



Professional Development Request Form

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

Division of College Access and Outreach
Illinois Student Assistance Commission
E-mail: isac.outreachtraining@illinois.gov

SECTION I - Logistics

Presentation Date (MM/DD/YYYY) _____ **Start Time** a.m. p.m. **End Time** _____ a.m. p.m.

Presentation Location

Street Address _____ Building/Room Number _____

City _____ State _____ ZIP Code _____

Event Contact

First Name _____ Last Name _____

Title _____ School/Organization _____

E-mail Address (required) _____ Area Code, Phone Number, & Extension _____

SECTION II – Presentation Details

Select one presentation (see descriptions on next page)

- The Financial Aid Process
- FAFSA Line-by-Line
- Verification/Professional Judgment
- Packaging & Award Letters
- Working with Special Student Populations
- Other _____

Minimum Recommended Time

- 1 hour
- 2-3 hours
- 1 hour
- 1 hour
- 1 hour

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

Audience

- High School - Counselors
- High School - Other
- College - Admissions Staff
- College - Financial Aid Staff
- College - Student Support Services
- Community-Based Organization
- Other: _____

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), 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). This workshop provides hands-on instruction on how to navigate through the FAFSA on the Web process. Individuals will receive personalized assistance with and instruction on completing an actual FAFSA during the workshop, ideally held in a computer lab. Individuals should bring income and asset information with them.

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 & Award Letters (1 hour)

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

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.