

School Level FAFSA Action Plan

Our Goal/Target

- Based on your school data from previous years, what do you want to see happen this year?

Data Tracking

Activities and Action Steps

- Create a team to help with FAFSA (and all College Access initiatives).
 - All counselors have an advisory council that could also serve as this team.
- Assess prior year's data and set a target for this year.
 - We suggest 80% FAFSA completion.
- Create a school action plan for the 2015 FAFSA Completion Campaign.
 - Plan of Action:
 - How you plan on achieving this goal.
 - Who is responsible for making sure this goal is met.
 - Timeline for when these activities will occur.

Commitment Signatures

- Everyone involved in executing this action plan should sign.
 - FAFSA Action Team Members, Principal/Assistant Principal, Counseling Staff, Senior Teachers, etc.

Evaluation

- How you plan on tracking this goal?
- At the end of campaign, discuss what worked and what did not work?

(School Name) 2015 FAFSA Completion Campaign Action Plan	
Baseline Data: _____% FAFSA Completion for 2014	
Our Goal/Target: _____% FAFSA Completion by March 01, 2015	_____ % FAFSA Completion by June 30, 2015
College Acceptance Rate _____% College Acceptance by (Date)	
College Enrollment Goal: _____% College Enrollment by (Date)	

FAFSA Action Plan Tasks and Activities:

Task and Activities (WHAT?)	Plan of Action (HOW?)	Responsible Party (WHO?)	Date/Timeline (WHEN?)
Create school-based team			September
Complete FAFSA Data Agreement Document			September
Senior Conference			September
Host a Scholarship Session			November
Host Financial Literacy Night			December
Host a PIN Party (if applicable)			December
Host a DSF Application Session			December
Create a communication piece to engage parents			December
Submit roster for FAFSA look-up tool			Monthly (Begin at the end of January - July)
FAFSA during Parent/Teacher Conferences			January
Host FAFSA sessions			Monthly (January 1 – July 1)
Host a Reading Your Award Letter/Gap Analysis Session			March

Data Monitoring

Previous Year's FAFSA Completion Goal: _____

Current FAFSA Completion Goal: _____

	% FAFSA Complete	# FAFSA Complete	# FAFSA Submitted	Gap between Submitted/Complete FAFSA
January 30, 2015				
February				
February				
March				
March				
April				
April				
May				
May				
June				
June				
July				

Best Practices

Create a college-going culture

- Host College 101 nights to have alums come in and talk about the college experience for them.
- Staff decorating their classroom/door with college information, college information present throughout the hallways in the school to engage all grades, etc.

Create a year-round action plan to include all activities/events during the school year

- College Application Week, College Goal Sunday, Scholarship Sessions, College 101 Sessions, Decision Day, etc.

Create a school-based action team

- Senior teachers, counselors, LSCO representatives, parents, students, etc.

Host a Senior Conference/Parent Night at the beginning of the school year to inform parents/students

- Lay out the plan for the entire year. Break it down by monthly tasks 12th graders should be doing.
- This can help inform the parents how they can help their student during the year.
- Include steps needed to graduate as well as steps needed to get into college.
- Collect emails so you can then send out email blasts during the year.
- Create a counseling webpage to post important information.

Host a Financial Literacy Night

- Discuss FAFSA and why it is so important.
- Educate parents/students on gap analysis and reading financial aid award letters.

Engaging Parents

- Attend LSCO meetings.
- Send senior letters out in September during the senior audit letter (alert about fafsa activities during this time).

Engaging Students

- Create a team of student ambassadors to help motivate and encourage other students.
- School/student initiatives (lunch with the principal, pizza party, celebration, etc.).
 - Competition based on which classes the seniors are in, which counselors the seniors have, etc.
- Surveys to see what students know (entrance and exit survey).
- Tie this into something important (cap/gown, clearance forms to graduate).
- All school FAFSA updates.

Data Tracking

- Collect confirmation letters for submitted FAFSA
 - Display in area of the school with the most traffic so all students can be encouraged.
- Collecting award letters
 - During or leading up to/after the gap analysis session.

External supports to FAFSA completion

- Which community partners can help you accomplish your goals?