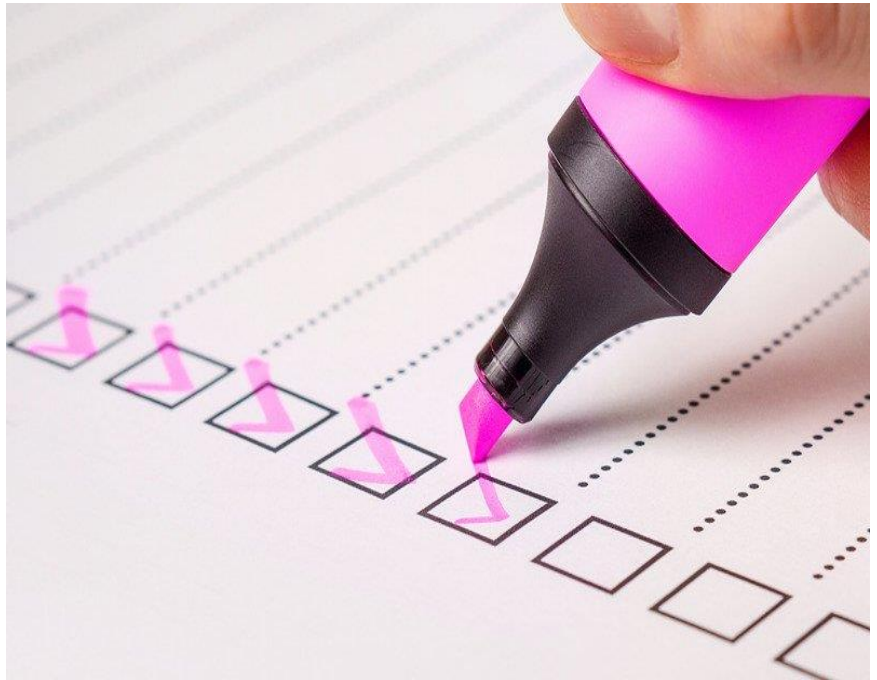


Before accessing The FAFSA Completion Report. Ensure your school has done the following:

- School naming convention matches Department of Education. If updating is needed, we advise contacting your local office.
- Make sure your students' personal information (ex: Date of Birth, SSN, etc.) in your school's database (i.e. Infinite Campus) is accurate.
- Ensure the preliminary and/or final transcripts have been uploaded to STARS.
- Proceed to Step1 to run the FAFSA Completion Reports: Student-Detail or FSA Only



Step 1:

To navigate to **STARS**, from the **GAfutures Homepage**, **Sign In** using your **STARS** access username and password.

For users that do not have **STARS** access and would like to gain access, please contact one of the designated admins for your institution.....

Institution User – Contact your Institution Admin for access.

Institution Admin – Contact your District Admin for access.

District Admin – Contact GSFC for access.

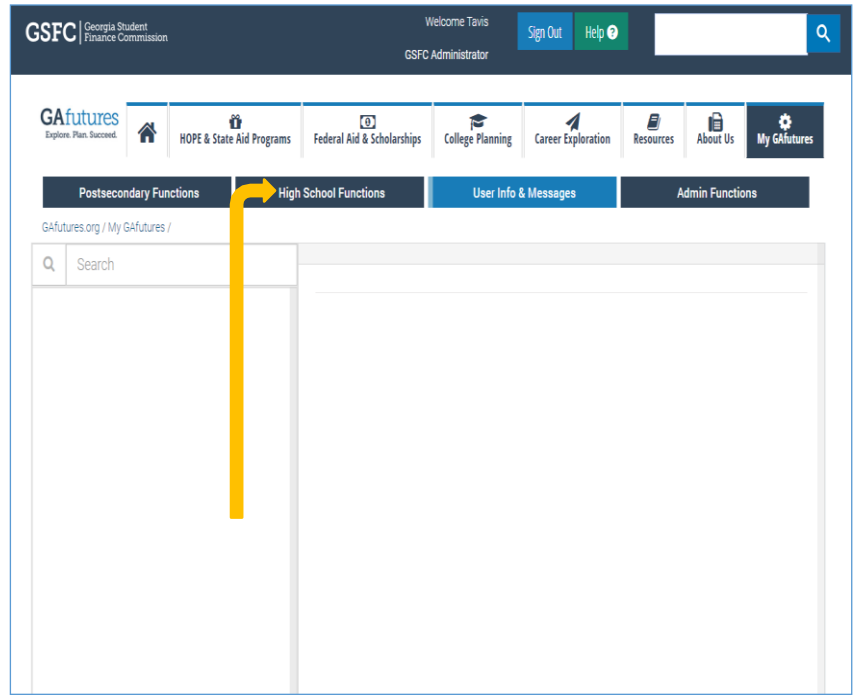
Note: You will be prompt to complete your *Profile* after you successfully sign in to GAfutures for the first time.



Step 2:

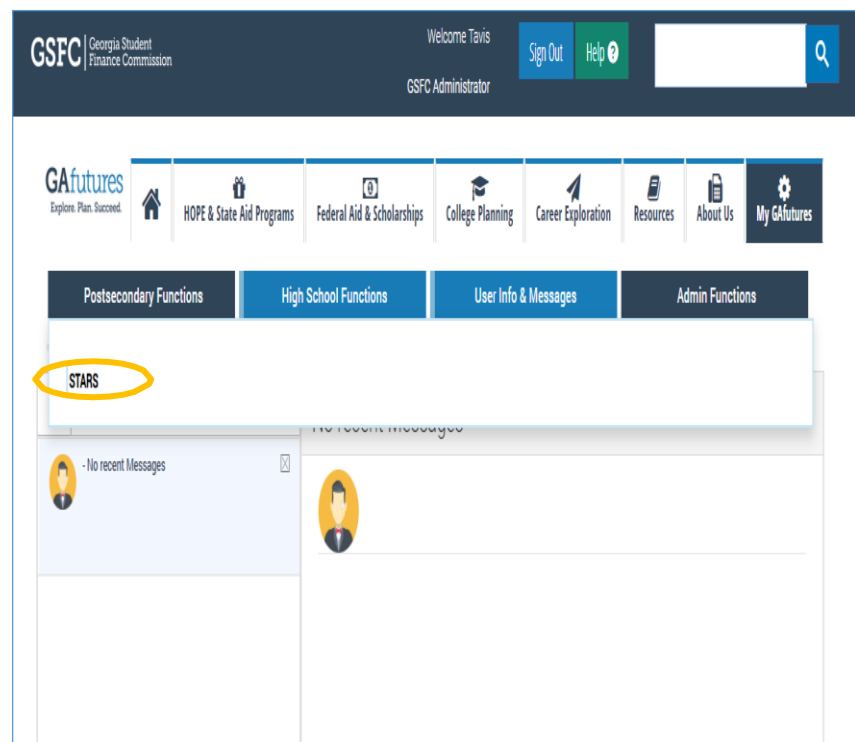
Once you have signed in to **GAfutures**, if you have admin access, you will see the **High School Functions** tab located in the mega menu at the top of the screen.

Note: If you do not see the **High School Functions** tab, you will need to contact your Institution Admin, District Admin or GSFC to be granted admin access to the GAfutures admin area. Once access has been granted, your designated admin will assign the necessary rights to **STARS**.



Step 3:

Now that you have access to the **High School Functions** tab, you will see the **STARS** system as the only option in the drop down menu.



Step 4:

On the left menu, expand the options for **FAFSA Completion Data** and select **Completion Report** from the list of options.

Note: Transcript data files from Student Information Systems need to be either .txt or .trs file type.



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FAFSA Completion Data

FAFSA Completion Data

Increasing completion of the Free Application for Federal Student Aid (FAFSA) is a key initiative in Georgia and nationwide. [Research](#) has shown 90% of high school graduates who filed a FAFSA enrolled directly in a postsecondary program. The Georgia Student Finance Commission actively promotes the importance of FAFSA completion across the state. GAfutures offers two FAFSA completion reports with information about the status of your students' FAFSAs. If your students have submitted FAFSAs that are incomplete, you will see the reasons why (e.g., missing student signature). You can use this information to assist your students in completing FAFSAs and to monitor their progress.

- Data in both FAFSA completion reports are dynamic and may change daily; numbers displayed may be higher or lower than a previous period.
- GSFC and its affiliated agencies do not verify this data for accuracy.

If you have questions, please contact us at [Help](#).

FAFSA Completion Report