SPECIAL ALERT
Update from the California Student Aid Commission

October 28, 2021   **GSA 2021-50**

TO: High School Counselors

FROM: Tae Kang *Tae Kang*
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SUBJECT: **High School GPA Submission for Class of 2022 Now Available**

This Special Alert from the California Student Aid Commission (Commission) provides an update regarding high school Grade Point Average (GPA) submissions for the class of 2022. On September 30, 2021, the Commission closed the "Upload Non-SSN GPAs" screen in response to multiple reports of technical issues. **The issues have been resolved and the "Upload Non-SSN GPAs" screen has been reopened.** Please upload GPAs for the class of 2022 as soon as possible and no later than **November 19, 2021**.

GPAs are required for students to receive Cal Grant award consideration. The Commission anticipates sending Cal Grant award notifications to students in November 2021. The Commission will continue to accept GPAs after November 19 and assist high schools and school districts with their GPA submissions.

- High schools are also encouraged to upload GPAs for students that graduated in 2021, as this may help those students qualify for a Cal Grant if they did not qualify the previous award year.

- GPAs for the class of 2022 and class of 2021 should be uploaded as separate files.

- GPAs for different schools should be uploaded as separate files.

GPA Tools

High school GPA information and resources can be found on the [Commission's website](#) under [GPA Tools.](#) For more information on how to calculate high school GPAs, please visit the High School [GPA Calculation](#) webpage.

High school GPA resources have been consolidated on one web page, [High School GPA Forms, User Guides, and Job Aides](#). The sections have been organized in chronological order:

- Opt-Out Forms should be provided to 11th grade students. Additional information will be provided in an upcoming communication.

- The Demographic Verification Form is optional, but can be used to ensure the high school collects and updates student information before submitting GPAs.

- The Upload User Guide, Record Layouts and Excel templates can be used to create GPA files and upload in WebGrants.

- The GPA Matching and Editing Guide provides an overview of matching and editing GPAs after they have been uploaded or added.

Corrections to Submitted GPAs

To edit a GPA after it has been submitted to the Commission, please use the "Edit Non-SSN GPAs" screen. If the GPA cannot be edited because it has already matched to a financial aid application (indicated by a green highlight), please contact Institutional Support.

Additional information on how to handle non-letter grades for Cal Grant GPA calculations can be found by reviewing our Frequently Asked Questions, under the "For Institutions" tab on our COVID-19 Communications webpage.

Next Steps

After GPAs for your high school have been submitted, please refer to the Matching and Editing Guide (mentioned above) for information on how to:

- Review your high school GPA reports in WebGrants to ensure that all GPAs for the class of 2022 were uploaded successfully.
- Verify that each GPA has matched to a financial aid application.

Training

Training opportunities are available for high school counselors and staff:

- Register for live webinars, including "Uploading 2022-23 High School GPAs," on the High School Training website.
- Watch recorded videos on the Training Videos website.
- Register for 2021 and 2022 Annual Statewide Financial Aid Workshops on the Annual Statewide Financial Aid Workshops website.

Need to contact us?

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

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