

Instructions for filling out the Cal Grant GPA Verification Form

Please print clearly using blue or black ink only. Filing deadline for 2017-18 awards is March 2, 2017

NOTE: Students must complete Student Info Section AND Parent Information Section

Student Information Section

1. *Your Dream Act ID number:* If you are a Dream Act Applicant and do not have a valid SSN, please enter your DREAM Act ID number which was given to you when you completed your Dream Act Application. Please also re-enter your Dream Act ID.
2. *Your name:* Print your full name as it appears on your Social Security card. Enter last name, first name, middle initial.
3. *Your date of birth:* Enter your birth date. For example, June 25, 1998 would be entered as 06-25-1998.
4. *Your Gender* Enter "M" for male and "F" for female
5. *Month/year of high school graduation:* Enter the month and year you graduated, or plan to graduate from high school. Enter the month in a two-digit format (for example: January should be appear as "01"; November should appear as "11"). Enter the year in a four-digit format (for example: 2016 should appear as "2016").
6. *Your E-mail address:* Enter a "safe" e-mail address where you can be contacted for questions. This is optional.
7. *Your permanent mailing address:* Enter your permanent mailing address, city, state and five-digit zip code.
8. *Your 10-Digit Statewide Student Identifier (SSID):* If your SSID is unknown, please refer to your HS Transcripts. This number could be listed on your transcript as 'Permanent ID Number'. If your SSID is not listed on your transcript, contact your HS Counselor or Registrar.
9. *Submitting a test score instead of a GPA:* Complete questions 1 through 10, sign the form and attach a photo copy of the testing organization's score report and mail by the deadline to Commission. **TRANSCRIPTS and DIPLOMAS WILL NOT BE PROCESSED.**
The results from the GED, SAT, ACT, TASC or HiSET scores must be submitted in lieu of a GPA if:
 - You participated in a home schooling program or attended an unaccredited high school.
 - You attended a high school or college outside of the United States and are unable to have those grades converted to a 4.00 scale or your school did not grade in a manner that can be readily converted to a 4.00 scale.
 - Students who have been out of school for five years can choose to submit either test scores or their GPA.
 - **Scores from the California High School Proficiency Examination (CHSPE) cannot be accepted in lieu of a high school GPA, but passing the CHSPE does meet the high school graduation requirement of the Entitlement Cal Grant program. Also, grade reports, transcripts, and other proficiency certificates WILL NOT BE ACCEPTED.**
 - **Only scores from the SAT reasoning test WILL BE ACCEPTED. Subject test scores will NOT BE PROCESSED.**

Reason for Late Submission Section

In space provided, please explain why you were not able to file your GPA by the March 2nd filing deadline. Use a second sheet of paper, if necessary, to explain the reasons why your GPA could not be submitted on time. If you did file the GPA form on time, yet it was not received by the Student Aid Commission, have your GPA certified on this form and submit it with proof that the GPA was submitted on time. Use a second sheet of paper, if necessary, to explain the reasons why your GPA could not be submitted on time. **If you have supporting documentation, you must attach this also.**

Parent Information Section and Student Certification

10. *Father's Last Name:* Enter your Father's Last name as it appears on your financial aid application (FAFSA or DREAM Act Application)
11. *Mother's Last Name:* Enter your Mother's Last name as it appears on your financial aid application (FAFSA or DREAM Act Application)
12. *Parent's Phone Number:* Enter your Parent's Phone number as it appears on your financial aid application (FAFSA or DREAM Act Application)
13. *Parent's E-mail Address:* Enter your Parent's E-mail address as it appears on your financial aid application (FAFSA or DREAM Act Application)
14. *Student Certification:* By signing this form, you certify that you have read these instructions and that the information you provided is correct. It is illegal to report false or misleading information on this form and doing so may result in any Cal Grant award being revoked.

Once you have filled out the student information, take the form to your school and request that they verify your GPA. Be aware that if your school will be electronically submitting your GPA to the California Student Aid Commission, you do not need to submit this form. It is your responsibility to verify that the school will be submitting your GPA for you.

FOR SCHOOL USE ONLY SECTION

GPA IS BASED ON HIGH SCHOOL COURSEWORK:
GPA VERIFIER'S SCHOOL CODE:

Fill in this bubble ONLY if the GPA is based on high school coursework.
High schools use their College Board school code; colleges use their USED OPE ID code.

VERIFIED STUDENT GPA:

Fill in ALL three GPA spaces. Cal Grant GPAs are calculated on a 4.00 scale. High Schools certifying GPAs MUST be accredited or have a UC approved course list in order to verify GPAs. Students not attending accredited high schools should provide either a GED, SAT, ACT, TASC or HiSET score.

After the school completes the GPA information, mail to:

**California Student Aid Commission
Cal Grant Operations
P.O. Box 419077
Rancho Cordova, CA 95741-9077**