**APPENDIX A**

**INDIVIDUALS ACCESSING OHE FAFSA COMPLETION INITIATIVE WEB PORTAL**

The organization signing the FAFSA Completion Initiative Data Sharing Agreement should list all individuals within the organization who require a username and password to access the FAFSA Completion Initiative web portal. *All individuals listed must read the Data Sharing Agreement and be aware of the data receiver responsibilities and data practice provisions.* If individuals listed below should no longer have access, or if you would like to request new users to be added, you should submit an updated Appendix A.

If a school district opts to access the FAFSA Completion Initiative web portal to retrieve district-level data for dissemination to its high schools, it should only list the individuals at the district office who will be accessing the system.

Designated entities (e.g. College Possible, etc.) should list their own organization as well as the high school(s) the staff member works with.

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| --- | --- | --- | --- | --- |
| Name of District/High School and/or Designated Entity | Name of Individual Accessing System | Title | Email Address | Phone Number |
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