

# FAFSA Datashare

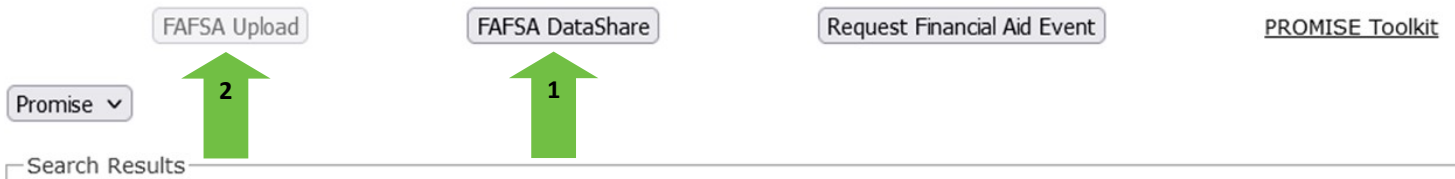
If you have a FAFSA Datashare agreement on file with the West Virginia Higher Education Policy Commission (WVHEPC) and are an authorized user, you can access the FAFSA completion status of your students in FAMS!

Access the Datashare in FAMS at <https://www.wvhepc.org/secure/fams/> or click the FAMS Login link at <http://www.cfwwconnect.com/financial-aid-outreach/>.

New for 2024-2025! Users may edit student information, add or delete students, and view the reason if a FAFSA is considered incomplete.

## Getting Started

Log into your FAMS account, under Programs choose HSCounselor[default] (pictured below). You can check the FAFSA status of your students by clicking on the FAFSA Datashare button.



1. Use the **FAFSA DataShare** button (shown above the green arrow labeled 1) for a list of FAFSA statuses for your students. This student information is based on WVEIS for students at their sixth semester (end of junior year) and may not reflect newly enrolled students.
2. Use the **FAFSA Upload** button (shown above the green arrow labeled 2) to add new students to your FAFSA Datashare list. You will be taken to an upload interface where you can upload new students. After you upload a file, the students will appear on the FAFSA Datashare screen.

Please note: Students listed on the FAFSA Datashare are not necessarily all of the students included in your FAFSA completion rate figures. The U.S. Department of Education (ED) calculates the number of complete and submitted FAFSAs at each high school. ED does not release identifying student information related to these FAFSA completion rates. The FAFSA Datashare is intended to be used as a tool to help school counselors identify which students have completed a FAFSA and help resolve incomplete FAFSA issues.

Once you utilize the FAFSA Datashare, a list similar to the one provided below will display. Use the edit button to correct the first name, middle initial, last name, date of birth, and/or zip code. To Delete a student record, select the Edit button and the Delete button will appear on the far right-hand side.

	Year	Last Name	First Name	MI	Birth Date	Zip	Status	Received Date
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	2023	Bunny	Bugs	M	08/22/2005	25301	Complete FAFSA	04/14/2023
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	2023	Duck	Daffy	X	05/12/2005	25301	Incomplete FAFSA	

Verification Tracking Flag	FAFSA Ineligible Reason 1	FAFSA Ineligible Reason 2	FAFSA Ineligible Reason 3	
				<input type="button" value="Delete"/>
	Missing parent signature on FAFSA or SAR	Missing student signature on Web application	Mother's SSN match but no name match	<input type="button" value="Delete"/>

# Adding Students to the FAFSA Datashare

New! You may add students to your FAFSA Datashare list.

Click on the FAFSA Upload button (shown on the first page above the green arrow labeled 2). You will be taken to an upload interface where you may add students to your FAFSA Datashare list. To add an individual student or group of students, complete the following steps:

1. Create an Excel file with *no* headings and the following information in each column for the student(s) you want added. Only upload a student once, then go to the FAFSA Datashare screen to see their FAFSA status.

**Column A** — Last Name

**Column B** — First Name

**Column C** — Middle Name

**Column D** — Date of Birth (MM/DD/YYYY)

**Column E** — 5-digit Zip Code

2. Save the excel file in CSV Format.

Name format **FAMS username\_2024 school name**

(ex. Abrams\_2024\_LibertyHighSchool)

Change **Save as Type** to CSV (Comma delimited)

Click **SAVE**

Data in the file should appear as shown below.

Smith	John	D	1/1/2002	25301
Smith	Jane	M	12/10/2003	25303

## FAFSA Datashare Terminology

The FAFSA Datashare will show a list similar to the one shown on page 1. Your list will only include students received on the sixth semester grade file WVHEPC receives from the WV Department of Education.

### The following completion statuses may appear under the Status heading in the FAFSA Datashare:

**FAFSA Complete** – The student has a FAFSA on file with a calculated Student Aid Index (SAI), used to determine his or her eligibility for need-based financial aid.

**FAFSA Incomplete** – The student submitted the FAFSA, but the submission contains missing information or errors which prevent a SAI from being calculated. The first three reasons will be displayed on the screen if a FAFSA is incomplete.

**No FAFSA** – WVHEPC does not have a FAFSA on file matching the student information provided. Either the student has not yet submitted a FAFSA or the information on the FAFSA Datashare spreadsheet does not match the information the student included on his or her FAFSA.

TIP: Click **Export to Excel** to save your FAFSA Datashare file under a title of your choice. By saving to an Excel spreadsheet, you will be able to sort students by their completion status or Verification tracking number.

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*For assistance or questions about the FAFSA Datashare, contact our office at 304-558-4618 or [wvfinancialaid@wvhepc.edu](mailto:wvfinancialaid@wvhepc.edu).*