# OPERATIONS MEMO
## Update from the California Student Aid Commission

STATE OF
CALIFORNIA

CSAC
CALIFORNIA
STUDENT AID
COMMISSION

**June 8, 2022**                                        **GOM 2022-17**

TO:        Financial Aid Administrators

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

SUBJECT: **2022-23 High School Graduation Date Verification for Colleges**

This Operations Memo from the California Student Aid Commission (Commission) provides guidance regarding the 2022 high school graduation date verification process for new 2022-23 Entitlement Cal Grant offered awardees.

A student's Cal Grant Entitlement award is placed on-hold until the high school graduation date verification requirement is satisfied.

**Colleges Confirming High School Graduation in WebGrants**

- Upload high school graduation confirmations by using the WebGrants File Upload screen (Cal Grant>Data Transfer>File Upload). The file layout specifications are available in the WebGrants Help menu.

- Individual student records can also be updated using the WebGrants payment roster.

  o Under Cal Grant, select Roster/Reconciliation, then select Display Roster.

  o Under High School Grad Date Verification Status, verify the month and year of high school graduation and save using the yellow save button.

**Cal Grant Entitlement Students who do not confirm their high school graduation will:**

- Not be eligible to receive Cal Grant payments.

- Be withdrawn from the Cal Grant program.

**Need to contact us?**

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

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