



July 2007

SUMMARY: Federal School Code List Available Online for 2008-2009 Award Year

Dear Partner:

We are pleased to announce that the Federal School Code List of Participating Schools will be available in electronic format for the 2008-2009 award year. In order to provide you with the most current information available in a searchable format, we will post the list as a PDF document on the Web. New for 2008-2009, we will not be distributing the list in hard-copy format.

The Federal School Code List contains the unique codes assigned by the Department of Education to schools participating in the Title IV Federal student aid programs. Students will enter these codes on their 2008-2009 Free Application for Federal Student Aid (FAFSA) to indicate which postsecondary schools they want to receive their financial application results. Students' use of the Federal School Code improves their ability to communicate college choices accurately and reduces the application processing time. Please note that we have also included the instructions for using the Federal School Code List with this letter for your reference.

The 2008-2009 Federal School Code List will be available as of November 1, 2007 on the Information for Financial Aid Professionals (IFAP) Web site at <http://ifap.ed.gov/>.

You will be able to search the document online as well as print, download, and share the PDF file if desired. The online document will be updated on a quarterly basis with an errata sheet, to easily identify changes. Therefore, on or after February 1, 2008, May 1, 2008, and August 1, 2008, you will want to check the IFAP Web site for an errata sheet describing any changes made to the file. You can print the entire updated file or just the errata sheet with the changes.

Remember that students can continue to use the online Federal School Code search on FAFSA on the Web. Click on "Find my school codes" under the "Before Beginning a FAFSA" section of the FAFSA on the Web home page (<http://www.fafsa.ed.gov/>).

The 2008-2009 Federal School Code List will also be posted on the National College Access Network (NCAN) Web site at <http://www.collegeaccess.org/NCAN/>.

If you have any questions about the list, please contact CPS/SAIG Technical Support at CPSSAIG@ed.gov and put "Federal School Code list issues" in the subject line.

Sincerely,

A handwritten signature in black ink, appearing to read "William Leith", is positioned below the word "Sincerely,".

William Leith
Acting General Manager, Application, Operations and Delivery Services

Attachment

830 First St. N.E., Washington, DC 20202
www.FederalStudentAid.ed.gov
1-800-4-FED-AID

FEDERAL STUDENT AID  START HERE. GO FURTHER.

USING THE FEDERAL SCHOOL CODE LIST

The Federal School Code List is intended as a resource for anyone who is completing a 2008-2009 Free Application for Federal Student Aid (FAFSA). When answering the college name and address questions on the 2008-2009 FAFSA, you should use the official Federal School Code and name found in this list to ensure fast and accurate processing.

You can also use the online search on FAFSA on the Web. Click on “Find my school codes” under the “Before Beginning a FAFSA” section of the FAFSA on the Web home page (<http://www.fafsa.ed.gov/>).

All postsecondary schools that are currently eligible for Title IV aid and signed up to participate electronically are listed in the Federal School Code List, with each school’s official Federal School Code, name, and address. The schools are listed first by state and then alphabetically by name within each state. Procedures for completing the college name and address questions on the FAFSA are listed below.

For each school that you wish to list in questions 97a, 97c, 97e, and 97g of the 2008-2009 FAFSA, follow these steps:

1. Find the correct state of the desired school, using the appropriate state name.
2. Find the **exact** name and address of the desired school within the state listing. **Names of schools may be similar. Please be certain you have found the exact school name and address before proceeding.**
3. On the FAFSA, write the name of the school under “Name of College.” The name must exactly match the one you found in the Federal School Code List.
4. Write the six-character Federal School Code in the spaces provided under the “Federal School Code.” **You do not have to include the address.**
5. Indicate housing plans for each school according to the directions on the FAFSA.

Repeat steps 1 – 5 for each desired college, up to a maximum of four colleges on the paper FAFSA, and a maximum of ten colleges on FAFSA on the Web.

If the Federal School Code or name for a desired school is listed incorrectly on the 2008-2009 FAFSA, *processing may be delayed.*