

ADMINISTRATIVE CIRCULAR NO. 30

Office of Counseling & Guidance

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: November 30, 2020

To: Principals, Division and Department Heads

Subject: Required FAFSA/Dream Act Information Before Grade 12

Department and/or

Persons Concerned: Administrators of Grades 9-12, School Counselors, Teachers

Due Date: May 2021

References: See [CA Education Code Section 51225.8](#)

Action Requested: Ensure each pupil receives information on how to complete the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application before grade 12.

Brief Explanation:

Starting with the 2020-21 school year, Assembly Bill 2015 will require the governing board of a school district and the governing body of a charter school, as appropriate, to ensure that each of its pupils receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the pupil enters grade 12.

The manner in which information is provided can be through in-class instruction, asynchronous or synchronous online meetings, an existing program or partnership, family information sessions, or group or individual sessions with school counselors.

The information provided shall include:

(1) The type of documentation and personal information that each student's financial aid application requires, including, but not necessarily limited to, documents relating to income taxes, finances and income, college choices, academic status, and personal identification such as Social Security or Taxpayer Identification numbers.

(2) An explanation of definitions used for each application. These definitions may include, but are not necessarily limited to, definitions of "legal guardianship," "household size," "parent," "dependent," and "taxable college grants and scholarships."

(3) Eligibility requirements for student financial aid that may be applied for using the FAFSA or the California Dream Act Application.

(4) Application timelines and submission deadlines.

(5) The importance of submitting applications early, especially when student financial aid is awarded on a first-come, first-served basis.

(a) The governing board of a school district and the governing body of a charter school shall ensure that a paper copy of the FAFSA or the California Dream Act Application is provided to each pupil, upon request by that pupil or upon request of a parent or guardian of that pupil.

The Counseling & Guidance department has prepared a FAFSA and Dream Act presentation for school site use. School counselors are highly encouraged to lead this work and ensure postsecondary access for their students. Please contact Sharon Rubalcava, Program Manager for Counseling & Guidance, with any questions or for additional information at srubalcava@sandi.net.

APPROVED:

Sofia Roditti
Chief of Leadership and Learning