



FIVE STEPS TO FAFSA COMPLETION DATA TRACKING

If you want to be able to track how many students in your high school(s) are completing FAFSA in real-time throughout the school year, you can access a publicly available dataset to help you set target goals and check students' progress over time.

Some states even provide student-level real-time FAFSA completion data to high school staff for greater oversight.

- 1 Please visit the **Federal Student Aid website**, scroll down to select your state, and download the spreadsheet file to your computer.
<https://studentaid.ed.gov/sa/about/data-center/student/application-volume/afsa-completion-high-school>
- 2 The spreadsheet will contain all public and private schools in your state; you may need to sort the file alphabetically to find your high school(s) more easily. You can also use the filter down arrows on the first "Name" column to select the desired school(s). During the school year from October to June, the datasets will be released bi-weekly and less frequently during the summer months.
- 3 You will see the most recent reporting time period in addition to historical prior year data. The data is broken into two categories "Applications Submitted" and "Applications Completed." You will notice that the submitted number tends to be higher than the completed number.

Applications Submitted represents all FAFSAs submitted by students at that high school. However, they may be rejected by the Central Processing System if they are missing key pieces of information. Students submitting incomplete FAFSAs will receive an email asking for the information to be corrected and updated.

Applications Completed represents a subset of all submitted applications. These applications are accepted by the Central Processing System and can be used to fully determine eligibility for a range of financial aid options.

- 4 A good suggestion is to set a target goal for your high school to assist with tracking students' completion over time. You can fill-in the blanks below as a guide to get started:

What Are Your High School's Numbers?

The previous graduating Class of ___ at High School Name submitted # FAFSA forms and of those fully completed # FAFSA forms. The proportion of students who completed FAFSA represents ___% of all enrolled twelfth-grade students.

What's Your Goal?

My achievable goal for the current Class of ___ graduates is to have # of twelfth-grade students fully complete FAFSA by the end of the school year. This represents a % increase from last year's senior students.

- 5 You can enter in completion data, as it becomes available, into the chart below using Microsoft Excel to create a simple school-level bar or line graph for tracking such as:

FAFSA Report Date	School Year Submitted (# of Forms)	School Year Completed (# of Forms)	School Year FAFSA Goal (Add same goal # on each line)
10.7.16			
10.14.16			
10.21.16			
10.28.16			
11.4.16			
11.11.16			
11.18.16			
Track Thru June			

You will create a graph that looks like this:



“Previously, counselors were not looking at any FAFSA data instead they were mainly focusing on getting students graduated. Now it is good to regularly know where we stand.”
 -Tulsa area high school counselors supervisor