option. The available student selection options depend on the type of organization you represent. Below, we describe the options available to secondary schools and local educational agencies and to state agencies:

**Secondary School and Local Educational Agency Student Selection Options**

To enter a specific student or group of students whom you want to receive, choose the Student Identifiers option. You need the following information for each student:

- First name
- Last name
- Date of birth
- Zip code
Note: If a student has only one name, provide that name. If a student’s last name contains a suffix (for example, Jr., Sr., or III), you might need to request the student both with and without a space before the suffix.

You can enter Student Identifiers in two ways:

1. **Enter student information using FAA Access** – You can enter Student Identifiers for one or more students using the FAFSA Completion Identifier Entry page.


2. **Create and upload a file of Student Identifiers to FAA Access** – Create a preformatted file of Student Identifiers that includes the student’s first name, last name, date of birth, and zip code for each record.

   This file can include up to 10,000 records. If you have more than 10,000 records, submit the additional records in a subsequent request. You will upload the student file to the FAFSA Completion Upload Student File page.

   See “How do I upload a file of Student Identifiers to request FAFSA completion data on the ‘FAFSA Completion Student Selection Options’ page?” on page 20 in the Frequently Asked Questions section for step-by-step guidance, including the file format.

**Important Note:** If the information provided in the data request does not exactly match the data provided on the student’s application, you will not receive results for the student. For example, you must spell the student’s name exactly as provided on the student’s FAFSA.

If you have the student with you, you can also go to [fafsa.gov](http://fafsa.gov) and enter the student’s information to check the status of his or her application. See “How do I check the status of one student’s record using the FAFSA on the Web site?” on page 29 in the Frequently Asked Questions section of this guide.

**State Agency Student Selection Options**

You can choose from two student selection options:

1. **State of Legal Residence** – The State of Legal Residence option requests all records for students who have a state of legal residence that matches the state your agency represents.


2. **Zip Code(s)** – The Zip Code(s) option enables you to enter up to 10 zip codes to request all records for students who have a zip code that matches one of the specified zip codes. The zip codes you enter must be located within the state your agency represents.

**FAFSA Date Selection Options**

After you enter your student selection information, select one of three FAFSA date selection options: Cumulative Report for Full Year, FAFSA Date Range, or Regularly Scheduled.

1. **Cumulative Report for Full Year** – You can request a cumulative report that includes all student records for the application year from January 1 to the current date. For example, a request for 2012-2013 includes records from January 1, 2012 to the current date.

2. **FAFSA Date Range** – You can select one of three FAFSA Date Range types:
   - **All Records** – date the application was submitted or processed by Federal Student Aid
   - **FAFSA Submitted Date** – date the application was submitted to Federal Student Aid
   - **FAFSA Processed Date** – date the application was processed by Federal Student Aid

   You are required to enter a date range when FAFSA Date Range is selected. You cannot enter a date range when FAFSA Date Range is not selected. If the specified date falls on or between the “From” and “To” dates selected and the student is in the FAFSA Completion database, the student’s FAFSA status is returned in your Report Output File.

   See the Glossary, on page 35, for additional details on the Submitted Date and Processed Date.

3. **Regularly Scheduled** – Use this option to select one of four Regularly Scheduled report types. The four options are:
   - **Monthly – Full Year** – Choose this option if you want the request to be processed every 30 calendar days and you want the report to include the year to date data for the selected application year.
   - **Monthly – Newly-Identified Records** – Choose this option if you want your request to run every 30 calendar days and you want the report to include only the records for the selected application year that have been submitted or processed since your last report was processed.
   - **Weekly – Full Year** – Choose this option if you want your request to be processed every seven calendar days and you want the report to include the year to date data for the selected application year.
   - **Weekly – Newly-Identified Records** – Choose this option if you want your request to run every seven calendar days and you want the report to include only the records for the selected application year that have been submitted or processed since your last report was processed.

   **Important Note:** You can have only one “Regularly Scheduled” report at a time but you can set up as many “Cumulative Report for Full Year” and “FAFSA Date Range” reports as you need.
Recurring requests are calculated from the date the request was initially run.

**Step 4: Review your FAFSA Completion Data Request**

**Data Request Summary**

After you enter the data request information, the FAFSA Completion Data Request Summary page enables you to review the data request before you submit the request for processing. You have other options on this page, which include:

- **Copy Data Request** – This option duplicates “Pending” and “Complete” data requests. Select Copy Data Request to return to the FAFSA Completion student selection options and pre-fill the page with information from the selected data request.

- **Delete Request** – If you decide you no longer want to make a pending data request, you can delete the request by selecting Delete Request. A message informs you that the request has been deleted.

- **Edit Data Request** – If you did not enter your data request correctly or you want to make changes before you submit the request, select Edit Data Request to return to the student selection options to make changes to your request.

- **Return to Menu** – This option takes you back to the FAFSA Completion Data Request Menu where you can restart the process. If you select Return to Menu before submitting your data request, you will lose all the data you entered.

- **Submit Request Now** – If you entered your data request correctly, select Submit Request Now to submit your request. This option submits your request and a message informs you that the request has been submitted for processing.

**Data Request Status**

Select Data Request Status from the FAFSA Completion Data Request Menu to see a list of your recent requests. Each request is listed with the:

- Report Title,
- FAFSA Date Request,
- Request Status,
- Request Completion Date, and
- Number of Records Returned.

After you submit your data request information, the request has one of the following statuses:

- **Pending** – A request that has a “Pending” status indicates that the request has been made, but has not begun processing. When the request is “Pending,” you can update or delete the request. Note the following about updating an individual student request:
If you manually entered Student Identifiers for a specific student or group of students in FAA Access, you can update the Student Identifiers.

- If you uploaded a student file to FAA Access to make your data request, delete the pending request and create a new request using a new or revised student file.

- **In Progress** – A request that has an “In Progress” status indicates that the request is being processed and your results should be available when CPS processing is complete. You cannot update or delete a request with an “In Progress” status.

- **Complete** – A request that has a “Complete” status indicates that your FAFSA Completion Data Request has been processed; you can download the results.

### Step 5: Download your Report Output Files

Each day, the CPS posts Report Output Files for you to download for viewing. You receive a separate report for each data request you made; in some instances, when the report exceeds 10,000 records, you receive multiple Report Output Files for one data request.

You can download and view your report by selecting **Download** next to the report title from the FAFSA Completion Data Request Status page.

- If the request status is “Pending” or “In-Progress,” you cannot view the output.

- If the request status is “Complete,” the Report Output Files for the selected data request are displayed on the FAFSA Completion Data Download/Delete page. This page enables you to download a file, download and delete a file, or delete a file without downloading it.

When you select **Download**, you are prompted to open or save the file. The file opens in Excel. The default extension for the file you download is .csv. If you want, you can save the file as an Excel document by changing the file extension to .xls.

The file also can be viewed in any text editor, such as Notepad, Word, WordPad, TextPad, or WordPerfect.

Select **Delete** to delete a report. Report Output Files are automatically deleted after 14 calendar days.

### Step 6: Review your Report Output Files

The report that you download and open on your computer is a text–based and comma–delimited file.


Each row after the report title is a student record. If you open the file as a text-based file, a comma separates the data elements. If you open the file in Excel, the data elements appear in columns.
For each student, the file includes the following data elements in the order shown:

- First name
- Last name
- Date of birth (mmddyyyy)
- Zip code
- FAFSA Completion Flag
- FAFSA Submitted Date (mmddyyyy)
- FAFSA Processed Date (mmddyyyy)

The values for the FAFSA Completion Flag are:

- 0 = Record was not found in the FAFSA Completion database table
- 1 = FAFSA submitted but not processed due to missing signature(s)
- 2 = FAFSA processed with an EFC calculated
- 3 = FAFSA processed but no EFC calculated

For 2011-2012 requests, the FAFSA Completion Flag represent the completion status of the initial FAFSA submission. If the student makes corrections to the FAFSA, the FAFSA Completion Flag is not updated to reflect a change in the completion status.

**New for 2012-2013:** In addition to initial FAFSA records, FAFSA correction records (corrections made to an initial FAFSA record) are reviewed to determine the FAFSA completion status. When a student has more than one 2012-2013 submission, the record used to determine the FAFSA completion status depends on the FAFSA Date Selection option:

- **Cumulative Report for Full Year or Regularly Scheduled** – For requests submitted with the Cumulative Report for Full Year or Regularly Scheduled option (with no date range), the FAFSA Completion Flag represents the completion status of the most recent submission with an EFC. If no submission has an EFC, the FAFSA Completion Flag represents the completion status of the most recent submission.

- **FAFSA Date Range** – For requests submitted with the FAFSA Date Range option, the FAFSA Completion Flag represents the completion status of the most recent submission with an EFC within the date range. If no submission has an EFC within the date range, the FAFSA Completion Flag represents the completion status of the last submission with an EFC before the date range. If no transaction before the date range has an EFC, the FAFSA Completion Flag represents the completion status of the last transaction within the date range.

All dates are in mmddyyyy format. However, if the file is opened directly into Excel, the format is mddyyyy for months 1-9 and mmddyyyy for months 10-12. The FAFSA Submitted Date and FAFSA Processed Date can be blank. If a student has only one name, the First Name or Last
Name can be blank. If a student’s last name contains a suffix (for example, Jr., Sr., or III), you might need to look for the student both with and without a space before the suffix.

**Examples:**

- All data elements provided:
  
  JOHN,DOE,01011991,12345,1,01012012,

- All data elements except Student’s Last Name provided:
  
  JOHN,,01011991,12345,0,,

- All data elements except Student’s First Name provided:
  
  ,DOE,01011991,12345,2,01012012,01032012

- With a space before the suffix:
  
  JOHN,DOE JR,01011991,12345,1,01012012,

- Without a space before the suffix:
  
  JOHN,DOEJR,01011991,12345,1,01012012,

Below is a sample report, as viewed in a text editor.

![Sample Report - WordPad](image)

Below is a sample report, as viewed in Excel.

![Sample Report - Excel](image)
Students Included in the Report

A student is included in your report when the criteria specified in your request matches the information the student reported in his or her FAFSA.

Secondary School and Local Educational Agency

- Criteria provided in a request using Student Identifiers must be an exact match with the following FAFSA data elements:
  - First name and last name
  - Date of birth
  - Zip code

State Agency

- When using the State of Legal Residence option, the state your agency represents must be an exact match with the following FAFSA data element:
  - Student’s State of Legal Residence
- At least one zip code provided in a request using the Zip Code(s) option must be an exact match with the following FAFSA data element:
  - Zip code

Students Excluded from the Report

The number of records in the Report Output File may not match the number of Student Identifiers submitted when you submit a date range request or a recurring request. The following circumstances cause a discrepancy:

- If you enter a date range request, matching records that were not submitted or processed on or between the specified “From” and “To” dates are generally not returned in your Report Output File. Exceptions occur when a matching record before the date range is included because it has an EFC and matching records within the date range do not have an EFC.

- If you enter a date range request, the Report Output File does not include a record with FAFSA Completion Flag equal to “0” (record not found in the FAFSA Completion database table) when a matching record is not found in the FAFSA Completion database for the student identifiers provided.

- If a recurring (weekly or monthly) request for newly-identified records is submitted, the initial Report Output File includes records with a FAFSA Completion Flag equal to “0” (record not found in the FAFSA Completion database table). Subsequent Report Output Files do not contain records with a FAFSA Completion Flag equal to “0.” The subsequent Report Output Files contain only records that were submitted or processed (depending on selection) after the last regularly scheduled report for the request and before the end of the selected time increment (week or month).
Multiple Records in the Report

The number of records in the Report Output File may be greater than the number of student identifiers submitted. A specified set of identifiers can match more than one record. For example, the same last name, first name, date of birth, and zip code can be found in the FAFSA Completion database table in two or more records that have different Social Security numbers.
Frequently Asked Questions

How Do I ... Questions

How do I gain access to Federal Student Aid’s system to request FAFSA completion information?

1. Go to the Student Aid Internet Gateway (SAIG) Enrollment Site at fsawebenroll.ed.gov and select Initial Enrollment for Services.

2. Select FAFSA Completion Pilot Participant from the Type of Organization list.

3. Enter the name of your organization and the name, address, optional address, phone number, and fax number for the person at your organization who should receive all organization correspondence for FAFSA Completion.

4. If your Primary DPA is the same person who receives all organization correspondence, select Yes in the Destination Point (mailbox) section. This pre-fills the Destination Point Administrator section with the same customer information you entered earlier. If the Primary DPA is different from the customer information, enter the name, address, phone number, fax number (optional), and e-mail address for the Destination Point Administrator.

5. Enter the Social Security number, date of birth, and Mother’s maiden name for the Primary DPA. This personally identifiable information is used for security purposes.

   As a FAFSA Completion Pilot Participant, you are not eligible to enroll a Secondary Destination Point Administrator for your organization; therefore, you cannot enter any information in the Secondary Destination Point Administrator entry fields.

6. Select Next to review and verify the organization and Primary DPA information.

7. Select Submit Form after verifying that the information entered is correct.

8. Select Print Signature Pages to display and print the Responsibilities of the Primary Destination Point Administrator and the Certification of the President/CEO/Chancellor, Equivalent Person, or Designee signature pages.

   Note: You may want to print an extra copy or make a photocopy for your records.

9. Close the signature pages window and select Next to complete your online enrollment application process.

10. Print or make a copy of the confirmation number found on the Congratulations page for your records because it will be needed if you contact CPS/SAIG Technical Support.

11. Ensure the appropriate persons at your organization read and sign the signature pages.
12. Mail the signed Responsibilities of the Primary Destination Point Administrator and the Certification of the President/CEO/Chancellor, Equivalent Person, or Designee signature pages to:

   CPS/SAIG Technical Support  
   2450 Oakdale Blvd  
   Coralville, Iowa 52241

13. After your information and signature pages are processed, you will receive an e-mail notification from CPS/SAIG Technical Support with your Destination Point (or TG number). To obtain an FSA User ID and establish a password:

   a. Go to the Student Aid Internet Gateway (SAIG) Enrollment Site at \texttt{fsawebenroll.ed.gov} and select \textbf{FSA User ID Registration} on the left menu.

   b. Provide your first name, last name, last four digits of your Social Security number, and date of birth and select \textbf{Submit}.

   c. Verify your e-mail address (provided during the enrollment process) is correct and enter a FSA User ID password. Your password must be at least eight characters and include at least one numeric character and at least one uppercase letter.

   d. Select three challenge questions and provide the answer to each question.

   e. Select \textbf{Submit} after verifying the registration information is correct.

   f. Your FSA User ID is sent to the e-mail address you provided.

   g. When you log in to FAA Access, your FSA User ID and password are used to authenticate your identity and authorize your access to the FAFSA Completion Data Request feature.

\textbf{How do I use the FAFSA Completion Data Request option?}

\textbf{Note:} FAFSA completion data should be requested only for students affiliated with your organization (secondary school, local educational agency, or state agency).

   1. From the FAA Main Menu, select \textbf{High School FAFSA Completion (Pilot Participants Only)}.

   2. Select the \textbf{School Year} for the FAFSA completion information you want to receive.

      a. Select \textbf{2012-2013} for the 2012-2013 application year (July 1, 2012 to June 30, 2013).


      After you have selected the school year, select \textbf{Next}.

   3. Select \textbf{Create Data Request}.

      a. If no requests are on file, continue with step 4.

      b. If any request is on file, you are taken to the Request Status – FAFSA Completion page, where you can edit an existing request or select Create Data Request.
4. Enter a **Report Title** and apply **Student Selection Criteria** to specify the students you want to request.

A Report Title (1 to 50 characters) identifies your different FAFSA Completion Data Requests and helps you match incoming FAFSA Completion Report Output Files to individual requests you submitted to be processed.

The available student selection criteria depend on the type of organization you represent:

- Secondary schools and local educational agencies can request a specific student or group of students using **Student Identifiers**.
- State agencies can choose a group of students using the **State of Legal Residence** or **Zip Code(s)** option.

See the “How Do I… Questions” below for step-by-step guidance.

After entry of the student selection criteria is complete, select **Next**.

5. Enter the **Date Selection Criteria** you want to request. After entry of the date selection criteria is complete, select **Next**.

6. If you want to make changes to your request, select **Edit Data Request** from the FAFSA Completion Data Request Summary page. Otherwise, if you are satisfied with your request, select **Submit Request Now**.

### How do I use Student Identifiers to request FAFSA completion data using the “FAFSA Completion Student Selection Options” page?

**Note:** FAFSA completion data should be requested only for students affiliated with your organization (secondary school or local educational agency).

1. From the FAA Main Menu, select **High School FAFSA Completion (Pilot Participants Only)**.

2. Select the **School Year** for the FAFSA completion information you want to receive.
   - Select **2012-2013** for the 2012-2013 application year (July 1, 2012 to June 30, 2013).
   - Select **2011-2012** for the 2011-2012 application year (July 1, 2011 to June 30, 2012).

   After you have selected the school year, select **Next**.

3. Select **Create Data Request**.
   - If no requests are on file, continue with step 4.
   - If any request is on file, you are taken to the “Request Status – FAFSA Completion” page, where you can edit an existing request or select Create Data Request.

4. To help identify your different FAFSA Completion Data Requests, enter a **Report Title** (1 to 50 characters) for the request. The report title helps you match incoming FAFSA Completion Report Output Files to individual requests you submitted.
5. From the “FAFSA Student Selection Options” page, select Enter Student Data and enter the first name, last name, date of birth, and zip code of each student for whom you want to request FAFSA completion data.

**Note:** If a student has only one name, provide that name and enter a comma in the place of the other name. If a student’s last name contains a suffix (for example, Jr., Sr., or III), you might need to request the student both with and without a space before the suffix.

6. If you have more than five students to enter, select Enter More Students to display additional rows for entry. You can request FAFSA completion data for as many students as needed by selecting Enter More Students to display additional entry spaces.

7. After you have entered identifiers for all of the students for whom you want to request information, select Next.

This returns you to the “FAFSA Student Selection Options” page.

**Note:** If you want to remove some (but not all) of the student identifiers that you entered, return to the “Enter Student Identifiers” page by selecting Enter Student Data and clear the data associated with the student identifiers you want to delete. If you want to remove all student identifiers that you have entered, select Remove Student Data on the “FAFSA Completion Student Selection Options” page.

8. Enter the Date Selection Criteria you want to request.

Select one of three FAFSA Date Selection options available:

- Cumulative Report for Full Year since January 1, or
- FAFSA Date Range, or
  - All Records – date the application was submitted or processed by Federal Student Aid
  - FAFSASubmitted Date – date the application was submitted to Federal Student Aid
  - FAFSA Processed Date – date the application was processed by Federal Student Aid
- Regularly Scheduled Report.

**Note:** You can have only one Regularly Scheduled Report at a time, but you can set up as many Cumulative Report for Full Year and FAFSA Date Range reports as you need.

After you have made your selection, select Next to continue. Otherwise, if you want to clear all of the data you have entered and start over, select Delete Request.

9. If you want to make changes to your request, select Edit Data Request from the “FAFSA Completion Data Request Summary” page. Otherwise, if you are satisfied with your request, select Submit Request Now.
How do I upload a file of Student Identifiers to request FAFSA completion data on the "FAFSA Completion Student Selection Options” page?

Note: FAFSA completion data should be requested only for students affiliated with your organization (secondary school or local educational agency).

Before you can upload a file of student identifiers, you need to create the flat file. For more information, see “How do I create a flat file to upload data requests on the ‘FAFSA Completion Student Selection Options’ page?” on page 23 in the Frequently Asked Questions section of this guide.

1. From the FAA Main Menu, select High School FAFSA Completion (Pilot Participants Only).
2. Select the School Year for the FAFSA completion information you want to receive.
   • Select 2012-2013 for the 2012-2013 application year (July 1, 2012 to June 30, 2013).
   • Select 2011-2012 for the 2011-2012 application year (July 1, 2011 to June 30, 2012).
   After you have selected the school year, select Next.
3. Select Create Data Request.
   • If no requests are on file, continue with step 4.
   • If any request is on file, you are taken to the “Request Status – FAFSA Completion” page, where you can edit an existing request or select Create Data Request.
4. To help identify your different FAFSA Completion Data Requests, enter a Report Title (1 to 50 characters) for the request. The report title helps you match incoming Report Output Files to individual requests you submitted to be processed.
5. On the “FAFSA Student Selection Options” page, select Upload Student Identifier File. The “FAFSA Completion Upload Student File” page is displayed.
6. You can type the exact location in the Browse to the location of the student identifier file you want to upload field or select Browse to locate the file.
7. Select Upload Student File.
   You can include up to a maximum of 10,000 records in a Student Identifiers file.
   If you receive an error message, see the “How do I resolve file errors when my attempt to upload Student Identifiers fails?” Frequently Asked Question on page 25 for problem solving tips.
8. Enter the Date Selection Criteria you want to request.
   Select one of three FAFSA Date Selection options available:
   • Cumulative Report for Full Year since January 1, or
   • FAFSA Date Range, or
- **All Records** – date the application was submitted or processed by Federal Student Aid
- **FAFSA Submitted Date** – date the application was submitted to Federal Student Aid
- **FAFSA Processed Date** – date the application was processed by Federal Student Aid

• Regularly Scheduled Report.

**Note:** You can have only one Regularly Scheduled Report at a time, but you can set up as many Cumulative Report for Full Year and FAFSA Date Range reports as you need.

After you have made your selection, select **Next** to continue. Or, if you want to clear all of the data you have entered and start over, select **Delete Request**.

9. If you want to make changes to your request, select **Edit Data Request** from the “FAFSA Completion Data Request Summary” page. Otherwise, if you are satisfied with your request, select **Submit Request Now**.

### How do I request FAFSA completion data using state of legal residence on the "FAFSA Completion Student Selection Options” page?

**Note:** FAFSA completion data can be requested only for students affiliated with your state agency.

1. From the FAA Main Menu, select **High School FAFSA Completion (Pilot Participants Only)**.

2. Select the **School Year** for the FAFSA completion information you want to receive.
   - Select **2012-2013** for the 2012-2013 application year (July 1, 2012 to June 30, 2013).
   - Select **2011-2012** for the 2011-2012 application year (July 1, 2011 to June 30, 2012).

After you have selected the school year, select **Next**.

3. Select **Create Data Request**.
   - If no requests are on file, continue with step 4.
   - If any request is on file, you are taken to the “Request Status – FAFSA Completion” page, where you can edit an existing request or select Create Data Request.

4. To help identify your different FAFSA Completion Data Requests, enter a **Report Title** (1 to 50 characters) for the request. The report title helps you match incoming FAFSA Completion Output Files to individual requests you submitted.

5. From the “FAFSA Student Selection Options” page, select **State of Legal Residence** and select **Next**. This takes you to the “FAFSA Completion Date Selection Options” page.
   **Note:** The state your organization represents is displayed with this option. FAFSA completion data can be requested only for students affiliated with your organization.

6. Enter the **Date Selection Criteria** you want to request.
Select one of three FAFSA Date Selection options available:

- Cumulative Report for Full Year since January 1, or
- FAFSA Date Range, or
  - All Records – date the application was submitted or processed by Federal Student Aid
  - FAFSA Submitted Date – date the application was submitted to Federal Student Aid
  - FAFSA Processed Date – date the application was processed by Federal Student Aid
- Regularly Scheduled Report.

Note: You can have only one Regularly Scheduled Report at a time, but you can set up as many Cumulative Report for Full Year and FAFSA Date Range reports as you need.

After you have made your selection, select Next to continue. Otherwise, if you want to clear all of the data you have entered and start over, select Delete Request.

7. If you want to make changes to your request, select Edit Data Request from the “FAFSA Completion Data Request Summary” page. Otherwise, if you are satisfied with your request, select Submit Request Now.

**How do I request FAFSA completion data using zip codes on the “FAFSA Completion Student Selection Options” page?**

Note: FAFSA completion data can be requested only for students affiliated with your state agency.

1. From the FAA Main Menu, select High School FAFSA Completion (Pilot Participants Only).
2. Select the School Year for the FAFSA Completion information you want to receive.
   - Select 2012-2013 for the 2012-2013 application year (July 1, 2012 to June 30, 2013).
   - Select 2011-2012 for the 2011-2012 application year (July 1, 2011 to June 30, 2012).
After you have selected the school year, select Next.
3. Select Create Data Request.
   - If no requests are on file, continue with step 4.
   - If any request is on file, you are taken to the “Request Status – FAFSA Completion” page, where you can edit an existing request or select Create Data Request.
4. To help identify your different FAFSA Completion Data Requests, enter a Report Title (1 to 50 characters) for the request. The report title helps you match incoming FAFSA Completion Output Files to individual requests you submitted.
5. From the “FAFSA Student Selection Options” page, select the Zip Code(s) option and enter up to 10 zip codes.
Note: Only zip codes within your organization’s boundary can be submitted in your request.

6. After you have entered the zip codes from which you want to request student information, select Next.

This takes you to the “FAFSA Completion Date Selection Options” page.

7. Enter the Date Selection Criteria you want to request.

Select one of three FAFSA Date Selection options available:

- Cumulative Report for Full Year since January 1, or
- FAFSA Date Range, or
  - All Records – date the application was submitted or processed by Federal Student Aid
  - FAFSA Submitted Date – date the application was submitted to Federal Student Aid
  - FAFSA Processed Date – date the application was processed by Federal Student Aid
- Regularly Scheduled Report.

Note: You can have only one Regularly Scheduled Report at a time, but you can set up as many Cumulative Report for Full Year and FAFSA Date Range reports as you need.

After you have made your selection, select Next to continue. Otherwise, if you want to clear all of the data you have entered and start over, select Delete Request.

8. If you want to make changes to your request, select Edit Data Request from the “FAFSA Completion Data Request Summary” page. Otherwise, if you are satisfied with your request, select Submit Request Now.

How do I create a flat file to upload data requests on the “FAFSA Completion Student Selection Options” page?

You can request FAFSA completion information for up to 10,000 students at one time by entering their identifiers in a file and uploading the file to the Web site. Use any text-editor, such as Notepad, Word, WordPad, TextPad, or WordPerfect, to create the file. Save the file as a .txt file.

Each line of text in a Student Identifiers file should contain a record of data for one student. Each record must contain the first name, last name, date of birth, and zip code of the student for whom you want to request FAFSA completion data.

Each data element of the record should be separated by a comma. Do not use spaces or empty lines to separate data elements.

Note: If a student only has one name, provide that name and enter a comma for the other name. If a student’s last name contains a suffix (for example, Jr., Sr., or III), you might need to request the student both with and without a space before the suffix.
Using any text editor, enter the information in the following order for each record:

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Valid Values</th>
<th>Maximum Field Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>A-Z</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>0-9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>. (period)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>' (apostrophe)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- (dash)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If non-blank, first character must contain a letter.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Can be blank</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>A-Z</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>0-9</td>
<td></td>
</tr>
<tr>
<td></td>
<td>. (period)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>' (apostrophe)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- (dash)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If non-blank, first character must contain a letter and second character must be non-numeric. Can be blank</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Numeric</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Format: mmddyyyy</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>Numeric</td>
<td>5</td>
</tr>
</tbody>
</table>

**Note:** A comma should be added after the last name, first name, and date of birth. If you do not have one or more of the elements, enter a comma to indicate there is no information for that element.

**Examples:**

Firstname,Lastname,01011991,12345
George,Smith,02011993,12355
,Cortez,10011992,12345
Susan,Cho,06231993,12333

You can include up to a maximum of 10,000 records in a Student Identifiers File. To upload the file, select **Upload Student File**.
How do I resolve file errors when my attempt to upload Student Identifiers fails?

If the file you are attempting to upload contains one or more invalid records, the following error message is displayed:

“The record layout you have uploaded is invalid. Select ‘Need Help?’ to see a valid format for this record.”

Select “Need Help?” in FAA Access or refer to the “How do I create a flat file to upload data requests on the ‘FAFSA Completion Student Selection Options’ page?” Frequently Asked Question above for valid format.

The easiest way to identify invalid records in a file of Student Identifiers is to open the text file in Excel. Follow these steps to view a Student Identifiers text file in Excel:

1. Select the File tab, and then select Open.
2. From the Open dialog box, select Text Files.
3. Locate and select the .txt file you want to upload and select Open.
4. Use the Text Import Wizard to import your file:
   a. In Step 1 of 3, select Delimited from the file types, and then select Next.
   b. In Step 2 of 3, select Comma from the list of delimiters, and then select Next.
   c. In Step 3 of 3, select Text from the list of column data formats, and then select Finish.

After the file is imported, you should see first names in Column A, last names in Column B, dates of birth in Column C, and zip codes in Column D. In this format, it is much easier to scroll up and down in the file while checking each row of data for errors.
Look for the following errors:

- A row with no data
- A row with no first name or last name
- First names that exceed 12 characters or contain invalid characters
- Last names that exceed 16 characters or contain invalid characters
- A zip code with more or less than 5 digits

Note: You can identify these errors more easily if you sort the rows in ascending or descending order. Click the upper left corner to select all data in the file. Select Sort from the Data tab and then select Sort by Column D, Sort on Values, and Order Largest to Smallest or Smallest to Largest.

- A date of birth that is less than 7 digits or more than 8 digits

Note: In Excel, the date of birth format is mddyy for months 1-9 and mmddyyyy for months 10-12.

If the file you are attempting to upload is not found, the following error message is displayed:

“The upload filename and path does not exist.”

To resolve this error, use the Browse option to locate the file you want to upload and verify that the file you are selecting ends in .txt. By navigating to the file location and selecting a valid .txt file, you can avoid entering an invalid filename or path.

If there are more than 10,000 records in the file that you are attempting to upload, the following error message is displayed:

“You can only provide 10,000 records.”

To resolve this error, limit your request to 10,000 records or less. If you have more than 10,000 records, submit the additional records in one or more subsequent requests.

**How do I download and view Report Output Files on the “FAFSA Completion Data Request Status” page?**

After your FAFSA Completion Data Request has been processed, you can download the results. The report is text-based and comma–delimited.

1. To download and view your report, select Download next to the report title from the “FAFSA Completion Data Request Status” page.
   
   - If the request status is “Pending” or “In-Progress,” you cannot view the output.
   
   - If the request status is “Complete,” the Report Output Files for the selected data request are displayed on the FAFSA Completion Data Download/Delete page. This page enables you to download a file, download and delete a file, or delete a file without downloading it.
2. Select **Download** next to the Report Output File you want to review and you are prompted to open or save the file. The file opens in Excel. The default extension for the file you download is `.csv`. If you want, you can save the file as an Excel document by changing the file extension to `.xls`.

The file also can be viewed in any text editor, such as Notepad, Word, WordPad, TextPad, or WordPerfect.


If you open the file as a text-based file, the data elements are separated by a comma. If you open the file using Excel, the data elements appear in columns.

The student records contain the following information for each record:

- First name
- Last name
- Date of birth (mmddyyyy)
- Zip code
- FAFSA Completion Flag
- Date FAFSA was submitted (mmddyyyy)
- Date FAFSA was processed (mmddyyyy)

If one of the elements is missing, a comma is displayed in place of that element.

The valid values for the FAFSA Completion Flag are:

- 0 = Record was not found in the FAFSA Completion database table
- 1 = FAFSA submitted but not processed due to missing signature(s)
- 2 = FAFSA processed with an EFC calculated
- 3 = FAFSA processed but no EFC calculated

For 2011-2012 requests, the FAFSA Completion Flag represents the completion status of the initial submission. If the student makes additional corrections to his or her FAFSA, the FAFSA Completion Flag is not updated to reflect a change in the completion status.

**New for 2012-2013:** In addition to initial FAFSA records, FAFSA correction records (corrections made to an initial FAFSA record) are reviewed to determine the FAFSA completion status. When a student has more than one 2012-2013 submission, the record used to determine the FAFSA Completion Flag depends on the FAFSA Date Selection option:
• **Cumulative Report for Full Year or Regularly Scheduled** – For requests submitted with the Cumulative Report for Full Year or Regularly Scheduled option (with no date range), the FAFSA Completion Flag represents the completion status of the most recent submission with an EFC. If no submission has an EFC, the FAFSA Completion Flag represents the completion status of the most recent submission.

• **FAFSA Date Range** – For requests submitted with the FAFSA Date Range option, the FAFSA Completion Flag represents the completion status of the most recent submission with an EFC within the date range. If no submission within the date range has an EFC, the FAFSA Completion Flag represents the status of the last submission with an EFC before the date range. If no transaction before the date range has an EFC, the FAFSA Completion Flag is based on the last transaction within the date range.

**Examples:**

• All data elements provided:
  
  JOHN,DOE,01011991,12345,1,01012012,

• All data elements except Student’s Last Name provided:
  
  JOHN,,01011991,12345,0,,

• All data elements except Student’s First Name provided:
  
  ,DOE,01011991,12345,2,01012012,01032012

• With a space before the suffix:
  
  JOHN,DOE JR,01011991,12345,1,01012012,

• Without a space before the suffix:
  
  JOHN,DOEJR,01011991,12345,1,01012012,

Below is a sample report, as viewed in a text editor.
Below is a sample report, as viewed in Excel.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SAMPLE REPORT TITLE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>FIRSTNAM LASTNAM</td>
<td>1011991</td>
<td>12345</td>
<td>2</td>
<td>10122012</td>
<td>10132012</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>GEORGE SMITH</td>
<td>2011993</td>
<td>12355</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CORTEZ</td>
<td>10021992</td>
<td>12345</td>
<td>3</td>
<td>11022012</td>
<td>11052012</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>SUSAN CHO</td>
<td>6231993</td>
<td>12333</td>
<td>1</td>
<td>10032011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*How do I check the status of one student’s record using FAFSA on the Web?*

1. Go to [fafsa.gov](http://fafsa.gov).
2. Select **Start Here** on the FAFSA on the Web home page.
3. Follow the instructions and be prepared to provide the following information for the student:
   - First and last name
   - Social Security number
   - Date of birth
4. To review the status for a prior cycle, select the appropriate tab on the My FAFSA page.
Other Questions

For which students can I receive FAFSA completion information?

Note: FAFSA completion data should be requested only for students affiliated with your organization (secondary school, local educational agency, or state agency).

New for 2012-2013: Beginning with the 2012-2013 application year, FAFSA completion data includes FAFSA correction records (corrected application records), as well as FAFSA records (the first application submitted).

FAFSA completion information is not available for all FAFSA applicants. FAFSA records and FAFSA correction (2012-2013 only) records are only available for students who:

- Are 21 years or younger, and
- Submitted an original (not renewal) FAFSA using FAFSA on the Web or FAFSA4caster.

The Report Output Files for data requests submitted for a state agency using the State of Legal Residence or Zip Code(s) student selection options only include students whose age, as of Date Completed, is 19 or younger.

The Report Output Files for data requests submitted for a secondary school or local educational agency using the Student Identifiers student selection option include FAFSA completion data for students whose age, as of Date Completed, is 21 or younger.

Can I change a FAFSA Completion Data Request?

Yes, you can update or delete any data request entered on the “FAFSA Completion Data Request” page if it is in the “Pending” status. If a request is in the “In Progress” or “Completed” status, you cannot make changes. Note the following:

- If you manually entered Student Identifiers for a specific student or group of students in FAA Access, you can update the Student Identifiers.
- If you uploaded a student file to FAA Access to make your data request, you need to delete the pending request and create a new request using a new or revised student file.

How many times can I request a student record?

You can request and receive the FAFSA completion information for a particular student as often as you need, as there is no limit.

How often does Federal Student Aid update the FAFSA Completion database?

The database is updated daily (Monday through Friday, excluding federal holidays), after the Central Processing System (CPS) processes the FAFSA records.
**What information do I receive as a result of my FAFSA Completion Data Request?**

After your FAFSA Completion Data Request is processed, the Central Processing System (CPS) places a FAFSA Completion Report Output File on the FAA Access Web site for you to download and read. The report is a text-based and delimited file that includes the report title that you gave the request.

For each student record, you receive the following information for the student; first name, last name, date of birth, zip code, FAFSA Completion Flag, FAFSA Submitted Date, and FAFSA Processed Date.


**What types of FAFSA Completion Data Requests can I make?**

**Note:** FAFSA completion data should be requested only for students affiliated with your organization (secondary school, local educational agency, or state agency).

You can select from three date selection options when requesting FAFSA Completion Data Requests:

1. **Cumulative Report for Full Year** – You can request a cumulative report that includes all student records to date.

2. **FAFSA Date Range** – You can enter a date range and request records within the date range based on FAFSA Submitted Date, FAFSA Processed Date, or both.

3. **Regularly Scheduled** – You can select to receive weekly or monthly reports that include newly identified records or year-to-date records for the specified students.

You can have only one Regularly Scheduled report at a time but you can set up as many Cumulative Report for Full Year and FAFSA Date Range reports as you need.

Recurring requests are calculated from the date the request was initially run.

See the FAFSA Date Selection Options section on page 9 for additional information on the types of FAFSA Completion Data Requests.
When can I make a FAFSA Completion Data Request?

After you register for a FSA User ID and create your password, you will receive your FSA User ID in an e-mail notification from CPS/SAIG Technical Support. When you receive your FSA User ID, you can use the FAA Access Web site to make your FAFSA Completion Data Requests. To access this system, you need to be enrolled as a Primary Destination Point Administrator for your organization. For more information on enrolling, see the Getting Started section on page 2.

Where do I make a FAFSA Completion Data Request?

To make a FAFSA Completion Data Request, log in to the FAA Access Web site at faaaccess.ed.gov. See the FAFSA Completion Data Request Process section on page 6 for additional information on making the data request.

Why would I want to make a FAFSA Completion Data Request?

FAFSA completion information can be used by secondary schools, local educational agencies, and state agencies to facilitate counseling to students on FAFSA completion, assist in finding financial aid funding for college, and encourage college acceptance and enrollment.
Getting Help

CPS/SAIG Technical Support

1-800-330-5947 (TDD/TTY 1-800-511-5806) or 319-665-4762

Federal Student Aid maintains this call center to address questions about CPS processing, Participation Management (PM) Student Aid Internet Gateway (SAIG) enrollment, and data transmissions, and to collect system enhancement suggestions.

Representatives are available Monday through Friday, 8 a.m. to 8 p.m. Eastern Time (ET).

E-mail: CPSSAIG@ed.gov

Online Help

You can get answers to many of your questions by accessing Online Help from the FAA Access Web site. To review descriptions for FAFSA completion features and options, select Need Help? from the corresponding FAA Access page. The Online Help is displayed in a separate browser window. After you have reviewed the information, close the browser to return to the FAA Access page where you accessed the Online Help.

Resources to Help Make Your Program Work

We recommend the following Federal Student Aid resources for high school counselors:

- Federal Student Aid Information for Counselors Web site: www.fsa4counselors.ed.gov
- Federal Student Aid Publications Ordering Web site: www.fsapubs.gov
- Counselors and Mentors Handbook on Federal Student Aid (available online at www.fsa4counselors.ed.gov or by ordering a copy at www.fsapubs.gov)
- Videos for counselors and mentors (available online by selecting “Getting the Word Out” and “Financial Aid Videos” at www.fsa4counselors.ed.gov or by ordering a copy at www.fsapubs.gov)
- PowerPoint presentations – If you plan to present a financial aid workshop for your students and parents, download the Planning a Financial Aid Night and Finding Money for College PowerPoint presentations by selecting “Getting the Word Out” at www.fsa4counselors.ed.gov.
- National Training for Counselors and Mentors (NT4CM) training opportunities – Read about the NT4CM initiative and review the Calendar of Events at www.fsa4counselors.ed.gov.
- State and regional counselor training opportunities – To learn about state and regional training opportunities, check with your:
  - State higher education agency
- State or regional Association for College Admission Counseling (ACAC) – Start at the National Association for College Admission Counseling (NACAC) Web site at www.nacacnet.org for a list of affiliates.
- State guaranty agency

- Listservs – Join the NACAC and/or American School Counselor Association (ASCA) listservs to see what other counselors are asking and to watch for messages about federal student aid updates.

In addition, we recommend you visit our financial aid site for students (www.college.gov), designed to inspire and motivate students to go to college. We encourage you to share the site with your students.
Glossary

Central Processing System (CPS)
The CPS processes information from the Free Application for Federal Student Aid, calculates the Expected Family Contribution (EFC) for each applicant who provides the required information, prints the Student Aid Report (SAR) that is sent to the student, and transmits the Institutional Student Information Record (ISIR) data electronically to the schools listed on the FAFSA.

Data Request Status
After you submit your data request information, the status of your request is displayed on the “FAFSA Completion Data Request Status” page. The status of your request (Pending, In-progress, or Complete) affects the options that are available to you on the Web site.

Destination Point Administrator (DPA)
A DPA is an individual representing an organization involved in the administration of high school FAFSA completion data. The Primary DPA is responsible for access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not access records that are not associated with their organization.

FAA Access to CPS Online
FAA Access to CPS Online (FAA Access) is an online system that enables Financial Aid Administrators (FAAs) to enter student data, check the status of student applications, and request student information. This versatile online software supports application and correction entry, student verification and ISIR management processes.

FAFSA Completion Flag
Each record in the FAFSA Completion Report Output File includes a FAFSA Completion Flag to indicate the status of the student’s FAFSA.

The values for the FAFSA Completion Flag are:

- 0 = Record was not found in the FAFSA Completion database table
- 1 = FAFSA submitted but not processed due to missing signature(s)
- 2 = FAFSA processed with an EFC calculated
- 3 = FAFSA processed but no EFC calculated

Free Application for Federal Student Aid (FAFSA)
The FAFSA is a student financial aid application form completed by students and parents to apply for federal student aid. The information provided is the source for all Federal Student Aid need analysis computations, including the student's Expected Family Contribution (EFC).
**Participation Management (PM)**

The Participation Management group manages Student Aid Internet Gateway (SAIG) enrollment, enabling Federal Student Aid trading partners to securely exchange data with Federal Student Aid Application Systems.

**Processed Date**

The processed date is the date that Federal Student Aid completed all processing and matches for a transaction. This is also the date that a new Student Aid Report was generated, sent to the student, and released electronically to the college. This date changes from transaction to transaction.

**Report Output File**

After your FAFSA Completion Data Request is processed, a FAFSA Completion Report Output File is available on the Web site for you to download and open on your personal computer. Each student record in the Report Output File includes Student Identifiers and a FAFSA Completion Flag that indicates the student’s FAFSA status.

**Student Aid Internet Gateway (SAIG)**

The SAIG is a U.S. Department of Education vehicle for electronically transmitting and receiving data for the Federal Student Aid programs. Entities exchanging data through the SAIG include the CPS, schools, third-party servicers, state agencies, lenders, and guarantors. Enrollment in the SAIG is available at: [fsawebenroll.ed.gov](http://fsawebenroll.ed.gov).

**Submitted Date**

The Submitted Date is the date the student’s initial application was received by the CPS. This is the date the server received the electronic FAFSA transmission.