



Professional Development Request Form

To request a presenter, return a completed Professional Development Request Form no more than six (6) months and no less than four (4) weeks prior to the event date. Submit your completed Professional Development Request Form to:

Division of Capacity Development & Training

Illinois Student Assistance Commission

Email: isac.outreachtraining@illinois.gov

SECTION I – Logistics

Event Name: _____

Event Location: _____	_____
Street Address	Building/Room Number
_____	_____
City	State Zip Code

Event Contact: _____	_____
First & Last Name	Title
_____	_____
School/Organization	School/Organization Zip Code
_____	_____
Email Address (required)	Area Code, Phone Number & Extension

SECTION II – Event Details

Select presentation(s) <i>(see descriptions on next page):</i>	Minimum Recommended Time
The Financial Aid Process	1 hour
FAFSA Line-by-Line	2-3 hours
Verification & Professional Judgment	1 hour
Packaging & Financial Aid Offers	1 hour
Working with Special Student Populations	1 hour
Other: _____	

Event Date: _____ Start Time: _____ a.m. p.m. End Time: _____ a.m. p.m.
(MM/DD/YYYY)

Anticipated Number of Attendees: Under 10 10-20 20-30 30-40 Other: _____

Presentation will be offered as a webinar if anticipated attendance is less than 10

Audience: High School – Counselor College – Student Support Services
 High School – Other Community-Based Organization
 College – Admission Staff Other: _____
 College – Financial Aid Staff

For ISAC Use Only

_____	_____	_____	_____	_____	_____
PDRF Received	Recorded in OD	Recorded in OTC	Staff Assigned	Confirmed	OD Complete



Presentation Descriptions

The Financial Aid Process (1 hour)

This session outlines the financial aid process and provides insight on ways to maximize access to financial aid to help pay for college. It introduces the *Free Application for Federal Student Aid* (FAFSA) and the *Alternative Application for Illinois Financial Aid*, summarizes state and federal aid programs, and identifies trusted sources of information.

FAFSA Line-by-Line (2-3 hours)

The *Free Application for Federal Student Aid* (FAFSA) is the form used to apply for most federal and state and many institutional financial aid programs, including the Federal Pell Grant and the Illinois Monetary Award Program (MAP) grant. This presentation goes through every question included on the FAFSA and provides audience members with an in-depth understanding of how to complete the FAFSA.

Verification & Professional Judgment (1 hour)

This session will cover the next steps after the FAFSA has been submitted including verification and professional judgment. Attendees will learn about the common areas for verification and types of documentation that may be requested by institutions. Furthermore, attendees will learn about the process of professional judgment used to address special circumstances that a student and/or their family may be experiencing.

Packaging & Financial Aid Offers (1 hour)

Learn about the process of packaging students for financial aid and understanding financial aid offers. Information in this session can be used to assist students in making an informed college decision using the information from their financial aid offers.

Working with Special Student Populations (1 hour)

Certain groups of students require special considerations to best address their needs and concerns. Learn about ways to support and work with students in the care of the Department of Children and Family Services (DCFS), unaccompanied homeless students, and undocumented students.