FAFSA Data Training
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Julie Sainz is the Arizona FAFSA Challenge Project Manager for the Arizona Commission for Postsecondary Education. She has worked in higher education for several years and has held financial aid management and student affairs positions at the community college and university level.
Agenda

- What is FAFSA Finish line Data?
- Data Sharing Agreements Needed
- Accurate Uploads and Downloads
- New Features on AZGRANTS
- Customizing Student Outreach
- CCRI: A-F Accountability
- Questions?
The Arizona Commission for Postsecondary Education is able to share FAFSA completion data with

Local Education Agencies (LEAs)
Secondary Schools
Designated Agencies, e.g. GEAR UP, TRIO

**Data Schools Receive**

- FAFSA Submitted Date & Processed Date
- FAFSA status: Complete, Incomplete, Partial Match, or No FAFSA data
- If selected for Verification
DATA Sharing Agreement

Arizona Commission for Postsecondary Education
2020 North Central, Suite 650
Phoenix, Arizona 85004
Tel: (602) 258-6446 | Fax: (602) 258-2483
Email: acpe@azhiged.gov | Website: http://www.highered.az.gov

DATA Sharing Agreement

Between
Arizona Commission for Postsecondary Education
And

Name of High School or District

"Participating Entity"

This data sharing agreement ("Agreement") is entered into by and between

and the Arizona Commission for Postsecondary Education ("Commission").

PARTIES

The Arizona Commission for Postsecondary Education is a state educational agency that is authorized by its Student Aid Internet Gateway Application for State Agencies agreement with the United States Department of Education ("Department") to use FAFSA filing status information in order to determine the completion status of a student’s Free Application for Federal Student Aid ("FAFSA").

A Participating Entity is a Local Educational Agency, secondary school or other designated entity that has an Established Relationship with a student.

ACPE User Agreement

I (User Name & Title) ______________________________________________________________________________________________________________________________________________________ am an employee of and my Employer has approved the use of this site. The employer must notify the ACPE within 5 working days to disable the account if the user ceases employment or duties no longer require access. In exchange for access to the ACPE System, the User agrees to the following responsibilities:

User Responsibilities

- I will not share my password and/or account and am responsible for all actions taken under my account.
- I will contact the ACPE if I have any questions about the use of this site.
- I agree to follow the Family Educational Rights and Privacy Act (FERPA) rules and regulations.
Path A

District

Schools

Counselors

Path B

Schools

Counselors

Data Flows
List of Seniors

Put together a list of your seniors in Excel

The list must include the following in order:

1. Student Last Name
2. Student First Name
3. Student Date of Birth
4. Student Zip Code
5. Special Use Field* (optional)

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Last Name</td>
<td>Student First Name</td>
<td>Student Date of Birth</td>
<td>Student Zip Code</td>
<td>Special Use Field</td>
<td></td>
</tr>
<tr>
<td>Last</td>
<td>First</td>
<td>mm/dd/yyyy</td>
<td>12345</td>
<td>987654</td>
<td></td>
</tr>
</tbody>
</table>
Creating an Upload File

When **saving** your list ensure the list is **saved** as a **.csv** file. Use the **dropdown box** to change the **file type** from:

**Excel Workbook**

To

**CSV (Comma delimited)**
AZGrants Website

Login to the AZGrants website at
https://finaid.azgrants.az.gov/AZGrants/login.aspx
Select the Correct FAFSA Year

Ensure that you are in the right year.

The Senior class of 2019-2020 will be completing the 2020-2021 FAFSA.

Change the year to the correct year.
Select “Upload High School Student File”
Senior List Upload

1. Select “Browse”

2. Find your saved list of seniors.

3. Select “Upload File”
Senior Data Download

Select “click here” to go to the Download page
Senior Data Download

Click “Download File” or “View Aggregated” to review the results of the matching process.

Download FAFSA Completion File
You are working with the 2019-2020 Academic Year. To download a FAFSA Completion file for a different year, select the year from the dropdown on the top toolbar.

The file will include the most recent FAFSA data on record at ACPE for the most recent file uploaded for your school (see File Upload History).

Download File  View Aggregated

Downloads are in CSV format. CSV file are recognized by most spreadsheet programs, including Microsoft Excel™.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Last Name</td>
<td>Student First Name</td>
<td>Student Date of Birth</td>
<td>Student Zip Code</td>
<td>Special Use Field</td>
<td>Submitted Date</td>
<td>Processed Date</td>
<td>Selected for Verification</td>
<td>FAFSA Status</td>
<td>Incomplete Reason(s)</td>
</tr>
<tr>
<td>Last</td>
<td>First</td>
<td>mm/dd/yyyy</td>
<td>12345</td>
<td>987654</td>
<td>mm/dd/yyyy</td>
<td>mm/dd/yyyy</td>
<td>Y/N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe</td>
<td>Jan</td>
<td>5/15/1998</td>
<td>85202</td>
<td>876543</td>
<td>10/2/2017</td>
<td>10/2/2017</td>
<td>N</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Cross</td>
<td>Sue</td>
<td>10/1/1997</td>
<td>85203</td>
<td>abcdefg</td>
<td>10/1/2017</td>
<td>10/2/2017</td>
<td>N</td>
<td>Incomplete</td>
<td>Missing Signature(s)</td>
</tr>
<tr>
<td>Henderson</td>
<td>Adam</td>
<td>12/9/1997</td>
<td>85204</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Partial Match</td>
<td></td>
</tr>
<tr>
<td>Taylor</td>
<td>Rachel</td>
<td>1/18/1998</td>
<td>85205</td>
<td>987abc</td>
<td></td>
<td></td>
<td></td>
<td>No Match</td>
<td></td>
</tr>
</tbody>
</table>
View Aggregated
View Aggregated

Download FAFSA Completion File

You are working with the 2020-2021 academic year. To download a FAFSA Completion file for a different year, select the year from the dropdown on the top toolbar.

The file will include the most recent FAFSA data on record at ACPE for the most recent file uploaded for your school (see File Upload History).

- Download File
- View Aggregated

Downloads are in CSV format. CSV file are recognized by most spreadsheet programs, including Microsoft Excel™.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>Partial Match</td>
<td></td>
</tr>
<tr>
<td>No Match</td>
<td></td>
</tr>
<tr>
<td>Missing Birth Date</td>
<td></td>
</tr>
</tbody>
</table>

Download Category
View Aggregated Cont’d

You are working with the 2020-21 Academic Year. To download a FAFSA Completion file for a different year, select the year from the dropdown on the top toolbar.

The file will include the most recent FAFSA data on record at ACPE for the most recent file uploaded for your school (see File Upload History).

Downloads are in CSV format. CSV file are recognized by most spreadsheet programs, including Microsoft Excel™.

### Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Birth Date</th>
<th>Zip</th>
<th>Special Use Field</th>
<th>Submitted</th>
<th>Processed</th>
<th>Selected for Verification</th>
<th>Incomplete Reason(s)</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe</td>
<td>Jan</td>
<td>05/15/1999</td>
<td>85202</td>
<td>876543</td>
<td>10/02/2018</td>
<td>10/02/2018</td>
<td>N</td>
<td></td>
<td>Complete</td>
</tr>
<tr>
<td>First Name</td>
<td>Adam</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Henderson</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Date</td>
<td>12/9/1999</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td>85204</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(*) Required

Submitted Date:
Processed Date:
Selected for Verification:
FAFSA Status: Partial Match
Incomplete Reasons:
Review the results:

- Submitted Date
- Processed Date
- Verification Flag
- FAFSA Statuses
- Incomplete Reasons
Submitted Date

The date the student submitted their FAFSA.

Processed Date

The date the student’s FAFSA was processed by the U.S. Department of Education.
FAFSA Finish Line Results

Selected for Verification

A process by which the financial aid office verifies that the student and his/her parents accurately entered their income information on the FAFSA.

Y – the student was selected for verification.
N – the student was not selected for verification.

How to Resolve

Students should contact the financial aid office to find out what documents need to be submitted to complete the verification process.
FAFSA Statuses

**Complete** - this status means that the student’s FAFSA has been fully processed by the US Department of Education.

A student can be selected for verification with a complete status.

**Incomplete** - This status means that additional information is required from the student to complete the FAFSA process (ex: missing student or parent signature).
FAFSA Statuses (cont’d)

No Match -
This status means that the system is unable to find the students’ FAFSA - so the student may have not completed the FAFSA OR if they did complete it then 1 or 2 of the fields entered is not matching to what they entered on the FAFSA (First name, Last Name, DOB, or ZIP code)

Partial Match -
This status means that there is a FAFSA on file but 1 of the fields entered does not match (First name, Last Name, DOB, or ZIP code)
Next Steps – Partial or No Matches

How to Resolve No Match or Partial Match

1. **Check** your senior list for any data entry errors.

2. If no errors in the list, **check** with the student to see if they entered a different Last/First Name, Date of Birth, or Zip Code on their FAFSA.

3. **Correct** the senior list and upload again.
Incomplete Reasons

Incomplete Reasons Defined

**Missing Signatures** – missing student’s or parent’s signature.

**Citizenship** – citizenship status was left blank and the Social Security Administration did not confirm citizenship status or the applicant reported not a citizen or eligible non-citizen.

**SSN not valid** – Social Security number provided was not verified in the Social Security Administration’s database.

**Other** – all other issues.
Next Steps - Incomplete Reasons

How to Resolve Incomplete Reasons

**Missing Signatures** – Have the student and parent sign and resubmit the signature page.

**Citizenship, SSN not valid, or Other** – Have the student contact the

Federal Student Aid Information Center (FSAIC)

1-800-433-3243

1-800-4FED AID

or the financial aid office to find out what the issue is and what the next steps are to resolve the issue.
Common FAFSA Match Issues

• Incorrect DOB

• Name is hyphenated

• Character length of Name

• Incorrect zip code
Customizing Student Outreach

**FAFSA Data**

- Students selected for Verification
- Missing Signatures
- Incomplete Application or Complete Application

**Utilize other school data**

- Student GPA – Identify students with a certain GPA who have not submitted a FAFSA
- E-CAP information – who is interested in attending by college/university or other postsecondary information
- Students who have attended a college event on campus
# CCRI Reporting Spreadsheet

## Table Columns:

<table>
<thead>
<tr>
<th>District:</th>
<th>School:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POINTS EARNED</th>
<th>BONUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total of Blue and Red Indicator Points Per Student</th>
<th>Blue Indicator Points Total Per Student</th>
<th>Red Indicator Points Total Per Student</th>
<th>Total Score Per Student (0, 10, 20, 22)</th>
<th>SSID</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2017-2018</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passes a College Level English, Math, Science, Social Studies or Foreign Language Course</th>
<th>Submits the FAFSA</th>
<th>Passes a CTE Course for which College Credit can be Earned with an A, B, or C (Outside of Complete Sequence)</th>
<th>Completes a CTE Course with an A, B, or C</th>
<th>Earns Industry Recognized Credential, Certification or License</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4</td>
<td>0.50</td>
<td>1 to 4</td>
<td>0.5</td>
<td>1 to 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CTE Sequence and Passes Technical Skills Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES (x)</td>
</tr>
</tbody>
</table>
Career and College Readiness Indicator

- Instructional Video
- FAQ’S
- Please email [Achieve@azed.gov](mailto:Achieve@azed.gov) with any questions regarding CCRI
Contact Info

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dlager@azhighered.gov

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FAF$A Challenge Project Manager

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