**FAFSA COMPLETION BEST PRACTICE**

***Title*: Classroom Visits- FSA ID/ FAFSA Promotion**

**Can be completed during large-group senior meetings, individual classes (by staying all day and possibly for 2 days in a row to present in each individual class), or in the auditorium (individual classes together during a specific period for 2 days)**

***Objectives*:**

**To share FSA ID and FAFSA info- pass out handouts**

**To allow seniors a chance to sign-up for their FSA IDs- step by step instructions- in Lee County, all seniors have Chromebooks this year (in previous years, we have asked the schools to have the mobile labs with laptops ready in the classrooms/computer labs). Usually done in English classes or Government/Econ classes. Walk the students through the FSA ID process (usually takes about 15 minutes). Tell students to take the handout with directions home to assist their parent in creating their own FSA ID.**

**To allow time for seniors to complete FutureCheck Surveys- using mobile laptops or Chromebooks. Usually done before FSA ID signups, while giving FAFSA information and handouts.**

***Target Audience*:**

**High School Seniors**

***Staffing/Volunteer Needs*:**

**One or two staff members familiar with FSA IDs and FAFSA, depending on group size and class schedules**

***Timefram*e:**

**If doing in individual classes, usually takes 2 days of being at the school, floating from class to class. 2 days to cover block scheduling and meet with the most seniors possible.**

***Collateral Material and Other Supplies Needed*:**

**Laptops or Chromebooks**

**Handouts**

***Contact for More Information*:**

**Kelly Thawley, Student Relations Coordinator, The Foundation for Lee County Public Schools- 239.337.0433**

***Attachments you are willing to share***

***-*FSA ID step by step instructions**

**-Important Dates handout**

**-Important Deadlines handout**

**-Google Doc/Form for FutureCheck Survey**