



OPERATIONS MEMO

Update from the California Student Aid Commission

STATE OF CALIFORNIA



February 22, 2021

GOM 2021-07

TO: Financial Aid Administrators

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

SUBJECT: **Re-established Non-SSN GPA Submission for CADAA Applicants**

This Operations Memo from the California Student Aid Commission (Commission) provides an update to [GOM 2021-06](#) regarding the electronic submission of re-established Non-SSN Grade Point Averages (GPA) for California Dream Act Application (CADAA) Applicants.

GPA's must be submitted by the **March 2** deadline for applicants to be considered for most Cal Grant awards. This includes community college [re-established GPA's](#), which are used for competitive Cal Grant B consideration.

Utilize the following methods to submit the re-established GPA for CADAA applicants:

1. GPA's for students **with Dream Act IDs** can be submitted via the GPA menu in WebGrants. The Dream Act ID serves as a pseudo-SSN. Choose Academic Year 2021-2022 and the Re-established option.

GPA File: No file chosen


Academic Year: ▾

GPA Type: Re-established September GPA's Community College GPA's

2. GPA's for students **without Dream Act IDs** can be submitted individually under the Non-SSN GPA menu, by choosing "Add Non-SSN GPA's/Test Scores." Choose Academic Year 2021-2022, GPA/Score Type "GPA," and Select GPA Type "Re-established GPA." Enter the required Student Information and Other Information Section. Click 'Submit Non-SSN GPA to CSAC' when done.

Academic Year: ▾ GPA/Score Type: ▾ Select GPA Type: ▾ C2

3. Upload your Non-SSN GPA data file using Secure File Transfer. Choose 'File Upload' under the Data Transfer Menu. Choose "Secure File Transfer" under the Type of Upload drop-down box, then click Go! After uploading your file, send an email to SchoolSupport@csac.ca.gov with the subject line 'Secure File Transfer Non-SSN GPAs for College Name'. Include your school name and school code.



The image shows a blue horizontal bar containing a form. On the left, the text 'School ID' is followed by a yellow box containing the number '00000000'. To the right, the text 'Type of Upload' is followed by a yellow dropdown menu showing 'Secure File Transfer'. Further right is a yellow button with a right-pointing arrow and the text 'GO!'.

Non-SSN GPA Excel Templates (for 32 bit and 64 bit Excel versions) can be found on the CSAC website under [GPA Submission Information](#). In addition, the [Non-SSN Upload User Guide](#) provides file specifications and step-by-step upload instructions.

Need to contact us?

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

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