



November 2011

Dear Counselor or Mentor:

The office of Federal Student Aid, U.S. Department of Education, would like to share some updates to assist you in working with students. This letter supplements one we sent in September. If you did not receive the September letter, you may read it at [www.fsa4counselors.ed.gov](http://www.fsa4counselors.ed.gov) (under “What’s New”).

### **Publication Updates**

As we mentioned in our September letter, we have transitioned the *Counselors and Mentors Handbook* to be an online-only publication. The 2012–13 edition is available in PDF at [www.fsa4counselors.ed.gov](http://www.fsa4counselors.ed.gov).

This winter, we will introduce a four-page document called *Federal Student Aid for Adult Students*. This publication reassures adult students that they can receive federal student aid regardless of age or credit rating. It offers tips about going to or returning to college, ways to reduce education expenses, and resources for finding more information about aid, careers, admissions testing, accreditation, and more.

### **Ordering Publications**

Page 4 of this letter explains how to use [www.FSAPubs.gov](http://www.FSAPubs.gov) to order free publications. Note the request to provide your e-mail address at the site so we can communicate with you more effectively. You also can change your postal address or other contact information at that site.

### **FAFSA Enhancements**

As you might be aware, *FAFSA on the Web* at [www.fafsa.gov](http://www.fafsa.gov) allows applicants to access their IRS tax information and have it automatically inserted into the FAFSA. The 2012-13 FAFSA will include a brief series of questions to determine whether an individual is eligible for IRS data retrieval. (Examples of someone who is ineligible would include someone who amended his/her tax return or filed separately from his/her spouse.) Only eligible applicants will be able to retrieve IRS data, saving time and confusion. The 2012-13 FAFSA will offer IRS data retrieval beginning February 1, 2012.

830 First St. N.E., Washington, DC 20202  
[www.FederalStudentAid.ed.gov](http://www.FederalStudentAid.ed.gov)  
1-800-4-FED-AID

## **FAFSA Updates and Other Information on Counselors Website**

Enclosed with this letter is a brochure showing an image of the Federal Student Aid Information for Counselors website at [www.fsa4counselors.ed.gov](http://www.fsa4counselors.ed.gov). In the FAFSA Information section, we particularly recommend the “FAFSA Updates” page, which is refreshed regularly as resources such as the *FAFSA on the Web Worksheet*, screen shots of the online application, and the FAFSA demo site become available.

Also at [www.fsa4counselors.ed.gov](http://www.fsa4counselors.ed.gov), you will find the *Counselors and Mentors Handbook*, best practices for planning a financial aid night (and a PowerPoint presentation to use if you wish), and our new page called “In Other News.” The new page will feature useful announcements and tips, interesting financial aid facts, and timely suggestions for ways to keep your students on track in their preparation for college.

Please visit the counselors website regularly, and tell us what you think by using the survey on the site. We’re eager to learn how we can make the site more useful to you.

Thank you and have a successful FAFSA season.

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda F. Wensil". The signature is fluid and cursive, with a large initial 'B' and 'W'.

Brenda F. Wensil  
Chief Customer Experience Officer  
Federal Student Aid

Enclosure

## Major Federal Student Aid Documents for Students and Parents

Note: Most of these items are also available in Spanish, and several in Braille.

	Document	Summary and URL	Audience(s)							
			Elementary School Student and Parent	Middle School Student and Parent	High School Student (9th-11th)	High School Senior	High School Parent	College Student	Borrower – Student or Parent	Adult Student
<b>Core Publications</b>	College Prep Checklist	How to get ready academically and financially ( <a href="http://www.studentaid.ed.gov/collprep">www.studentaid.ed.gov/collprep</a> )	✓	✓	✓	✓	✓			✓
	Do You Need Money for College? Federal Student Aid at a Glance	Basic overview of aid and application process ( <a href="http://www.studentaid.ed.gov/needmoney">www.studentaid.ed.gov/needmoney</a> )			✓	✓	✓	✓		✓
	Funding Your Education: The Guide to Federal Student Aid	Understanding the financial aid process and maximizing resources on our website ( <a href="http://www.studentaid.ed.gov/guide">www.studentaid.ed.gov/guide</a> )			✓	✓	✓	✓	✓	✓
	Your Federal Student Loans	Federal loan and debt management info ( <a href="http://www.studentaid.ed.gov/repayingpub">www.studentaid.ed.gov/repayingpub</a> )			11th	✓	✓	✓	✓	✓
	FAFSA on the Web Worksheet	Preview of some of the FAFSA questions ( <a href="http://www.studentaid.ed.gov/worksheet">www.studentaid.ed.gov/worksheet</a> )				✓	✓	✓		✓
	Paper FAFSA and PDF FAFSA	Free application for federal student aid ( <a href="http://www.fafsa.gov">www.fafsa.gov</a> as of 1/1/12)				✓	✓	✓		✓
<b>Supplemental Publications</b>	Completing the FAFSA	Detailed instructions for every FAFSA question ( <a href="http://www.studentaid.ed.gov/completefafsa">www.studentaid.ed.gov/completefafsa</a> )				✓	✓	✓		✓
	Federal Student Aid for Adult Students	Tips for adult students about going to or returning to school ( <a href="http://www.studentaid.ed.gov/pubs">www.studentaid.ed.gov/pubs</a> )								✓
	My Future, My Way: First Steps Toward College	Workbook to help middle-schoolers think about careers and college ( <a href="http://www.studentaid.ed.gov/early">www.studentaid.ed.gov/early</a> )		✓						
	Direct Loan Basics for Students: Direct Subsidized and Unsubsidized Loans	Brief introduction to Direct Loans for students ( <a href="http://www.studentaid.ed.gov/pubs">www.studentaid.ed.gov/pubs</a> )			11th	✓	✓	✓	✓	✓
	Direct Loan Basics for Parents: Direct PLUS Loans	Brief introduction to Direct Loans for parents ( <a href="http://www.studentaid.ed.gov/pubs">www.studentaid.ed.gov/pubs</a> )					✓		✓	

To view the full selection of publications you can order from Federal Student Aid, visit [www.FSAPubs.gov](http://www.FSAPubs.gov).

## Your Guide to FSAPubs

The Federal Student Aid Publications Ordering System (FSAPubs) is **your source for free bulk shipments of Federal Student Aid publications**. Visit FSAPubs today to update your account and place orders:

1. You can find the FSAPubs website at **www.FSAPubs.gov**. At the site, you will be asked for your ML number, your school's identification number that appears on the mailing label of the envelope in which this letter arrived. If you don't know your ML number, call 1-800-394-7084 to find out what it is. If you do not have Internet access, you may call that same number to place orders for publications.
2. At the FSAPubs site, type your ML number into the box in the middle of the home page and click on the "LOGIN" button. If you have not visited the site in the past couple of years, you will see text on the screen asking you to validate your address. Follow the directions on the screen.
3. Even if you have visited the site regularly, we encourage you to click on the "Account Management" link on the left side of the page and choose "Add/Modify Shipping Information." On the next screen, click on "Edit" and modify any information that is incomplete or incorrect. You should do the same for your "Institution Address." **Please SUPPLY YOUR E-MAIL ADDRESS at the site so we can notify you of any new publications, training, or emergency information.**
4. To order publications, click on "Publications" at the left side of the screen and browse the list or search for specific items. Enter the quantity you need and follow the directions to place your order. Remember, all of our materials are free.

In addition to the materials listed on FSAPubs.gov, these free items are available by download or special request, as indicated:

- *We Have A Bright Future* poster—for those who work with American Indians, Alaska Natives, or Native Hawaiians; request from Cindy Forbes Cameron at [cindy.cameron@ed.gov](mailto:cindy.cameron@ed.gov); PDF at **[www.studentaid.ed.gov/brightfuture](http://www.studentaid.ed.gov/brightfuture)**
- Fact sheets explaining federal aid programs and procedures, inspiring students to go to postsecondary school, and providing fraud prevention advice—download at **[www.studentaid.ed.gov/pubs](http://www.studentaid.ed.gov/pubs)**

Most publications are also produced in Spanish, and several in Braille. For availability, check FSAPubs.

Note: Students may read most of our publications at **[www.studentaid.ed.gov/pubs](http://www.studentaid.ed.gov/pubs)** or order single copies from **[www.edpubs.gov](http://www.edpubs.gov)** or from 1-877-4-ED-PUBS (1-877-433-7827).