

New FAFSA Graduation Requirement



OKLAHOMA STATE REGENTS
FOR HIGHER EDUCATION

Improving our future by degrees



Oklahoma College Assistance Program

FAFSA Graduation Requirement Law

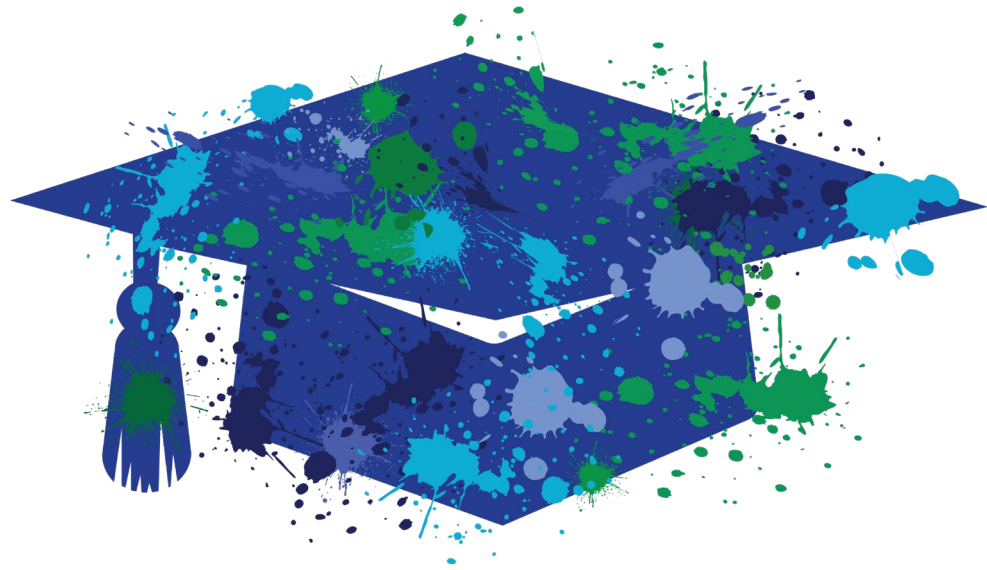
- Beginning with the **2024-2025** school year, students must complete and submit a Free Application for Federal Student Aid (FAFSA) in order to graduate from a public high school.
- There are opportunities for students to opt out.
- Resources: <https://sde.ok.gov/college-career>

What are the requirements for schools?

The **superintendent** of each public school district in this state shall **designate a school employee** to collect information regarding student compliance with the law. The collection and storage of the information shall comply with the Family Educational Rights and Privacy Act of 1974 (FERPA).

School districts must provide **FAFSA completion resources** published by or recommended by the State Department of Education to families and students through virtual sessions, in-person sessions, or brochures.

Provide FAFSA Completion Resources



How to Track FAFSA Progress

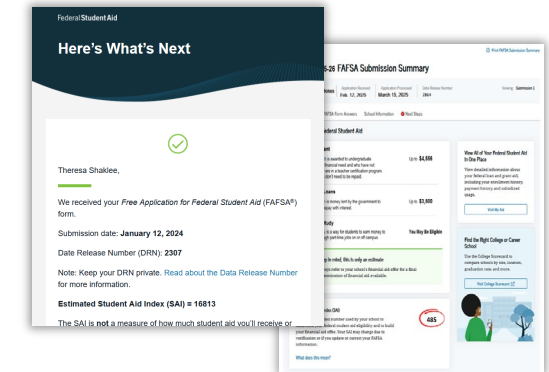
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Reporting through an online tool:
Oklahoma FAFSA Data Portal



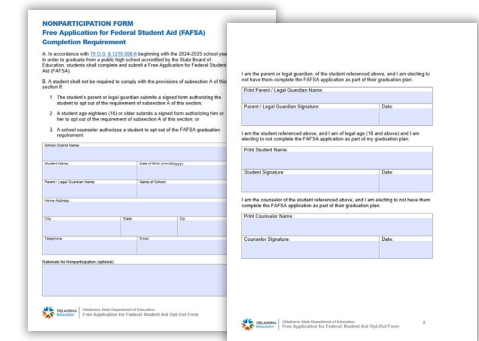
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FAFSA completion **confirmation email**,
report, FAFSA Submission Summary, or
other official FAFSA confirmation
communication



3

Completion of state provided **opt-out**
form



Oklahoma FAFSA Data Portal



Oklahoma FAFSA Data Portal Overview

The free **FAFSA Data Portal** allows educators to track FAFSA progress, provide targeted assistance, and view date of submission and completion status for high school seniors.

FAFSA Completion

Summary Student Detail Resources

2025 - 2026 Detail. Use this page to view and download student data.

Welcome to the FAFSA Application Detail

Paging: Yes Page Size: 10

Type a whole or partial value and tab/click out of the textbox. Data will refresh automatically.

District Name: School Name: Putnam City

First Name: Last Name: FAFSA Status:

Date App Submitted: Student Name

Page 1 of 18 Export to Excel Export to CSV

District Name	School Name	First Name	Last Name	State ID	DOB	Completed FAFSA	FAFSA Detail	Date App Submitted	Selected for Verification
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		06/20/06	Complete	Complete FAFSA Application	2024-03-06	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		06/11/06	Complete	Complete FAFSA Application	2024-01-16	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		02/20/06	No Parent Signature	Parent's signature missing from online FAFSA (Reject 38)	2024-02-09	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		04/12/06	Complete	Complete FAFSA Application	2024-02-19	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		10/04/05	No Student Signature	Student's signature missing from PDF FAFSA form or FAFSA Submission Summary (Reject 11)	2024-02-16	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		01/18/06	Complete	Complete FAFSA Application	2024-01-12	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		02/10/06	Not Complete	Incomplete FAFSA Application	2024-01-02	N

OKhighered.org/OK-FDP

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JOB'S NEWS & MEDIA CIO ONENET OCAP GEAR UP OKCOLLEGESTART.ORG OKLAHOMA'S PROMISE

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION
Improving our future by degrees

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Oklahoma FAFSA Data Portal (OK-FDP)

Home » Oklahoma FAFSA Data Portal (OK-FDP)

The Oklahoma State Regents for Higher Education (OSRHE) and the [Oklahoma College Assistance Program \(OCAP\)](#) are offering the Oklahoma FAFSA Data Portal (OK-FDP), a free online tool to help counselors better assist their high school seniors to successfully complete the FAFSA (Free Application for Federal Student Aid). The OK-FDP allows counselors, principals and mentors to provide more targeted assistance to their students, which is instrumental in increasing FAFSA completion rates – especially for first-generation students pursuing postsecondary education.

Signing Up for the OK-FDP

1. Superintendent/School Board President/Chief Executive must complete the [FAFSA Completion Agreement form](#) (PDF, 244k). This process will require designating:
 - a. A primary contact person and signatory.
 - b. Up to three additional authorized users.
2. Print the completed agreement for signature. It must be signed by the designated signatory.

OKLAHOMA FAFSA DATA PORTAL (OK-FDP)

- FAFSA Completion Agreement (PDF, 244k)
- Privacy Certification (PDF, 43k)
- Student List Instructions (PDF, 56k)
- User Instructions (PDF, 137k)
- Student Lists Template for Excel (XLSX, 16k)
- More FAFSA Resources for Educators
- Student List Upload

Find step-by-step guidance, links to **required forms**, and more FAFSA resources on the FAFSA Data Portal website.

okhighered.org/ok-fdp/

FAFSA Completion Agreement



Authorized Users

Identify the **primary contact** for your school, and list any **additional users**.

The form is titled "AUTHORIZED USERS" and is divided into several sections. At the top left is the logo for the Oklahoma State Regents for Higher Education, and at the top right is the logo for the Oklahoma FAFSA Data Portal. The main title "AUTHORIZED USERS" is in a blue header bar. Below this, the section "PRIMARY DATA (RECEIVER) POINT OF CONTACT/PRIMARY DATA CUSTODIAN" is followed by the instruction "This person will supply the list of students to be matched." The form then lists fields for "Printed Name:", "Title:", "School/District/Entity Name:", "Phone Number:", "Physical Address:", and "Email Address:", each with a corresponding text input box. Below this is the section "ADDITIONAL AUTHORIZED USERS (MORE THAN THREE USERS MAY BE DESIGNATED. ATTACH ANOTHER FORM TO INCLUDE ADDITIONAL USERS.)" which contains three identical sets of fields for "Name and Title:", "School/District:", "Email Address:", and "Phone Number:". At the bottom, there is a section for the "Authorizing Official" with fields for "Signed by Entity Designated Signatory:", "Printed Name and Title:", "Email Address:", "Phone Number:", and "Date:". The footer includes the text "EMAIL COMPLETED DOCUMENTS TO:" followed by contact information for Kelli Kelnar, Assistant Director for Outreach Services, at the Oklahoma College Assistance Program, with the email kkelnar@ocap.org. The date "11/10/2023" and the Oklahoma FAFSA Data Portal logo are also present in the footer.

Email Completed Documents

- Email completed documents to:
 - Kelli Kelnar, kkelnar@ocap.org
 - Irala Magee, imagee@osrhe.edu
- The primary contact and each authorized user will **receive an email** that includes a Privacy Certification form, instructions for using the portal, student list instructions, and a student list template.

Privacy Certification

 
PRIVACY CERTIFICATION

1. Confidential Information, Dissemination of Information, Ownership, Survival:

A. **Confidential Information:** In performance of this Agreement, both parties shall have access to or receive certain information that is not generally known to others ("Confidential Information"). Each party shall not use or disclose any Confidential Information or any finished or unfinished, documents, screens, reports, writings, procedural manuals, forms, source code, object code, work flow charts, methods, processes, data, data studies, drawings, maps, files, records, computer protocols, designs, equipment descriptions, or other materials prepared or generated as a result of this Agreement ("Work Product") without the prior written consent of the other party. Both parties shall use at least the same standard of care in the protection of the Confidential Information of the other party as each party uses to protect its own Confidential Information, but in any event such Confidential Information shall be protected in at least a commercially reasonable manner.

B. **Highly Confidential Information:** "Highly Confidential Information" means employee, volunteer, student, or teacher data including, but not limited to student identification number, social security number, phone number, email address, gender, ethnicity, race, foster care status, disabilities, school grade, grade point average, standardized test scores, assessment data, after school activities, highest grade completed, discipline history, criminal history, free or reduced lunch qualifications, housing status, income, household income or payroll information. In performance of this Agreement, both parties shall have access to or receive Highly Confidential Information. Each party shall not use or disclose any Highly Confidential Information without the prior written consent of the other party.

C. **Transmitting and Storing Highly Confidential Information:** Both parties shall:

- When mailing physical copies of Highly Confidential Information, send the Highly Confidential Information in a tamper-proof, labeled container, with a tracking number and a delivery confirmation receipt;
- Only mail Highly Confidential Information on electronic media, such as CDs, DVDs, electronic tape, etc. if the Highly Confidential Information is encrypted. Encryption must utilize the Advanced Encryption Standard ("AES") algorithm with a key of 256 bits or greater ("Encrypt"). The Highly Confidential Information shall only be mailed in accordance with the provisions of Section I, above;
- Encrypt all Highly Confidential Information prior to transmitting it electronically. OSRHE shall not transmit any unencrypted Highly Confidential Information via email, blackberry, blackjack, instant messaging or any other unencrypted protocols;
- Not send any password or other information sufficient to allow decryption of Highly Confidential Information with the Encrypted Highly Confidential Information;
- Keep all physical copies (paper or other physical representations) of Highly Confidential Information under lock and key, or otherwise have sufficient physical access control measures to prevent unauthorized access. Neither party shall leave Highly Confidential Information unsecured and unattended at any time;
- Encrypt any Highly Confidential Information stored on electronic media, such as CDs, DVDs, tape, flash drives, etc. Further, such electronic media shall be kept locked, or otherwise have sufficient physical access control measures to prevent unauthorized access. Neither party shall leave Highly Confidential Information in any electronic form, including computer databases, unsecured, meaning accessible without a password, and unattended at any time;
- Both parties shall take precautions to ensure that access through modems, networks, and the Internet is carefully monitored and limited to authorized users; and
- Only authorized users within either organization who have signed a notarized Affidavit of Nondisclosure shall have access to Highly Confidential Information, unless disclosure of Highly Confidential Information to a third party is authorized by the prior written consent of both parties pursuant to Section D below.

D. **Dissemination of Information:** Neither party shall disseminate any Confidential Information or Highly Confidential Information to a third party without the prior written consent of the other party. If either party is presented with a request for documents by any administrative agency or with a subpoena duces tecum regarding any Confidential Information, Highly Confidential Information or Work Product which may be in that party's possession, that party shall immediately give notice to the other party and its General Counsel with the understanding that the other party shall have the opportunity to contest such process by any means available to it prior to submission of any documents to a court or other third party. Neither party shall be obligated to withhold delivery of documents beyond the time ordered by a court of law or administrative agency, unless the request for production or subpoena is quashed or withdrawn, or the time to produce is otherwise extended. Each party shall cause its personnel, staff and

Page 1
9/28/2023

subcontractors, if any, to undertake the same obligations regarding confidentiality and dissemination of information as agreed to by both parties under this Agreement. Neither party shall make any disclosure or publication whereby a single unit or survey respondent (including students and schools) could be identified or the data furnished by or related to any particular person or school under these sections could be identified.

E. **Ownership:** All original research results, data, information, records and work product generated under this Agreement, including all tangible or intangible property (collectively "Work Product") shall be jointly owned by Entity and OSRHE. Each party agrees that all Confidential Information, Highly Confidential Information and preexisting intellectual property shall at all times be and remain the property of the party that supplied it. Each party shall execute all documents and perform all acts that the other party may request in order to assist the other party in perfecting or protecting its rights in and to the Work Product and all intellectual property rights relating to the Work Product.

F. **Use of Confidential Information, Highly Confidential Information, and Work Product:** Each party warrants and represents that it shall not use the Confidential Information, Highly Confidential Information, and Work Product for any purpose not specifically identified in this Agreement, including, but not limited to any research project whether internal or external to that party. Any use of the Confidential Information, Highly Confidential Information, or any Work Product not specifically contemplated in this Agreement shall be considered a material breach of this Agreement.

G. **Third Party Confidential Information and Proprietary Information:** Each party agrees not to utilize, analyze, reverse engineer, or otherwise exploit any third party Confidential Information or proprietary information in performing the Services regardless of where that party obtained the third party Confidential Information or proprietary information (even if the third party Confidential Information or proprietary information was provided by the other party) unless that party has previously secured the appropriate authorization in writing from such third party. In accordance with the provisions of Section 12 of this Agreement, each party hereby agrees to indemnify and hold harmless the other party against any and all claims related to third party Confidential Information and proprietary information in connection with and arising out of the acts or omissions of the indemnifying party or its staff under this Agreement.

H. **Return or Destruction of Confidential Information and Highly Confidential Information:** Each party shall, at the other party's option, destroy or return all Confidential Information and Highly Confidential Information to the other party upon demand within three (3) business days of demand. In the event the party to which the stored information belongs elects to have the other party destroy the Confidential Information and Highly Confidential Information, that party shall provide an affidavit attesting to such destruction.

I. **Staff and Subcontractors:** Each party agrees to cause its personnel, staff and subcontractors, if any, to undertake the same obligations of confidentiality and ownership agreed to herein by that party.

J. **Oklahoma Open Records Act:** The parties acknowledge that this Agreement and all documents submitted to the Educational Entity related to this contract award are a matter of public record and are subject to the Oklahoma Open Records Act (Title 51 O.S. §§24A.1 - 24A.30 as amended) and any other comparable state and federal laws.


K. **Information Security Procedures:** It is critical that Highly Confidential Information be kept secure and protected from unauthorized disclosure. Therefore, all the Highly Confidential Information stored pursuant to this Agreement must be stored securely so that only authorized users within the organization have access to it. This means that computer data bases should be password protected, that precautions are taken to ensure that access through modems, networks, and the Internet is carefully monitored and limited to authorized users; and that data tapes, disks, paper files and other storage media are kept in secure locations.

L. **Security Incidents:** Each party shall report to the other all known or suspected Security Incidents. "Security Incident" means any unauthorized action by a known or unknown person which, if successfully completed, should reasonably be considered one of the following: a cyber-attack or denial of service (DoS/DDoS), disclosure of confidential customer or other sensitive information, misuse of system access, unauthorized access or intrusion (hacking), malware infection, unsolicited network reconnaissance, or any other activity that directly affects either of the party's Confidentiality, Integrity and Availability of systems and/or data. "Security Incident" shall also include any contact by a law enforcement agency regarding any data. For purposes hereof, "the Parties" shall include any of their employees, agents, contractors or third parties including, without limitation, any vendors used by them that have access (either authorized or unauthorized) to the data.

M. **Survival:** The provisions of this Section shall survive the termination or expiration of this Agreement and will be ended with the complete and secure disposal of all confidential and/or highly confidential information and with the agreement of both parties.

With my signature, I certify that I have read and understand that the data received by my eligible entity is confidential and shared data shall not be used for any purpose other than those described in the FAFSA Data Portal Completion Agreement, Part 6, A-M.

Signature _____ Name _____
Date _____ School/District/Entity Name _____

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The primary contact and each authorized user must submit a **Privacy Certification.**

Student List Instructions

OK FDP
Oklahoma FAFSA Data Portal

OKLAHOMA FAFSA DATA PORTAL
STUDENT LIST INSTRUCTIONS

Create File to Submit: In Excel (or other equivalent program), enter students starting on Row 1 (do not use headers in the file) in the following format:

COLUMN	A	B	C	D	E	F	G
Field Name	District Code	School Code	Student's Legal First Name	Student's Legal Middle Initial	Student's Legal Last Name	Student's Date of Birth	Student's Gender
Field Length (maximum)	See Notes*	See Notes*	12	1	16	See Notes	1
Required	Yes	Yes	Yes	No	Yes	Yes	No
Notes	Please contact images@osde.edu for this code	Please contact images@osde.edu for this code				Must be in format YYYYMMDD. Do not use dashes or slashes (for assistance on this field see below**)	Use 1 if Male; Use 2 if Female. Do not use M or F

Once the file is created go to the **Save As...** option

- Under the file name, use the name (HighSchool)(GradClass) (for example: Millwood2024). Do not include the symbols '#' (pound sign) or ';' (comma) anywhere in the file name.
- Under Save As type: highlight CSV (Comma Delimited) (*.csv).
- Save the file; remember which folder you saved it to.
- Go to <https://okhighered.org/SEFT-FDP/>
- Type in your email address and the school or district list you are submitting.
- Click Browse to go to the folder where you saved the file, then select the File.
- In the Captcha Code box enter the combination of letters and numbers above the box. Be careful to enter it exactly as it appears.
- Click on Send Your File(s).
- A Confirmation Page should appear. You can print this for your records if you wish.

*Your District Code is the one listed by the Oklahoma State Department of Education in the Oklahoma Public School District Directory (##-C###). Your School Code is your high school's ACT code (#####).

** The following directions are for Excel... other programs should have a similar option:

- Enter birthday in the normal format: MM/DD/YYYY
- Right click on Column F and highlight Format Cells...
- Click on Number tab; Highlight Custom under Category:
- In the Type box type YYYYMMDD; click OK

10/02/2023

The primary contact and each authorized user will receive instructions and a template for **uploading your list of seniors.**

- First Name
- Last Name
- Date of Birth
- Gender (optional)

FAFSA Data Portal Dashboard

FAFSA Completion

Summary Student Detail Resources

2025 - 2026 Detail. Use this page to view and download student data.

Welcome to the FAFSA Application Detail

Paging: Yes Page Size: 10

Type a whole or partial value and tab/click out of the textbox. Data will refresh automatically.

District Name: School Name: Putnam City

First Name: Last Name: FAFSA Status:

Date App Submitted:

Page 1 of 18 Student Name

Export to Excel Export to CSV

District Name	School Name	First Name	Last Name	State ID	DOB	Completed FAFSA	FAFSA Detail	Date App Submitted	Selected for Verification
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		06/20/06	Complete	Complete FAFSA Application	2024-03-06	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		06/11/06	Complete	Complete FAFSA Application	2024-01-16	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		02/20/06	No Parent Signature	Parent's signature missing from online FAFSA (Reject 38)	2024-02-09	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		04/12/06	Complete	Complete FAFSA Application	2024-02-19	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		10/04/05	No Student Signature	Student's signature missing from PDF FAFSA form or FAFSA Submission Summary (Reject 11)	2024-02-16	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		01/18/06	Complete	Complete FAFSA Application	2024-01-12	N
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		02/10/06	Not Complete	Incomplete FAFSA Application	2024-01-02	N

After logging in, you'll see **FAFSA completion data** for your school.


This includes first name, last name, date of birth, **FAFSA submission date**, and more.

FAFSA Data Portal Dashboard

District Name	School Name	First Name	Last Name	State ID	DOB	Completed FAFSA	FAFSA Detail	Date App Submitted	Selected for Verification
PUTNAM CITY	PUTNAM CITY HS	Student Name	Student Name		06/20/06	Complete	Complete FAFSA Application	2024-03-06	N

okhighered.org/ok-fdp/

Oklahoma FAFSA Data Portal Flyer



Getting Started with the Oklahoma FAFSA Data Portal


The **Oklahoma FAFSA Data Portal (OK-FDP)** lets counselors, principals and educators provide targeted assistance to their students, which is instrumental in increasing FAFSA completion rates – especially for first-generation students pursuing postsecondary education.

- Superintendent / School Board President / Chief Executive must **complete and electronically sign the FAFSA COMPLETION AGREEMENT FORM**. In this form, the Superintendent will name a primary point of contact and authorized users.
- The signed **FAFSA COMPLETION AGREEMENT FORM** should be submitted to the Oklahoma State Regents for Higher Education (OSRHE).


Email to: Kelli Kelnar
kkelnar@ocap.org or Irala Magee
imagee@osrhe.edu

- OSRHE will email each authorized user:
 - a **PRIVACY CERTIFICATION** which must be signed and returned.
 - instructions to set up their **OK-FDP** account.
 - instructions for uploading their list of seniors to the **OSRHE SECURE FILE SITE** using the **FORMAT GUIDELINES** and **TEMPLATE** provided.
- OSRHE will email the user who uploaded senior information when the file has been processed.
- See the next page for instructions and tips for using the Oklahoma FAFSA Data Portal.


For more information, visit <https://www.okhighered.org/ok-fdp/>.



Irala Magee
Assistant Vice Chancellor
for Scholarships & Grants
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405-225-9100

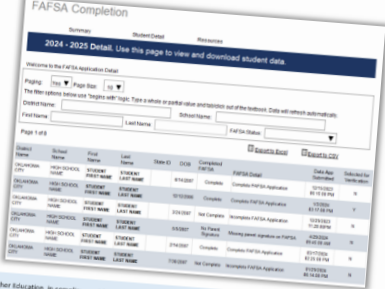


Kelli Kelnar
Assistant Director of
Outreach Services
kkelnar@ocap.org
866-443-7420



Using the FAFSA Data Portal

- The primary point of contact may upload lists of seniors through the **SECURE UPLOAD PAGE**, using the **FORMAT GUIDELINES** and **TEMPLATE** provided. This list can be uploaded only once. If a school needs to add or remove students after the initial upload, please email imagee@osrhe.edu.
- Authorized users should check **THE PORTAL** periodically to see which seniors have completed the FAFSA. FAFSA transactions are matched on the system twice a week.
- DETAILED INSTRUCTIONS** about how to check student information, how to download a list, and how to interpret the output will be provided when your school's FAFSA Completion Agreement has been submitted.
- It can take a week or longer for a submitted FAFSA to process and appear in the Oklahoma FAFSA Data Portal. If it has been longer than a week and you believe a student has filed the FAFSA and does not show up on your list, contact imagee@osrhe.edu for assistance.
- By submitting specific demographic data for high school seniors, users will be able to view each FAFSA applicant's name, date of birth, FAFSA status, and date the FAFSA was submitted.
- Reports can be exported into Excel or a CSV file.



The Oklahoma State Regents for Higher Education, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990 and other federal laws and regulations, do not discriminate on the basis of race, color, national origin, sex, age, religion, handicap or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. This publication, printed by OSRHE Central Services, is issued by the Oklahoma State Regents for Higher Education, as authorized by 70 O.S. 2001, Section 1206. 113 copies have been printed at a cost of approximately \$11. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. This publication was printed in May 2023.

Opt-Out Form

NONPARTICIPATION FORM
Free Application for Federal Student Aid (FAFSA)
Completion Requirement

A. In accordance with [70 O.S. § 1210.508-6](#) beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA).


B. A student shall not be required to comply with the provisions of subsection A of this section if:

1. The student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement of subsection A of this section;
2. A student age eighteen (18) or older submits a signed form authorizing him or her to opt out of the requirement of subsection A of this section; or
3. A school counselor authorizes a student to opt out of the FAFSA graduation requirement

School District Name:		
Student Name:	Date of Birth (mm/dd/yyyy):	
Parent / Legal Guardian Name:	Name of School:	
Home Address:		
City:	State:	Zip:
Telephone:	Email:	

Rationale for Nonparticipation (optional)

--

 Oklahoma State Department of Education
Free Application for Federal Student Aid Opt-Out Form

I am the parent or legal guardian, of the student referenced above, and I am electing to not have them complete the FAFSA application as part of their graduation plan.


Print Parent / Legal Guardian Name:	
Parent / Legal Guardian Signature:	Date:

I am the student referenced above, and I am of legal age (18 and above) and I am electing to not complete the FAFSA application as part of my graduation plan.

Print Student Name:	
Student Signature:	Date:

I am the counselor of the student referenced above, and I am electing to not have them complete the FAFSA application as part of their graduation plan.

Print Counselor Name:	
Counselor Signature:	Date:

 Oklahoma State Department of Education
Free Application for Federal Student Aid Opt-Out Form

2

Located on SDE's
**College & Career
Readiness** page

<https://sde.ok.gov/college-career>

Opt-Out

Opt-Out Options

- I am the **parent or legal guardian**, of the student referenced above, and I am electing to not have them complete the FAFSA application as part of their graduation plan.
- I am the **student** referenced above, and I am **of legal age (18 and above)** and I am electing to not complete the FAFSA application as part of my graduation plan.
- I am the **counselor of the student** referenced above, and I am electing to not have them complete the FAFSA application as part of their graduation plan.
 - *Providing a reason for nonparticipation is optional.*

Free FAFSA Completion Resources



UCanGo2.org

- All UCanGo2 services are **FREE!**
- Online publications
- FAFSA Promotional Videos
- Social media posts
- Email templates for families
- Support for your in-person FAFSA events

2024-25 FAFSA COUNSELOR TOOLKIT GUIDE

Featured Kit Items

- Finish the **FAFSA in Five Steps** helps students and their parents understand and prepare to complete the FAFSA process. The flyer also offers **FAFSA Facts**, answers frequently asked questions about the FAFSA, including questions about income, dependency, sex, FSA IDs and more. Download this publication free of charge at [UCanGo2.org](https://ucango2.org).
- Items Needed to Complete the FAFSA** provides students with a list of the materials to successfully fill out the FAFSA.
- Share **StartWithFAFSA.org business cards** with school seniors, their parents and college students to remind them to visit our FAFSA completion website. There, they'll find helpful FAFSA information, FAFSA video tutorials in English and Spanish, FAFSA Learn Modules and answers to their questions about the FAFSA. Download cards at [UCanGo2.org](https://ucango2.org).
- The **FSA ID Worksheet** guides students and their parents through the FSA ID creation process. Download the materials at [UCanGo2.org](https://ucango2.org) and provide them to the families you serve.
- Display the **FAFSA Poster** in high traffic areas at your school to remind students to submit their FAFSA. The poster includes important information about FAFSA completion and directs students to submit the application online or using their phone or tablet.
- Use the **Oklahoma FAFSA Data Portal**, a free, online tool to help you better assist your high school senior successfully complete the FAFSA. Authorized users have access to student-level information regarding completion status.

FINISH THE FAFSA IN FIVE STEPS

- 1. CREATE A STUDENTAID.GOV ACCOUNT**
 - You need to create your own StudentAid.gov account to apply for income and manage your federal student aid.
 - Use your account username and password to access and electronically sign your FAFSA and student loan applications. Make connections to your FAFSA and more.
 - Go to StudentAid.gov to sign up. Click Create Account to get started.
 - Save your StudentAid.gov account to use again next year.
 - If you're a dependent student, review the Who Needs a StudentAid.gov Account? Flyer to determine which parent(s) should also create an account. Contact the StudentAid.gov Account specialist at UCanGo2.org.
- 2. GATHER MATERIALS**
 - Social Security card
 - W-2 forms and tax returns specified on the FAFSA.
 - Current balances of cash, checking and savings accounts
 - Determine your dependency status with our Dependency Questionnaire
 - If you're a dependent student, you'll also need your parents' financial information.
- 3. FILL IT OUT**
 - Apply online at FAFSA.gov.
 - Enter student and parent names as shown on Social Security cards
 - Send your FAFSA results to up to 20 campuses.
 - Contributors must consent to have their Federal Tax Information (FTI) transferred to the FAFSA through the IRS.
- 4. SIGN & SUBMIT**
 - Review your answers from the Summary page to search for errors
 - Review your Confirmation page for information about the campuses you've selected and an estimate of your federal aid eligibility
- 5. FOLLOW UP**
 - Watch your email for a FAFSA Submission Summary and information about the institutions that received your FAFSA results.
 - Provide any other necessary documentation required by your institution, such as your accepted financial aid offer, and follow up with your college financial aid office if you have additional questions.

RESOURCES

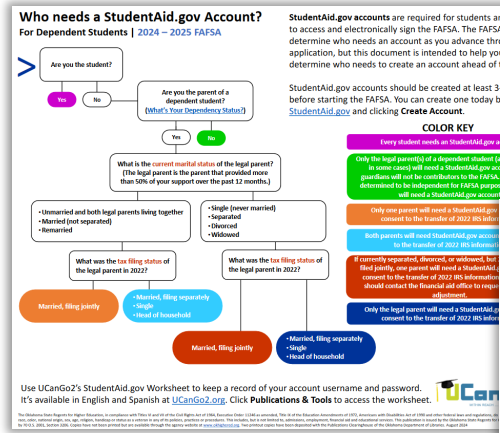
- [UCanGo2.org](https://ucango2.org)
- StartWithFAFSA.org for the tools and information about planning and paying for college after high school. Contact us at UCanGo2@okstate.edu or 800.447.7400
- FAFSA.gov
- Complete and submit the FAFSA
- Create a StudentAid.gov ID 3-5 days prior to starting your online FAFSA. Parent(s) of dependent students will also create an account to access and sign the FAFSA.
- ReadySetPay.org
- Learn about making smart borrowing decisions and strategies for successful student loan repayment.
- OKCollegeStart.org
- First-year financial aid alert information and tools to calibrate college costs, identify ways to college more affordable and so on for enrollment.
- OklahomaMoneyMatters.org
- Find helpful tools and resources to empower you to make financial choices
- FinancialAidOffice.org
- Contact your college financial aid office if you have questions or need to follow up after you've submitted the FAFSA.

STUDENTAID.GOV ACCOUNT WORKSHEET

FAFSA.gov accounts are required for students and parents to access and electronically sign the FAFSA. Parent(s) of a dependent student will also need to create an account. **KEEP YOUR FSA ID SAFE.**

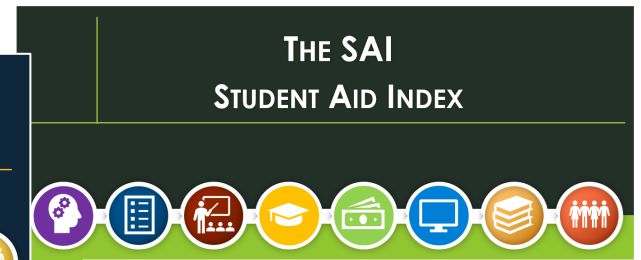
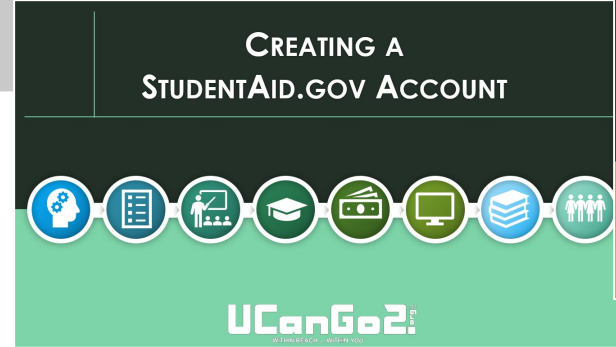
- 1. ENTER AN EMAIL ADDRESS**
The email address must be unique to each individual. You will not be able to use the same email address for student and parent. **DO NOT** use high school email accounts.
- 2. CREATE A USERNAME**
Must be 6-30 characters. Using personal identifiers like your name or birthday.
- 3. CREATE A PASSWORD**
Must be 6-30 characters and contain upper- and lowercase letters and numbers. Avoid personal identifiers.
- 4. COMPLETE YOUR PROFILE**
 - Enter your Social Security number. If you have one. Parents without Social Security numbers can create their own StudentAid.gov accounts.
 - Enter your birthdate.
 - Enter your name exactly as it is listed on your social security card.
- 5. CHALLENGE QUESTIONS & ANSWERS**
There are four challenge questions and answers. Select the questions from drop down menu and provide your answers below.

1. _____	3. _____
2. _____	4. _____
- 6. VERIFY YOUR EMAIL ADDRESS & MOBILE PHONE NUMBER**
FSA will send an email with a code that must be entered to verify your email address. FSA will send a text message with a code used to verify your mobile phone number.
- 7. COMPLETE THE TWO-STEP VERIFICATION PROCESS**
To verify the information used to create your StudentAid.gov account username and password, you'll need to set up at least one verification method to utilize two-step verification. Use one of these options: SMS Text, Email or download an Authenticator app.
- 8. KEEP TRACK OF IMPORTANT NUMBERS**
A backup code will be generated when you create your account or when you enable two-step verification. The backup code lets you access your account if you can't use the two-step verification method. It's your last, line to your account and select "Generate a New Backup Code" under "Two-Step Verification" in Settings. Contact Federal Student Aid at 1.800.4.FED.AID for assistance. Save your backup code here: _____





- FAFSA Fundamentals
- Understanding Your Financial Aid Offer
- Student Aid Index
- Creating a StudentAid.gov Account
- FAFSA Learning Modules



Ready-to-Go PowerPoint Slides

OKcollegestart.org

- Financial Aid 101
- What is financial aid? How do I apply?
- Scholarship search
- Oklahoma's Promise application
- FAFSA ICAP activity

The screenshot displays the OKcollegestart.org website interface. At the top, there is a navigation bar with social media icons, a search bar, and links for 'Select Language', 'Sign In', and 'Create an Account'. Below this is a main menu with categories: CAREER PLANNING, HIGH SCHOOL PLANNING, COLLEGE PLANNING, FINANCIAL AID PLANNING (highlighted), and YOUR PORTFOLIO. Under FINANCIAL AID PLANNING, there are sub-links for FINANCIAL AID 101, AFFORD COLLEGE, CALCULATORS, and SCHOLARSHIPS. The main content area is titled 'Financial Aid 101' and is organized into three main sections: 1. The Basics, 2. Apply for Financial Aid, and 3. Know Your Responsibilities. Each section contains introductory text and several links to related content. To the right of these sections are three vertical boxes: 'Financial Aid Glossary', 'Oklahoma Grants Based on Need', and 'Federal Grants Based on Need', each containing a list of links to specific resources.

OKCOLLEGESTART.ORG
CLICK • COMPARE • CHOOSE

OKcollegestart.org

StartWithFAFSA.org

- Frequently asked questions
- Special circumstances
- English & Spanish FAFSA tutorial video
- FAFSA promotional videos

startwithfafsa.org

StartWithFAFSA.org

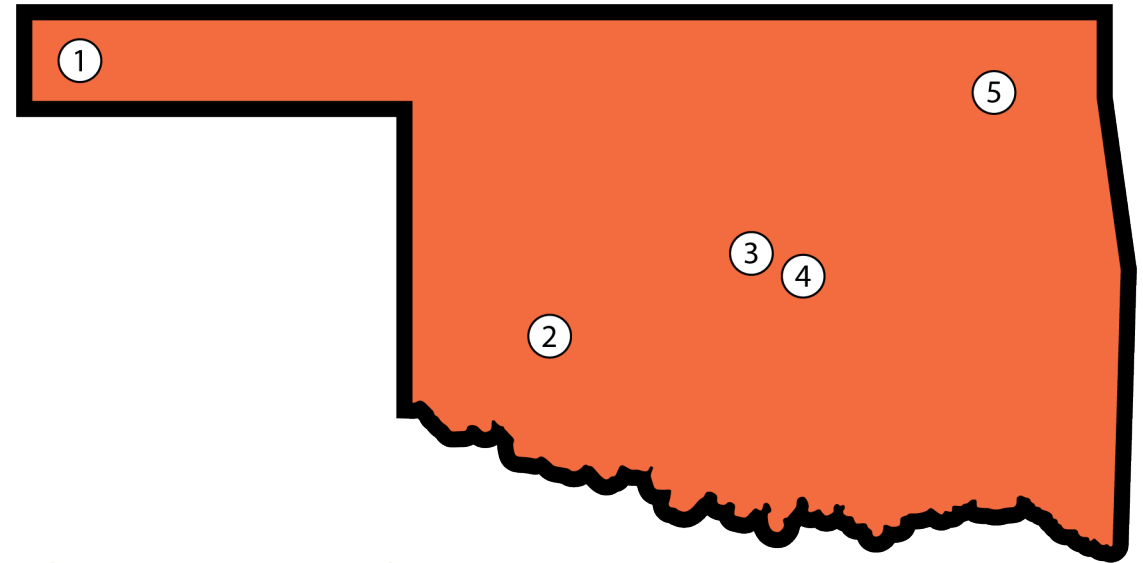
The screenshot shows the homepage of startwithfafsa.org. At the top, there's a navigation bar with the site logo and several menu items: ABOUT, FAQS, RESOURCES, VIDEOS, FASFA FASTTRACK (highlighted with a red circle), FAFSA WEBINARS, and CONTACT US. Below the navigation bar, there's a search bar and a list of featured articles. One article is titled 'Understanding Financial Aid Offers' with a date of April 22, 2024. Another article is 'Searching for Scholarships' dated April 15, 2024. On the right side, there's a sidebar with a 'Categories' section listing various topics like 'Apply Online', 'Careers', 'College Exploration', etc.

The 'Categories' sidebar lists the following items: Apply Online, Careers, College Exploration, College Planning, College Visit, Deadlines, Dependency Status, FAFSA, FAFSA Errors, Financial Aid Offers, Financial Need, FSA ID, Grants and Scholarships, Homeless Youth, Military, Money Management, Resume, Spanish Resources, Student Aid Index (SAI), Student Aid Report (SAR), Student Loans, Students and Parents, Tax Information, Types of Financial Aid, UCanGo2 Resources, Uncategorized, and Work Study.

The screenshot shows the website for startwithfafsa.org. At the top, there is a navigation menu with links for ABOUT, FAQs, RESOURCES, VIDEOS, FAFSA FASTTRACK, FAFSA WEBINARS, and CONTACT US. The main heading is "FAFSA FastTrack". Below this, there is a large graphic with the text "FAFSA FastTrack" and a search bar. To the right of the search bar, there are several links: "FAFSA.gov", "Oklahoma FAFSA Data Portal", "Email Us Your FAFSA Question!", "Email Us Your FAFSA Question in Spanish!", and "Connect with UCanGo2 on Facebook!". At the bottom, there are logos for UCanGo2, CAP, startwithfafsa.org, and FAFSA FastTrack. A small image of a laptop displaying the FAFSA application form is also visible.

- **FAFSA completion events at colleges and career techs across the state**
- **Designated month for FAFSA events**
- **Locations to be posted on FAFSAFastTrack.org**
- **Currently 30 schools are signed up to participate**

FAFSA FastTrack



SAMPLE EVENTS



1. **Oklahoma Panhandle State University**
November 3, 1:00 pm – 5:00 pm
Student Union



2. **University of Science and Arts of Oklahoma**
November 13-15, 5:00 – 7:00 pm
Simpson Building



3. **Moore-Norman Technology Center**
November 7, 6:00 pm
Administration Bldg.

Use the QR code to register your school as a participant in the FAFSA FastTrack initiative. We will contact you when a timeline has been established and gather your date, time, location and logo for the FAFSA FastTrack event(s).

We will also share this information with nearby high schools to promote the FAFSA event at your college, university or career technology center.



StartWithFAFSA.org

- Monthly FAFSA webinars for educators who want to hear the latest on the FAFSA application, release date, and more.
- Monthly webinars will be recorded and shared on the StartWithFAFSA.org site.

startwithfafsa.org

StartWithFAFSA.org

The screenshot displays the StartWithFAFSA.org website. At the top, the logo 'startwithfafsa.org' is prominently featured in green and red, with the tagline 'What you need to know about submitting the Free Application for Federal Student Aid' below it. Logos for UCanGo2!, CAP, and Oklahoma State Board of Higher Education are also present. The navigation menu includes 'ABOUT', 'FAQS', 'RESOURCES', 'VIDEOS', 'FAFSA FASTTRACK', 'FAFSA WEBINARS' (highlighted with a red circle), and 'CONTACT US'. The main content area shows an article titled 'Understanding Financial Aid Offers' dated April 22, 2024, and another article 'Searching for Scholarships' dated April 15, 2024. A search bar is located on the right side of the page.

Categories

- [Apply Online](#)
- [Careers](#)
- [College Exploration](#)
- [College Planning](#)
- [College Visit](#)
- [Deadlines](#)
- [Dependency Status](#)
- [FAFSA](#)
- [FAFSA Errors](#)
- [Financial Aid Offers](#)
- [Financial Need](#)
- [FSA ID](#)
- [Grants and Scholarships](#)
- [Homeless Youth](#)
- [Military](#)
- [Money Management](#)
- [Resume](#)
- [Spanish Resources](#)
- [Student Aid Index \(SAI\)](#)
- [Student Aid Report \(SAR\)](#)
- [Student Loans](#)
- [Students and Parents](#)
- [Tax Information](#)
- [Types of Financial Aid](#)
- [UCanGo2 Resources](#)
- [Uncategorized](#)
- [Work Study](#)

FAFSA Monthly Webinars

OCAP will offer monthly webinars on FAFSA updates beginning in August. These will be held on the 2nd Wednesday of the month at 10:00 am. Links to register are shown on StartWithFAFSA.org/fafsa-webinars.

StartWithFAFSA.org/fafsa-webinars

FAFSA Webinars



FAFSA Monthly Webinars

We invite you to join us on the second Wednesday of each month for our informative FAFSA webinars. These webinars will provide valuable information and resources to assist you with the FAFSA process. As the new FAFSA graduation requirement goes into effect for Oklahoma's 2024-25 seniors, we hope you'll find these monthly events to be beneficial.

Webinar dates and registration links are provided here. Each webinar will be recorded and made available for future reference on this platform. The topics covered each month will be based on the latest information pertaining to the FAFSA and financial aid.

- **August 14 at 10 a.m.:** Register [here](#)
 - New FAFSA graduation requirement
 - FAFSA Data Portal
 - FAFSA FastTrack
- **September 11 at 10 a.m.:** Register [here](#)
 - StudentAid.gov accounts
 - FAFSA resources
 - 2025-26 FAFSA
- **October 9 at 10 a.m.:** Register [here](#)
 - New FAFSA
 - FAFSA Data Portal
 - FAFSA FastTrack
- **November 13 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon
- **December 11 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon
- **January 8 at 10 am:** Register [here](#)
 - Topics to be announced soon
- **February 12 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon
- **March 12 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon
- **April 9 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon
- **May 14 at 10 a.m.:** Register [here](#)
 - Topics to be announced soon



Contact us if you have any questions!



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