

## FAFSA Data Sharing Agreement Quick Guide

Free Application for Federal Student Aid (FAFSA) completion data for 12th-grade students entering post-secondary education in the next school year is available in WISEdash for Districts. The purpose of this Data Sharing Agreement is to allow school personnel to encourage and help students submit the FAFSA.

### Steps to Access the “FAFSA Completion Status by Subgroup” Dashboard:

1. Complete the [Data Sharing Agreement](#) on [WISEdash \(FOR DISTRICTS\) FAFSA® Dashboard](#) and return it to [dpisspw@dpi.wi.gov](mailto:dpisspw@dpi.wi.gov).
2. DPI will send a confirmation email indicating the agreement was received. Data will be available on WISEdash for Districts 15 business days after the request is received.
3. The *district's* WISEdash Application Administrator or designee will assign users, typically school counselors and homeless liaisons, one of two security roles (“Detail FAFSA Access” or “Economic FAFSA Access”). Each user can only be assigned one role for WISEdash for Districts.
  - a. If you already have access to WISEdash, talk to your WISEdash Application Administrator in your district to make sure you have been assigned one of the two roles.
  - b. If you do not yet have access to WISEdash, use the [Request Access to WISE Application](#) instructions on the DPI website to request access to the application through WISEhome.
    - In the description section, specify the role you are requesting: “Detail FAFSA Access” or “Economic FAFSA Access”

### Additional Resources:

[DPI FAFSA Data Sharing Agreement](#)

District [Administrative Memo re: FAFSA Data Sharing \(March 2021\)](#)

[WISEdash \(FOR DISTRICTS\) FAFSA Dashboard Information Page](#)

Accessing WISEdash for Districts

<https://dpi.wi.gov/wise/wisehome-info>

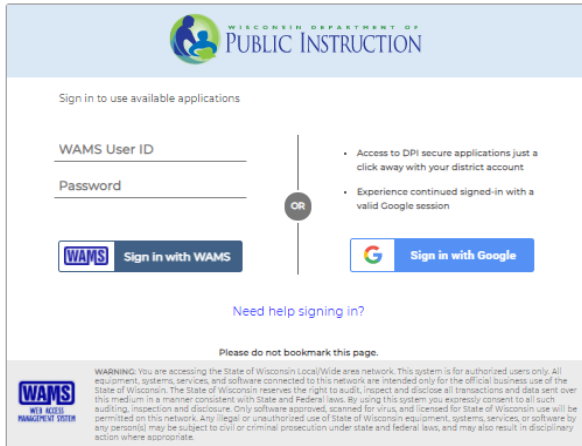
-use your WAMS ID to login

[Creating a WAMS ID - Quick Start Guide](#)

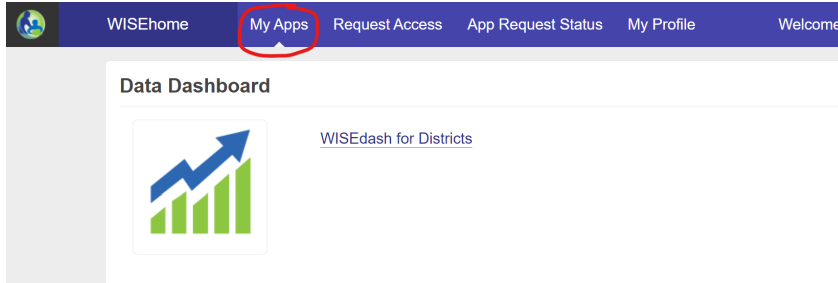
[WISEsupport Help Ticket Submission Form](#)


## ACCESSING YOUR FAFSA DISTRICT DATA

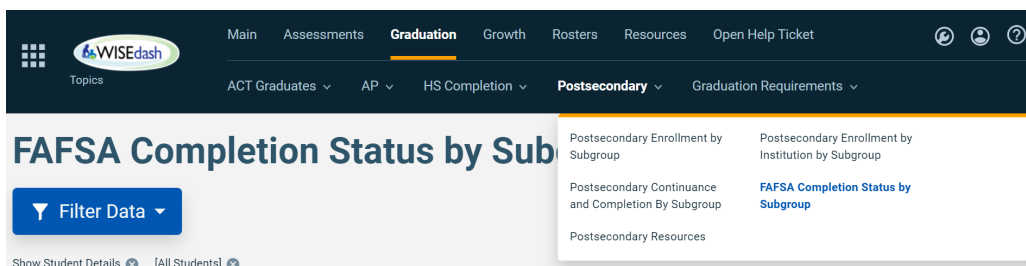
1. Following the Data Sharing Agreement steps, access your FAFSA District Data by signing in to [WAMS Sign In](#) and entering your credentials (If you do not have a WAMS ID, see the [Creating a WAMS ID Quick Start Guide](#))



2. WISEdash will appear as a link on the **My Apps** page once you have access to an application in WISEhome. Click the link for the application.

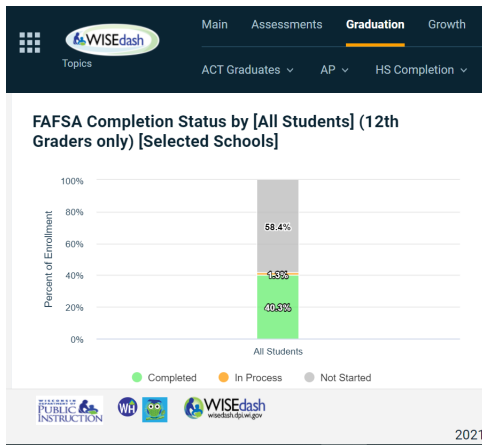



3. Go to the “waffle”  in the top left corner of your browser. Hover and select “topics.” At the top of the page, select “Graduation” in the **top** row, select “Post-secondary” in row 2, select “FAFSA Completion Status by Subgroup” in the drop down menu that appears.



4. Use the blue filter on the left side of the webpage to sort by various subgroups (i.e.,- School, Disability, Gender, EL Status, Race/Ethnicity). FAFSA Filing Status subgroup allows you to see students who completed or did not complete the FAFSA.

5. The date indicating when the system last updated the FAFSA completion status of students is displayed below the blue Filter Data button.
6. Use the blue filter on the left side of the webpage to sort by various subgroups (i.e., School, Disability, Gender, EL Status, Race/Ethnicity). FAFSA Filing Status subgroup allows you to see students who completed or did not complete the FAFSA.
7. In order to access the list of students who have not started the FAFSA, click on the gray portion of the bar graph titled, "FAFSA Completion Status." A list of all students who fall into this category will emerge. To view students who have completed the FAFSA, click the green portion of the bar graph.



8. Click on the arrow  in the right hand corner of the screen to export the student list to an excel spreadsheet or report.

**NOTE:** If WISEdash incorrectly shows the student's FAFSA as "Not Started," this happens when there is not a perfect match between what name and birthdate the student enters on the FAFSA and what is on file with the Social Security Administration. Additionally, the student must have selected WI as the legal residence.