

# Checklist for schools

OCTOBER 2022 - JUNE 2023

## 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
OCTOBER	<ul style="list-style-type: none"> <li data-bbox="410 751 1503 877"> <input checked="" type="checkbox"/> Schedule a financial aid for college completion night for your school in November and another in January. Use the <b>How-to guide: Financial aid for college completion night</b> to begin planning the event.         </li> <li data-bbox="410 909 1503 1157"> <input type="checkbox"/> Schedule monthly financial aid for college office hours for your school from October – 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 data-bbox="410 1188 1503 1266"> <input type="checkbox"/> Send out a kick-off letter or email in English and Spanish to families <b>using this template</b>.         </li> <li data-bbox="410 1297 1503 1375"> <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 data-bbox="410 1407 1503 1444"> <input type="checkbox"/> Post kick-off messages on your social media accounts <b>using this template</b>.         </li> <li data-bbox="410 1476 1503 1640"> <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 data-bbox="410 1671 1503 1749"> <input type="checkbox"/> Identify 2-3 staff members from your school to attend a training on supporting students and families to complete their financial aid for college applications.         </li> <li data-bbox="410 1780 1503 1818"> <input type="checkbox"/> Update your school’s financial aid for college website section <b>using this guide</b>.         </li> <li data-bbox="410 1850 1503 1927"> <input type="checkbox"/> Track your school’s progress toward 100 percent FAFSA completion <b>using this guide</b>.         </li> </ul>

MONTH	CHECKLIST FOR SCHOOLS
NOVEMBER	<ul style="list-style-type: none"> <li><input type="radio"/> Hold a financial aid for college completion night this month. <b>Use the How-to guide: Financial aid for college completion night</b> to begin planning the event.</li> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 in English and Spanish to families <b>using this template</b>.</li> <li><input type="radio"/> Post update messages on your social media accounts every week <b>using this template</b>.</li> <li><input type="radio"/> Include a school newsletter or newspaper update in English and Spanish <b>using this template</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 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="radio"/> Ensure 2-3 staff members from your school attend a training on supporting students and families to complete their financial aid for college applications.</li> <li><input type="radio"/> Update your school's financial aid for college website section <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> </ul>

MONTH	CHECKLIST FOR SCHOOLS
DECEMBER	<ul style="list-style-type: none"> <li>○ Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 using these <b>templates</b>.</li> <li>○ Post update messages on your social media accounts every week <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>○ 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> <li>○ Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> </ul>

MONTH	CHECKLIST FOR SCHOOLS
<p style="text-align: center;"><b>JANUARY</b></p>	<ul style="list-style-type: none"> <li><input type="radio"/> Hold a financial aid for college completion night this month. <b>Use the How-to guide: Financial aid for college completion night</b> to begin planning the event.</li> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 in English and Spanish to families <b>using these templates</b>.</li> <li><input type="radio"/> Post update messages on your social media accounts every week <b>using these templates</b>.</li> <li><input type="radio"/> Include a school newsletter or newspaper update in English and Spanish <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 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="radio"/> Update your school's financial aid for college website section <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> <li><input type="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> </ul>

MONTH	CHECKLIST FOR SCHOOLS
FEBRUARY	<ul style="list-style-type: none"> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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"/> Post update messages on your social media accounts every week <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 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="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li><input type="radio"/> Update your school's financial aid for college website section <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>
MARCH	<ul style="list-style-type: none"> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 a school newsletter or newspaper update in English and Spanish <b>using these templates</b>.</li> <li><input type="radio"/> Post update messages on your social media accounts every week <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 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="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li><input type="radio"/> Update your school's financial aid for college website section using <b>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>

**MONTH****CHECKLIST FOR SCHOOLS****APRIL**

- Hold at least one financial aid for college office hours event. Use the **How-to guide: Financial aid for college office hours** to help plan the event. Publicize your office hours, and include personalized messages to each high school senior.
- Send out an update letter or email to families **using this template**.
- Include a school newsletter or newspaper update in English and Spanish **using these templates**.
- Post update messages on your social media accounts every week **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.
- Track your school's progress toward 100 percent FAFSA completion **using this guide**.
- Update your school's financial aid for college website section 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 individually.

MONTH	CHECKLIST FOR SCHOOLS
MAY	<ul style="list-style-type: none"> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 a school newsletter or newspaper update in English and Spanish <b>using these templates</b>.</li> <li><input type="radio"/> Post update messages on your social media accounts every week <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 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="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li><input type="radio"/> Update your school's financial aid for college website section using <b>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>

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JUNE	<ul style="list-style-type: none"> <li><input type="radio"/> Hold at least one financial aid for college office hours event. Use the <b>How-to guide: Financial aid for college office hours</b> to help plan the event. 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 a school newsletter or newspaper update in English and Spanish <b>using these templates</b>.</li> <li><input type="radio"/> Post update messages on your social media accounts every week <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 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="radio"/> Track your school's progress toward 100 percent FAFSA completion <b>using this guide</b>.</li> <li><input type="radio"/> Update your school's financial aid for college website section <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>