

High School Counselor Newsletter

Congratulations on all the work you put forth to encourage your students to complete a FAFSA or California Dream Act Application! We are happy to announce that there was an increase in on-time applications from this year (2017-18) to last year (2016-17).

Now that spring is upon us it is time to confirm student information and prepare for the 2018-19 FAFSA/CADAA year beginning October 1, 2017.

SPRING CHECKLIST:

- Confirm graduation dates by August 31, 2017
- Check if your students have been awarded a Cal Grant
- Submit GPAs or Prepare for October 1st GPA Submission Deadline
- Notify Class of 2018 Juniors of GPA “Opt-Out”

“The whole purpose of education is to turn mirrors into windows.”

- Sydney J. Harris



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Important Reminders

It is that time of year again to begin the 2018-19 upload process for your incoming high school seniors. California Education Code (EC) 69432.9 and 6243.92 which pertain to the important deadlines for submitting GPA data, offering students the option to opt-out of the electronic GPA submission and the student high school graduation verification.

For Current High School Juniors:

- ◆ 2018-19 Cal Grant GPA Upload Submissions can now be electronically submitted for all incoming grade 12 pupils at public and charter high schools **no later than October 1**.

EC 69432.9 (c)(2): The commission shall require that a grade point average be submitted to it electronically on a standardized form for all grade 12 pupils at public schools, including charter schools, no later than October 1 of each academic year, except for pupils who have opted out as provided in subdivision (d).

- ◆ The student opt-out option needs to be communicated, in writing by the school district or charter school, to each grade 11 pupil (or his or her parent or guardian if pupil is under 18 years of age).

EC 69432.9 (d)(1): The school district or charter school shall, no later than January 1 of a pupil's grade 11 academic year, notify, in writing, each grade 11 pupil and, for a pupil under 18 years of age, his or her parent or guardian that, pursuant to subdivision (a), the pupil will be deemed a Cal Grant applicant unless the pupil opts out within a period of time specified in the notice, which shall not be less than 30 days. The required notice shall indicate when the school will first send grade point averages to the commission and the submission deadline of October 1. The school district or charter school shall provide an opportunity for the pupil to opt out of being automatically deemed a Cal Grant applicant.

For Current High School Seniors:

- ◆ Each current high school senior's graduation needs to be verified by the high school or high school district **no later than August 31**. (For more information on the verification process see Page 5)

EC 69432.92 (b): If the commission requires verification of high school graduation or its equivalent pursuant to subdivision (a), the commission shall provide guidance to high schools or high school districts to ensure that high schools and high school districts verify the graduation of their pupils as soon as possible upon a pupil's graduation and no later than August 31 of the academic year following the pupils' graduation. This subdivision also applies to pupils who graduate during the summer following the grade 12 academic year.

Submission Useful Links

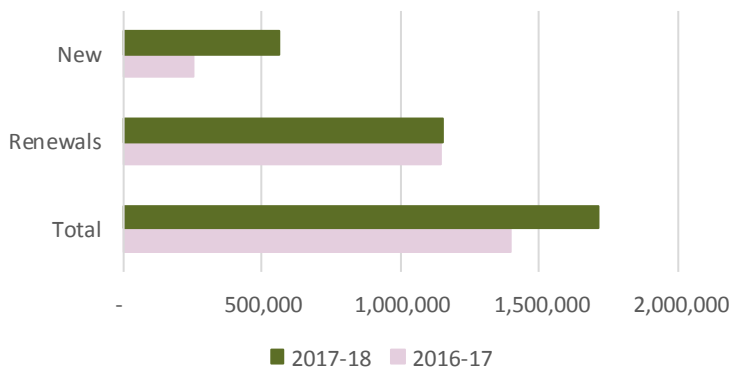
- ◆ [Creating a Non SSN GPA Text File for Batch Upload](#)
- ◆ [Individual SSN GPA Submission Process](#)
- ◆ [Uploading a Non SSN GPA Text File](#)
- ◆ [SSN GPA Batch Upload](#)
- ◆ [Individual Non SSN GPA Submission Process](#)
- ◆ [High School Graduation Verification](#)
- ◆ [GPA Opt-Out Form](#)

FAFSA/CADAA Submissions

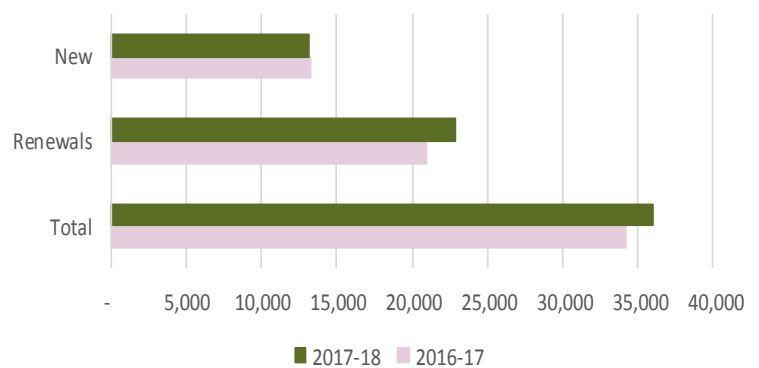
Congratulations on all the work you put forth to encourage your students to complete a FAFSA or California Dream Act Application (CADAA)! As well as uploading your GPAs by the March 2nd deadline. We are happy to announce that there was an increase in 2017-18 on-time applications in comparison to last year (2016-17):

- ◆ FAFSA Submissions– 1,714,872 (22% increase from last year)
- ◆ CADAA Submissions– 36,036 (5% increase from last year)

FAFSA On-Time Applications



CADAA On-Time Applications



FAFSA On- Time	2016-17	2017-18	+/-
New	1,397,671	1,714,872	+317,201
Renewals	1,146,688	1,152,450	+5,762
Total	1,397,671	1,714,872	+317,201

CADAA On-Time	2016-17	2017-18	+/-
New	13,207	13,157	-50
Renewals	20,971	22,879	+1,908
Total	34,178	36,036	+1,858

2017-18 Cal Grant High School Entitlement Award Claiming

Please encourage high school seniors who received a 2017-18 Cal Grant High School Entitlement Award to claim their award by confirming the college or university they will attend this fall. Students can claim their Cal Grant award by logging on to their WebGrants for Students (WGS) account and select the “Confirmation of School Attendance” link. WGS can be accessed at www.webgrants4students.org. Students must make sure their Cal Grant award is sent to the correct campus, in order to receive their funds

High School Graduation Verification

Verifications are due by August 31, 2017

A student's Cal Grant award is held until their high school graduation date is verified by their high school or district office official. Below are the steps needed to verify the graduation dates for students.

- ◆ Log into your webgrants account (webgrants.csac.ca.gov)
- ◆ Select the “High School Graduate Verification” option from the GPA Menu
- ◆ A list of your Cal Grant eligible students will appear in alphabetical order by last name
 - ◇ All students will have the “Graduated” radio button preselected for convenience
- ◆ Verify each student's graduation status
 - ◇ For a student to have graduated they must have received a diploma. A Certificate of Completion is not eligible for a Cal Grant
 - ◇ The “Pending” radio button is for students who are still working on meeting requirements through night classes, summer school, adult school programs, etc.
 - ◇ If “Not Graduated” is selected the student will be withdrawn from their Cal Grant Award
- ◆ All graduation verifications must be received no later than August 31
- ◆ A Mini-Training video on High School Graduation Verification is available [here](#)

Example of Graduation Verification Page

High School Graduation Verification		
Name	Date of Birth	Graduation Status
APPLESEED JOHN A	02/07/1996	<input checked="" type="radio"/> Graduated <input type="radio"/> Not Graduated <input type="radio"/> Pending
BROWN BLEU	07/26/1996	<input checked="" type="radio"/> Graduated <input type="radio"/> Not Graduated <input type="radio"/> Pending
DOE JANE	11/14/1995	<input checked="" type="radio"/> Graduated <input type="radio"/> Not Graduated <input type="radio"/> Pending
TEST STUDENT	04/29/1996	<input checked="" type="radio"/> Graduated <input type="radio"/> Not Graduated <input type="radio"/> Pending

Tips for a Successful Non-SSN GPA Upload

GPA Submission Window Is Now OPEN

Upload Cal Grant GPAs before Summer Break

Make your return to the 2017-18 school year smoother by submitting GPAs for the recently promoted seniors (Class of 2018) before you leave for summer break. The Cal Grant GPA does not include senior coursework so it can be uploaded now.

Make Sure that Cal Grant GPA is calculated correctly

As a reminder, the Cal Grant GPA calculation consists of:

SENIORS: 10th grade, the summer after 10th grade, 11th grade, and the summer after 11th grade. Exclude Physical Education (P.E), Reserve Officers' Training Corps (R.O.T.C), and remedial coursework.

GRADUATES: 10th grade, the summer after 10th grade, 11th grade, the summer after 11th grade, 12th grade, and the summer after 12th. Exclude Physical Education (P.E), Reserve Officers' Training Corps (R.O.T.C), and remedial coursework.

Ensure that the high school graduation date is correct

An incorrect graduation date for a student could delay the processing of their Cal Grant award.

Only submit 1 GPA for each student

If uploading more than 1 batch file, please be sure that all of the data is unique. Even if it is the same value, do not submit more than one GPA for a student because this could delay the processing of their Cal Grant Award.

Make sure the school code is correct

This past submission period we had hundreds of GPAs with an incorrect school code. Please be sure that all school codes are correct, especially if you are responsible for uploading GPA data for more than one high school.

Check your reports

To confirm that your GPA upload was accepted, download the *Non-SSN GPA School Upload Report* from WebGrants the morning after your upload. This report documents the upload and provides the date/time of the upload along with a batch number, total number of GPAs and the school code.

Cal Grant Training Information

Upcoming Live Webinars

In an effort to better support you, we will begin hosting free, live one-hour webinar based training sessions. The training sessions are scheduled as follows:

Tuesday, June 6, 2017	10:00 am - 11:00 am
Wednesday, June 7, 2017	10:00 am - 11:00 am
Thursday, June 8, 2017	10:00 am - 11:00 am
Tuesday, June 13, 2017	2:00 pm - 3:00 pm
Wednesday, June 14, 2017	2:00 pm - 3:00 pm
Thursday, June 15, 2017	2:00 pm - 3:00 pm
Tuesday, June 20, 2017	10:00 am - 11:00 am
Wednesday, June 21, 2017	10:00 am - 11:00 am
Thursday, June 22, 2017	10:00 am - 11:00 am

The online training sessions will discuss the topics related to:

- ◆ Gaining and renewing access to the WebGrants System
- ◆ Accessing GPA related reports
- ◆ Editing incorrect student data
- ◆ Matching GPAs to the student financial aid application
- ◆ Verifying student high school graduation dates

Registered participants can log on from their office or home computer and follow along screen-by-screen while listening to the live session.

To register, visit the Commission [Adobe Training Website](#). Once you have registered, a confirmation email will be sent to you with the website login and teleconference phone line information. You will need to retain the confirmation email, as it is needed to join the training session.

High School Counselor Workshops

We are still confirming all the dates and locations for this year's High School Counselor Workshops. Information on how to register and available dates will be distributed via a Special Alert in the Summer as well as in the Summer issue of this newsletter.

If you are not receiving the Commission's Operations Memos and Special Alerts you can subscribe via this link: <http://www.csac.ca.gov/prosubscription.asap>

Operations Memos and Special Alerts

- GSA 2017-13 [Important Reminders](#)
- GSA 2017-08 [Chafee Foster Youth Grant Program Workgroup](#)
- GSA 2017-07 [Firefox Browser Incompatibility with the California Dream Act Application](#)
- GSA 2017-06 [2017-18 Duplicate High School GPA Uploads Information](#)
- GSA 2017-04 [2017-18 California Dream Act Joint Letter](#)
- GOM 2017-06 [2016-17 California Chafee Foster Youth Grant Program Update](#)
- GOM 2017-05 [2017-18 Cal Grant High School Entitlement Award Claiming Process](#)

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Institutional Support Unit Spotlight

Name: Junelle Frances Romano

Title: Associate Governmental Program Analyst

Hometown: Stockton, CA

Graduated from: *High School:* Amos Alonzo Stagg High School

Undergraduate: University of California, Davis

Graduate: California Southern University

Favorite Hobbies: Traveling, Hiking, Binge-watching TV Shows

How long you have worked with CSAC: 1 year, 5 months

Favorite part of your job: Assisting high school administrators and counselors with different Cal Grant Processes.

What are some of your daily tasks: I respond to calls and emails from colleges and high schools on a variety of Cal Grant related topics. I monitor high school GPA submissions and prepare ongoing communications to high schools regarding GPAs, trainings, and legislation.



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