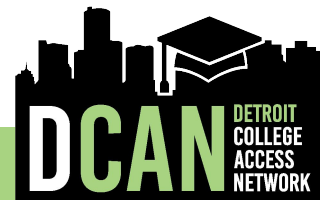


Detroit S.T.R.I.V.E.S.:

Successful Transitioning Resources and Initiatives Virtual Education Series

Support Staff Responsibilities & Support Tips

December 3, 2020



Agenda

- I. Welcome/Chat Question
- II. Support Staff Requirements/Systems
- III. Systems from Admissions Perspective
- IV. Questions
- V. Break

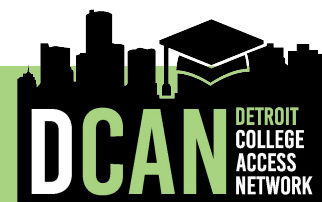
Answer Question in Chatbox

Based on 1st semester, what are some things you would like to start or stop doing moving into 2nd semester?

Support Staff Requirements

- Academic planning & progress
- Social and emotional support
- Scheduling (in some cases)
- Teaching a class (in some cases)
- 1-on-1 planning meetings
- College & career visits/exposure
- College application completion
- FAFSA completion support
- Scholarships (local, national, Promise, TIP)
- Recommendation Letters (common app)
- Document submission (transcript, test scores etc.)
- Data tracking for all the above

The list goes on and on..



What are some systems/procedures you have in place to support with carrying out some of these responsibilities?

Quick Tips to Support

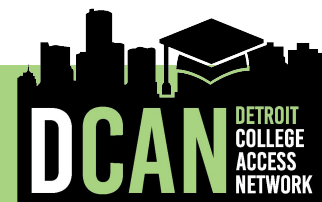
- Letter of recommendation template
- Pre Filled [application fee waivers](#)
- Group planning meetings (students w/ similar standing)
- Planning meeting template
- Keeping student/parent FSA ID on file
- Collect FAFSA Processed confirmation (MiSSG)
- FAFSA support documents ([tax return transcript request](#))
- College application submission form
- Calendly (student, parent, college visits etc.)
- Themed days
- Data Tracker

Things to do before break

- Complete all Common App request
- Contact top feeder schools for student admission status
- Contact Promise for list of registered students
- Update student rosters in MiSSG
- Provide [scholarship lists](#) to apply over break
- Meet with students you have not met with
- Submit College Month Data to MCAN
- Create systems/procedures for second semester

Systems from Admissions Perspective

w/ Kayla Jones from Oakland University



Questions??

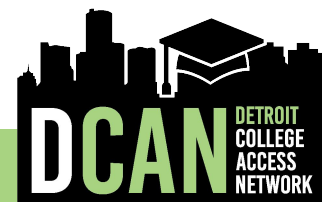
Break

Detroit S.T.R.I.V.E.S.

**Successful Transitioning Resources and Initiatives
Virtual Education Series**

December 3, 2020

**FAFSA Strategy
STARTING AT 11:06A**



December Agenda

FAFSA Strategy

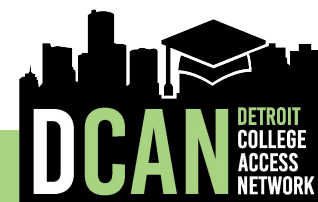
- Student Rosters
 - Reviewing/Cleaning Rosters
 - System for updates
 - Individual Student Updates
- FAFSA Program Efforts
 - FAFSA Nights
 - FAFSA Drives
 - Office Hours
 - Incentives
- Special Case Questions
- DCAN Resources
 - FAFSA Toolkit
 - Financial Resources (Detroit Schools)

FAFSA Strategy



Academy of the Americas**
Benjamin Carson
Cass Technical
Central High
Cesar Chavez
Chandler Park
Cody High School
Cornerstone H&T
Davis Aerospace
Denby
DCP @ Northwestern
Detroit Cristo Rey
Detroit International Academy
Detroit Leadership Academy**
Detroit School of Arts
EEVPA
Frederick Douglass
Frontier International
Academy
Henry Ford High School
Jalen Rose leadership Academy

Martin Luther King
Mercy
Mumford High School
Old Redford Academy**
Osborn High School
Pershing High School
Renaissance High School
Southeastern High School
Universal Academy
University of Detroit Jesuit
Academy
University Prep Academy
University Prep Art & Design
University Prep Science and Math
Voyageur College Prep
W-A-Y Michigan - Fort St Site
(Online)
West Side Academy
Western International



Student Rosters

Why is it important?

Your listed student rosters are not just for the sake of you being able to check the statuses of your students.

- Determines your FAFSA Completion percentage
- Ensures you can see all students even with ever-changing enrollment
- Aligns with automatic data updates if students records have key data metrics

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Student Roster

Let's Work!

- Create an excel spreadsheet with the following columns
 - First Name
 - Last Name
 - Date of Birth
 - Anticipated Graduation Date
 - Enrollment status: Enroll at my school
- Email to: mistudentaid@michigan.gov
 - Subject: School Name, HS Code, Student Roster Update

Student Roster

Individual Updates

Once you access your FAFSA Completion Roster, you will select students you would like **to remove by clicking the box under the select student column.**

Next, **select the remove selected students from roster button.** They will want to be sure that they have selected the correct **HS Graduation Year.**

Also, **to add students, they would select the “Look Up Student” feature.** To search for students, the counselor will need the students DOB and SSN or CEPI ID. **CEPI ID’s are located on students transcripts.**

Student Roster

Individual Updates

Academic Year 2020 - 2021

HS Graduation Year: 2020

If a student is not listed on this interface, MISSG does not have a FAFSA, TIP record, or SAT score containing your high school code. Students listed multiple times do not have a Social Security number associated with all of their records.

[Understanding and Updating Duplicate Student Records](#)

LOOK UP STUDENT

REMOVE SELECTED STUDENTS FROM ROSTER

EXPORT TO EXCEL

CLOSE

Last Name	First Name	High School Grad Year	Date of Birth	SSN On File	FAFSA On File	FAFSA Complete	CEPI UIC	Highest SAT Score	Select Student
	CHARLES	2020		Yes	Yes	Yes		740	<input type="checkbox"/>
	DANIEL	2020		Yes	No	No		720	<input type="checkbox"/>
	RENA	2020		Yes	No	No		750	<input type="checkbox"/>
	TAVON	2020		Yes	Yes	Yes			<input type="checkbox"/>
	ANTHONY	2020		Yes	No	No		630	<input type="checkbox"/>

Student Roster

Information Update

The counselor will also need to be sure to **add a grad date** to the students record when adding them to their roster or they will not show up. **A students record must have a grad date.**

The SSN in MISSG does not correlate to the FSAID.

It means there is not SSN on file for the student. This being blank also runs the risk of creating duplicate student records. Adding SSN's to SAT records will eliminate any duplicate records

Student Roster

Creating Systems

- Create a system amongst your team of how and when you will update your student rosters
 - Enrollment changes: new enrollment/transfers
 - Daily/Weekly/Biweekly
 - Responsible for the updates
 - Responsible for pulling FAFSA/State Aid status
 - Responsible for supporting students with creating MISSG portals
 - Responsible for ensuring students update their selected school

FAFSA Event Efforts



FAFSA Nights

- Informational about financial aid, applications and the process
- Hosted after schools hours, evenings, or on weekends to capture the parents that work throughout the day.
- Financial aid professional to conduct training and to answer special case questions
- Can be themed to bring excitement and interest.
- Sometimes tied to other events/meetings

FAFSA Drives

- Push for group FAFSA completion
- Hosted during school and after schools hours, evenings, or on weekends to capture the parents that work throughout the day.
- Financial aid professional present to support w/complex questions with the app
- Can be themed to bring excitement and interest.
- Sometimes tied to other events/meetings or conducted through a class.

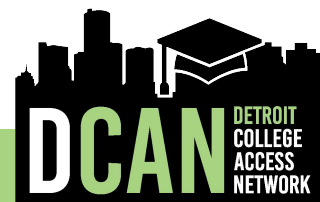
Open “Office” Hours

- Creating the space and consistency for families to drop in to be supported with FAFSA completion (in-person/virtually)
- Consistent time period offered through an extended period of time or indefinitely
- Can be combined with other efforts such as application completion
- Use the time as an opportunity to get multiple things completed for the student in the allotted time.
- Ask parent/student what they would like more information about for future support

Virtual Support for App Completion

Connecting with Students

- **Classrooms:** Find classes where students are not just English classes or recommended classes based on this non-virtual world
- **Social media/incentive campaigns:** Money typically used for events use it for incentives and marketing campaigns
- **Students in Contact:** Make sure their items are completed
- **Create Space for Getting things Done**



Student Ambassadors/Leaders

- **Student grouping:** Athletics, Academics, Extracurricular Activities, Social Engagement, Counselor Engagement
- Within groups put a small group of students “in charge” and appoint adult support for group.
- **Run Small competitions and incentives for groups and leaders**
- Allow these leaders to run social media, events, and activities to get their peers engaged

FAFSA Event Support Tips

- Consistency will be key. One off events, offered last minute will not be the most effective esp. in this virtual world.
- Use what's important to them to draw them and use these spaces as an opportunity to get things done
- Apps not completed must be completed within 30 days of the initial start
- Be creative, utilize students, mobile app completion, breakout rooms for one-on-one
- Schedule students and families in groups instead of waiting for them to make the appointment (split by alphabet)
- Do not incentivize one off efforts. Combine efforts e.g. FAFSA, TIP and Promise requirement completion

Special Case Questions?



DCAN FAFSA Webpage

Resources/Updates

- Data use agreement list
- DCAN Resources/Support
- Detroit FAFSA Completion Tracker
- Top Schools

Questions???



Detroit STRIVES

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