

Time Line for Financial Aid Outreach Facilitators

October: Create a plan with which to:

1. Initiate outreach to seniors who may be uninformed and/or misinformed about financial aid available for post secondary education.
2. Order materials from CSAC and EdFund to help with your financial aid outreach.
3. Plan Financial Aid Information Night for families
4. Create financial aid bulletin board

November - December

1. Using a variety of activities and resources, communicate to students and parents the wealth of opportunities for financial aid for university, community college and technical schools.
2. Facilitate parent & student presentations about financial aid
3. Help insure that students have applied for PIN numbers at www.pin.ed.gov, so that they can complete the FAFSA online. Parents and student both need separate PIN numbers.
4. Facilitate student research into private grants and scholarships provided by community organizations, businesses and foundations. 2) Publish list of scholarships with deadlines. (Update each month.)
5. Conduct a preliminary parent informational workshop:

Review the financial aid timelines and deadlines.

Review the process to get a FAFSA PIN.

Review the FAFSA or FAFSA worksheet, as needed.

Explain how parents can use last year's tax records or their December CHECK STUB to complete the financial information on the FAFSA and make any needed modifications later when they get the SAR back from FAFSA.

Remind students that the FAFSA cannot be submitted until January 1, 2007.

Review the Cal-Grant GPA Verification process to be used at your school.

Hand out a list of resources for scholarships.

Review the process for students to apply for local scholarships.

Order additional paper copies of the paper FAFSA forms from the Department of Education by calling 800-394-7084 or go to www.edpubs.org/ml.

6. Inform students of necessary documents and information they will need to complete the FAFSA beginning January 1.
7. Plan to organize a Cash for College workshop in late January or early February.

January - February

1. Encourage students to submit their completed FAFSA online at www.fafsa.ed.gov (or on paper) as soon as possible starting **January**
2. Conduct classroom presentations for all seniors:
 - Go over the financial aid timeline.
 - Review the FAFSA line-by line.
 - Review the process at your school for completion and submission of the Cal-Grant GPA Verification.
 - Explain the process for students to apply for the FAFSA on-line at school.
3. Conduct or participate in a CASH For College or encourage students to attend another. Get the word out through mailings, announcements, posters, and local newspapers.
4. Assist students and parents in the application process, particularly completion of the FAFSA, and submitting GPA verification. Possibilities: Organize parent financial aid night where assistance available for English and non-English speakers; drop in times for parents; computer lab times for students with assistance available.
5. Check to see which students may not have completed and sent FAFSA/GPA verifications; find out why not and facilitate completion and submission.

February - March

Be sure students carefully review the Student Aid report for accuracy and return it immediately if they have corrections. Continue to assist students and parents in completing the FAFSAs. Follow up with students to be sure that they have submitted the FAFSA and that GPA verifications have been submitted.

March 2

Cal Grant A, B, and C, deadline. The FAFSA must be postmarked no later than March 2. In addition, a verified GPA must be sent to the California Student Aid Commission by March 2. (Once the school certifies the GPA, the student or the school may submit it).