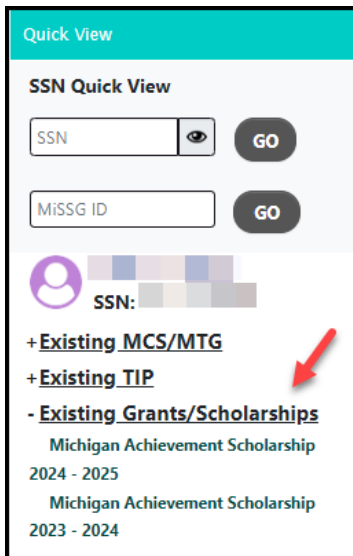


# MISSG for Aid Administrators

## How to Update Out-of-State High School Graduation

Financial aid administrators can update a student’s high school field to “Out-of-State” once it has been verified by completing the following steps:

1. Search a student using the MiSSG Search or Quick View. Click on any Existing Aid Program Link (Michigan Achievement Scholarship preferred).




**Quick View**


**SSN Quick View**

SSN

MiSSG ID

 SSN:

+ [Existing MCS/MTG](#)

+ [Existing TIP](#) 


- [Existing Grants/Scholarships](#)

Michigan Achievement Scholarship  
2024 - 2025

Michigan Achievement Scholarship  
2023 - 2024

2. Click “Update Application Information.”

<b>High School</b>	Cesar Chavez Academy High School
<b>HS Grad Month</b>	6
<b>HS Grad Year</b>	2023
<b>Date of First Payment</b>	n/a
<b>Community College Years Remaining (including current year)</b>	3
<b>Total College Years Remaining (including current year)</b>	5



3. Update High School field to “Out-of-State.” Select Out of State HS Graduate checkbox and add a comment in the “Reason for Update” field.

The screenshot shows a form with the following fields and values:

- High School: Out-of-State (indicated by a red arrow)
- HS Grad Month: 6
- HS Grad Year: 2023
- Force Ineligible - ACYear:
- Force Ineligible - Permanent:
- Maximum Assistance Override:
- Out of State HS Graduate:  (indicated by a red arrow)
- Reason for Update: Verified student graduation from Out-of-State High School. (indicated by a red arrow)

4. Click “Save.”

The screenshot shows two buttons: 'SAVE' and 'CANCEL'. The 'SAVE' button is circled in red.

5. Once completed, MiSSG will update the Michigan Achievement Scholarship student profile to reflect that they are no longer eligible for Michigan Achievement Scholarship.

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