# Updating FAFSA data

## FAFSA data

1. Navigate to <https://studentaid.gov/data-center/student/application-volume/fafsa-completion-high-school>
2. Under the yearly archives section, download all the months you are missing
3. Save them in the ‘FAFSA Raw’ folder
4. Open each of the new files and reformat to match the ‘FAFSA Combined’ csv
   1. Delete columns that pertain to prior year/cycle
   2. Delete the extra header rows, leaving the row that says ‘School Code’, ‘Name’, etc.
   3. Change columns ‘Applications Submitted’ and ‘Applications Completed’ to just ‘Submitted’ and ‘Completed’
   4. Add two columns, ‘Cycle’ and ‘As of Date’.
      1. Cycle = school year covered by data. E.g., 2023/2024
      2. As of Date = date the download link was labelled with in m/d/y format. E.g., 2/6/24
   5. Save file as a csv & delete or archive the original Excel file

## Graduation data

1. Navigate to <https://data.wa.gov>
2. Search for ‘report card graduation’
3. Select the year you need
4. Click ‘Export’ and download file as a csv
5. Save in ‘Graduation raw’ folder