



OKLAHOMA FAFSA DATA PORTAL

STUDENT LIST INSTRUCTIONS

Create File to Submit: In Excel enter your seniors' information in the following format:

COLUMN	A	B	C	D	E	F	G	H	P
Field Name	District Code	School Code	Student Legal First Name	Student Legal Middle Initial	Student Legal Last Name	Student Date of Birth	Student Gender	Student ID	Opted-Out
Field Length (maximum)	7 (XX-XXXX)	6 (XXXXXX)	12	1	16	8	1	20	1
Required	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No
Notes	Please contact FAFSAPortal@ocap.org if you need this code.	Use your school's ACT Code .	Please include hyphens if the student uses them on the FAFSA. Otherwise there will be no match.		Please include hyphens if the student uses them on the FAFSA. Otherwise there will be no match.	Format as YYYYMMDD . Do not use dashes or slashes.	1 = MALE 2 = FEMALE Please do NOT use M or F.	If your school uses Student ID numbers, you may include that information here.	If the student and/or parent have submitted an Opt-Out Form, indicate that here. 0 = No 1 = Yes

Once the file is created go to the **Save As...** option

- Under the file name, use the name **(HighSchool)(GradClass)** (for example: Enid2027). Do not include the symbols '#' (pound sign) or ',' (comma) anywhere in the file name.
- Under Save As type: **highlight CSV (Comma Delimited) (*.csv)**.
- Go to <https://okhighered.org/SEFT-FDP/>.
- Type in your **email address** and the **school or district list** you are submitting.
- In the **Captcha Code** box enter the combination of letters and numbers shown. Be careful to enter it exactly as it appears.
- Click on **Send Your File(s)**.
- A **Confirmation Page** should appear. You can print this for your records if you wish.

***Your District Code is the one listed by the Oklahoma State Department of Education in the Oklahoma Public School District Directory (##-I###). Your School Code is your high school's ACT code (#####).**

After your school's senior list has been submitted, please allow one to two days to have your information uploaded into the FAFSA Data Portal.