U.S. Department of Education's Federal Student Aid System Access Enrollment Form For

FAFSA Completion Tracking

For Local Educational Agencies (LEA), Public Secondary Schools, Private Secondary Schools, and State Agencies

Enrollment to Participate in the Electronic Data Exchange with the U.S. Department of Education's Federal Student Aid Systems

In order to obtain information on *Free Application for Federal Student Aid (FAFSA)* submissions for students affiliated with an organization, the organization must enroll to participate in the U.S. Department of Education's *Student Aid Internet Gateway (SAIG).* The Student Aid Internet Gateway (SAIG) enrollment process will enable your organization, or authorized representatives acting on behalf of your organization, to receive high school student FAFSA completion data online using *FAA Access to CPS Online*.

Each eligible organization may designate one individual as the *Primary Destination Point Administrator (Primary DPA)* who will be given access to FAFSA completion data using the *Central Processing System (CPS)* Online service.

In order to be eligible to access *Federal Student Aid* Systems, the organization must validate the individual enrolled as the Primary DPA for CPS online services on a schedule determined by ED. If validation is not completed within the prescribed timeframe, the service to the organization and individuals could be permanently deactivated.

Notes About This Document

"We" and "us" refer to the U.S. Department of Education (ED, Department). "You" and "your" refer to the organization and the Primary DPA applying to participate in ED's SAIG enrollment process for CPS Online services.

The first usage of a term in this document is *italicized* and can be found in the glossary at the end of this form. This glossary will assist you in understanding technical terms and acronyms commonly used in the Title IV student financial aid programs.

About Enrollment

Application for enrollment in the SAIG to receive FAFSA completion data (and changes to enrollment) can be completed online at http://www.fsawebenroll.ed.gov.

This enrollment form can be used to enroll new participants in the FAFSA Completion Tracking program, or to change or add information for a Primary DPA or organization that is already enrolled in the FAFSA Completion Tracking program.

If you use this form to add or change information, check Box B in Step One, Question 1; fill in the information that has changed for any questions in Steps One and Two; and send your application with updated signatures to the address below.

You may photocopy this form, but you must always send us original signatures for Step Two and Step Three. **We will not accept photocopied or stamped signatures. Forms submitted after the OMB Expiration Date noted on this application will not be accepted.**

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947**. To reach a telecommunications device for the deaf **(TDD/TTY), call 1- 800-511-5806**. Technical support representatives are available 7 a.m. – 7 p.m. CT, Monday through Friday, excluding federal holidays. If you prefer, you can e-mail inquiries to CPSSAIG@ed.gov. A technical support specialist will respond to your e-mail within one business day.

Send your completed enrollment form and original, signed signature pages to:

<div style="border:1px solid black; text-align:center;">

CPS/SAIG Technical Support
2450 Oakdale Blvd.
Coralville, Iowa 52241

</div>

Available Services

Local educational agencies (LEA), public secondary schools, private secondary schools, state agencies and other organizations that are approved by ED can obtain information on FAFSA submission for students affiliated with their organizations. Authorized representatives of these entities also may enroll in the SAIG to obtain this information on the entity's behalf. Please see information in Step Two of the application for information regarding restrictions related to privacy laws.

By completing this application, the organization will be enrolling an individual as the *Primary Destination Point Administrator (Primary DPA)* who will be responsible for the administration of the FAFSA Completion Tracking services through FAA Access to CPS Online.

How the Enrollment Process Works

To complete the SAIG enrollment application, you will need the following information:

- Organization information: name, type of organization and code numbers.

- Primary DPA information: name, address, *Social Security Number (SSN),* date of birth, mother's maiden name, and business email address.

In order for currently enrolled organizations to make changes, the name of the Primary DPA, and the customer number(s) if available are needed. To access enrollment information online, an FSA User ID and password are required. If you have not already completed the process for getting your FSA User ID and password, but have completed the initial enrollment process, you may register at https://www.fsawebenroll.ed.gov/PMEnroll/PMAccountServlet.jrun, provide identifying information, and follow the remaining registration steps. Once you have completed the registration process, including establishing your password, your FSA User ID will be e-mailed to you.

> Note: If you want to <u>cancel</u> the enrollment of any DPAs, send a letter on organization letterhead identifying the Primary DPA's name that you want cancelled. The letter should be mailed to CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, IA 52241. You may also cancel online at https://www.fsawebenroll.ed.gov.

Instructions for Completing Enrollment

Step One – must be completed by all applicants

Step One collects information about your organization and you as the Primary Destination Point Administrator (Primary DPA)

1.	This enrollment form can be used to enroll new participants in the FAFSA Completion Tracking program, or to change or add information for a Primary DPA or organization that is already enrolled in the FAFSA Completion Tracking program.

	A. Check the box for "initial application" if you are a first-time participant in the FAFSA Completion Tracking program.

	B. Check the box to "change information for existing FAFSA Completion Tracking account" if your organization already is enrolled in the FAFSA Completion Tracking program and you want to change or add any information about an existing Primary DPA or organization that is already enrolled. Fill in the information that has changed for any questions in Step One; and complete Steps Two and Three.

	If you are uncertain of what to complete, call CPS/SAIG Technical Support at 1-800-330-5947. To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

2.	Provide the name of your organization, as you would like it to appear on all correspondence. (The limit is 40 characters, including letters and spaces.)

3.	On the form, you will check the appropriate box to indicate the type of organization (local educational agency (LEA), public secondary school, private secondary school or state agency) and the organization's code.

Step Two – must be completed by all applicants

Step Two collects the required agreements from the Primary DPA identified in Step One.

The Primary DPA s must read and sign this statement.

The original signature form must be attached to your completed enrollment form and submitted to **CPS/SAIG Technical Support, 2450 Oakdale Blvd., Coralville, Iowa 52241.**

A copy of each signed and dated statement must be maintained by your organization. When we receive all necessary signatures from you, we will process your enrollment.

Step Three – must be completed by all applicants

Step Three collects the required authorization from your organization to process the enrollment information for the Primary DPA identified in Step One.

The chief officer of the organization (President, CEO, School Superintendent or equivalent person) must sign Section 2, the responsibility statement.

If you are acting on behalf of another organization, both the organization's chief officer and your chief officer must sign. This means both Box 2 and Box 3 in Section 2 must be completed.

The original signature form must be attached to your completed form and submitted to Federal Student Aid at the address on page 2. A copy of each signed and dated statement must be maintained by your organization.

If you have any questions about completing your application, call CPS/SAIG Technical Support at **1-800-330-5947.** To reach a telecommunications device for the deaf (TDD/TTY), call 1-800-511-5806.

Step One: Provide the following information

	1.	Is this an initial FAFSA Completion Tracking application or are you changing/adding information to your existing account?

    A. ☐   Initial application

    B. ☐   Change information for existing FAFSA Completion Tracking account

	2.	What is the name of your organization? _____

<div align="right">(maximum 40 characters)</div>

	3.	Indicate your type of organization.

    ☐   Local educational agency (LEA).   NCES LEA ID (7 digits)   _____

    ☐   Public secondary school.   NCES School ID (12 digits)   _____

    ☐   Private secondary school   NCES School ID (8 digits)   _____

    ☐   State agency   State FIPS Code (2 digits)   _____

	4.	Complete the following information for Primary DPA at your organization. The Primary DPA will be assigned a user ID and password to access the FAFSA Completion Tracking system.

First Name_____Last Name_____

Business address_____

Business address_____

City_____State_____Zip_____

Area code/phone (_____) _____ Area code/fax (_____) _____

E-Mail Address: _____

<div align="center">(maximum 70 characters)</div>

Social Security Number_____ Date of birth_____ _____19____

<div align="center">(month)   (day)   (year)</div>

Mother's maiden name _____

Go to Step Two

Office Use Only
Customer number_____
TG number_____

Step Two: Responsibilities of the Primary Destination Point Administrator (Primary DPA)

The Primary DPA must read, sign, and submit this statement (with original signatures) and must keep a copy for the organization's records.

1. **Responsibilities of the Primary DPA:**

   - Must ensure that an established relationship with the student is in place (e.g., the student is affiliated with the participating organization) before requesting and accessing information about that student from Federal Student Aid systems.

   - By applying for access to Federal Student Aid systems, must consent to monitoring, recording, and auditing, and acknowledge that information gained in this manner may be disclosed by the Department to an appropriate third party (e.g., law enforcement personnel).

   - Must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to unauthorized personnel.

   - Must ensure that, consistent with the relevant provisions of the Family Educational Rights and Privacy Act (FERPA) and implementing regulations (20 U.S.C. 1232g and 34 CFR Part 99), the participating organization has designated as "directory information" under FERPA any personal student information (such as student's name, address, and date of birth) before it is disclosed to Federal Student Aid or any third party. In addition, the student or his or her parents must not have opted not to allow the disclosure of this directory information.

   - Must ensure that password sharing, the sharing of system access, and the use of any tools that allow access to Federal Student Aid systems are strictly prohibited. (These tools are called "authenticators.")

   - Must ensure that access is provided only to systems, networks, data, control information, and software for which the Primary DPA is authorized.

   - Must ensure that procedures for sanitizing stored information are followed (e.g., overwriting disks that contain sensitive information before reuse).

   - Must inform Federal Student Aid and the organization's Certifying Official when access to a Federal Student Aid system is no longer required (i.e. the individual is leaving a position or his or her job responsibilities have changed).

2. **Agreements**

   The Primary DPA agrees and understands that intentional submission of false or misleading information to the U.S. Department of Education is subject to a fine of up to $10,000, imprisonment for up to five years, or both, under provisions of the United States Criminal Code (including 18 U.S.C. 1001). The Primary DPA also agrees to comply with all provisions of Section 483 of the Higher Education Act of 1965, as amended.

3. **Privacy Act Statement**

   We use the information that you provide on this form to enroll your institution and users for services with Federal Student Aid systems.

   AUTHORITY FOR MAINTENANCE OF THE SYSTEM AND DISCLOSURE OF SOCIAL SECURITY NUMBERS:
   Title IV of the Higher Education Act of 1965, as amended (HEA); 20 U.S.C. 1070 *et seq.* Section 31 U.S.C. 7701 and Executive Order 9397, as amended by Executive Order 13478 (November 18, 2008) authorize the collection of Social Security Numbers of users of this system. The Social Security number is voluntary in order to identify individuals for federal purposes, but you will not be provided with access to or use of the system if you do not provide a Social Security Number. Collection of the Social Security Number is authorized consistent with Executive Order 12549 (February 18, 1986), 20 U.S.C. 1082 and 1094 *et seq.* for the purpose of identifying debarred individuals.

   PURPOSE(S):
   The information in this system is maintained for the purposes of: (1) Processing stored data from the SAIG Enrollment Forms (Web and paper versions); (2) maintaining the SAIG Enrollment Web site (titled FSAWebEnroll.ed.gov); (3)

managing the assignment of individual electronic SAIG mailbox numbers, known as ''TG numbers''; and (4) authenticating users of the CPS Online, eCB System, NSLDS Online, COD System, FMS, DMCS, TIVAS, and AIMS.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES: The Department may disclose information contained in a record in this system of records under the routine uses listed in the system of records notice, which was published on January 28, 2005 (70 Fed. Reg. 4112-4115) http://edocket.access.gpo.gov/2005/05-1651.htm without the consent of the individual if the disclosure is compatible with the purposes for which the record was collected. These disclosures may be made on a case-by-case basis or, if the Department has complied with the computer matching requirements of the Privacy Act of 1974, as amended (Privacy Act), under a computer matching agreement.

(1) **Program disclosures**. The Department may disclose records maintained in the SAIG, Participation Management System for the purpose of allowing authorized users who are eligible to participate in the electronic exchange of data with the Department to transmit files to and from the following Department databases and access the Department's Web sites online, based on the approved program functions of each of the Department's systems that include, but are not limited to the following:
   (a) COD System;
   (b) CPS, under the Federal Student Aid Application File;
   (c) eCB System;
   (d) NSLDS;
   (e) FMS;
   (f) DMCS, under Common Services for Borrowers (CSB);
   (g) TIVAS; and
   (h) AIMS.

(2) **Freedom of Information Act (FOIA) advice disclosure**. The Department may disclose records to the Department of Justice (DOJ) and the Office of Management and Budget if the Department seeks advice regarding whether records maintained in the system of records are required to be released under the FOIA and the Privacy Act of 1974.

(3) **Disclosure to the DOJ**. The Department may disclose records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the programs covered by this system.

(4) **Contract disclosure**. If the Department contracts with an entity for the purposes of performing any function that requires disclosure of records in this system to employees of the contractor, the Department may disclose the records to those employees. Before entering into such a contract, the Department shall require the contractor to maintain Privacy Act safeguards as required under 5 U.S.C. 552a(m) with respect to the records in the system.

(5) **Litigation and Alternative Dispute Resolution (ADR) disclosures.** In the event of specified litigation or ADR, if the Department determines that disclosure of records to the DOJ, or attorneys engaged by DOJ, an adjudicative body before which the Department is authorized to appear, an individual or entity designated by the Department or otherwise empowered to resolve or mediate disputes, a party, counsel, representative or witness in an administrative proceeding is relevant and necessary to the litigation, the Department may disclose those records as a routine use to any of the foregoing individuals or entities.

(6) **Research disclosure**. The Department may disclose records to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of this system of records. The official may disclose records from this system of records to that researcher solely for the purpose of carrying out that research related to the functions or purposes of this system of records. The researcher shall be required to maintain Privacy Act safeguards with respect to the disclosed records.

(7) **Congressional Member disclosure**. The Department may disclose records to a member of Congress from the record of an individual in response to an inquiry from the member made at the written request of that individual. The Member's right to the information is no greater than the right of the individual who requested it.

(8) **Disclosure for use by Law Enforcement Agencies**. The Department may disclose information to any Federal, State, local or other agencies responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation if that information is relevant to any enforcement, regulatory, investigative or prosecutorial responsibility within the entity's jurisdiction.

(9) **Enforcement disclosure**. In the event that information in this system of records indicates, either on its face or in connection with other information, a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose the relevant records to the appropriate agency, whether foreign, Federal, State, tribal, or local, charged with the responsibility of investigating or prosecuting that violation or charged with enforcing or implementing the statute, Executive Order, rule, regulation, or order issued pursuant thereto.

(10) **Employment, benefit, and contracting disclosure.**
The Department may disclose records to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement or other pertinent records, or to another public authority or professional organization, if necessary to obtain information relevant to a Departmental or receiving entity's decision concerning the hiring or retention of an employee or other personnel action, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

(11) **Employee grievance, complaint or conduct disclosure**. The Department may disclose records to another agency of the Federal Government if the record is relevant to one of the following proceedings regarding a present or former employee of the Department: complaint, grievance, discipline or competence determination proceedings. The disclosure may only be made during the course of the proceeding.

(12) **Labor organization disclosure**. The Department may disclose records to an arbitrator to resolve disputes under a negotiated grievance procedure or to officials of labor organizations recognized under 5 U.S.C. chapter 71when relevant and necessary to their duties of exclusive representation.

PRIMARY AND NON-PRIMARY DPA RESPONSIBILITIES:
The information provided to the Primary and Non-Primary DPA by the U.S. Department of Education is protected by the Privacy Act of 1974, as amended. Protecting this information, once it is entrusted to the Primary and Non-Primary DPA, becomes his or her responsibility. Therefore, the Primary and Non-Primary DPA agree to protect the privacy of all information that has been provided by the U.S. Department of Education. The Primary and Non-Primary DPA understand that any person, including himself or herself, who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and is subject to a fine of up to $5,000.

Without the information provided on the SAIG enrollment form, a Participating entity would be denied access to electronically transmit reports and data via the Student Aid Internet Gateway and would be denied access to all websites affiliated with their agreement as appropriate.

Primary Destination Point Administrator's Name_____
                                                              (printed name)
Signature_____Date_____
          (must match name in Question 4 - original signature must be submitted)

Sign and send this form as instructed.

Go to Step Three

Step Three: Certification by the President/CEO/Superintendent, or Equivalent Person

Responsibilities of the President/CEO/Superintendent, or equivalent person.

As the President/CEO/Superintendent, equivalent person, you certify that:

- The name of each individual who will have access to the U.S. Department of Education's Federal Student Aid systems as an Primary DPA of the FAFSA Completing Tracking program for your organization is included in this application (or is already on file with Federal Student Aid).
- The organization will immediately update Federal Student Aid systems when there is a change in the designated authorized official or the Primary DPA.
- The Primary DPA for your school, agency, or organization has read and understood the responsibilities set out in Step Two (Responsibilities of Primary DPA s), has signed a copy and has kept a copy (of Step Two) for his or her own records, and submitted a copy with their original signature to the U.S. Department of Education.
- That you will ensure that all of the requirements for Primary DPA s, as provided in Step Two of this document, and for Authorizing Officials and Primary DPA s, as provided in Steps Two and Three, are complied with.

Box 2

Authorized Official_____ Title _____
(printed name of Authorized Official)   (printed title)

Signature _____ Date _____
(original signature must be submitted)

Name of School or Agency_____

If you are an authorized representative, acting on behalf of another organization, you must read and sign this certification.

Box 3

Authorized Official_____ Title _____
(printed name of Authorized Official)   (printed title)

Signature _____ Date _____
(original signature must be submitted)

Name of Authorized Representative _____

Department of Education Authorizing Signature:

Signature _____

Sign and send this form as instructed.

Office Use Only

Customer number_____

TG number_____

FAFSA Completion Tracking Enrollment Form

Attachment A: Glossary

Central Processing System (CPS).   ED's application data processing facility. The CPS uses information from the Free Application for Federal Student Aid (FAFSA) to calculate the student's official Expected Family Contribution (EFC), to create and transmit to schools the Institutional Student Information Record (ISIR), and to print and mail to the student the Student Aid Report (SAR).

FAA Access to CPS Online. A Web tool that financial aid administrators use to enter application data, view student information, and make corrections to students' processed information. It is located at https://faaaccess.ed.gov. An FSA User ID is required to access student information. The same Web site includes the FAFSA Completion Tracking system.

Federal Student Aid. The 1998 Reauthorization of the Higher Education Act (HEA) established a performance-based organization to administer the Federal Student Aid programs at the U.S. Department of Education. These programs include Federal Grant Services (Pell, ACG, SMART and TEACH), FFELP Stafford loans, Federal Direct Loans, FFELP and Direct PLUS loans, and the eCB Programs systems: Federal Work Study, Federal Perkins loans, and Federal Supplemental Educational Opportunity grants.

Free Application for Federal Student Aid (FAFSA). The application that the student must file to apply for aid from any Title IV program, including the FFEL and Direct Loan programs. Students can apply online by using FAFSA on the Web (http://www.fafsa.ed.gov). The FAFSA is also printed and distributed free of charge by the U.S. Department of Education.

NCES LEA ID. The seven digit code used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a local educational agency (LEA). This field displays the 7 digit LEA identification number. The first 2 digits of the 7 digit school district ID identify the state (state FIPS code) and the last 5 identify the district ID. Put together, they make a 7 digit unique ID code for each LE.

NCES Public School ID. The 12 digit code used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a public school. The first 7 digits of the 12 digit school ID are the NCES LEA ID, and the last five are the school ID Put together, they make a 12 digit unique ID code for each school.

NCES Private School ID. The eight digit code used by the U.S. Department of Education's National Center for Education Statistics (NCES) to uniquely identify a private school.

Primary Destination Point Administrator (Primary DPA). An individual who has been appointed by the organization as the responsible party for enrollment to participate in the FAFSA Completion Tracking program and to be provided access to the FAFSA Completion Tracking system with a user ID and password.   The Primary DPA is responsible for access to Federal Student Aid systems, to ensure the data provided by these systems is protected according to the Privacy Act of 1974, as amended, as well as to ensure users do not inappropriately access records that are not associated with their organization.

Secondary school. School that is providing secondary level of instruction, which generally covers grades 9 through 12, and any instruction of a comparable nature and difficulty provided for adults and youth beyond the age of compulsory school attendance.

Social Security Number (SSN). Number assigned to an individual by the Social Security Administration and used as the identifying number for many federal purposes, including identifying student financial aid program administrators and applicants participating in the Title IV programs.

State FIPS Code . The two digit Federal Information Processing Standards (FIPS) Code. This standard provides a set of two-digit numeric codes for representing the 50 states, the District of Columbia and the outlying areas of the United States. This code standard was superseded on September 2, 2008 by ANSI standard but is still commonly

referred to as the state FIPS code. For more information on FIPS codes go to: http://www.itl.nist.gov/fipspubs/co-codes/states.htm.

Student Aid Internet Gateway (SAIG). The SAIG links thousands of Destination Points across the United States, its territories, and certain ED-designated foreign countries to the Higher Education Act's Title IV student financial aid programs and delivery system.

U.S. Department of Education (ED, Department). The federal agency responsible for the administration of federal education programs including the federal student financial aid programs.

Attachment C: Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number. The valid OMB control number of this information collection is 1845-0002 and will expire on 12/31/2013.

The time required to complete this form is estimated to average 40 minutes per initial paper application response, 20 minutes per initial web application online, 15 minutes per updated response on paper, and 10 minutes per updated response online, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, write to:

U.S. Department of Education
Union Center Plaza
830 First Street, N.E.
UCP-031C4
Washington, D.C. 20202