



### **FAFSA Completion Portal initiative**

The FAFSA Completion Portal allows authorized users to access a school-specific list of students matched to their FAFSA submission data, providing school counselors with up-to-date information on their student's completion status. There is no cost associated with participating in this program, and once a school district signs a data sharing agreement, accessing the information is as easy as logging in online.

If your school district would like to participate in the FAFSA Completion Portal initiative, kindly complete the fillable Data Use and Security Agreement & scan it back to [FAFSA@RIOPC.EDU](mailto:FAFSA@RIOPC.EDU) or mail to our office at 560 Jefferson Blvd, Ste 100, Warwick, RI 02886.

If you have any questions after reviewing the Data Use and Security Agreement, please don't hesitate to contact the Office of the Postsecondary Commissioner.

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### **Filling out the Data Use and Security Agreement**

- **Data Receiver** (Page 1): Write the district name.
- **Primary Data Receiver Point of Contact/ Primary Data Custodian** (Page 9, A): This is the main contact for RI OPC and your district for this tool. This person could be the Superintendent, Principal, head of guidance, a data support specialist or anyone else as seen fit.
- **Primary Data Provider Point of Contact** (Page 9, B): Leave this blank for the OPC to complete.
- **Notices** (Page 10): Name and address of district or organization legal counsel.
- **Data Receiver Designated Signatory** (Page 10): Superintendent's signature, contact information and date.
- **Additional District or High School Level Data Custodians** (Page 11): Here, add users such as teachers and counselors throughout the district/school. Each will receive a unique log-in from their district or school email address – if you have more teachers than lines available, please print multiple pages to include before you scan back.
- **Exhibit A** (Page 12): Write the district name, and date.
- **Exhibit B** (Page 13) Again, write the district name, and date.

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### **For more information, contact:**

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