



# OPERATIONS MEMO

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

March 21, 2024

GOM 2024-12

TO: High School Counselors

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

SUBJECT: **Cal Grant – Late GPA Appeal Process for High Schools**

This Operations Memo from the California Student Aid Commission (Commission) explains the Late Cal Grant Grade Point Average (GPA) appeal process for high schools and students who missed the March 2, 2024\*, filing deadline.

### Late GPA Appeal Process – Submitted by School(s)

- Submit an appeal on school letterhead and include the following:
  - School code
  - School contact information
  - Brief explanation of why the submission deadline was missed
  - If appealing for a few students, include the following on your appeal letter (no need to attach excel or .txt file)
    - Student name
    - DOB
    - Address
    - SSID (if applicable)
    - GPA
    - Graduation date (Month/Year)
  - **Send all appeal letters to [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).**
- If appealing for an entire school or many students, submit the [Non-SSN GPA Template Excel file](#) through *Secure File Transfer* (WebGrants >Data Transfer > File Upload > Select “Secure File Transfer”). If submitting through this method, please state so on your appeal letter.
  - If you do not have access to upload via *Secure File Transfer*, send a password protected document via e-mail. Please include the password for your file in your appeal letter.

### Late GPA Process – Submitted by Student(s)

State regulations allow Cal Grant applicants to appeal the late submission of their Cal Grant GPA if circumstances beyond their control delayed or prevented them from submitting a verified GPA by the March 2, 2024, filing deadline.

- Students complete the [Late Cal Grant GPA Appeal Form](#) located on the Commission’s website, providing an explanation of the circumstances that prevented them from submitting an on-time Cal Grant GPA.
- The 2024-25 Cal Grant Late GPA Appeal Deadline for High School Entitlement applicants is **Thursday, May 16, 2024.**
  - 2024-25 High School Entitlement Cal Grant applicants are students that graduated high school (class of 2023 and class of 2024) or achieved the equivalent (GED, HiSET, or TASC) on or after July 1, 2020.

*\* Due to March 2, 2024, falling on a Saturday, Cal Grant GPAs submitted through March 4, 2024, will be considered on time.*

**Need to contact us?**

- School 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!***