

Resolving Missing Information

If you have received notification of missing information for financial aid or if any documents have a status of “not received” in the Financial Aid Document Tracking section, you will need to complete and submit that document. If you do not see it listed below, call Edgewood Central at 608-663-4300. Please click on a document for more information:

[Dependent Household Worksheet](#)

[Dependent Verification Worksheet](#)

[Direct Stafford Loan Entrance Counseling](#)

[Direct Stafford Loan Prom Note \(MPN\)](#)

[Independent Household Worksheet](#)

[Independent Verification Worksheet](#)

[Missing Parent Signature on FAFSA](#)

[Missing Student Signature on FAFSA](#)

[Parent IRS Transcript- See Worksheet](#)

[Perkins Loan Entrance Counseling](#)

[Perkins Master Promissory Note \(MPN\)](#)

[Scholarship Thank You Letter](#)

[Review of Verification \(Office use only\)](#)

[Review FAFSA Comments](#)

[Signed Award Letter](#)

[Signed Revised Award Letter](#)

[Student IRS Transcript- See Wrksht](#)

Dependent Household Worksheet

- Complete the Dependent Household Worksheet and submit it to the financial aid office.
- If you no longer have a copy, print it from the *Forms* section (for the appropriate academic year) on the [Financial Aid Website](#)

Dependent Verification Worksheet

- Complete the Dependent Verification Worksheet and submit it to the financial aid office.
- If you no longer have a copy, print it from the *Forms* section (for the appropriate academic year) on the [Financial Aid Website](#)

Direct Stafford Loan Entrance Counseling

- As a first time borrower of Stafford loans, you are required to complete the loan entrance counseling.
- Complete the Stafford Loan Entrance Interview online at www.studentloans.gov.

Direct Stafford Loan Prom Note (MPN)

- In order for your Stafford Loans to disburse, you must complete the Direct Stafford Loan Master Promissory Note. This is done online at www.studentloans.gov.

Independent Household Worksheet

- Complete the Independent Household Worksheet and submit it to the financial aid office.
- If you no longer have a copy, print it from the *Forms* section (for the appropriate academic year) on the [Financial Aid Website](#)

Independent Verification Worksheet

- Complete the Independent Verification Worksheet and submit it to the financial aid office.
- If you no longer have a copy, print it from the *Forms* section (for the appropriate academic year) on the [Financial Aid Website](#)

Missing Parent Signature on FAFSA

- This message indicates that the FAFSA was not signed correctly and we are unable to process your FAFSA.
- Go back into your FAFSA on-line at www.fafsa.gov
 1. Click **Provide Signatures**
 2. Follow the instructions on the page to sign your FAFSA. If you do not have an FSA ID, you can [create an FSA ID](#) online.
- [More information about FSA IDs](#)
- [A YouTube video on creating an FSA ID](#)
- If you are experiencing difficulties creating your FSA id, please contact the Federal Processing Center at 1-800-433-3243.

Missing Student Signature on FAFSA

- This message indicates that the FAFSA was not signed correctly and we are unable to process your FAFSA.
- Go back into your FAFSA on-line at www.fafsa.gov
 1. Click **Provide Signatures**
 2. Follow the instructions on the page to sign your FAFSA. If you do not have an FSA ID, you can [create an FSA ID](#) online.
- [More information about FSA IDs](#)
- [A YouTube video on creating an FSA ID](#)
- If you are experiencing difficulties creating your FSA id, please contact the Federal Processing Center at 1-800-433-3243.

Parent IRS Transcript- See Worksheet

- As a part of the verification process, you are required to submit an IRS tax transcript. You have **two options** to complete this requirement:
 1. Log onto your FAFSA and use the IRS Data Retrieval Tool found in the parent financial information section
 2. Order an IRS **tax RETURN transcript** (NOT the IRS tax account transcript) online at www.irs.gov. Allow 7-10 days for processing.

- We cannot accept copies of the federal tax forms. Only IRS transcripts are acceptable.

Perkins Loan Entrance Counseling

- As a first time borrower of Perkins loans, you are required to complete the Perkins loan entrance counseling.
- The form can be found in the *Loans* section of the “My Financial Aid” page in Edgewood Express.

Perkins Master Promissory Note (MPN)

- As a first time borrower of Perkins loans, you are required to complete the Perkins Master Promissory Note and submit it to the financial aid office.
- The Perkins Master Promissory Note can be found in the *Loans* section of the “My Financial Aid” page in Edgewood Express.

Scholarship Thank You Letter

- Certain scholarships require the recipient to submit a letter of thanks to the donor before the funds can be disbursed.
- Compose a letter of thanks and submit it to the financial aid office.
- A template is available on the “My Financial Aid” page in Edgewood Express.

Review of Verification (Office use only)

- This section is used for internal office use only. If this is the **only** document marked “not received,” please disregard your missing information notification. If any other documents are marked “not received,” you must complete those before your aid can be disbursed.

Review FAFSA Comments

- This message indicates that something should be reviewed and/or resolved from your FAFSA. Contact Edgewood Central for more details.

Signed Award Letter

- The Financial Aid Office is missing your signed award letter.
 - If you no longer have a copy, print from the “My Financial Aid” page on Edgewood Express.
- To accept all the financial aid on the letter, simply sign and return the letter.
- To decline any financial aid, cross out the aid you are declining, sign, and return the letter.
- To decrease the loan amount, cross out the loan amount and write in the desired amount.

Signed Revised Award Letter

- The Financial Aid Office is missing your signed revised award letter.
 - If you no longer have a copy, print from the “My Financial Aid” page on Edgewood Express.
- To accept all the financial aid on the letter, simply sign and return the letter.
- To decline any financial aid, cross out the aid you are declining, sign, and return the letter.
- To decrease the loan amount, cross out the loan amount and write in the desired amount.

Student IRS Transcript- See Wrksht

- As a part of the verification process, you are required to submit an IRS tax transcript. You have **two options** to complete this requirement:
 1. Log onto your FAFSA and use the IRS Data Retrieval Tool found in the student financial information section
 2. Order an IRS **tax RETURN transcript** (NOT the IRS tax account transcript) online at www.irs.gov. Allow 7-10 days for processing.
- We cannot accept copies of the federal tax forms. Only IRS transcripts are acceptable.