

Student Scholarships, Grants and Outreach Procedures Manual for  
**High School Counselors**  
Academic Year 2021-22





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

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, Grants and Outreach (SSGO) and MI Student Aid, a division 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 \$123 million to over 63,000 Michigan students annually.

The *Student Scholarships, Grants and Outreach 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](mailto:mistudentaid@michigan.gov). We appreciate your support as we work together to help Michigan students make college accessible, affordable, and attainable.

Sincerely,

A handwritten signature in cursive script that reads "Diann Cosme".

Diann Cosme, Director  
Student Scholarships, Grants and Outreach  
Office of Postsecondary Financial Planning

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# 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, Grants and Outreach (SSGO)
  - SSGO 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 SSGO

SSGO 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](http://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.
- Free Application for Federal Student Aid (FAFSA) Myths – A one-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 and contact information for MI Student Aid.
- Programs at a Glance Flyer – A two-sided quick reference for State financial aid programs.
- 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 Counselor's Corner*

[Counselor's Corner](#) is intended to provide high school counselor's access to all Counselor's Corner episodes, MiSSG system training videos, previous email communications, and any information appropriate for counseling staff.

### *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 11<sup>th</sup> and 12<sup>th</sup> grade students.

#### [TIP Talk](#)

A MI Student Aid representative can meet with your students one-on-one to briefly discuss how they can maximize their use of the program. If your school does not have a Data Use Agreement (DUA) on file, the regional representative assigned to you can assist you through this process. Each TIP Talk will take no more than 5-10 minutes. Suggested for 11<sup>th</sup> and 12<sup>th</sup> grade students.

#### [Virtual MiSSG/Financial Aid Training for Counselors](#)

A MI Student Aid representative can meet with your students one-on-one to briefly discuss how they can maximize their use of the program. If your school does not have a DUA on file, the regional representative assigned to you can assist you through this process. Each TIP Talk will take no more than 5-10 minutes. Suggested for high school counselors.

#### [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 high school and middle school students.

#### [Financial Aid Jeopardy](#)

Students, broken up into teams, will learn financial aid basics and preparing for college in a fun and engaging game of Jeopardy. This activity will equip students with the tools and knowledge necessary to navigate college in a financially responsible manner. Suggested for 12<sup>th</sup> grade 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](mailto:mistudentaid@michigan.gov)

## GovDelivery Emails

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.

## 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 SSGO 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: August 1
- 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.
- AY2021-22 Award Amount: \$1,000

## Michigan Reconnect Scholarship

Michigan Reconnect Scholarship (Reconnect) Michigan Reconnect is a scholarship program that pays for students 25 and older to attend their in-district community college and offers a large tuition discount if students attend an out-of-district community college. Students can use the scholarship to complete an associate degree or a skill certificate program. Reconnect is operated through the Michigan Department of Labor and Economic Opportunity (LEO). For specific program criteria visit [www.michigan.gov/reconnect](http://www.michigan.gov/reconnect).

## 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.
- AY2021-22 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 month period as identified by the Michigan Department of Health and Human Services (MDHHS).

### TIP Quick Reference:

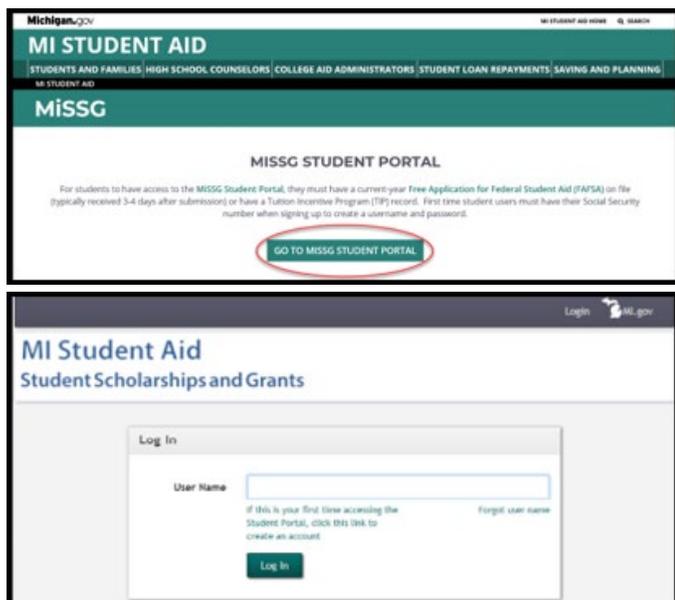
- Special Application: No, just FAFSA.
- Award Amount: Varies

## 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/misgg](http://www.michigan.gov/misgg).



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](http://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 SSGO and authorized MiSSG High School Users.

The MiSSG DUA must be submitted electronically to [mistudentaid@michigan.gov](mailto: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 during the summer and an announcement will be sent via GovDelivery 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*

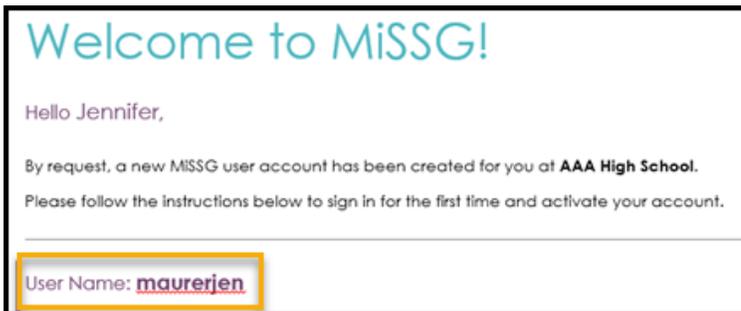
MiSSG DUAs are processed on a first come, first served basis. Authorized High School Users will receive a "Welcome to MiSSG" email with detailed login instructions.

For a list of AY2021-22 access dates, please review the [2021-22 High School User Access Schedule](#).

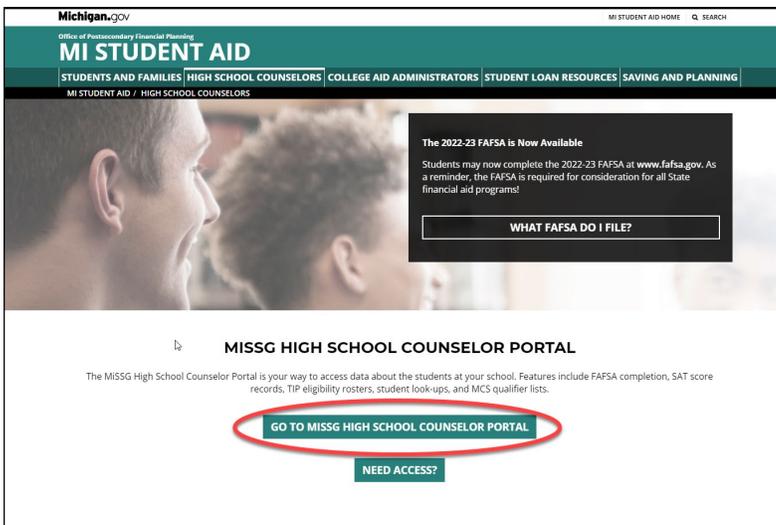
## Logging In For the First Time

### User Name

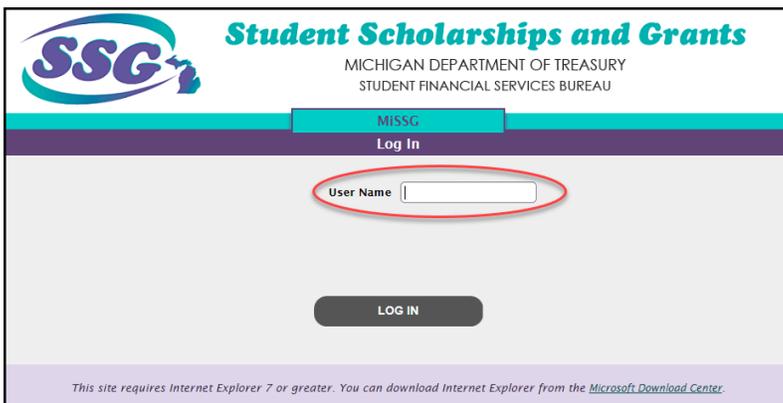
The User Name is provided in the “Welcome to MiSSG” email.



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



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.

**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](mailto: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.

SSG ssg@missg.michigan.gov  
\*\*MISSG Registration Code

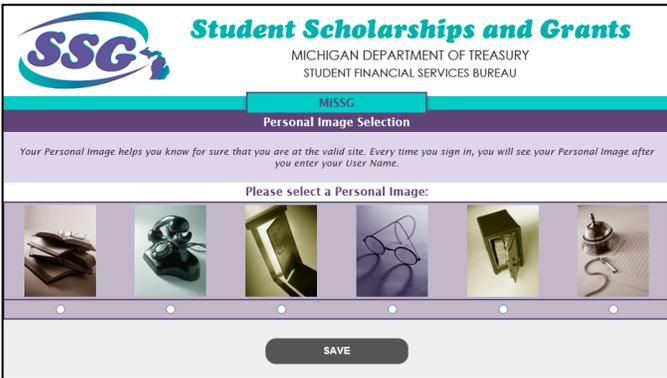
DO NOT REPLY to this email; [ssg@missg.michigan.gov](mailto:ssg@missg.michigan.gov) is a NO REPLY email address.  
The computer you are using has not been registered with us. Please use the temporary registration code provided in this email to access the system.

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.'



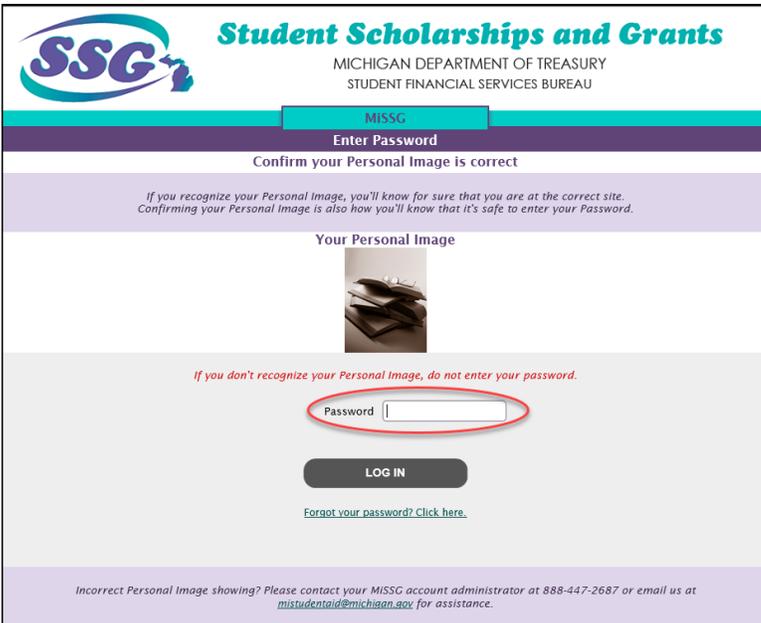
## Password

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



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.



### *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.
- Multiple browsers are open, you must close out of all other browsers.

To have your account unlocked, email [mistudentaid@michigan.gov](mailto: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.



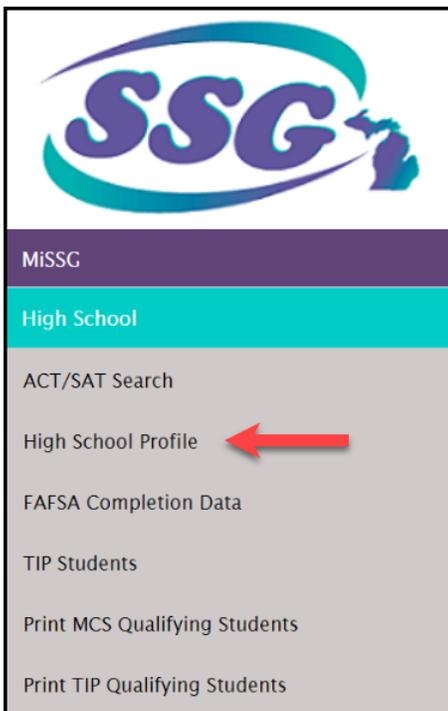
## MiSSG News

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



## 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.



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 regularly updates happen throughout the year when CEPI data is loaded into MiSSG. These updates can change 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.

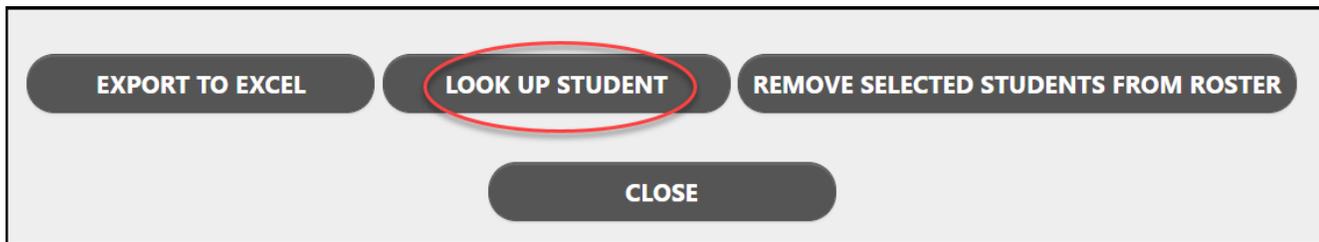
## Student Data Timeline

Month	Data
January	SAT Records (August – December test dates).
October	2022-23 FAFSA upload begins.
November	File from MDHHS identifying potential TIP eligible students.
March	CEPI Fall enrollment data (school location and graduation data).
July	SAT Records (March – June test dates).
August	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 can utilize the 'Look Up Student' feature to search for students. To search for a student, scroll to the top of either the 'FAFSA Student List' or the 'TIP Students' list and click the 'Lookup Student' button.



You can search for a student using their:

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

### Lookup Student

SSN

CEPI UIC

Date Of Birth

**The Date Of Birth and CEPI UIC or SSN are required**

\*Note: When searching and adding TIP eligible students to your list, first check that the student's TIP record has a high school graduation year listed. If no high school graduation year is listed, then you must first add the high school graduation year and then click 'Add Student to Roster.'

**Lookup TIP Student**

SSN

CEPI UIC

Date Of Birth

**The Date Of Birth and CEPI UIC or SSN are required**

Name	High School Grad Year	Date of Birth	CEPI UIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**LOOK UP**    **ADD STUDENT TO ROSTER** <sup>2</sup>    **UPDATE HS GRAD YEAR** <sup>1</sup>

**CLOSE**

*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 who should not be, utilize the 'Remove Selected Students From Roster' button.

**EXPORT TO EXCEL****LOOK UP STUDENT****REMOVE SELECTED STUDENTS FROM ROSTER**

**CLOSE**

Select the box that corresponds with the name(s) of the student(s) displayed in your list and then click the ‘Remove Selected Students From Roster’ button. This will remove any selected students from your school’s FAFSA and/or TIP student lists.

**FAFSA Completion Data**

**Academic Year  
2022 - 2023**

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.

EXPORT TO EXCEL
LOOK UP STUDENT
REMOVE SELECTED STUDENTS FROM ROSTER

CLOSE

Last Name	First Name	HS Grad Year	Date of Birth	SSN?	FAFSA?	FAFSA Complete	CEPI UIC	Highest SAT	Select
Abba		2022		Yes	Yes	Yes			<input checked="" type="checkbox"/>
Hilde		2022		Yes	No	No			<input type="checkbox"/>
Melissa		2022		Yes	No	No			<input type="checkbox"/>
Bobby		2022		No	No	No		1270	<input type="checkbox"/>

## 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. Only qualifying scores are uploaded into MiSSG.

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*

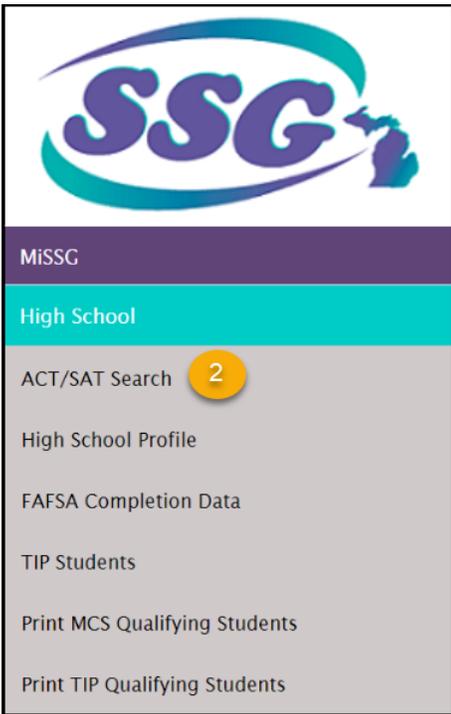
From the High School menu, select 'ACT/SAT Search.'

### *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.

A screenshot of a web form titled 'ACT/SAT Record Search' in a purple header. The form contains several input fields: 'Last Name', 'First Name', 'Date of Birth', 'SSN', and 'CEPI UIC', each with a corresponding text box. Below these is a dropdown menu for 'HS Grad Year'. At the bottom of the form are two buttons: 'SEARCH' and 'RESET'. The 'SEARCH' button is highlighted with a red oval and a yellow circle containing the number '3'. Below the buttons is a tip: '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

**ACT/SAT Record Search**

Last Name

First Name

Date of Birth

SSN

CEPI UIC

HS Grad Year

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		Bobby		1270	SAT	2022	04/27/2021
On File		MELISSA		1310	SAT	2022	04/13/2021
On File		Hilde		1200	SAT	2022	04/13/2021

### *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.

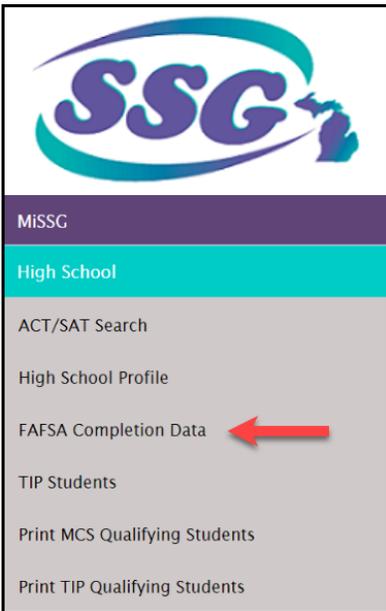
FAFSAs are loaded into MiSSG a few business days after the Federal government first received them. Only students who are identified as potential Michigan residents on the FAFSA will be included with the load.

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**

**Academic Year**  
2022 - 2023

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.

Last Name	First Name	HS Grad Year	Date of Birth	SSN?	FAFSA?	FAFSA Complete	CEPI UIC	Highest SAT	Select
[Redacted]	Abba	2022	[Redacted]	Yes	Yes	Yes	[Redacted]		<input type="checkbox"/>
[Redacted]	Hilde	2022	[Redacted]	Yes	No	No	[Redacted]		<input type="checkbox"/>
[Redacted]	Melissa	2022	[Redacted]	Yes	No	No	[Redacted]		<input type="checkbox"/>
[Redacted]	Bobby	2022	[Redacted]	No	No	No	[Redacted]	1270	<input type="checkbox"/>
[Redacted]	Stuart	2022	[Redacted]	Yes	No	No	[Redacted]		<input type="checkbox"/>

*FAFSA Completion Data Column Definitions*

**FAFSA?**

**Yes**

A student has submitted a 2022-23 FAFSA and the FAFSA may or may not contain errors.

**No**

A student has not submitted a 2022-23 FAFSA.

Note: There may be rare instances when a student submits a 2022-23 FAFSA; however, MiSSG did not receive the record from the Federal Processors due to out-of-state residency or another unknown error.

## FAFSA Complete

### Yes

A student has submitted a 2022-23 FAFSA with no errors.

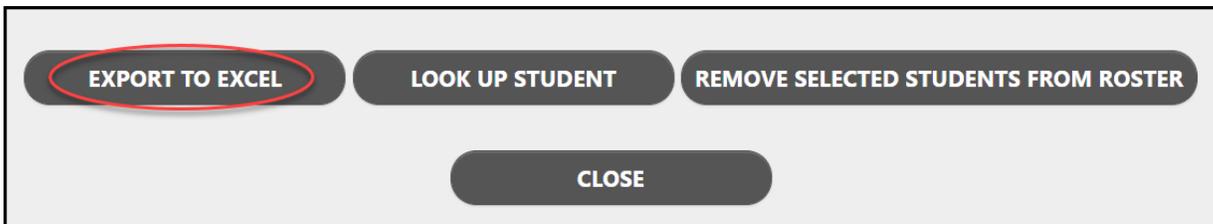
Note: The student may still be required to follow-up with the institution they plan to attend for verification.

### No

A student has submitted a 2022-23 FAFSA with errors. The student should refer to their Student Aid Report (SAR) to resolve outstanding items on their FAFSA. The student may also need to follow-up with the institution they plan to attend.

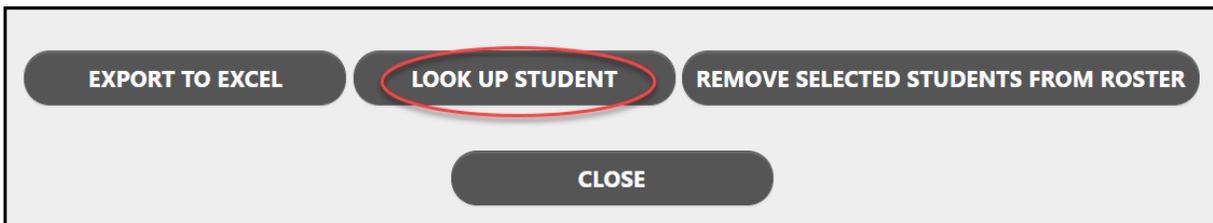
### *FAFSA Completion Data Export Feature*

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.'



### *Lookup Student*

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



You can search for a student using their:

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

### Lookup Student

SSN

CEPI UIC

Date Of Birth

**The Date Of Birth and CEPI UIC or SSN are required**

**LOOK UP** **CLOSE**

If a student FAFSA record is located, then click the 'Add Student to Roster' button to add the student to your FAFSA Completion student list.

### Lookup Student

SSN

CEPI UIC

Date Of Birth

**The Date Of Birth and CEPI UIC or SSN are required**

Last Name	First Name	High School Grad Year	SSN On File	FAFSA On File	Date of Birth
 		2022	Yes	Yes	

**LOOK UP** **ADD STUDENT TO ROSTER** **CLOSE**

### 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 who should not be, utilize the 'Remove Selected Students From Roster' button.

**EXPORT TO EXCEL** **LOOK UP STUDENT** **REMOVE SELECTED STUDENTS FROM ROSTER**

**CLOSE**

Select the box that corresponds with the name(s) of the student(s) displayed in your list and then click the ‘Remove Selected Students From Roster’ button. This will remove any selected students from your school’s FAFSA and/or TIP student lists.

**FAFSA Completion Data**

**Academic Year  
2022 - 2023**

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.

EXPORT TO EXCEL
LOOK UP STUDENT
REMOVE SELECTED STUDENTS FROM ROSTER

CLOSE

Last Name	First Name	HS Grad Year	Date of Birth	SSN?	FAFSA?	FAFSA Complete	CEPI UIC	Highest SAT	Select
Abba		2022		Yes	Yes	Yes			<input checked="" type="checkbox"/>
Hilde		2022		Yes	No	No			<input type="checkbox"/>
Melissa		2022		Yes	No	No			<input type="checkbox"/>
Bobby		2022		No	No	No		1270	<input type="checkbox"/>

## TIP Student List and TIP Lookup

High School Users can view which of their students are eligible for the Tuition Incentive Program (TIP), 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 and TIP benefits. Additionally, the MI Student Aid Outreach team is available to come to your school to talk individually with your TIP eligible students. To request an event, visit the MI Student Aid Web site at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).

### TIP Eligibility

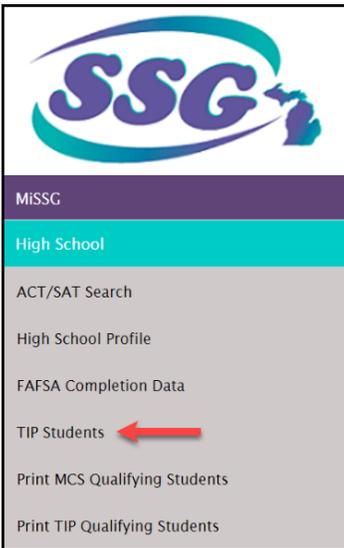
There are two ways for a student to check their TIP eligibility:

1. Online in the MiSSG Student Portal at [www.michigan.gov/missg](http://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.



The 'TIP Students' interface features a teal header with the title 'TIP Students'. Below the header, there is a dropdown menu for 'HS Graduation Year' set to '2022'. A message states: 'If a student is not listed on this interface, MiSSG does not have a TIP Record on file associated to this high school.' Below this message are four buttons: 'EXPORT TO EXCEL', 'LOOK UP TIP STUDENT', 'REMOVE SELECTED STUDENTS FROM ROSTER', and 'CLOSE'. A table of student data is displayed below the buttons.

Last Name	First Name	HS Grad Year	Date of Birth	CEPI UIC	FAFSA	Portal	Select
	Abba	2022			Yes	No	<input type="checkbox"/>
	Hilde	2022			No	No	<input type="checkbox"/>
	Melissa	2022			No	No	<input type="checkbox"/>
	Stuart	2022			No	No	<input type="checkbox"/>

- A high school graduation year must be on file for a student to display on the list.
- Those students displayed in your MiSSG TIP Student list meet the Medicaid requirements to be considered for TIP. For further eligibility requirements see the [TIP Fact Sheet](#).

### 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.

This is a close-up of the 'EXPORT TO EXCEL' button in the 'TIP Students' interface. The button is circled in red. Other buttons visible in the background include 'LOOK UP TIP STUDENT', 'REMOVE SELECTED STUDENTS FROM ROSTER', and 'CLOSE'. The same message from the previous screenshot is visible at the top: 'If a student is not listed on this interface, MiSSG does not have a TIP Record on file associated to this high school.'

### 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.



You can search for a student using their:

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

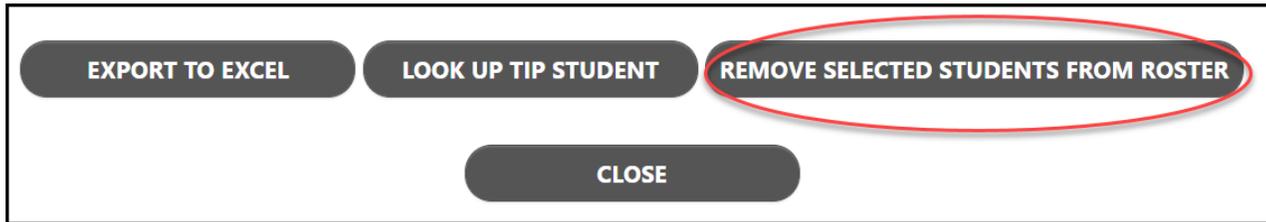
A screenshot of the 'Lookup TIP Student' search form. It has a teal header with the title 'Lookup TIP Student'. Below the header are three input fields: 'SSN:', 'CEPI UIC:', and 'Date Of Birth:'. At the bottom of the form are two buttons: 'LOOK UP' and 'CLOSE'.

\*Note: When searching and adding TIP eligible students to your list, first check that the student's TIP record has a high school graduation year listed. If no high school graduation year is listed, then you must first add the high school graduation year and then click 'Add Student to Roster.'

A screenshot of the 'Lookup TIP Student' form with a table and action buttons. The form has a teal header with the title 'Lookup TIP Student'. Below the header are three input fields: 'SSN', 'CEPI UIC', and 'Date Of Birth'. Below these fields is a red error message: 'The Date Of Birth and CEPI UIC or SSN are required'. Below the error message is a table with the following columns: 'Name', 'High School Grad Year', 'Date of Birth', and 'CEPI UIC'. Below the table are four buttons: 'LOOK UP', 'ADD STUDENT TO ROSTER', 'UPDATE HS GRAD YEAR', and 'CLOSE'. The 'ADD STUDENT TO ROSTER' button has a yellow circle with the number '2' above it, and the 'UPDATE HS GRAD YEAR' button has a yellow circle with the number '1' above it.

### 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 who should not be, utilize the 'Remove Selected Students From Roster' button.



Select the box that corresponds with the name(s) of the student(s) displayed in your list and then click the 'Remove Selected Students From Roster' button. This will remove any selected students from your school's FAFSA and/or TIP student lists.

**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** **LOOK UP TIP STUDENT** **REMOVE SELECTED STUDENTS FROM ROSTER** **CLOSE**

Last Name	First Name	HS Grad Year	Date of Birth	CEPI UIC	FAFSA	Portal	Select
	Abba	2022			Yes	No	<input type="checkbox"/>
	Hilde	2022			No	No	<input type="checkbox"/>
	Melissa	2022			No	No	<input checked="" type="checkbox"/>
	Stuart	2022			No	No	<input type="checkbox"/>

### Confidentiality of TIP Data and Best Practices

While it is important that counselors inform TIP eligible students about their eligibility and TIP'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.

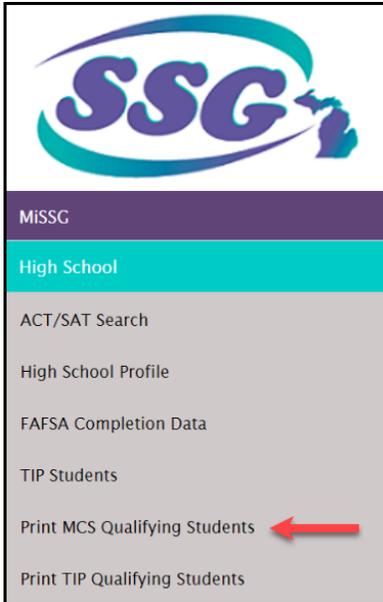
The following are examples of recommended best practices to use when working with TIP eligible students:

- 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.

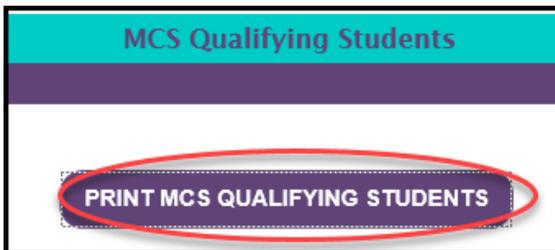
## MCS Qualifying Student List

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.



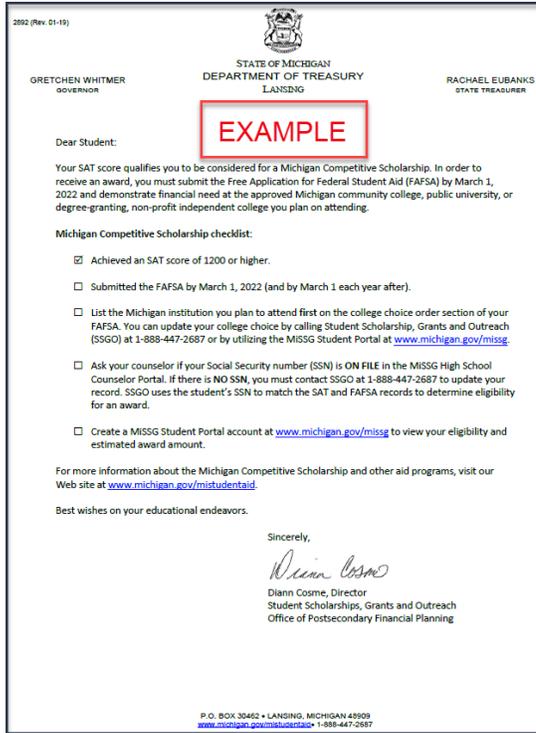
	A	B	C	D	E	F	G	H
1	SSN	Last Name	First Name	Date of Birth	Score	Test Name	HS Grad Year	Test Date
2	No SSN		Bobby		1270	SAT	2022	04/27/2021
3	On File		MELISSA		1310	SAT	2022	04/13/2021
4	On File		Hilde		1200	SAT	2022	04/13/2021

### *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 2022 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.



### MCS Certificate of Achievement Template

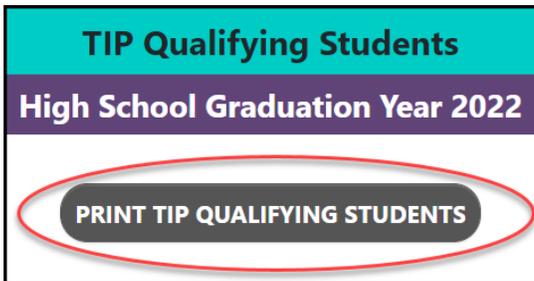
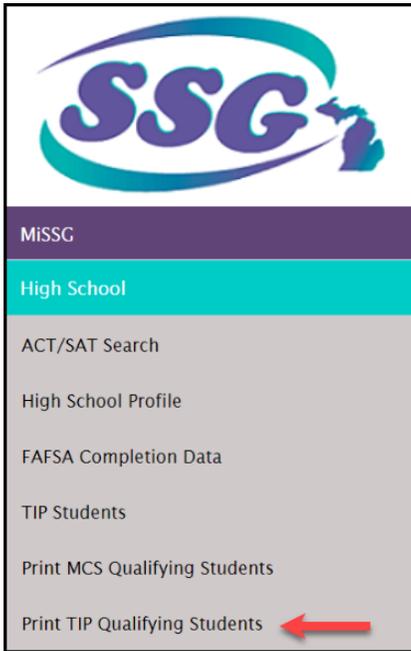
Class of 2022 students who achieved a qualifying SAT score of 1200 or higher are eligible to receive the MCS Certificate of Achievement. Such a Certificate of Achievement does not guarantee that a student will receive the monetary portion of MCS. A fillable template for the Certificate of Achievement 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.



## TIP Qualifying Student List

It is important to know which students are eligible for the Tuition Incentive Program. We encourage you to discuss further TIP eligibility criteria with your TIP eligible students.

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



	A	B	C	D	E
1	SSN	Last Name	First Name	Date of Birth	HS Grad Year
2	On File		Melissa		2023
3	On File		Stuart		2022
4	On File		Doug		2022
5	On File		Xavier		2022

Students listed on the TIP Qualifying Students report have met the Medicaid requirements to be considered for the Tuition Incentive Program. To receive TIP, students MUST meet all eligibility requirements. Full program details and eligibility requirements are available at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).

## Letter for TIP Qualifying Students

Class of 2022 students who are eligible for the Tuition Incentive program should be notified by their counselor with the 'Letter for TIP Qualifying Students' which explains the TIP eligibility requirements and next steps in the process.

2022 (Rev. 01-19)

GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**EXAMPLE**

Dear Student:

Our records indicate that you may be eligible for the Tuition Incentive Program (TIP). In order to receive an award, you must submit the Free Application for Federal Student Aid (FAFSA) and attend a Michigan institution that accepts TIP benefits.

**Tuition Incentive Program (TIP) checklist:**

- Meet the Medicaid requirement to be eligible for TIP.
- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) during your senior year and each year you plan to attend college.
- 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, Grants and Outreach (SSGO) at 1-888-447-2687 or by utilizing the MISSG Student Portal at [www.michigan.gov/missg](http://www.michigan.gov/missg).
- Ensure the institution you plan to attend accepts TIP benefits.
- Begin using TIP benefits within four years of high school completion.
- Review the [TIP Flyer](#) and [TIP Fact Sheet](#) to gather more information, program requirements, and eligible institutions.
- Create a MISSG Student Portal account at [www.michigan.gov/missg](http://www.michigan.gov/missg) to view your eligibility and payment status.

For more information about the Tuition Incentive Program and other aid programs, visit our Web site at [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid).

Best wishes on your educational endeavors.

Sincerely,  
  
Diann Cosme, Director  
Student Scholarships, Grants and Outreach  
Office of Postsecondary Financial Planning

P.O. BOX 30462 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid) • 1-888-447-2687

## Disclaimers and Disqualifications

The information in this document was compiled by the Student Scholarships, Grants and Outreach division, Office of Postsecondary Financial Planning, Michigan Department of Treasury and provided as a courtesy. SSGO 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](http://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](mailto:mistudentaid@michigan.gov)



@mistudentaid