

Student Scholarships and Grants Procedures Manual for
High School Counselors
Academic Year 2019-20





STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Dear High School Counselor:

As a counselor, you perform a variety of job duties including being a student advocate, providing guidance through conflict resolution, assisting with college and career preparation, and so much more. We appreciate the work that you do. To assist you with communicating college affordability options with your students, we are happy to provide you with this manual.

Student Scholarships and Grants (SSG) and MI Student Aid, within the Office of Postsecondary Financial Planning in the Michigan Department of Treasury, works to remove barriers for Michigan students by providing State financial aid programs, resources, and information. Our programs provide more than \$130 million to over 75,000 Michigan students annually.

The *Student Scholarships and Grants Procedures Manual for High School Counselors* provides information on:

- Eligibility information for State financial aid programs.
- Overview of our data management system, MiSSG.
- Functions within the MiSSG High School Counselor Portal and the MiSSG Student Portal.
- Navigating SAT information, FAFSA completion data, and Tuition Incentive Program (TIP) eligibility information in MiSSG.
- MI Scholarship Search and MI Student Aid publications.

As our partner, we want to work with you. If you have questions or suggestions, please contact our Customer Care Center at 1-888-447-2687 or mistudentaid@michigan.gov.

Sincerely,

A handwritten signature in black ink that reads "Anne Wohlfert".

Anne Wohlfert, Executive Director
Office of Postsecondary Financial Planning

Table of Contents

- Michigan Department of Treasury – Office of Postsecondary Financial Planning 1
- Role of SSG 1
 - SSG is responsible for:..... 1
- MI Student Aid Services 1
 - Web Site Services..... 1
 - High School Counselor Portal..... 1
 - MI Student Aid Publications..... 2
 - MI Student Aid Video Library..... 2
 - MI Student Aid Event Requests 2
- MI Student Aid Customer Care Center 2
- GovDelivery..... 3
- State Financial Aid Programs 3
 - Eligibility for all State financial aid programs require:..... 3
 - Children of Veterans Tuition Grant (CVTG)..... 3
 - CVTG Quick Reference: 3
 - Dual Enrollment (DE)..... 3
 - Fostering Futures Scholarship (FFS) 4
 - FFS Quick Reference: 4
 - Michigan Competitive Scholarship (MCS)..... 4
 - MCS Quick Reference:..... 4
 - Michigan Tuition Grant (MTG) 4
 - MTG Quick Reference: 4
 - Police Officer’s and Fire Fighter’s Survivor Tuition Grant (STG) 4
 - STG Quick Reference:..... 4
 - Tuition Incentive Program (TIP) 4
 - TIP Quick Reference: 4
- MiSSG for Students 5
 - Overview of MiSSG for Students..... 5
 - Eligibility for State financial aid programs is evaluated based on the first college listed on the FAFSA 5
- MiSSG for High School Counselors..... 6
 - Overview of MiSSG for High School Counselors 6
 - Accessing MiSSG 6
 - MiSSG Data Use Agreement (DUA)..... 6

Who Can Have Access?	6
Annual Renewal	6
Access Dates/Welcome Email Timeline	6
Logging In For the First Time.....	7
User Name	7
Registering Your Computer	8
Personal Image Selection	9
Password	9
Unlocking Your Account.....	10
Inside MiSSG	10
MiSSG Menu	10
MiSSG News	11
MiSSG High School Profile.....	11
Sources of Data: Assigning Students to a High School.....	12
Data Updates: Assigned High School	12
Automatic Updates	12
User Updates.....	12
Student Data Timeline	12
Adding or Removing Students	12
Students Missing from High School Lists	12
Removing Students from High School Lists.....	13
SAT Records.....	13
SAT Scores	13
Review SAT Records	13
Updating a SAT Record.....	13
Importance of the Social Security Number on SAT Records.....	14
Duplicate Student Records.....	15
FAFSA Completion Data	15
FAFSA Completion Data Roster.....	15
FAFSA Completion Data Export Feature	16
TIP Student List and TIP Lookup.....	16
Completing a TIP Application	16
View TIP Student List.....	16
TIP Status Definitions	17
TIP Students List Export Feature	17

Lookup TIP Student	18
Confidentiality of TIP Data and Best Practices.....	18
MCS Qualifying Student List.....	19
Importance of Social Security Number	19
Letter for MCS Qualifying Students	20
MCS Certificate of Achievement Template.....	20
Disclaimers and Disqualifications.....	20

Michigan Department of Treasury – Office of Postsecondary Financial Planning

The Office of Postsecondary Financial Planning is housed within the Michigan Department of Treasury and is publicly branded as MI Student Aid.

Divisions within the Office of Postsecondary Financial Planning include:

- Student Scholarships and Grants (SSG)
 - SSG administers State financial aid programs and essential services to students and families relative to college access.
- 529 Savings Plans
 - Includes:
 - Michigan Education Trust (MET)
 - Michigan Education Savings Program (MESP)
- Student Loan Repayments
 - The Student Loan Repayment Division no longer guarantees or issues new loans; instead, the division works to assist borrowers with default aversion, forgiveness/discharge programs, student payment plans, consolidations, and rehabilitations.
 - This division also administers the MiABLE program, a tax advantaged savings program for individuals with disabilities.
 - Includes:
 - Michigan Guaranty Agency (MGA)
 - Student Loan Programs (SLP)

Role of SSG

SSG is responsible for:

- Determining eligibility for State financial aid programs.
- Managing State financial aid program funds.
- Disbursing State funds to postsecondary institutions on behalf of students.
- Maintaining data integrity and reporting.

MI Student Aid Services

MI Student Aid is actively involved in promoting postsecondary education, financial literacy, and financial aid options to Michigan students and families. MI Student Aid partners with counselors and high schools, statewide, to bring resources directly to students.

Web Site Services

The MI Student Aid Web site at www.michigan.gov/mistudentaid provides resources to students, families, and professionals.

High School Counselor Portal

Provides access for authorized high school counselors to the [MiSSG High School Counselor Portal](#). A MiSSG Data Use Agreement (DUA) is required in order to access the portal. See [MiSSG for High School Counselors](#) section for more information.

MI Student Aid Publications

The following free publications contain information about State financial aid programs:

- Affording College in Michigan Guidebook – A guidebook for Michigan students about how to prepare academically and financially for college.
- Financial Aid Common Mistakes – A two-sided flyer that explains common mistakes and helpful tips when applying for financial aid.
- Michigan Postsecondary Options Poster – A large poster that displays Michigan's postsecondary options on a map.
- MI Student Aid MiSSG Informational Card – An informational card about accessing the MiSSG Student Portal.
- MI Student Aid Services Poster – A large poster that promotes MI Student Aid services and contact information.
- Programs at a Glance Flyer – A two-sided quick reference for State financial aid programs.
- Tuition Incentive Program Poster – A large poster that promotes the Tuition Incentive Program (TIP) by highlighting program eligibility, the application process, and contact information.
- Tuition Incentive Program Flyer – A two-sided flyer about the Tuition Incentive Program (TIP) which highlights program eligibility, the application process, participating institutions, and contact information.

MI Student Aid Video Library

An [online video library](#) for students and counselors produced by SSG and MI Student Aid Outreach.

MI Student Aid Event Requests

[MI Student Aid Outreach Event Requests](#) can be submitted for the following:

[Financial Aid 101](#)

A student-focused financial aid overview where students learn about college options and college financing resources. Students will be able to identify the different types of financial aid programs, along with information regarding where to access financial aid. Suggested for 11th and 12th grade students.

[Life on Campus](#)

A classroom-size board game where students are introduced to life on a college campus. Students get exposed to the decisions they may face when they enter the world of postsecondary education. Suggested for 12th grade students.

[Financial Reality](#)

This workshop provides insight into budgeting, enabling students to get an idea of the financial decisions they will be faced with in the real world. Students will be provided with a career, monthly income, expenses, and they are responsible for paying their bills. Suggested for middle school and early high school students.

[Financial Reality STEM](#)

Students explore Science, Technology, Engineering, and Mathematics (STEM) careers and educational pathways in a STEM-focused version of Financial Reality. Suggested for high school students.

[MI Student Aid Customer Care Center](#)

The Customer Care Center provides assistance to students, families, high school counselors, college financial aid offices, and college access professionals.

The Customer Care Center is a team of individuals who are eager to help with general questions about types of financial aid available, State financial aid eligibility, how to search for scholarships, assist with accessing MiSSG, and much more.

Contact the Customer Care Center:

- Phone: 1-888-447-2687
- Email: mistudentaid@michigan.gov

GovDelivery

Program updates and information are sent to high school counselors and lead administrators via GovDelivery. If you currently do not receive our GovDelivery emails, you can [join the listserv for high school counselors or lead administrators](#). Please review and [reference MI Student Aid messages](#) to keep up-to-date on important State financial aid program information.

State Financial Aid Programs

All programs are subject to available and approved funding; award parameters are subject to legislative changes.

Eligibility for all State financial aid programs require:

- Michigan residency.
- U.S. citizenship, permanent residency, or approved refugee status.
 - Undocumented students do not qualify.
- A Free Application for Federal Student Aid (FAFSA).
 - Dual Enrollment is the exception to this requirement.
- Usage at an approved Michigan college or university.
 - Approved colleges and universities for Dual Enrollment are determined by the Michigan Department of Education (MDE).
- A student met Satisfactory Academic Progress (SAP) per institutional standards.

All programs are administered in accordance with legislative direction and per administrative rules approved by the Michigan Department Michigan Office of Administrative Hearing and Rules (MOAHR).

Children of Veterans Tuition Grant (CVTG)

The [Children of Veterans Tuition Grant](#) (CVTG) provides undergraduate tuition assistance to the children of qualified Michigan veterans who are deceased, totally and permanently disabled, or missing in action (MIA), due to a service-connected injury or illness.

CVTG Quick Reference:

- Submission Deadline: None
- Special Application: Yes, one-time.
- Award Amount: \$2,800

Dual Enrollment (DE)

The Michigan Department of Education (MDE) administers the [Dual Enrollment](#) program allowing students to earn college credit while in high school. MDE works closely with SSG for students attending private high schools. Payments are made to eligible institutions for high school students from private high schools who dually enroll in college courses. Detailed information is available on the [MDE Web site](#).

Fostering Futures Scholarship (FFS)

The [Fostering Futures Scholarship](#) (FFS) provides awards designed to assist former foster care students with college expenses. The State of Michigan works with individuals, community organizations, and businesses to encourage charitable contributions that go toward FFS funds.

FFS Quick Reference:

- Submission Deadline: June 30
- Special Application: Yes, annual.
- Award Amount: \$3,000

Michigan Competitive Scholarship (MCS)

The [Michigan Competitive Scholarship](#) (MCS) provides renewable scholarships for undergraduate students attending eligible Michigan postsecondary institutions. Awards are based on both academic merit and financial need.

MCS Quick Reference:

- Submission Deadline: March 1
- Special Application: No, just FAFSA.
- AY2019-20 Award Amount: \$1,000

Michigan Tuition Grant (MTG)

The [Michigan Tuition Grant](#) (MTG) provides need-based renewable grants for undergraduate students attending eligible private or independent degree-granting, non-profit institutions.

MTG Quick Reference:

- Submission Deadline: March 1
- Special Application: No, just FAFSA.
- AY2019-20 Award Amount: \$2,800

Police Officer's and Fire Fighter's Survivor Tuition Grant (STG)

The [Police Officer's and Fire Fighter's Survivor Tuition Act](#) provides for the waiver of tuition at a Michigan community college or public university for children and surviving spouses of Michigan police officers and fire fighters killed in the line of duty. The program is intended to provide an educational benefit to the spouse and children of police officers and fire fighters who made the ultimate sacrifice for their communities and the citizens of Michigan.

STG Quick Reference:

- Submission Deadline: None
- Special Application: Yes, annual.
- Award Amount: Varies

Tuition Incentive Program (TIP)

The [Tuition Incentive Program](#) (TIP) is a program that encourages high school completion with the incentive of tuition assistance in college. Eligible students are those who have or have had Michigan Medicaid coverage for 24 months within a 36-consecutive month period as identified by the Michigan Department of Health and Human Services (MDHHS).

TIP Quick Reference:

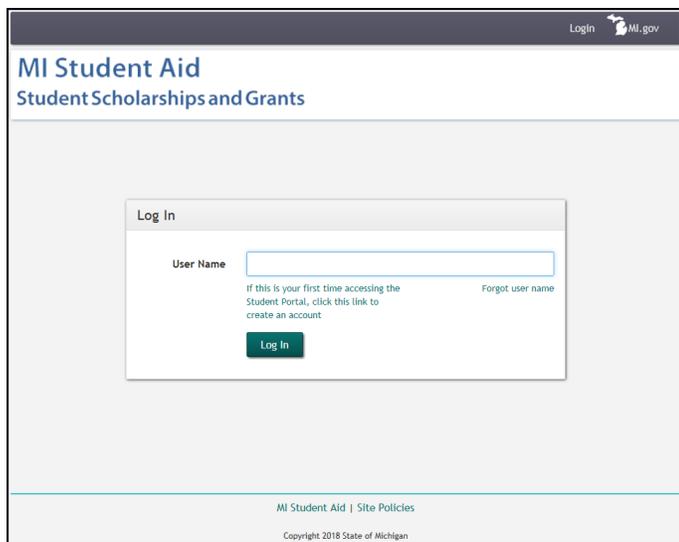
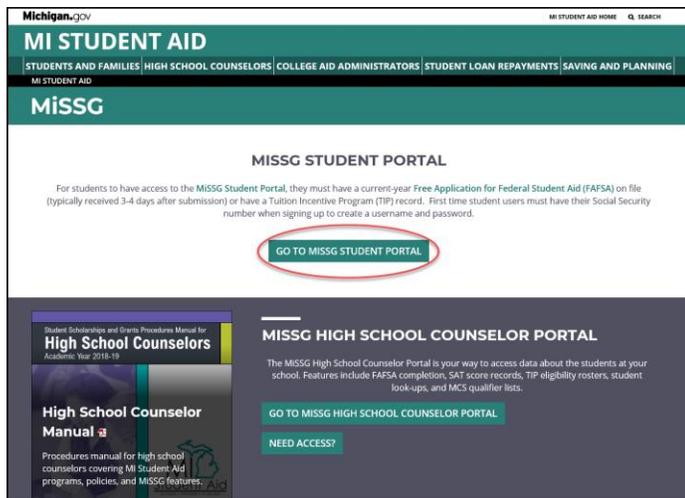
- Submission Deadline: August 31 of senior year.
- Special Application: Yes, one-time.
- Award Amount: Varies

MiSSG for Students

Overview of MiSSG for Students

The MiSSG Student Portal allows students to create an account, complete State financial aid program applications, monitor State financial aid eligibility, and transfer institutions.

For students to create an account, they must have a current-year [FAFSA](#) on file or have a Tuition Incentive Program (TIP) record on file. The student must also know their Social Security number (SSN) when creating an account. The MiSSG Student Portal is available at www.michigan.gov/missg.



Eligibility for State financial aid programs is evaluated based on the first college listed on the FAFSA.

If the student's college choice changes, there are three options to update:

1. Make an update to their FAFSA by logging into <https://fafsa.gov>.
2. Create a [MiSSG Student Portal](#) account and change their institution.
3. Call our Customer Care Center at 1-888-447-2687.

MiSSG for High School Counselors

Overview of MiSSG for High School Counselors

MiSSG allows high school counselors, referred to as High School Users, to work with student records, review FAFSA completion data, identify which of your students meet the merit portion of the Michigan Competitive Scholarship, and identify which of your students are eligible for the Tuition Incentive Program.

The MiSSG High School Counselor Portal is available at www.michigan.gov/missg.

Accessing MiSSG

MiSSG Data Use Agreement (DUA)

The [MiSSG Data Use Agreement](#), is an agreement signed by the high school principal or superintendent to maintain the security and confidentiality of information shared between SSG and authorized MiSSG High School Users.

The MiSSG DUA must be submitted electronically to mistudentaid@michigan.gov after being completed by the high school principal or superintendent annually.

Who Can Have Access?

An authorized High School User must be an employee of the high school or Intermediate School District (ISD), who has direct contact with students, and is housed within the high school building.

College access partners may be listed on the Secondary Partner Roster section of the MiSSG DUA. Secondary partners will not have direct access to MiSSG, but may view reports provided to them by an authorized MiSSG High School User.

Annual Renewal

A MiSSG DUA must be renewed each academic year. All High School User accounts are deactivated June 30 and data for the current class of graduating students cannot be accessed again from within the High School portal. MiSSG DUAs for the following year are available in early July. The release of new DUAs are announced via [GovDelivery](#).

Access Dates/Welcome Email Timeline

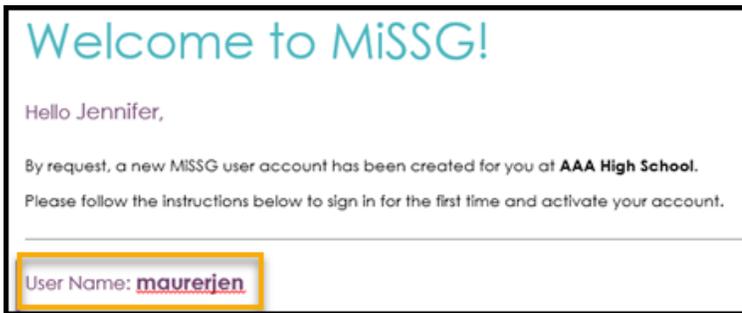
MiSSG DUAs are processed on a first come, first served basis. Authorized High School Users will receive a "Welcome to MiSSG" email with detailed login instructions.

For a list of 2019-20 access dates, please review the [2019-20 High School User Access Schedule](#).

Logging In For the First Time

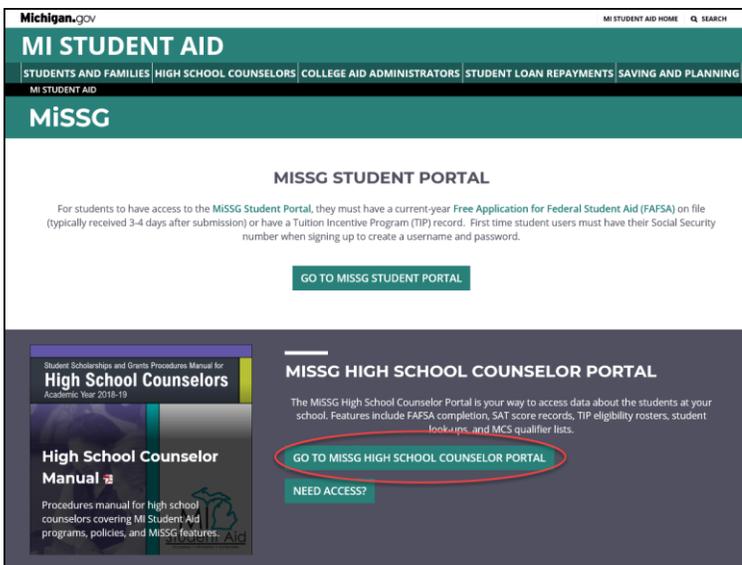
User Name

The User Name is provided in the “Welcome to MiSSG” email.

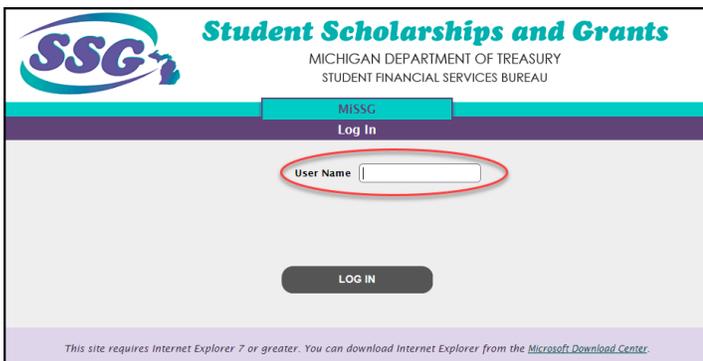


To log into MiSSG, access www.michigan.gov/missg and click on the ‘Go To MiSSG High School Counselor Portal’ button.

Note: The MiSSG Web portal is compatible with Internet Explorer only. If your school does not have access to Internet Explorer, please contact us for technical support/alternatives.



Enter your assigned ‘User Name’ and click the ‘Log In’ button.



Registering Your Computer

On the next screen, you will be prompted to register your computer.

SSG **Student Scholarships and Grants**
MICHIGAN DEPARTMENT OF TREASURY
STUDENT FINANCIAL SERVICES BUREAU

MiSSG
Computer Registration

The computer you are using is not registered with us. A registration code has been sent to your email address on file. DO NOT CLOSE THIS WINDOW until you have obtained your registration code.

Registration Code

This is the only place where you enter the registration code.

Trouble obtaining your registration code? Please contact your MiSSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.

Save Time!

Register this computer now to skip this step next time you login from this computer (Cookies must be enabled).

We recommend that you only register private computers, such as a home or work computer. We recommend that you do not register public computers, such as a library computer.

CONTINUE

The 'Registration Code' will arrive at the email address associated with your account shortly.

Note: The registration code was sent when you clicked the 'Log In' button on the previous screen, but can take a few minutes to be processed by your school's email server. Additionally, you may want to check your Junk folder before contacting MI Student Aid for help.

S ssg@misssg.michigan.gov
****MiSSG Registration Code****

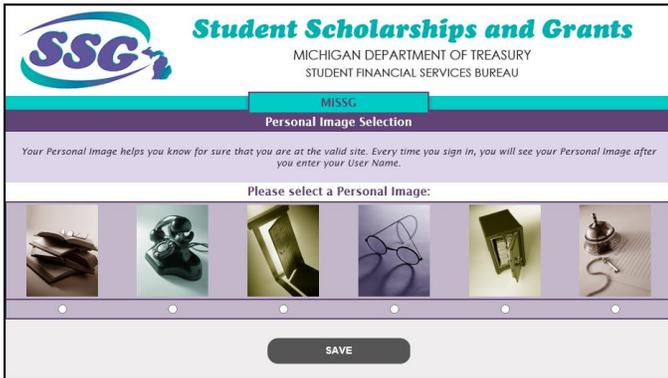
DO NOT REPLY to this email; ssg@misssg.michigan.gov is a NO REPLY email address.
The computer you are using has not been registered with us. Please use the temporary registration code provided in this email to access the system.

Your temporary registration code is: nZc2r8dqlhspY6

Copy and paste the registration code from your email into the 'Registration Code' field on the MiSSG 'Computer Registration' screen. After you enter the 'Registration Code,' you should check the checkbox to register your computer. Doing so will store the 'Registration Code' as a cookie in your browser and reduces the likelihood of having to complete the registration process again.

Personal Image Selection

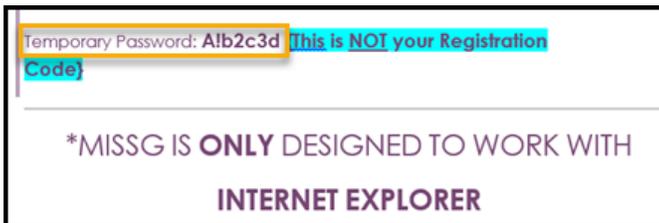
Select a 'Personal Image.'



The screenshot shows the 'Personal Image Selection' page. At the top is the SSG logo and the text 'Student Scholarships and Grants', 'MICHIGAN DEPARTMENT OF TREASURY', and 'STUDENT FINANCIAL SERVICES BUREAU'. Below this is a teal bar with 'MISSG' and a purple bar with 'Personal Image Selection'. A message states: 'Your Personal Image helps you know for sure that you are at the valid site. Every time you sign in, you will see your Personal Image after you enter your User Name.' The instruction 'Please select a Personal Image:' is followed by six image options: a stack of books, a telephone, a laptop, a pair of glasses, a calculator, and a pen. A 'SAVE' button is at the bottom.

Password

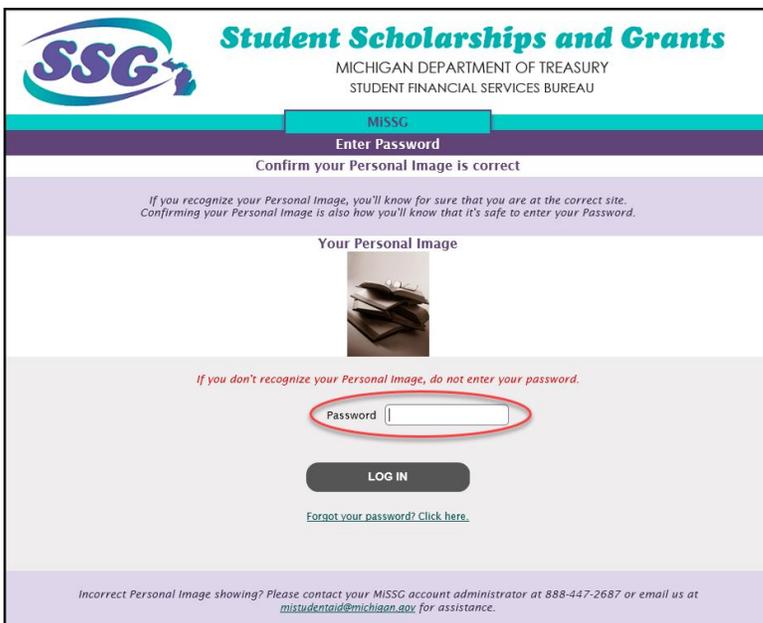
High School Users received a 'Temporary Password' in the "Welcome to MiSSG" email.



The screenshot shows an email notification. The text reads: 'Temporary Password: A1b2c3d (This is NOT your Registration Code)'. Below this is a large purple message: '*MISSG IS ONLY DESIGNED TO WORK WITH INTERNET EXPLORER'.

Enter your 'Password.' And click the 'Log In' button.

Note: Users entering a temporary password will follow the prompts to establish a new password on subsequent screens.



The screenshot shows the 'Enter Password' page. At the top is the SSG logo and the text 'Student Scholarships and Grants', 'MICHIGAN DEPARTMENT OF TREASURY', and 'STUDENT FINANCIAL SERVICES BUREAU'. Below this is a teal bar with 'MISSG' and a purple bar with 'Enter Password'. The instruction 'Confirm your Personal Image is correct' is followed by a message: 'If you recognize your Personal Image, you'll know for sure that you are at the correct site. Confirming your Personal Image is also how you'll know that it's safe to enter your Password.' The instruction 'Your Personal Image' is followed by a small image of a stack of books. Below this is a red message: 'If you don't recognize your Personal Image, do not enter your password.' A 'Password' input field is highlighted with a red oval. A 'LOG IN' button is at the bottom. A link reads: 'Forgot your password? Click here.' At the very bottom, a footer message states: 'Incorrect Personal Image showing? Please contact your MISSG account administrator at 888-447-2687 or email us at mistudentaid@michigan.gov for assistance.'

Unlocking Your Account

You may receive a message that your MiSSG Account has been locked for one of the following reasons:

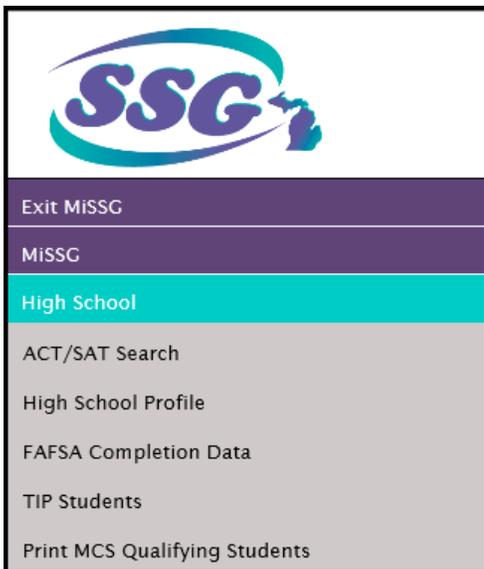
- An incorrect 'Temporary Password' assigned to the user was entered.
- An incorrect 'Registration Code' was entered.
- Internet Explorer 7 or greater is not being used.
- Multiple browsers are open, you must close out of all other browsers.

To have your account unlocked, email mistudentaid@michigan.gov or call 1-888-447-2687.

Inside MiSSG

MiSSG Menu

Clicking on the 'MiSSG' or 'High School' menu items will expand a sub-menu with additional options.



MiSSG News

Updates and important information are available for reference on the 'News' screen. This is the default page that is displayed after logging in.

News

Welcome to MiSSG! If you have a question, suggestion, or need assistance, please e-mail mistudentaid@michigan.gov or call 1-888-447-2687. Connect with us on Facebook, Twitter, Snapchat, and Instagram @mistudentaid.

High School Counselor Resources:
[Student Scholarships and Grants Procedures Manual for High School Counselors](#)

MiSSG High School Profile

High School Users may update their assigned 'High School Profile.' To update the profile, click on 'High School Profile' from the High School menu. It is important to keep this information up-to-date so our office has a direct point of contact at your school.



Exit MiSSG

MiSSG

High School

- ACT/SAT Search
- High School Profile 
- FAFSA Completion Data
- TIP Students
- Print MCS Qualifying Students

Review the high school profile to determine if any updates are needed. If so, select 'Update,' make the changes, and save your updated profile.

View High School Profile

High School Code	
High School Name	
Address	
Address2	
City	
State	
Zip Code	
Phone Number	
Type	
Class	
Active	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Extension	
Contact Email Address	

UPDATE **TRANSACTION HISTORY**

Sources of Data: Assigning Students to a High School

MiSSG receives three sources of data identifying which high school a student might be attending. Students are assigned to a high school based on the most recent data received by MiSSG.

The three sources of data are:

1. SAT Records received from CollegeBoard.
2. Center for Educational Performance and Information (CEPI) School Count Data.
3. Tuition Incentive Program (TIP) data from MDHHS.

In addition to having the correct high school code associated with a student, the student's high school graduation year must also be on file for the student's records to display.

Data Updates: Assigned High School

The two ways that MiSSG updates data are from automatic updates and from user updates.

Automatic Updates

Most automatic updates happen in December and May each year when CEPI Head Count Data is loaded into MiSSG. This may update a student's high school code and/or high school graduation year.

User Updates

Members of our office will update a student's record at the request of the student. Additionally, high school counselors may request that a student's record is updated or transferred to or from their high school.

Student Data Timeline

Month	Data
October	2020-21 FAFSA upload begins.
November	File from MDHHS.
March	SAT Records (October – January test dates). CEPI Fall enrollment data (school location and graduation data).
August	SAT Records (March – June test dates). CEPI Spring enrollment data (school location and graduation data).

Adding or Removing Students

Students Missing from High School Lists

Students are assigned to a high school based on the most recent data received by MiSSG. If a student is not listed, high school counselors may request that a student's record is updated or transferred to their high school. To make such a request, email mistudentaid@michigan.gov and include the student's name, date of birth, expected graduation date, and a note to transfer the student to your high school.

Removing Students from High School Lists

Students are assigned to a high school based on the most recent data received by MiSSG. If a student is on your list that should not be, high school counselors may request that a student's record is updated or transferred from their high school. To make such a request, email mistudentaid@michigan.gov and include the student's name, date of birth, and a note to transfer the student from of your high school.

SAT Records

SAT Scores

High School Users can utilize MiSSG to view student SAT scores and perform some tasks within the records, including associating Social Security numbers. To be considered for the Michigan Competitive Scholarship (MCS), students must score a minimum of 1200 on the SAT.

Note: Please encourage students with a qualifying score to make sure that they file their FAFSA prior to the March 1 deadline and that their SSN is on file in MiSSG.

Review SAT Records

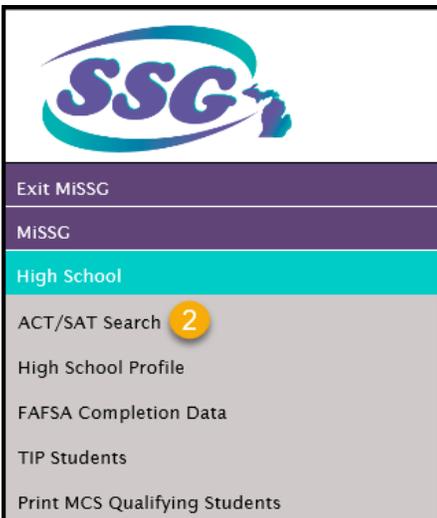
From the High School menu, select 'ACT/SAT Search'.

Updating a SAT Record

1. To update a SAT record, click 'High School' from menu.



2. Click on 'ACT/SAT Search.'



3. Enter student information and click 'Search.'

Note: Leaving all fields blank will return all available student SATs assigned to your school.

ACT/SAT Record Search

Last Name

First Name

Date of Birth

SSN

CEPI UIC

HS Grad Year

3 **SEARCH** **RESET**

Tip: Enter as much information as possible for faster response time.

High School Users may update certain SAT record fields, including:

- Last Name
- First Name
- Social Security Number
- High School Graduation Year

To update the SAT record, click on the 'Last Name' hyperlink.

ACT/SAT Record Search

Last Name

First Name

Date of Birth

SSN

CEPI UIC

HS Grad Year

SEARCH **RESET**

Tip: Enter as much information as possible for faster response time.

Search Results

SSN	Last Name	First Name	Date of Birth	Score	Test Name	HS Grad Year	Test Date
No SSN	Click here			1320	SAT	2020	
No SSN				1130	SAT	2020	
No SSN				860	SAT	2020	

Importance of the Social Security Number on SAT Records

If a student does not have a SSN 'ON FILE' for a SAT score, MiSSG is unable to pair the score with the incoming FAFSA or consider the student for MCS.

Duplicate Student Records

If a student's record is missing the SSN, the record will be treated as a separate student. MiSSG will automatically update a student's SAT, FAFSA, and TIP records with the SSN when an exact match is made with all the following data elements:

- First name
- Last name
- Date of birth

If MiSSG cannot match all of the above data elements, no automatic update will be performed.

FAFSA Completion Data

High School Users have access to see which of their students have completed a current-year FAFSA. We encourage you to use this tool as you work with your students on FAFSA completion efforts.

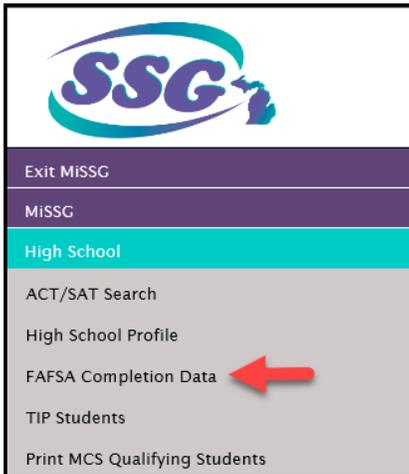
FAFSAs are loaded into MiSSG a few business days after the Federal government first received them. Only students who are identified as potential Michigan residents on the FAFSA will be included with the load.

Note: The FAFSA completion data available in MiSSG may vary from the [FAFSA Completion by High School and Public School District](#) report provided by Federal Student Aid.

FAFSA Completion Data Roster

Note: High School Users will only have access to FAFSA completion data for current students assigned to their high school, not former graduates.

To view your students' FAFSA completion status, click on 'FAFSA Completion Data' from the High School menu.



FAFSA Completion Data

HS Graduation Year:

If a student is not listed on this interface, MiSSG does not have a FAFSA, TIP record, or SAT score containing your high school code. Students listed multiple times do not have a Social Security number associated with all of their records.

[Understanding and Updating Duplicate Student Records](#)

Last Name	First Name	High School Grad Year	SSN On File	FAFSA On File	Highest SAT Score
[REDACTED]	[REDACTED]	2020	Yes	No	
[REDACTED]	[REDACTED]	2020	Yes	No	
[REDACTED]	[REDACTED]	2020	Yes	No	
[REDACTED]	[REDACTED]	2020	Yes	No	
[REDACTED]	[REDACTED]	2020	Yes	No	

FAFSA Completion Data Export Feature

When viewing your student list, you have the option to export the list to Excel (or any software capable of opening a .xlsx file type). To export this list, scroll to the top of the 'FAFSA Completion Data' student list and click 'Export to Excel.'

If a student is not listed on this interface, MiSSG does not have a FAFSA, TIP record, or SAT score containing your high school code. Students listed multiple times do not have a Social Security number associated with all of their records.

[Understanding and Updating Duplicate Student Records](#)

TIP Student List and TIP Lookup

High School Users can view which of their students are eligible for the Tuition Incentive Program (TIP) and their current application status, which is updated each time the page is loaded. Counselors are encouraged to work with students **individually** who are identified as TIP eligible to explain program requirements, TIP benefits, and the application process.

Completing a TIP Application

The application must be completed by August 31 of the student's graduating year from high school (or its recognized equivalent) and before their 20th birthday to maintain TIP eligibility.

There are two ways for a student to complete the TIP application:

1. Online in the MiSSG Student Portal at www.michigan.gov/missg.
 - Note: To create an account, the student must enter their SSN.
2. Over the phone by calling our Customer Care Center at 1-888-447-2687.

View TIP Student List

Every year, MiSSG loads a file which contains the students who met the Medicaid eligibility requirement for TIP as determined by MDHHS.

To view the 'TIP Students' list, click on 'TIP Students' from the High School Menu.



Exit MISSG

MISSG

High School

ACT/SAT Search

High School Profile

FAFSA Completion Data

TIP Students 

Print MCS Qualifying Students

TIP Students

HS Graduation Year:

If a student is not listed on this interface, MISSG does not have a TIP Record on file associated to this high school.

[EXPORT TO EXCEL](#) [LOOKUP TIP STUDENT](#) [CLOSE](#)

Last Name	First Name	High School Grad Year	Date of Birth	CEPI UIC	TIP Status
		2020			Eligible - App Incomplete
		2020			Eligible - App Incomplete
		2020			Eligible - App Incomplete
		2020			Eligible - App Incomplete
		2020			Eligible - App Incomplete
		2020			Eligible - App Complete

Note: A high school graduation year must be on file for a student to display on the list.

TIP Status Definitions

For graduating students under the age of 20:

- **Eligible – App Complete:** Student meets the TIP Medicaid requirement and has completed the TIP application.
- **Eligible – App Incomplete:** Student meets the TIP Medicaid, but has not completed the TIP application.

TIP Students List Export Feature

When viewing your TIP Students list, you have the option to export the list to Excel (or any software capable of opening a .xlsx file type). Scroll to the top of 'TIP Students' and click the 'Export to Excel' button to export your list.

If a student is not listed on this interface, MISSG does not have a TIP Record on file associated to this high school.

[EXPORT TO EXCEL](#) [LOOKUP TIP STUDENT](#) [CLOSE](#)

Lookup TIP Student

High School Users can utilize the 'Lookup TIP Student' feature to search for students who they believe may be TIP eligible, but are not currently displayed on the 'TIP Students' list. To search for a student, scroll to the top of the 'TIP Students' list and click the 'Lookup TIP Student' button.

If a student is not listed on this interface, MiSSG does not have a TIP Record on file associated to this high school.

EXPORT TO EXCEL

LOOKUP TIP STUDENT

CLOSE

You can search for a student using their:

- SSN **and** Date of Birth; or,
- UIC **and** Date of Birth.

Lookup TIP Student

SSN:

CEPI UIC:

Date Of Birth:

LOOK UP CLOSE

Confidentiality of TIP Data and Best Practices

While it is important that counselors inform TIP eligible students about their eligibility and TIPS's college financing options, it is equally important that counselors use best practices to avoid public or overt identification of TIP eligible students.

Public or overt identification is any action that might result in a student being recognized as eligible for TIP funds. At no point in the process of identifying, notifying, or counseling students, should an individual student's TIP eligibility status be publicly disclosed. The names of TIP eligible students should never be published, posted, or announced in any manner.

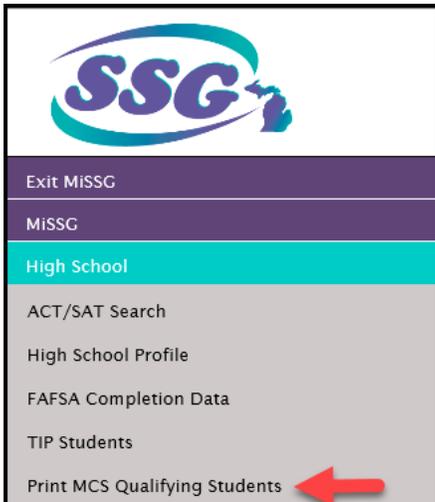
The following are examples of recommended best practices to use when working with TIP eligible students:

- Communicate privately with individual students and families regarding their TIP eligibility status.
- Send notices home in plain, white envelopes or combined with other communication materials sent to all students and families.
- Allow only authorized, FERPA-trained staff to communicate with students and families regarding their TIP status.
- Allow only authorized High School Users to access MiSSG's TIP roster.
- Present TIP information at meetings or assemblies only if both eligible and non-eligible students are in attendance.
- Remove, mask, or encode data to conceal the identities of TIP eligible students.

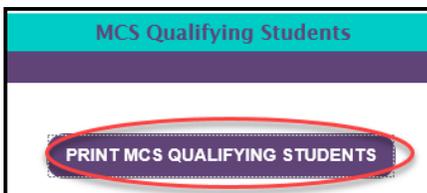
MCS Qualifying Student List

It is important to know which students' SAT scores satisfy the merit portion of the Michigan Competitive Scholarship's (MCS) requirements. We encourage you to discuss further MCS eligibility criteria and to recognize these students at award ceremonies.

To view your MCS Qualifying Student list, click on 'Print MCS Qualifying Students' from the High School menu.



Click on 'Print MCS Qualifying Students' button.



	A	B	C	D	E	F	G	H
1	SSN	Last Name	First Name	Date of Birth	Score	Test Name	HS Grad Year	Test Date
2	On File	BROWN	BRADLEY	1/1/2002	1210	SAT	2020	4/10/2019
3	On File	DAVIS	DERRICK	1/2/2002	1360	SAT	2020	4/10/2019
4	On File	MILLER	MARIAH	1/3/2002	1280	SAT	2020	4/10/2019
5	On File	SMITH	SARAH	1/4/2002	1230	SAT	2020	4/10/2019

Importance of Social Security Number

If a student does not have a SSN 'ON FILE' for a SAT score, MiSSG is unable to pair the score with the incoming FAFSA or consider the student for MCS. To add a SSN to a student's record, review the section '[Updating a SAT Record.](#)'

Letter for MCS Qualifying Students

Class of 2020 students who achieved a qualifying SAT score of 1200 or higher should be notified by their counselor with the 'Letter for MCS Qualifying Students' which explains the MCS eligibility requirements.

2020 (Rev. 01-15)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

EXAMPLE

Dear Student:

Your SAT score qualifies you to be considered for a Michigan Competitive Scholarship. In order to receive an award, you must submit the Free Application for Federal Student Aid (FAFSA) by March 1, 2020 and demonstrate financial need at the approved Michigan community college, public university, or degree-granting, non-profit independent college you plan on attending.

Michigan Competitive Scholarship checklist:

- Achieved an SAT score of 1200 or higher.
- Submitted the FAFSA by March 1, 2020 (and by March 1 each year after).
- List the Michigan institution you plan to attend first on the college choice order section of your FAFSA. You can update your college choice by calling Student Scholarship and Grants (SSG) at 1-888-447-2687 or by visiting the MiSSG Student Portal at www.michigan.gov/misag.
- Ask your counselor if your Social Security number (SSN) is ON FILE in the MiSSG High School Counselor Portal. If there is NO SSN, you must contact SSG at 1-888-447-2687 to update your record. SSG uses the student's SSN to match the SAT and FAFSA records to determine eligibility for an award.
- Create a MiSSG Student Portal account at www.michigan.gov/misag to view your eligibility and estimated award amount.

For more information about the Michigan Competitive Scholarship and other aid programs, visit our Web site at www.michigan.gov/misstudentaid.

Best wishes on your educational endeavors.

Sincerely,

Carla Foltyn, Director
Student Scholarships and Grants
Student Financial Services Bureau

P.O. BOX 30462 • LANSING, MICHIGAN 48909
www.michigan.gov/misstudentaid • 1-888-447-2687

MCS Certificate of Achievement Template

Class of 2020 students who achieved a qualifying SAT score of 1200 or higher are eligible to receive the MCS Certificate of Achievement. Such a Certificate of Achievement does not guarantee that a student will receive the monetary portion of MCS. A fillable template for the Certificate of Achievement is available in MiSSG. If you choose to make certificates for the students with a qualifying SAT score of 1200 or higher, please accompany the certificate with the Letter for MCS Qualifying Students.

MICHIGAN DEPARTMENT OF TREASURY
STUDENT SCHOLARSHIPS AND GRANTS

CERTIFICATE OF ACHIEVEMENT

EXAMPLE



PRESENTED TO:

CLASS OF 2020

YOUR SAT SCORE MAY QUALIFY YOU FOR
THE MICHIGAN COMPETITIVE SCHOLARSHIP


Gretchen Whitmer, Governor


Rachael Eubanks, State Treasurer

Disclaimers and Disqualifications

The information in this document was compiled by the Student Scholarships and Grants division, Office of Postsecondary Financial Planning, Michigan Department of Treasury and provided as a courtesy. SSG retains the right to change any information and policies contained in this manual. All programs are subject to approved and available funding.



MI
Student Aid

www.michigan.gov/mistudentaid

Michigan Department of Treasury
MI Student Aid
P.O. Box 30462
Lansing, MI 48909-7962

Phone: 1-888-447-2687

Fax: 1-517-241-5835

Email: mistudentaid@michigan.gov



@mistudentaid