

# Checklist for schools

FEBRUARY - JUNE 2022

## CALENDAR OF FINANCIAL AID FOR COLLEGE SUPPORTS FOR STUDENTS AND FAMILIES

All resources in the checklist can be found at <https://newyork.edtrust.org/fafsa-toolkit>

MONTH	CHECKLIST FOR SCHOOLS
<p><b>FEBRUARY</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Schedule a financial aid for college completion night for your school in early March. This can be held in person or virtually. Use the <b>How-to Guide: Financial aid for college completion night</b> to begin planning the event.</li> <li><input type="checkbox"/> Schedule monthly financial aid for college office hours for your school from February-June. Office hours can be held in person or virtually. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan these events. Make sure to hold your first financial aid for college office hours before the end of the month. Publicize your office hours, and include personalized messages to each high school senior.</li> <li><input type="checkbox"/> Send out a kick-off letter or email in English and Spanish to families <b>using this template</b>.</li> <li><input type="checkbox"/> Include a kick-off message in English and Spanish in your school newsletter or newspaper <b>using this template</b>.</li> <li><input type="checkbox"/> Post kick-off messages on your social media accounts <b>using this template</b>.</li> <li><input type="checkbox"/> Use 1 hour of class time per week — during home room or study halls for example — for students to work on their applications. Use our <b>How-to guide: Using class time for financial aid for college completion</b> and <b>our lesson plan templates</b> to fill that time.</li> <li><input type="checkbox"/> Update your school’s financial aid for college website section <b>using this guide</b>.</li> <li><input type="checkbox"/> Track your school’s progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> </ul>

MONTH	CHECKLIST FOR SCHOOLS
MARCH	<ul style="list-style-type: none"> <li data-bbox="407 191 1495 317">○ Hold a financial aid for college completion night for your school in early March. This can be held in person or virtually. Use the <b>How-to Guide: Financial aid for college completion night</b> to begin planning the event.</li> <li data-bbox="407 348 1495 552">○ Hold at least one financial aid for college office hours event. Office hours can be held in person or virtually. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan these events. Make sure to hold your first financial aid for college office hours before the end of the month. Publicize your office hours, and include personalized messages to each high school senior.</li> <li data-bbox="407 583 1471 659">○ Send out an an update letter or email in English and Spanish to families <b>using this template</b>.</li> <li data-bbox="407 690 1495 766">○ Include an update message in English and Spanish in your school newsletter or newspaper <b>using these templates</b>.</li> <li data-bbox="407 798 1471 835">○ Post weekly messages on your social media accounts <b>using these templates</b>.</li> <li data-bbox="407 867 1487 942">○ Send a text or robocall in English and Spanish to families of seniors about your school’s financial aid for college completion supports <b>using these templates</b>.</li> <li data-bbox="407 974 1471 1136">○ Use 1 hour of class time per week — during home room or study halls for example — for students to work on their applications. Use our <b>How-to guide: Using class time for financial aid for college completion</b> and <b>our lesson plan templates</b> to fill that time.</li> <li data-bbox="407 1167 1487 1205">○ Update your school’s financial aid for college website section <b>using this guide</b>.</li> <li data-bbox="407 1236 1471 1312">○ Track your school’s progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> </ul>

## MONTH

## CHECKLIST FOR SCHOOLS

APRIL

- Hold at least one financial aid for college office hours event. Office hours can be held in person or virtually. Use the **How-to guide: Financial aid for college office hours** to help plan these events. Make sure to hold your first financial aid for college office hours before the end of the month. Publicize your office hours, and include personalized messages to each high school senior.
- Send out an update letter or email in English and Spanish to families **using this template**.
- Include an update message in English and Spanish in your school newsletter or newspaper **using these templates**.
- Post weekly messages on your social media accounts **using these templates**.
- Send a text or robocall in English and Spanish to families of seniors about your school's financial aid for college completion supports **using these templates**.
- Use 1 hour of class time per week — during home room or study halls for example — for students to work on their applications. Use our **How-to guide: Using class time for financial aid for college completion** and **our lesson plan templates** to fill that time.
- Update your school's financial aid for college website section **using this guide**.
- Track your school's progress toward 100 percent FAFSA completion **using this guide**.
- Determine which seniors have not yet participated in an in-person or virtual completion night or office hours and follow up with them and their parents individually.

MONTH	CHECKLIST FOR SCHOOLS
MAY	<ul style="list-style-type: none"> <li>○ Hold at least one financial aid for college office hours event. Office hours can be held in person or virtually. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan these events. Make sure to hold your first financial aid for college office hours before the end of the month. Publicize your office hours, and include personalized messages to each high school senior.</li> <li>○ Send out an update letter or email in English and Spanish to families <b>using this template</b>.</li> <li>○ Include an update message in English and Spanish in your school newsletter or newspaper <b>using these templates</b>.</li> <li>○ Post weekly messages on your social media accounts <b>using these templates</b>.</li> <li>○ Send a text or robocall in English and Spanish to families of seniors about your school's financial aid for college completion supports <b>using these templates</b>.</li> <li>○ Use 1 hour of class time per week — during home room or study halls for example — for students to work on their applications. Use our <b>How-to guide: Using class time for financial aid for college completion</b> and <b>our lesson plan templates</b> to fill that time.</li> <li>○ Update your school's financial aid for college website section <b>using this guide</b>.</li> <li>○ Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li>○ Determine which seniors have not yet participated in an in-person or virtual completion night or office hours and follow up with them and their parents individually.</li> </ul>

MONTH	CHECKLIST FOR SCHOOLS
JUNE	<ul style="list-style-type: none"> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Office hours can be held in person or virtually. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan these events. Make sure to hold your first financial aid for college office hours before the end of the month. Publicize your office hours, and include personalized messages to each high school senior.</li> <li><input type="radio"/> Send out an update letter or email to families <b>using this template</b>.</li> <li><input type="radio"/> Include an update message in English and Spanish in your school newsletter or newspaper <b>using these templates</b>.</li> <li><input type="radio"/> Post weekly messages on your social media accounts <b>using these templates</b>.</li> <li><input type="radio"/> Send a text or robocall in English and Spanish to families of seniors about your school's financial aid for college completion supports <b>using these templates</b>.</li> <li><input type="radio"/> Use 1 hour of class time per week – during home room or study halls for example – for students to work on their appliances. Use our <b>How-to guide: Using class time for financial aid for college completion</b> and <b>our lesson plan templates</b> to fill that time.</li> <li><input type="radio"/> Update your school's financial aid for college website <b>using this guide</b>.</li> <li><input type="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li><input type="radio"/> Determine which seniors have not yet participated in an in-person or virtual completion night or office hours and follow-up with them individually.</li> </ul>
JULY	<ul style="list-style-type: none"> <li><input type="radio"/> Post celebration messages on your social media accounts <b>using these templates</b>.</li> </ul>