



OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2010-15

TO: Financial Aid Administrators

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SUBJECT: 2010-11 Entitlement Cal Grant High School Graduation Confirmation Process

The purpose of this Operations Memo is to inform college Financial Aid Administrators of the processes in place to allow confirmation of high school graduation of new Entitlement Cal Grant participants.

Newly awarded Entitlement Cal Grant participants are required to have their high school graduation confirmed prior to receiving payment. Students who are not confirmed cannot be paid. The California Student Aid Commission's (Commission) WebGrants system acts as the central repository of high school graduation confirmations. This allows high schools, colleges, students and Commission staff to work collaboratively to gather high school graduation confirmations from various sources.

Confirmation by High Schools

High schools may certify their graduates on the "High School Graduation Verification" screen which is accessible on the Grade Point Average (GPA) menu in WebGrants. This user friendly process allows high school staff to quickly confirm the high school graduation of their Cal Grant awardees. Schools should refer to the "High School Graduation Confirmation for High Schools WebGrants User Guide" available on the WebGrants Help screen.

Confirmation by Colleges

Colleges may make batch submissions of graduation confirmations using the WebGrants File Upload screen accessed from the Data Transfer Menu. File layouts for the high school graduation confirmation upload are available on the WebGrants Help menu. Also, on a student by student basis, the WebGrants Cal Grant roster can be used to confirm whether the student is a high school graduate.



State of California
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Opting Out of High School Graduation Confirmation

Some colleges chose to “opt out” of the confirmation process on the “College Cost Estimate” form. By opting out, a college assumes the liability for any new Entitlement Cal Grant funds disbursed to students who have not graduated high school or achieved the equivalent as required by law. For example, this option might have been selected by institutions that require high school graduation as part of their admission requirements.

Individual students are not affected by a campus checking the opt out box. Although payment is allowed at the campus choosing to opt out, the individual student would still be required to have their graduation status verified if they actually attend another school.

Confirmation by Students

Students are able to confirm their high school graduation status on the WebGrants for Students (WGS) “High School Graduation” screen, which is accessible on the main Cal Grant menu. Students who do not have their high school graduation confirmed will have a message displayed on the WGS screen advising them to confirm their high school graduation. WebGrants for Students can be accessed at www.webgrants4students.org.

Those students who cannot access WGS can submit a paper confirmation using the 2010-11 “High School Graduation Certification Form” (G-8). The Commission is encouraging students to confirm **online** using WGS. The Commission will communicate with students who have not confirmed their high school graduation sometime in the fall.

Confirmation by Commission Staff

Commission staff can update a participant’s high school graduation status based on graduation documentation received, such as copies of diplomas from students or the G-8 form. This form is available on our Website at <http://www.csac.ca.gov/doc.asp?id=80>. However, please direct students to WGS to update their high school graduation status online, as well as to make address changes, school changes and leave of absence requests.

Effects of Non-Confirmation

If a student’s high school graduation cannot be confirmed, this will not cause immediate withdrawal from the Cal Grant program. Students will have until spring 2011 to confirm their high school graduation status; however, no Cal Grant payment transactions will be accepted until graduation has been confirmed. Entitlement Cal Grant participants who have not graduated by December 31, 2010, must be withdrawn from the program and would have to reapply for award year 2011-12 by the March 2, 2011 filing deadline.

If you have questions regarding any of this information, please contact School Support Services at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!