Student: Updating Your FAFSA Status

*Required to meet state of Texas graduation requirement

There are five different FAFSA statuses that can be chosen in SchooLinks. Please only select one of the two **bolded** options:

- Not filed yet, but will!
- Filed and waiting for the results
- Filed and got an error back
- **Completed: Upload your confirmation** (Select this option & upload proof of submission email)
- **Won't File** (Select this option & upload signed and completed Opt-Out form)

<u>Follow these FAFSA/TASFA status reporting options in SchooLinks and submit proof to meet Texas' graduation requirement:</u>

Status Reporting Option #1

Updating FAFSA Status with a To-Do

If your district has set up a FAFSA indicator, this will show up as a To-Do on your student dashboard. You can update your status by completing this task.

1. Find the To-Do on your student dashboard. You will see a deadline next to the indicator and your individual status.
2. Click anywhere on the To-Do to expand the modal. You will see instructions for the indicator and the option to update your status. Click **Update my FAFSA status** to be redirected to a new status modal.

3. Select your status by clicking on any of the available options.

4. The modal will close as soon as you click on your new status unless you change your status to Completed or Won't File. If you mark your status as Completed, you will then be directed to upload completion documentation which you must do for the Completed status to save. If you mark your status as Won't File, you may or may not be required to upload a signed waiver depending on your district's settings.

Status Reporting Option #2

Updating FAFSA Status from the FAFSA Card

The FAFSA Card is displayed in two different places: College Financing and the College Application Manager.

Updating in the College Financing section:

1. Find the Finances icon on your navigation toolbar. Then, select **College Financing**.
2. The FAFSA Card will show in the top lefthand corner of the College Financing page. Your current status will show on the card with timestamps if applicable. Click on **Update Status** to be redirected to the FAFSA modal.

3. Select your status by clicking on any of the available options.
4. The modal will close as soon as you click on your new status unless you change your status to Completed or Won't File. If you mark your status as Completed, you will then be directed to upload completion documentation which you must do for the Completed status to save. If you mark your status as Won't File, you may or may not be required to upload a signed waiver depending on your district's settings.

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Status Reporting Option #3

Updating in the College Application Manager:

1. Find the Colleges icon on your navigation toolbar. Then, select **College Application Manager**.
2. Locate the Application Setup column on the left side of your College Application Manager display. Find the **FAFSA** Card. Your current status will show on the card with timestamps if applicable. Click on **Update Status** to be redirected to the FAFSA modal.

3. Select your status by clicking on any of the available options.
4. The modal will close as soon as you click on your new status unless you change your status to Completed or Won't File. If you mark your status as Completed, you will then be directed to upload completion documentation which you must do for the Completed status to save. If you mark your status as Won't File, you may or may not be required to upload a signed waiver depending on your district's settings.
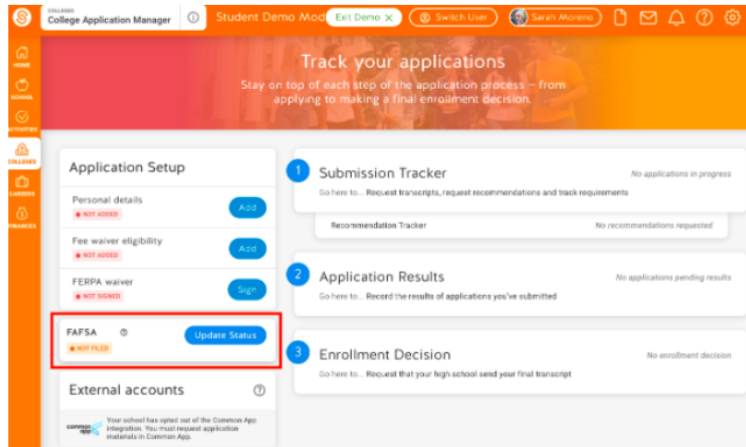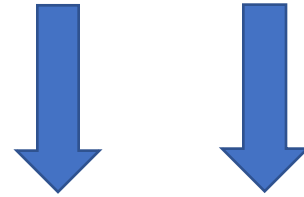
Upload FAFSA/TASFA documentation (required)

Providing Documentation for your FAFSA Status

Documentation is required in order for your FAFSA status to be marked as Completed. It might be required if you mark your status as Won't File. If documentation is needed, a modal will appear for you to upload your documentation.

1. Upload a PDF, JPG, or PNG of the completion or FAFSA waiver from your computer or mobile device. Alternatively, you can scan a QR code from your phone. Click **Submit & Close** once you have uploaded the documentation.
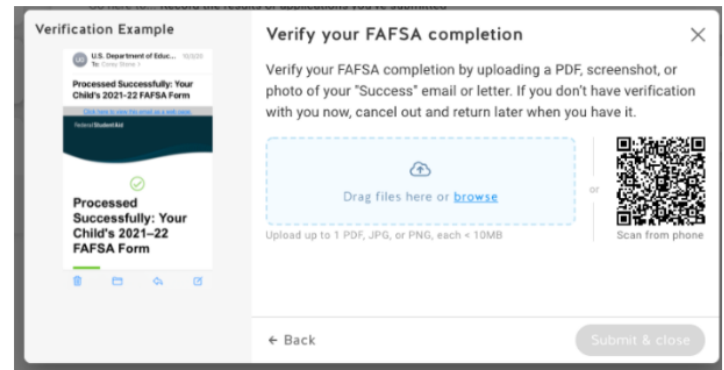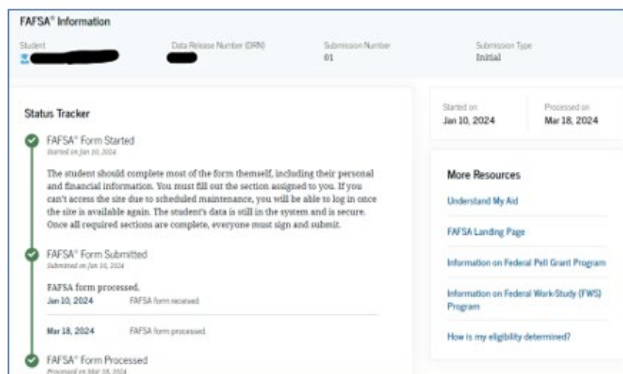

2. Once your upload has been received, your status will be updated and the documentation will become available for your counselor to verify.
3. If your documentation is denied by a counselor, your FAFSA status will be changed to Verification Failed. You will receive a notification and will be able to **Update status** again to provide the correct documentation.

Samples of FAFSA Completion Upload Screenshot:

Example 1:

Example 2:

Example 3:

Created by Narietha D. Carter-McClain 1/04/2024 using resource from SchooLinks Help Center