

**College Application Event Sign-Out Sheet** Template

**State Coordinators**: The following sign-out sheet is an option that allows host sites to collect student application information in one place before students exit the event. Host sites can modify this form to meet their site needs. You can provide this template as is or make modifications based on state campaign needs.

If your state campaign is looking for a way to track data online, consider using myOptions Encourage, launching in September 2020, to help track student participation, number of applications started and completed, and application outcomes. Additionally, you can submit documents electronically through a secure portal to help students complete their applications.

**Site Coordinators**: The following sign-out sheet is an option that allows you to collect student application information in one place before students exit the event. You can modify this form to meet your event needs, but ensure you collect the two required data points of the campaign: Number of students participating and number of applications submitted. Be sure to check with your state campaign coordinator about what data needs to be submitted after your event(s). Copies of this document will need to be made in order to ensure enough space for all students to provide their information.

If you’re looking for a way to track data online, consider using myOptions Encourage, launching in September 2020, to help track student participation, number of applications started and completed, and application outcomes. Additionally, you can submit documents electronically through a secure portal to help students complete their applications.

**[Insert Host Site Event Name] Sign-Out Sheet**

Students, please write your name, the colleges to which you applied and whether you registered for your FSA ID at this college application event. Congratulations on reaching this exciting milestone, you’re on your way!

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| **Student Name** | **List Colleges You Applied To** | **Registered for FSA ID? (Y/N)** |
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