**FAFSA Completion Project**

The Kansas Board of Regents is pleased to offer a service to all Kansas school districts. This project allows each district can see which of its students has filled out a FAFSA form.

To access this project, the district superintendent must sign a contract provided by the Kansas Board of Regents. The contract will be in effect for three years.

Here are the steps to have access to the project:

1. Fill out the application. The bottom box on the form must contain either the superintendent's or the assistant superintendent’s information. They are the individual who will sign the contract.
2. Return the application to Linda Oldham Burns, Student Financial Assistance at [loldhamburns@ksbor.org](mailto:loldhamburns@ksbor.org)
3. A contract will be prepared by the Kansas Board of Regents legal team and emailed back to the contact person for a signature from the superintendent.
4. Once the signed contract is returned, the Kansas Board of Regents will sign it and process it.
5. An email will be sent to the person who will do the work within our system with instructions on how to access the project online.

This process can take some time as our legal team prepares and reviews the contracts.

Questions – please reach out to Linda Oldham Burns, Student Financial Assistance, at 785.430.4255 or loldhamburns@ksbor.org

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