



# Getting Started with the Oklahoma FAFSA Data Portal

The **Oklahoma FAFSA Data Portal (OK-FDP)** lets counselors, principals and educators provide targeted assistance to their students, which is instrumental in increasing FAFSA completion rates – especially for first-generation students pursuing postsecondary education.

Superintendent / School Board President / Chief Executive must **complete and electronically sign** the **[FAFSA COMPLETION AGREEMENT FORM](#)**. In this form, the Superintendent will name a primary point of contact and authorized users.

The signed **FAFSA COMPLETION AGREEMENT FORM** should be submitted to the Oklahoma State Regents for Higher Education (OSRHE).

Email to:

Kelli Kelnar  
[kkelnar@ocap.org](mailto:kkelnar@ocap.org)

or

Irala Magee  
[imagee@osrhe.edu](mailto:imagee@osrhe.edu)

OSRHE will email each authorized user:

- a **[PRIVACY CERTIFICATION](#)** which must be signed and returned.
- instructions to set up their **[OK-FDP](#)** account.
- instructions for uploading their list of seniors to the **[OSRHE SECURE FILE SITE](#)** using the **[FORMAT GUIDELINES](#)** and **[TEMPLATE](#)** provided.

OSRHE will email the user who uploaded senior information when the file has been processed.

See the next page for instructions and tips for using the Oklahoma FAFSA Data Portal.

**For more information, visit <https://www.okhighered.org/ok-fdp/>.**



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# Using the FAFSA Data Portal

- The primary point of contact may upload lists of seniors through the [SECURE UPLOAD PAGE](#), using the [FORMAT GUIDELINES](#) and [TEMPLATE](#) provided. This list can be uploaded only once. If a school needs to add or remove students after the initial upload, please email [imagee@osrhe.edu](mailto:imagee@osrhe.edu).

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- Authorized users should check [THE PORTAL](#) periodically to see which seniors have completed the FAFSA. FAFSA transactions are matched on the system twice a week.

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- [DETAILED INSTRUCTIONS](#) about how to check student information, how to download a list, and how to interpret the output will be provided when your school's FAFSA Completion Agreement has been submitted.

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- It can take a week or longer for a submitted FAFSA to process and appear in the Oklahoma FAFSA Data Portal. If it has been longer than a week and you believe a student has filed the FAFSA and does not show up on your list, contact [imagee@osrhe.edu](mailto:imagee@osrhe.edu) for assistance.

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- By submitting specific demographic data for high school seniors, users will be able to view each FAFSA applicant's name, date of birth, FAFSA status, and date the FAFSA was submitted.

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- Reports can be exported into Excel or a CSV file.

FAFSA Completion

Summary      Student Detail      Resources

**2024 - 2025 Detail. Use this page to view and download student data.**

Welcome to the FAFSA Application Detail

Paging:  Page Size:

The filter options below use "begins with" logic. Type a whole or partial value and tab/click out of the textbox. Data will refresh automatically.

District Name:  School Name:

First Name:  Last Name:  FAFSA Status:

Page 1 of 8      [Export to Excel](#)      [Export to CSV](#)

District Name	School Name	First Name	Last Name	State ID	DOB	Completed FAFSA	FAFSA Detail	Data App Submitted	Selected for Verification
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		6/14/2007	Complete	Complete FAFSA Application	12/15/2023 06:15:00 PM	N
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		12/12/2006	Complete	Complete FAFSA Application	1/3/2024 03:17:00 PM	Y
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		3/24/2007	Not Complete	Incomplete FAFSA Application	12/29/2023 11:28:00PM	N
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		5/5/2007	No Parent Signature	Missing parent signature on FAFSA	4/29/2024 09:45:00 AM	N
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		2/14/2007	Complete	Complete FAFSA Application	03/17/2024 02:25:00 PM	N
OKLAHOMA CITY	HIGH SCHOOL NAME	STUDENT FIRST NAME	STUDENT LAST NAME		7/30/2007	Not Complete	Incomplete FAFSA Application	01/29/2024 06:14:00 PM	N

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