



# Getting Started with the **OKLAHOMA FAFSA DATA PORTAL**

The [Oklahoma FAFSA Data Portal \(OK-FDP\)](#) enables counselors, principals and educators to track FAFSA completion of their senior class to comply with the statewide graduation requirement.

Superintendent / School Board President / Chief Executive **must complete and sign** the [FAFSA COMPLETION AGREEMENT FORM](#). In this form, the Superintendent will name a primary point of contact and authorized users for the FAFSA completion data.

The signed **FAFSA Completion Agreement form** should be submitted to the Oklahoma State Regents for Higher Education (OSRHE).

Email [FAFSAPortal@ocap.org](mailto:FAFSAPortal@ocap.org).

OSRHE will email each authorized user:

- a [PRIVACY CERTIFICATION](#) which must be signed and returned.
- instructions to set up their [OK-FDP](#) account at [okhighered.org/fafsaweb](http://okhighered.org/fafsaweb).
- instructions for uploading their list of seniors to the [OSRHE SECURE FILE SITE](#) using the [FORMAT GUIDELINES](#) and [TEMPLATE](#) provided.

See the next page for instructions and tips for using the Oklahoma FAFSA Data Portal.

For more information, visit  
<https://www.okhighered.org/ok-fdp/>




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The Oklahoma FAFSA Data Portal is provided by the Oklahoma State Regents for Higher Education and the Oklahoma College Assistance Program.

# Using the FAFSA Data Portal

- ☐ The primary point of contact may upload lists of seniors through the [SECURE UPLOAD PAGE](#), using the [FORMAT GUIDELINES](#) and [TEMPLATE](#) provided. If a school needs to add or remove students after the initial upload, please email [FAFSAportal@ocap.org](mailto:FAFSAportal@ocap.org).
- ☐ Authorized users should check the portal at [okhighered.org/fafsaweb](http://okhighered.org/fafsaweb) periodically to see which seniors have completed the FAFSA. FAFSA transactions are matched on the system throughout the week.
- ☐ [DETAILED INSTRUCTIONS](#) about how to check student information, how to download a list, and how to interpret the output will be provided when your school's FAFSA Completion Agreement has been submitted.
- ☐ It can take a week or longer for a submitted FAFSA to process and appear in the Oklahoma FAFSA Data Portal. If it has been longer than a week and you believe a student has filed the FAFSA and does not show up on your list, contact [FAFSAportal@ocap.org](mailto:FAFSAportal@ocap.org) for assistance.
- ☐ By submitting specific demographic data for high school seniors, users will be able to view each FAFSA applicant's name, date of birth, FAFSA status, and date the FAFSA was submitted. To access student information, users will click on **Student Detail** and then choose **2026-2027**.
- ☐ Reports can be exported into Excel or a CSV file and used as documentation of FAFSA completion for the high school graduation requirement.

 FAFSA Completion

You are logged in as [counselor@ocap.org](#) [Log off](#)

Summary Student Detail Resources

2026-2027 Detail Use this page to view and download student data

Welcome to the FAFSA Application Detail

Paging:  Page Size:

Type a whole or partial value and tab/click out of the textbox. Data will refresh automatically.

District Name:  School Name:

First Name:  Last Name:  FAFSA Status:

Date App Submitted:

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| District Name | School Name | First Name   | Last Name    | Student ID | DOB       | Completed FAFSA      | FAFSA Detail                           | Date App Submitted | Selected for Verification | Opted Out |
|---------------|-------------|--------------|--------------|------------|-----------|----------------------|--|--------------------|---------------------------|-----------|
| DISTRICT      | HIGH SCHOOL | STUDENT NAME | STUDENT NAME | 123456     | 10/2/2008 | Not Complete         | No FAFSA Match                         |                    |                           | Y         |
| DISTRICT      | HIGH SCHOOL | STUDENT NAME | STUDENT NAME |            | 3/14/2009 | No Student Signature | Student's signature missing from FAFSA | 10/2/2025          | N                         |           |
| DISTRICT      | HIGH SCHOOL | STUDENT NAME | STUDENT NAME |            | 8/17/2008 | Complete             | Completed FAFSA Application            | 11/18/2025         | N                         |           |
| DISTRICT      | HIGH SCHOOL | STUDENT NAME | STUDENT NAME | 987654     | 5/5/2009  | Complete             | Completed FAFSA Application            | 1/15/2026          | Y                         |           |