



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**February 3, 2021**

**GOM 2021-04**

TO: Financial Aid Administrators

FROM: Tae Kang *Tae Kang*  
Deputy Director, Program Administration & Services Division

**SUBJECT: 2021-22 Cal Grant Roster Opening and School Change Process**

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This Operations Memo from the California Student Aid Commission (Commission) announces the opening of the 2021-22 Cal Grant rosters and the capability for institutions to process school changes for their Cal Grant eligible students.

- New High School Entitlement awardees received a Cal Grant Eligibility notification encouraging them to create a WebGrants 4 Students (WG4S) account at [mygrantinfo.csac.ca.gov](http://mygrantinfo.csac.ca.gov) and confirm their school of attendance for the 2021-22 academic year.
- Institutions may process school changes for Cal Grant eligible students who have submitted their intent to register at their campus by:
  - Submitting School Change Upload files into WebGrants.
  - Performing individual school changes directly on the WebGrants Display Roster.
- 2021-22 School Change Upload files will be processed weekly.
- Institutions may use the Cal Grant Award Status Extract (ASE) process to identify their Cal Grant eligible students. The ASE process runs on a weekly basis. The ASE procedure and file specifications can be found under the "Help" Menu in WebGrants.

### **WebGrants Display Roster**

The Eligible section of the WebGrants Display Roster will populate with Cal Grant awardees who have confirmed their school of attendance in WG4S and as institutions submit school changes on behalf of their students.

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***