

## Student Notification Guidance

Texas Administrative Code (TAC) §74.1023(d) outlines the required notifications that districts and charter schools must provide to students regarding the financial aid application graduation requirement. Student notifications must be provided at two different points in time.

### First Standard Notification

The first standard notification to students is at the time the student first registers for one or more classes required for high school graduation. The district or charter must provide information regarding the financial aid application requirement and the opt-out option. For many students, this will be at the beginning of ninth grade but may be earlier if a student is enrolling in high school courses at an earlier time. This serves as notice to the student when they begin their high school coursework that, as part of their graduation requirements, they will be required to either complete and submit an application or formally opt-out of the requirement in their senior year.

This notification is on the same timeline as when students must be provided with an explanation of automatic admission and financial aid in accordance with Commissioner's Rules on Automatic Admission in 19 TAC §61.1201. (For more information, visit TEA's [automatic admission web page](#).)

### Second Standard Notification

Districts and charter schools must provide the second notification to students at the beginning of their twelfth grade year. This notification details information regarding instructions for the completion and submission of a financial aid application. Student must complete and submit the application in their twelfth-grade year, therefore, this notification provides more specific instructions related to the application and the graduation requirements. Notifications for students in Grade 12 must also include the option to opt-out and a copy of the opt-out form.

The specific information that must be included in the instructions a student receives in Grade 12 is outlined in 19 TAC §74.1023(d) paragraphs (2) and (3), and includes the following:

- An explanation of the FAFSA and TASFA and the difference between the two
- Instructions for how to access the FAFSA and TASFA, including key dates and deadlines for completion and submission
- Resources available to support completion and submission of the FAFSA and TASFA
- Documents and information required to complete the FAFSA or TASFA;
- Contact information for school staff or local community resources available to support completion of the forms
- An explanation of the opt-out provision and timelines

### Student Notification Template

TEA has created a [sample notification](#), which is posted on the TEA [Financial Aid Application Graduation Requirement website](#).