



# TOP 5 THINGS TO DO BEFORE SUMMER!

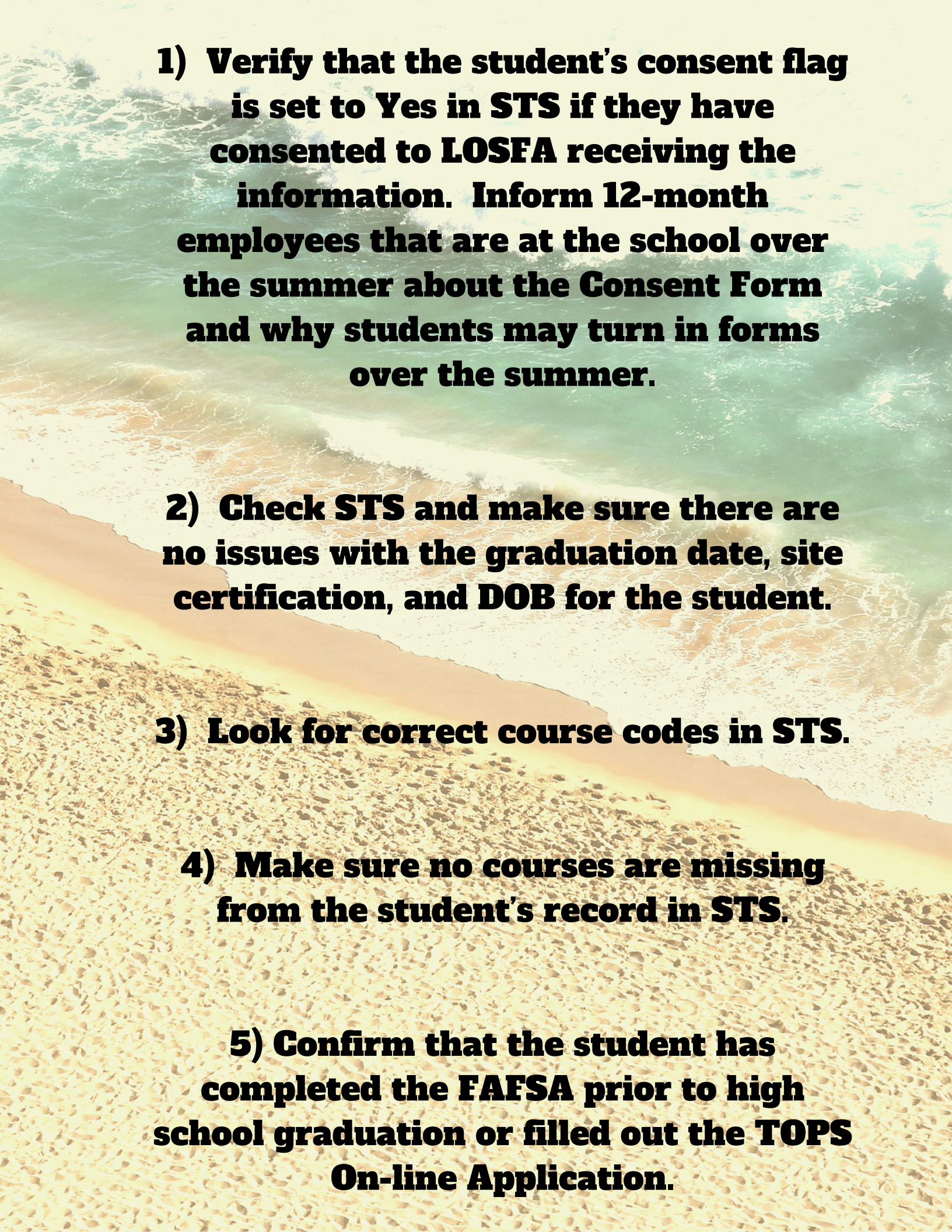
*Counselor Edition*

**Look Inside...**

**for tips on how to ensure that your students will be processed for TOPS correctly and on time this summer!**



Louisiana Office Of Student Financial Assistance  
A Program of the Board of Regents



**1) Verify that the student's consent flag is set to Yes in STS if they have consented to LOSFA receiving the information. Inform 12-month employees that are at the school over the summer about the Consent Form and why students may turn in forms over the summer.**

**2) Check STS and make sure there are no issues with the graduation date, site certification, and DOB for the student.**

**3) Look for correct course codes in STS.**

**4) Make sure no courses are missing from the student's record in STS.**

**5) Confirm that the student has completed the FAFSA prior to high school graduation or filled out the TOPS On-line Application.**

**For Additional Assistance:**

**[www.osfa.la.gov](http://www.osfa.la.gov)**

**Phone: 225.219.1012**

**Monday - Friday 8:00am - 4:30pm**

**E-mail: [custserv@la.gov](mailto:custserv@la.gov)**



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